



# Veterans' Affairs Committee

**Tuesday, February 1, 2022 3:30PM**

Chair: Tom Richardson

Members:

C. Eric Butler  
Ed Kinowski  
Sandra Winney  
Mo Wright

- I. Welcome and Attendance
- II. Approval of the minutes of the December 2, 2021 meeting
- III. Appointment of a Vice-Chair
- IV. Veterans Office Annual Report
- V. 2021 Honoring Veterans Grant approvals
  - A. Town of Clifton Park
  - B. Town of Galway
  - C. Town of Moreau
  - D. Town of Waterford
- VI. Discussion: Honor Deceased Veterans Ceremony
- VII. Other Business
- VIII. Adjournment

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  
Ridge Harris, Deputy County Administrator  
Michael Hartnett, County Attorney  
Therese Connolly, Clerk of the Board

**CC:** Jason Kemper, Planning Director  
Bridget Rider, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Clare Giammusso, County Attorney's Office

**FROM:** Frank McClement

**DATE:** 1/26/22

**RE:** 2021 Annual Report

**COMMITTEE:** Veterans

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:  YES or  NO  
(If yes, budget lines and impact must be provided)
3. Are there Amendments to the Compensation Schedule:  YES or  NO  
(If yes, provide details)
4. Specific details on what the resolution will authorize:
5. Does this item require hiring a Vendors/Contractors:  YES or  NO
  - a. Were bids/proposals solicited:
  - b. Is the vendor/contractor a sole source:
  - c. Commencement date of contract term:
  - d. Termination of contract date:
  - e. Contract renewal and term:
  - f. Contact information:
  - g. Is the vendor/contractor an LLS, PLLC or partnership:
  - h. State of vendor/contractor organization:
  - i. Is this a renewal agreement:  YES or  NO
  - j. Vendor/Contractor comment/remarks:



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

6. Is this an annual housekeeping resolution:  YES or  NO  
(If yes, attach the last approved resolution)
- 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:  YES or  NO
- a. Effective date
  - b. Salary and grade
8. Is a new employee being hired:  YES or  NO
- a. Effective date of employment
  - b. Salary and grade
  - c. Appointed position:
  - d. Term:
9. Is a grant being accepted:  YES or  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 (Supporting documentation must be attached to this form):  
Per established procedure.



**SARATOGA COUNTY  
VETERANS SERVICE AGENCY**  
152 WEST HIGH STREET, BALLSTON SPA, NEW YORK 12020  
Phone: (518)-884-4115 Fax: (518)-884-4290



## **MEMO**

**To:** Steve Bulger County Administrator  
**From:** Frank McClement, Director  
**Subject:** 2021 Annual Report

**Attached you will find the 2021 Annual Report for the Saratoga County Veterans Service Agency. With your approval, it is my intent to present this report at the upcoming Veterans Committee meeting on February 1, 2022.**

# SARATOGA COUNTY VETERANS SERVICE AGENCY



## 2021 Annual Report

Frank McClement

Director

# **Saratoga County Veterans Service Agency**

## **Mission Statement**

**“The Saratoga County Veterans Service Agency assists Veterans and their families with securing earned benefits and services through quality customer service and advocacy.”**

Saratoga County is home approximately 15,636 Veterans and their families. The Agency is staffed by Accredited Service Officers to assist in filing claims for Federal VA benefits which include:

- Disability Compensation
- Pension
- Health Care
- Education and Training
- Home Loan
- Burial and Memorial
- Dependents and Survivors

Agency staff also provides additional services to include:

- Transition Assistance
- Homeless Outreach – Housing Assistance
- Military Records and Medals Requests
- Inter-County and Outside agency connections and referrals
- Employment connections and referrals to resources
- Van Transportation to Stratton VA Medical Center, Albany
- Support of Veteran Recognition Programs and Ceremonies
- Outreach Presentations and Education

Saratoga County has honored over 300 Veterans at the monthly Honor Deceased Veterans Ceremony. The ceremony has become a tradition here at Saratoga County, and includes participation from elected officials at all levels of government, as well as local Veterans organizations and supporters.

The Saratoga County F.A.V.O.R. Program is dedicated to educating and assisting Veterans record in the importance of recording their original DD-214 discharge document with the County Clerk’s office. By doing so, Veterans and their families are readily equipped to garnish a variety of benefits and programs available to them in honor of their service to our Country.

The Saratoga County Veterans Trust Fund accepts donations and makes disbursements to Saratoga County Veterans and Veteran’s organizations in need of assistance. The Fund provides grants to Saratoga County Veterans or their families for training, education, health care, housing assistance and essential services; and for the benefit of groups, organizations, programs, and projects dedicated to the welfare and support of the Saratoga County Veterans. Donations are tax deductible, and all funds stay local.

The Saratoga County Veterans Peer Connection provides an opportunity for local Veterans who have reintegrated to civilian life to assist fellow Veterans who may experience post-traumatic stress disorder (PTSD) or other re-acclimation challenges. Personalized and informal, these pairings yield relationships intended to ease the transition from military to civilian life. Funding is made possible through the PFC Joseph P. Dwyer Peer Support Program for Veterans [www.veteranspeerconnection.org](http://www.veteranspeerconnection.org).

Contact information: phone, 518-884-4115; fax – 518-884-4290; e-mail [veterans@saratogacountynv.gov](mailto:veterans@saratogacountynv.gov)

### VSA 2021 by the Numbers:

- **Veteran Population** – According to VA VetPop figures from FY2020, Saratoga County is home to 15,636 veterans, ranking 14<sup>th</sup> in NYS. For comparison; Albany County -15,820 Rensselaer County –10,049; Warren – 4,544; Washington County – 4,449; Schenectady County - 8,507.
- **Veterans Transportation** – The Saratoga County VSA provided 178 Veterans rides to VA medical appointments, logging over 7458 miles between January and December 2021. This number is down significantly due to COVID19. (Appendix A)
- **VA Expenditures** - Department of Veterans Affairs Total Expenditures for FY 2020 equaled \$96,153,000 in Saratoga County. See attached for breakdown. (Appendix B)
- **Peer to Peer Program** – Saratoga County Veterans Peer to Peer Mentoring Program continued to expand and currently has 205 active Peers involved. (Peer to Peer Report – Appendix C)
- **Electronic Claim Development** – 100% of all claims that pass through this office are electronically developed and archived. This allows for an integrated service network internally, and more efficient service and record keeping. We are also now submitting most claims electronically as well. There may occasionally be an exception due to extremely large medical files, etc. that exceed our ability to submit electronically. In April 2020, we upgraded our contact/case management software system to the “VetPro” platform. This platform allows for fully web-based access, along with remote signature capabilities, and fully electronic submission direct to the VA’s VBMS system.
- **Veterans ID Card (FAVOR)** – The VSA continues to partner with, and assist the Saratoga County Clerk and Saratoga County Board of Supervisors with the FAVOR Veterans ID card program. This program has also contributed to the VSA conducting over *27 official requests for records in 2021 and over 2300 since the beginning of the program* for those Veterans who did not have proper service documentation in their possession. These requests will facilitate future benefits delivery for either financial and/or end of life benefits for Veterans and their surviving family members.
- **Veterans Trust Fund** – The VSA continues to assist the Board of Supervisors to bolster the Saratoga County Veterans Trust and Agency Fund throughout 2021. Our major fundraiser, Revolutionary run for Veterans 5k, was not held due to Covid-19; however, several individual contributors continued to add to the fund. (Trust Fund Report - Appendix D)

### **VSA 2021 Highlights:**

- **Staff Training** – While Covid19 in 2021 continued to alter our training plans quite a bit, staff members worked hard to continue training in order to learn and grow to better serve our clients. All normal in-person training was either conducted via teleconference or cancelled.

The Staff of the Saratoga County VSA participates in ongoing professional development and training to ensure constant adherence to VA laws and regulations. In 2021, this included:

- Quarterly Veteran Service Officer Conference - (Zoom/Teams)
  - VA Information Security Awareness - Privacy Policy Training (e-learn)
  - NYS Division of Veterans Affairs Training – (web-based in 2020)
  - NVLSP – web-based seminar training provided at the cost of NYS.
  - National Association of County Veterans Service Officers (conference cancelled 2021)
    - Megan Cutbush attended the 5-day Accreditation Training via Zoom.
    - Director McClement attended a 2-day Advanced Appeals training via Zoom.
- 
- **Honor Deceased Veteran Ceremonies** – This is another program directly affected by COVID. We hosted only one ceremony this year in November, honoring former VSA Director and Navy Retiree, Robert Mitchell. The ceremony was a success, and a proper tribute to a Veteran’s Veteran. Due to spikes in COVID cases, the ceremony was again postponed in December, and will restart at the guidance of the Board of Supervisors and the County Administrator.
- 
- **Veterans Transportation Service** – Service continued to be down significantly due to many programs closed at the VAMC due to COVID, as well as social distancing restrictions, etc. Van ridership did begin to slightly increase as more services were restored at the VA, and we expanded from 2 days to 3 days a week. We will continue to monitor demand and react accordingly. Our current van has now been in service since April 2015, and currently has 141,422 miles on the odometer. In 2021, we received a surprise bequest in the Last Will of a former Veteran rider who had recently passed away. As a thank you for our service provided to him and other Veterans, he left the Agency \$20,000 toward the purchase of a new bus. Additional funds were approved in the 2022 Budget, and we will be seeking to place an order for a replacement vehicle in Q1 of 2022. - Appendix A



- **Saratoga County P2P Veterans Program** – The Peer to Peer Program pushed forward during 2021. We were able to renew some of our programming, especially our popular drop-in Coffee Night. Other activities took place in-person and via Zoom, and participation remained strong. NYS funding for the program was granted, alleviating much of the uncertainty and pressure experienced in 2020. Highlights from the program are detailed in the attached report. – Appendix C
- **Facebook** - The Saratoga County Veterans Facebook page allows us to reach out to individuals and groups with up to date information. This has proven to be a valuable, non-traditional, and no-cost tool to use for outreach. We have utilized this platform to also promote our events, especially the Run for Veterans. **The page currently has 938 followers, with over 75,000 friends of fans, which is the total potential population that can be reached with a post.** [www.facebook.com/SaratogaCountyVeterans](http://www.facebook.com/SaratogaCountyVeterans)
- **Electronic Claim Development** – We continue to maximize efforts to be as “paperless” as possible. While we had been exploring new and improved options for case/contact management software, the pandemic created a sense of urgency for the upgrade. In April 2020, we upgraded our contact/case management software system to the “VetPro” platform. This platform allows for fully web-based access, along with remote signature capabilities, and fully electronic submission directly to the VA VBMS system. In 2021, the software platform continued to grow and improve as has our experience and knowledge working with it. We hope to continue to make daily operational changes to maximize it’s use and capability.
- **Equipment** – New laptops provided by IT has allowed for staff to be mobile if needed. Our software platform allows us to work remotely if necessary in emergency situations.
- **Veterans Outreach** – In-person outreach events have all but ceased due to the pandemic. Our focus in 2021 has been through word of mouth, maintaining close liaison with outside Veterans agencies and organizations, as well as social media.
- **Veterans Trust Fund** - Our fund continues to remain healthy. Funds were leveraged to purchase gift cards for needy Veteran families for Christmas. – Appendix D
- **Revolutionary Run for Veterans** – Cancelled for 2021. Early planning underway for 2022, with hopes to be able to host the event.
- **BOS Veterans Grant Program** – Board Resolution 107-2021 directed the creation of a Grant Program Honoring Saratoga County Veterans. Funding for this program was provided for in the Veterans Agency budget, and local municipalities submitted reimbursement requests to the VSA for processing. An amendment to this resolution provided that any unused funds be transferred to the Veterans Trust Fund.

## Conclusion

2021 was another challenging year for our Agency. Deemed non-essential during the pandemic shut-down created significant logistical challenges to meeting our mission. Adapting in 2020, and driving ahead with those changes in 2021, our focus remained those most in need, and we continued to serve as many clients as possible.

*“Adapt, improvise, and overcome.”* is a mantra often used in the military, and I am proud of our staff’s ability to do just that. Our staff’s flexibility and dedication to our mission have made us a success, and had a positive effect on the lives of those we serve. 2020 was a year of firsts in many negative ways, but some of our changes, made out of necessity in 2020, allowed us to better serve in 2021. We hope to build on that success and deliver even better results for our Veterans in the years to come.

### **Attachments:**

- **Appendix A: Contacts and Services for 2021**
- **Appendix B: VA Expenditures in Saratoga County FY2020\***  
\*(2020 numbers have not been released by VA as of this report.)
- **Appendix C: Saratoga County Veterans Peer to Peer Program Report**
- **Appendix D: Saratoga County Veterans Trust and Agency Fund Report EOY 2021**

## **2021 Veterans Service Officer Contacts and Services**

- **Scheduled Appointments - Conducted 242 claim appointments. (2020 -166)**
- **Claims - Processed 401 new claims for VA benefits. (2020-242)**
- **Medicaid Pension Referrals – Reviewed and/or processed 17 referrals for Veterans or spouses in Medicaid covered nursing home care. (2020– 35)**
- **DSS Referrals – Contacted 22 Veterans referred from DSS for benefits review. (2020 -22)**
- **Record Requests –Submitted 27 requests for records from National Personnel Records Center. (2020- 66)**
- **Van Riders – Provided rides for 178 Veterans to the Stratton VA Medical Center, Albany, for a total of approximately 7458 miles (2020 -392 /Approx. 7350 miles)**

## VA FY2020 Expenditures in Saratoga County

Total Expenditure	Compensation & Pension <sup>1</sup>	Education & Vocational Rehabilitation/ Employment <sup>2</sup>	Insurance & Indemnities <sup>3</sup>	Medical Care <sup>4</sup>	Unique Patients <sup>5</sup>
\$96,153,000	\$47,408,000	\$ 7,959,000	\$829,000	\$39,957,000	\$3,624,000

**1- Compensation and Pension**- Cash payments made directly to Veterans or dependents for the following programs: veterans' compensation for service-connected disabilities; dependency and indemnity compensation for service-connected deaths; veterans' pension for non-service-connected disabilities; and burial and other benefits to veterans and their survivors.

**2- Education and Vocational Rehabilitation and Employment**- Includes automobile and adaptive equipment, specially adapted housing, survivors' and dependents' educational assistance, Vocational Rehabilitation, Post-Vietnam Era Veterans educational Assistance, Montgomery GI Bill, Reserve Educational Assistance program, and Post-9/11 Veterans Educational Assistance.

**3- Insurance and Indemnities**-includes: Death Claims, Matured endowments, dividends, cash surrender payments, total disability income provision payments, and total and permanent disability benefits payments.

**4- Medical Care**-Medical Care expenditures include dollars for medical services, medical administration, facility maintenance, educational support, research support, and other overhead items. Medical Care expenditures do not include dollars for construction or other non-medical support.

**5- Unique Patients**- A patient that is unique in each division from which they receive care at a VA health care facility.



SARATOGA COUNTY  
**VETERANS  
PEER  
CONNECTION**  
Reinforcements for Life.

## Annual Report – 2021

### P2P 2021 – Highlights

**2021 was a hybrid year due to Covid protocols, some meetings and activities were either in person or on zoom**

- **Recruitment -continues to be by word of mouth by veterans in the program and Tuesday night coffee night brings in a few new veterans per month.**
- **Promotional-Saratoga Veterans Peer Connection Website and Facebook Page; In August due the Afghan withdrawal a press release from program was covered by Times Union, WYNT and Saratoga Today offering Veteran meetups and resources for Afghanistan Veterans.**
- **Advertising – No paid advertising this year.**
- **Incarcerated Veterans Program –Program on hold for 2021 Due to Covid protocols the Jail Mentor group did not meet, during this time incarcerated veterans in the program went from 15 to 0 as of the end of the year.**
- **Vets & Pets – Program on hold for 2021 In May 2015 in partnership with Saratoga Animal Shelter we initiated a program where the goal is to get Veterans connected with Companion Animals. The Veteran begins by volunteering at the shelter, and when they make a connection with an animal we hope to assist with the adoption as well as getting the dog or cat registered as a companion animal. Hoping to restart this program in the immediate future.**
- **Lunch and Learns-were cancelled for 2021 Mentor training was offered in February via zoom or individual training by phone or Zoom.**
- **Veterans Chorus –Veterans Chorus entered its 3<sup>rd</sup> year They did meet via zoom on Monday nights. They had an open house in July and 15 were in attendance and begin to have in-person meetings, then in August the Chorus went on pause due to Covid. Hoping next year this will be up and running soon**

- **Additional Events –**

Every Tuesday is Veterans Coffee night starting the first week January, was held in person then went to a hybrid in person/zoom meet up at the Veterans office until the 3<sup>rd</sup> week in March, then it was held back in person at Saratoga Coffee Traders. They give us free space and a significant discount on the coffee. It remains one of our best efforts. We average 15-25 Veterans per night. The owner closes the coffee shop from 5-630pm so that we have the entire space and can easily socially distance. Our annual Christmas party was Dec 14 where we held an Ugly Mask Contest and one of our program Veterans plays Santa Claus and hands out a complimentary gift from the program to each Veteran and a free entry to win a gift basket. Four Veteran families in need of a holiday meals were provided a ham or turkey, potatoes, and a grocery gift card

Social events included: Zoom classes on Nutrition(2), In-person: Cross-Country skiing(2), Fitness(3), Mental Health and Wellness(1-In-person/zoom-Hybrid) Legal Clinic(1). Other activities included: Veterans in the program started a guitar group(May-Sept) and a Tai Chi class(June & August), CDTA came to one coffee night to assist veterans with Navigator Card applications, Equine Therapy Host picnic, Outdoor Women's Walking Group restarted in April-November(weather permitting) Valley Cats Game, Kayak Day on Round Lake, Paint and Sip(non-alcoholic) Rustic Birdhouses, Bowling, Mask Making, Murder Mystery Masquerade Party.

In October the program coordinator Amy Hughes retired and Christina Holst Veteran Intern and Mentor from the program replaced her. One of the original mentors from the start up of the program Garth Lloyd was presented the Veteran of the Year Award for 2020.

Presentations: Amy Hughes(2012-Oct 2021) presented at the Mental Health summit and Shelters of Saratoga and Christina Holst (Oct 2021-present) at the Schenectady Rotary Club.

- **Reporting –** Funding is currently good until June 2022. Program Coordinator completed all expected reports and updates for SUNY and NYS.

**P2P 2021- By the Numbers**

- **Veteran Peers Involved –** 205
- **Community Outreach opportunities attended -** 14 events in 2021
- **New Mentor Trainings -** 1 mentor trained in 2021
- **New Mentor Matches -** 5 matches in 2021
- **Peer mentoring services to Veterans -** 380 in person contacts  
506 phone contacts  
4519 text/email contacts
- **Peer mentoring services to family members\* -** 136  
*\*This is not an advertised service but is provided as needed.*
- **Program Coordinator contacts with individual Veterans –** 10476 (83 in person)

Submitted by: Christina Holst, Program Coordinator

**VETERANS TRUST FUND**

DATE	TRANSACTION DESCRIPTION	DISBURSEMENTS	DEPOSITS	ACTUAL BALANCE
12/24/2020	RunSignup Inc.		\$ 3.80	\$ 95,547.73
12/31/2020	Spirit of Life Church Donation		\$ 300.00	\$ 95,847.73
	4th Qtr Interest		\$ 12.45	\$ 95,860.18
	<b>MONTH TOTAL: DECEMBER 2020</b>	\$ 8,150.50	\$ 312.45	\$ 95,860.18
	<b>MONTH TOTAL: JANUARY 2021</b>	\$ -	\$ -	\$ 95,860.18
	<b>MONTH TOTAL: FEBRUARY 2021</b>	\$ -	\$ -	\$ 95,860.18
3/23/2021	D. Henderson Donation		\$ 1,000.00	\$ 96,860.18
	<b>MONTH TOTAL: MARCH 2021</b>	\$ -	\$ 1,000.00	\$ 96,860.18
4/9/2021	Grand Prix Motel - Louis Gilmore Emergency Disbursement	\$ 300.00		\$ 96,560.18
4/16/2021	Ramon Rodriguez Donation		\$ 500.00	\$ 97,060.18
4/30/2021	Metabolic Clifton Park Donation		\$ 850.00	\$ 97,910.18
	<b>MONTH TOTAL: APRIL 2021</b>	\$ 300.00	\$ 1,350.00	\$ 97,910.18
	<b>MONTH TOTAL: MAY 2021</b>	\$ -	\$ -	\$ 97,910.18
5/28/2021	Exit 8 Wine & Liquor Donation		\$ 170.00	\$ 98,080.18
	<b>MONTH TOTAL: JUNE 2021</b>	\$ -	\$ 170.00	\$ 98,080.18
6/30/2021	1st Qtr Interest		\$ 13.52	\$ 98,093.70
7/13/2021	Metro Ford - Richard Lucas Emergency Disbursement	\$ 692.00		\$ 97,401.70
	<b>MONTH TOTAL: JULY 2021</b>	\$ 692.00	\$ 13.52	\$ 97,401.70
8/10/2021	Bequest on behalf of Estate of Wesley Welenc		\$ 20,000.00	\$ 117,401.70
	<b>MONTH TOTAL: AUGUST 2021</b>	\$ -	\$ 20,000.00	\$ 117,401.70



### VETERANS TRUST FUND

DATE	TRANSACTION DESCRIPTION	DISBURSEMENTS	DEPOSITS	ACTUAL BALANCE
	MONTH TOTAL: SEPTEMBER 2021	\$ -	\$ -	\$ 117,401.70
10/5/2021	All Pro - John Dalton Emergency Disbursement	\$ 1,250.00		\$ 116,151.70
	MONTH TOTAL: OCTOBER 2021	\$ 1,250.00	\$ -	\$ 116,151.70
11/1/2021	AT&T - Caroline Chisham Emergency Disbursement	\$ 212.78		\$ 115,938.92
	M&T Bank - Caroline Chisham Emergency Disbursement	\$ 584.51		\$ 115,354.41
11/9/2021	Reds Roll Off - John White Emergency Disbursement	\$ 750.00		\$ 114,604.41
11/9/2021	Town of Greenfield Donation		\$ 3,000.00	\$ 117,604.41
	MONTH TOTAL: NOVEMBER 2021	\$ 1,547.29	\$ 3,000.00	\$ 117,604.41
12/16/2021	Frank McClement - Gift Card Purchases	\$ 3,000.00		\$ 114,604.41
12/23/2021	Spirit of Life Church, Corinth Donation		\$ 300.00	\$ 114,904.41
12/31/2021	Interest April - December 2021		\$ 41.71	\$ 114,946.12
	MONTH TOTAL: DECEMBER 2021	\$ 3,000.00	\$ 341.71	\$ 114,946.12
<b>TOTALS</b>		<b>\$ 106,983.88</b>	<b>\$ 221,930.00</b>	<b>\$ 114,946.12</b>



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

**TO:** Steve Bulger, County Administrator  
Ridge Harris, Deputy County Administrator  
Michael Hartnett, County Attorney  
Therese Connolly, Clerk of the Board

**CC:** Jason Kemper, Planning Director  
Bridget Rider, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Clare Giammusso, County Attorney's Office

**FROM:** Frank McClement

**DATE:** 1/26/22

**RE:** 2021 Honoring Veterans Grant - Clifton Park Application

**COMMITTEE:** Veterans

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:  YES or  NO  
(If yes, budget lines and impact must be provided)
3. Are there Amendments to the Compensation Schedule:  YES or  NO  
(If yes, provide details)
4. Specific details on what the resolution will authorize:
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  - a. Were bids/proposals solicited:
  - b. Is the vendor/contractor a sole source:
  - c. Commencement date of contract term:
  - d. Termination of contract date:
  - e. Contract renewal and term:
  - f. Contact information:
  - g. Is the vendor/contractor an LLS, PLLC or partnership:
  - h. State of vendor/contractor organization:
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  - j. Vendor/Contractor comment/remarks:



# SARATOGA COUNTY

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- a. Effective date
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8. Is a new employee being hired:  YES or  NO
- a. Effective date of employment
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  - c. Appointed position:
  - d. Term:
9. Is a grant being accepted:  YES or  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 (Supporting documentation must be attached to this form):

Per established procedure. Veterans Committee approval required for each town/city submittal.



**Saratoga County Veterans Affairs Committee**  
**2021 Honoring Veterans Grant Program Reimbursement Form**

Date 12/17/21

**Applicant Information**

Town/City Clifton Park

**Grant Information**

Project Name Veterans Honors Programs

Date of project completion ongoing

Amount of grant drawdown (\$2,500K or less) \$2500

Attached documentation

Receipts and cancelled checks

Saratoga County Voucher

Project Explanation:

The Town of Clifton will be completing an upgrade to our Veterans' Memorial on the Clifton Common. We are also initiating a new ceremony program to honor Clifton Park Veterans. The funds will assist our efforts with both initiatives.

Signature of Town/City Supervisor

A handwritten signature in black ink, appearing to be "M. J. ...", written over a horizontal line.

Approval Signature - Veterans Committee Chairman

**DATE:**

Please submit drawdown request form with Saratoga County Voucher, receipts and cancelled checks to: Frank McClement at [fmcclement@saratogacountyny.gov](mailto:fmcclement@saratogacountyny.gov) | 518.884.4115 or mail to Saratoga County Veterans Service Agency, 2144 Doubleday Avenue, Ballston Spa, NY 12020

**COUNTY OF SARATOGA**  
 COUNTY MUNICIPAL CENTER  
 BALLSTON SPA NY 12020

**VOUCHER**

DEPT. Veterans

Claimant's Name and Address  
 Town of Clifton Park  
 One Town Hall Plaza  
 Clifton Park, NY 12065

PURCHASE ORDER NO.

VOUCHER NO.

DO NOT WRITE IN THIS BOX

DATE VOUCHER RECEIVED		
FUND APPROPRIATION	AMOUNT	PO Number
A.65.000-8764		
OPEN \$		
CK	JE	
	TOTAL	
Abstract No.		
Vendor's Ref. No.		DP

DATE	QUANTITY	DESCRIPTION OF MATERIALS OR SERVICES	UNIT PRICE	AMOUNT
12/17/21	1	Upgrade Veteran's Memorial on Clifton Common and initiate a new ceremony program to honor Clifton Park Veterans.	2,500	\$ 2,500
			TOTAL	2,500

CLAIMANT'S CERTIFICATION

I, Philip Barrett, certify that the above account in the amount of \$ 2,500 is true  
Claimant must print name above

and correct, that the items, services and disbursements charged were rendered to or for the municipality on the dates stated, that no part has been paid or satisfied, that taxes, from which the municipality is exempt, are not included, and that amount claimed is actually due.

12/17/21 Date       SIGNATURE      Town Supervisor TITLE

DEPARTMENT APPROVAL

The above services or materials were rendered or furnished to the municipality on the dates stated and the charges are correct.

  
 DATE AUTHORIZED COUNTY OFFICIAL

APPROVAL FOR PAYMENT

This claim is approved and ordered paid from the appropriations indicated above.



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

**TO:** Steve Bulger, County Administrator  
Ridge Harris, Deputy County Administrator  
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Therese Connolly, Clerk of the Board

**CC:** Jason Kemper, Planning Director  
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Matt Rose, Management Analyst  
Clare Giammusso, County Attorney's Office

**FROM:** Frank McClement

**DATE:** 1/26/22

**RE:** 2021 Honoring Veterans Grant - Galway Application

**COMMITTEE:** Veterans

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:  YES or  NO  
(If yes, budget lines and impact must be provided)
3. Are there Amendments to the Compensation Schedule:  YES or  NO  
(If yes, provide details)
4. Specific details on what the resolution will authorize:
5. Does this item require hiring a Vendors/Contractors:  YES or  NO
  - a. Were bids/proposals solicited:
  - b. Is the vendor/contractor a sole source:
  - c. Commencement date of contract term:
  - d. Termination of contract date:
  - e. Contract renewal and term:
  - f. Contact information:
  - g. Is the vendor/contractor an LLS, PLLC or partnership:
  - h. State of vendor/contractor organization:
  - i. Is this a renewal agreement:  YES or  NO
  - j. Vendor/Contractor comment/remarks:



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

6. Is this an annual housekeeping resolution:  YES or  NO  
(If yes, attach the last approved resolution)
- What were the terms of the prior resolution
  - Are the terms changing:
  - What is the reason for the change in terms:
7. Is a new position being created:  YES or  NO
- Effective date
  - Salary and grade
8. Is a new employee being hired:  YES or  NO
- Effective date of employment
  - Salary and grade
  - Appointed position:
  - Term:
9. Is a grant being accepted:  YES or  NO
- Source of grant funding:
  - Amount of grant:
  - Purpose grant will be used for:
  - Equipment and/or services being purchased with the grant:
  - Time period grant covers:
10. Remarks/Reasoning (Supporting documentation must be attached to this form):  
Per established procedure. Veterans Committee approval required for each town/city submittal.



**Saratoga County Veterans Affairs Committee**  
**2021 Honoring Veterans Grant Program Reimbursement Form**

Date 12/07/2021

**Applicant Information**

Town/City Galway

**Grant Information**

Project Name 2021 Honoring Veterans Grant Program

Date of project completion \_\_\_\_\_

Amount of grant drawdown (\$2,500K or less) 2500.00

Attached documentation

Receipts and cancelled checks

Saratoga County Voucher

Project Explanation:

Signature of Town/City Supervisor 

Approval Signature - Veterans Committee Chairman

**DATE:** \_\_\_\_\_

Please submit drawdown request form with Saratoga County Voucher, receipts and cancelled checks to: Frank McClement at [fmcclement@saratogacountyny.gov](mailto:fmcclement@saratogacountyny.gov) | 518.884.4115 or mail to Saratoga County Veterans Service Agency, 2144 Doubleday Avenue, Ballston Spa, NY 12020



**COUNTY OF SARATOGA**  
 COUNTY MUNICIPAL CENTER  
 BALLSTON SPA NY 12020

**VOUCHER**

DEPT. Veterans

Claimant's Name and Address	TOWN OF GALWAY 5910 SACANDAGA ROAD GALWAY, NY 12074
-----------------------------	---

PURCHASE ORDER NO.

VOUCHER NO.

DO NOT WRITE IN THIS BOX

DATE VOUCHER RECEIVED			
FUND APPROPRIATION		AMOUNT	PO Number
A.65.000-8764		2500.00	
OPEN \$			
CK	JE		
	TOTAL		
Abstract No.			
Vendor's Ref. No.			DP

DATE	QUANTITY	DESCRIPTION OF MATERIALS OR SERVICES	UNIT PRICE	AMOUNT
12/27/21		Towns Donation to Galway Veterans Committee. Pass thru grant from Saratoga County Veterans Dept. for 2021. Per Frank McClement		2500.00
			TOTAL	2500.00

CLAIMANT'S CERTIFICATION

I, Michael A. Smith, certify that the above account in the amount of \$ 2500.00 is true and correct, that the items, services and disbursements charged were rendered to or for the municipality on the dates stated, that no part has been paid or satisfied, that taxes, from which the municipality is exempt, are not included, and that amount claimed is actually due.

12/27/21 Date      [Signature] SIGNATURE      Supervisor TITLE

DEPARTMENT APPROVAL  
 The above services or materials were rendered or furnished to the municipality on the dates stated and the charges are correct.  
 \_\_\_\_\_  
 DATE AUTHORIZED COUNTY OFFICIAL

APPROVAL FOR PAYMENT  
 This claim is approved and ordered paid from the appropriations indicated above.



Current Date: December 27, 2021  
 Account Number:  
 Capture Date: December 23, 2021  
 Item Number: 13040001266449  
 Posted Date: December 23, 2021  
 Posted Item Number: 503224  
 Amount: 2,500.00  
 Record Type: Debit

TOWN OF GALWAY  
 GENERAL FUND  
 5910 SACANDAGA ROAD  
 GALWAY NY 12074

THIS DOCUMENT HAS A VOID SECURITY PANTOGRAPH AND MICROPRINTING IN THE BORDER

**TOWN OF GALWAY**  
 GENERAL FUND  
 5910 Sacandaga Road  
 Galway, NY 12074

**BALLSTON SPA NATIONAL BANK**  
 Galway, NY 12074

37418

90-467/213 04

12/23/2021

**PAY : TWO THOUSAND FIVE HUNDRED AND 00/100 DOLLARS**

DATE

AMOUNT  
 \$2,500.00

TO THE ORDER OF: **GALWAY VETERANS COMMITTEE**  
**PO BOX 373**  
**GALWAY NY 12074**

*[Handwritten Signature]*  
 AUTHORIZED SIGNATURE

⑈03748⑈

FEDERAL RESERVE BOARD OF GOVERNORS

*For Deposit only*



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

**TO:** Steve Bulger, County Administrator  
Ridge Harris, Deputy County Administrator  
Michael Hartnett, County Attorney  
Therese Connolly, Clerk of the Board

**CC:** Jason Kemper, Planning Director  
Bridget Rider, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Clare Giammusso, County Attorney's Office

**FROM:** Frank McClement

**DATE:** 1/26/22

**RE:** 2021 Honoring Veterans Grant - Moreau Application

**COMMITTEE:** Veterans

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:  YES or  NO  
(If yes, budget lines and impact must be provided)
3. Are there Amendments to the Compensation Schedule:  YES or  NO  
(If yes, provide details)
4. Specific details on what the resolution will authorize:
5. Does this item require hiring a Vendors/Contractors:  YES or  NO
  - a. Were bids/proposals solicited:
  - b. Is the vendor/contractor a sole source:
  - c. Commencement date of contract term:
  - d. Termination of contract date:
  - e. Contract renewal and term:
  - f. Contact information:
  - g. Is the vendor/contractor an LLS, PLLC or partnership:
  - h. State of vendor/contractor organization:
  - i. Is this a renewal agreement:  YES or  NO
  - j. Vendor/Contractor comment/remarks:



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

6. Is this an annual housekeeping resolution:  YES or  NO  
(If yes, attach the last approved resolution)
- 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:  YES or  NO
- a. Effective date
  - b. Salary and grade
8. Is a new employee being hired:  YES or  NO
- a. Effective date of employment
  - b. Salary and grade
  - c. Appointed position:
  - d. Term:
9. Is a grant being accepted:  YES or  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 (Supporting documentation must be attached to this form):  
Per established procedure. Veterans Committee approval required for each town/city submittal.



**Saratoga County Veterans Affairs Committee**  
**2021 Honoring Veterans Grant Program Reimbursement Form**

Date 12/16/2021

**Applicant Information**

Town/City Town of Moreau

**Grant Information**

Project Name Community Veterans Program

Date of project completion 12/10/2021

Amount of grant drawdown (\$2,500K or less) \$2,448.00

**Attached documentation**

Receipts and cancelled checks

Saratoga County Voucher

**Project Explanation:**

The Town of Moreau purchased 432 U.S. Flags and 22 Bronze Flag Holders/Grave Markers for those Veterans' that have served in WWI, WWII, the Korean, Vietnam and Revolutionary Wars. These will be placed on our Veterans' graves by our local American Legion Mohican Post 553.

Signature of Town/City Supervisor

*Theodore J. Korman*

Approval Signature - Veterans Committee Chairman

**DATE:**

Please submit drawdown request form with Saratoga County Voucher, receipts and cancelled checks to: Frank McClement at [fmcclement@saratogacountyny.gov](mailto:fmcclement@saratogacountyny.gov) | 518.884.4115 or mail to Saratoga County Veterans Service Agency, 2144 Doubleday Avenue, Ballston Spa, NY 12020

**COUNTY OF SARATOGA**  
 COUNTY MUNICIPAL CENTER  
 BALLSTON SPA NY 12020

**VOUCHER**

DEPT. Veterans

Claimant's Name and Address	Town of Moreau 351 Reynolds Road Moreau, NY 12828
-----------------------------	---

PURCHASE ORDER NO.

VOUCHER NO.

DO NOT WRITE IN THIS BOX

DATE VOUCHER RECEIVED		
FUND APPROPRIATION	AMOUNT	PO Number
A.65.000-8764		
OPEN \$		
CK	JE	
	TOTAL	
Abstract No.		
Vendor's Ref. No.		DP

DATE	QUANTITY	DESCRIPTION OF MATERIALS OR SERVICES	UNIT PRICE	AMOUNT
12/16/21		Please see the attached vouchers and invoices for expenditures.  432 American Flags Invoice M-0506--1 22 Bronze Flag Holders/Grave Markers Invoice M-1210-3		\$948.00 \$1500.00
			<b>TOTAL</b>	<b>\$2,448.00</b>

CLAIMANT'S CERTIFICATION

I, Theodore T. Kusnierz, Jr., certify that the above account in the amount of \$ 2,448.00 is true

*Claimant must print name above*

and correct, that the items, services and disbursements charged were rendered to or for the municipality on the dates stated, that no part has been paid or satisfied, that taxes, from which the municipality is exempt, are not included, and that amount claimed is actually due.

12/16/2021

*Theodore T. Kusnierz*

Town Supervisor

Date

SIGNATURE

TITLE

DEPARTMENT APPROVAL

The above services or materials were rendered or furnished to the municipality on the dates stated and the charges are correct.

APPROVAL FOR PAYMENT

This claim is approved and ordered paid from the appropriations indicated above.

DATE

AUTHORIZED COUNTY OFFICIAL

# VOUCHER

**TOWN OF MOREAU**  
 351 Reynolds Road  
 Moreau, New York 12828-9261

Purchase Order No.

Department(s): \_\_\_\_\_

Claimant's Name and Address: Saratoga Flag  
P.O. Box 404  
Gansevoort, NY 12831

Date Voucher Received	
Fund - Appropriation	Amount
AGSIO.4	948 00
TOTAL	948 00

VOUCHER NO. 0485

Date	Quantity	Description of Materials or Services	Unit Price	Amount										
5/6/21	39555	USA GRAVE FLAGS Invoice # MOS 06-1 FOR AMERICAN LEGION Post 583 432 HT Flags - for Veterans graves		\$ 948.-										
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Voucher checked for mathematical accuracy</td> <td style="width: 20%;">Initials: JD</td> </tr> <tr> <td>Invoice Attached and Signed as Received</td> <td>JD</td> </tr> <tr> <td>Department Head Authorization Affixed</td> <td>JD</td> </tr> <tr> <td>Town Board Members Authorization</td> <td>JD</td> </tr> <tr> <td>Date Paid 5/31/21</td> <td>Check No. 2934</td> </tr> </table>	Voucher checked for mathematical accuracy	Initials: JD	Invoice Attached and Signed as Received	JD	Department Head Authorization Affixed	JD	Town Board Members Authorization	JD	Date Paid 5/31/21	Check No. 2934		
Voucher checked for mathematical accuracy	Initials: JD													
Invoice Attached and Signed as Received	JD													
Department Head Authorization Affixed	JD													
Town Board Members Authorization	JD													
Date Paid 5/31/21	Check No. 2934													
		TOTAL		948.00										

Claimant's Certification

I, JP Spinelli, certify that the above account in the amount of \$ 948.00 is true and correct, that the items, services and disbursements charged were rendered to or for the municipality on the dates stated; that no part has been paid or satisfied, that taxes, from which the municipality is exempt, are not included; and that the amount claimed is actually due.

5/6/21 \_\_\_\_\_  
 Date Signature Title managing partner

(Space Below for Municipal Use)

Department Approval

The above services or materials were rendered or furnished to the municipality on the dates stated and the charges are correct.

5/13/21 \_\_\_\_\_  
 Date Authorized Official

Approval for Payment

This claim is approved and ordered paid from the appropriation indicated above.

5/25 \_\_\_\_\_  
 5/25/21 \_\_\_\_\_  
 5/25/21 \_\_\_\_\_  
 Date Auditing Board

# Invoice

**SARATOGA FLAG COMPANY**  
 A Broadway Banner & Graphics Co. LLC  
 1940 Route 32N • P.O. Box 404  
 Gansevoort, NY 12831 USA  
 (518) 792-1776 • Fax (518) 792-469

<b>DATE</b>	<b>INVOICE #</b>
05/06/21	M0506-1

**BILL TO:**  
 Lisa Sperry, Supervisors Office  
 Town of Moreau  
 351 Reynolds Rd.  
 Moreau, NY 12828  
 518-792-5675

**SHIP TO:**  
 for American Legion Post 553.

<b>P.O. Number</b>	<b>TERMS</b>	<b>SHIP DATE</b>	<b>SHIP VIA</b>	<b>CLIENT E-MAIL</b>
	Due Now	05/05/21	Client Pick-Up	recreation@townofmoreau.org

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
US1218grave	U.S. FLAG: 12x18" mounted on 30" x 3/8" wood staff 3 gross (144 flags per gross)	3	396.00	1,188.00
discount	Discount		-240.00	-240.00
<p>RECEIVED BY</p> <p><i>Lisa Sperry</i> 5/6/2021</p> <p>Sign &amp; Print Name &amp; Date</p>				

Credit Card Payments will incur an additional 6% Convenience Surcharge Fee.	<b>TOTAL DUE:</b>	<b>\$948.00</b>
---	-------------------	-----------------



12934

TOWN OF MOREAU  
OPERATING ACCOUNT  
351 REYNOLDS ROAD  
MOREAU, NY 12828-9261

GLENS FALLS NATIONAL BANK & TRUST  
50-255/213

PLEASE PAY AND CHARGE  
TO THE ACCOUNT OF THE  
ABOVE DISTRICT

DATE
05/31/21

\*\*\*\*\*948 DOLLARS AND 00 CENTS

AMOUNT OF CHECK
\$948.00

PAY  
TO THE  
ORDER  
OF

SARATOGA FLAG COMPANY  
PO BOX 404  
GANSEVOORT NY 12831



*888*

SUPERVISOR

⑈012934⑈

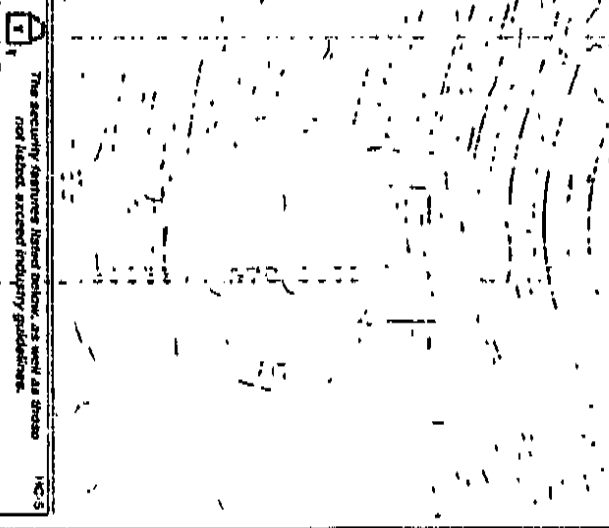
ENDORSE HERE

For Deposit Only

Saratoga Flag  
A Broadway Banker & Graphics Co., LLC

CHECK HERE AFTER  
MORNING OR REMOTE DEPOSIT DATE

**DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE  
RESERVED FOR FINANCIAL INSTITUTION USE**



**1** The security features listed below, as well as those not listed, exceed industry guidelines. H-C-5

Security Features:

- HelioGram**
    - Multi-color serial ink used to track each document by photograph
    - Head and Wings with fingers or scratch on it. The wings will fold and disappear.
    - Head crease to a light source to view.
    - Cannot be photocopied
  - Visible Fibers**
    - Fibers in paper visible under ultraviolet light
    - Stains or spots only appear if chemical alteration attempts are made
    - 40x Street View in direct overhead view
    - 40x Street View in direct overhead view
  - High Resolution Warning Band**
    - Not printed in black ink
    - Not printed in black ink
    - Not printed in black ink
  - Therm Adhesion Properties**
    - Changes from paper to paper 127°F to other forms when heat is applied as a result of the therm adhesion
    - Document grain with technology in previous metal covers from causing a visible copy.
    - Discourages cut and paste operations
  - Anti-Copy Technology**
    - Document grain with technology in previous metal covers from causing a visible copy.
    - Discourages cut and paste operations
  - Lead Line Bank Pattern**
    - Document grain with technology in previous metal covers from causing a visible copy.
    - Discourages cut and paste operations
  - FedExon design a connection**
    - Document grain with technology in previous metal covers from causing a visible copy.
    - Discourages cut and paste operations
- FEDERAL RESERVE BOARD OF GOVERNORS, REG. CD**

VOUCHER

TOWN OF MOREAU  
351 Reynolds Rd  
Moreau, NY 12828

Department \_\_\_\_\_

Claimant's Name and Address  
Saratoga Flag Co  
PO Box 404  
Gansevoort, NY 12831

Purchase Order No. 8102/627

Do Not Write in This Box

Date Voucher Received	
Fund - Appropriation	Amount
A651.4	1500 00
TOTAL	

Abstract No. \_\_\_\_\_

Vendor's Ref. No. M1210-3

Terms Due Now

Date	Quantity	Description of Materials or Services	Unit Price	Amount
12/10/21	22	gravemarkers Invoice # M1210-3 See Attached		\$1500
			TOTAL	

Voucher checked for mathematical accuracy	TD
Invoice attached and stamped and received	TD
Discrepancy/Need full signature if filed	TD
Total amount/numbers/rounding	
Date Paid	Check No.

Claimant's Certification  
J.P. Spinelli Certify that the above account in the amount of \$ 1500.00  
is true and correct, that the items, services and disbursements charged were rendered to or for the municipality on the dates stated; that no part has been paid or satisfied, that taxes from which the municipality is exempt, are not included; and that the amount claimed is actually due.

Date 12/10/21 Signature [Signature] Title Managing Partner

Department Approval  
The above services or materials were rendered or furnished to the municipality on the dates stated and the charges are correct.

Date 12-13-21 Authorized Official [Signature]

Approval for Payment  
This claim is approved and ordered paid from the appropriation indicated above.

Date \_\_\_\_\_ Auditing Board \_\_\_\_\_

**SARATOGA FLAG COMPANY**  
 A Broadway Banner & Graphics Co. LLC  
 1940 Route 32N • P.O. Box 404  
 Gansevoort, NY 12831 USA  
 (518) 792-1776 • Fax (518) 792-469

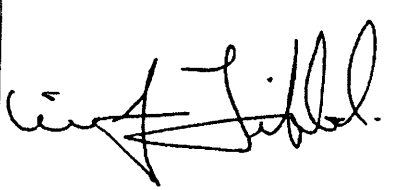
# Invoice

DATE	INVOICE #
12/10/21	M1210-3

**BILL TO:**  
 Lisa Sperry, Supervisors Office  
 Town of Moreau  
 351 Reynolds Rd.  
 Moreau, NY 12828  
 518-792-5675

**SHIP TO:**  
 picked up by ~~Frank Gifford~~  
 American Legion Post 553  
 South Glens Falls  
 Kevin Gifford  
 TREASURER@MohicanPost553,ORG

P.O. Number	TERMS	SHIP DATE	SHIP VIA	CLIENT E-MAIL
	Due Now	12/10/21	Client Pick-Up	ssec@townofmoreau.org

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
gravemarker	ALUMINUM GRAVE MARKERS	22	69.00	1,518.00
discount	Discount		-18.00	-18.00
	REVOLUTIONARY WAR: 1 WW1: 4 WW2: 5 KOREAN WAR: 5 VIETNAM WAR: 2 GENERAL VETERAN: 5			
				

	<b>TOTAL DUE:</b>	<b>\$1,500.00</b>
--	-------------------	-------------------



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

**TO:** Steve Bulger, County Administrator  
Ridge Harris, Deputy County Administrator  
Michael Hartnett, County Attorney  
Therese Connolly, Clerk of the Board

**CC:** Jason Kemper, Planning Director  
Bridget Rider, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Clare Giammusso, County Attorney's Office

**FROM:** Frank McClement

**DATE:** 1/26/22

**RE:** 2021 Honoring Veterans Grant - Waterford Application

**COMMITTEE:** Veterans

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:  YES or  NO  
(If yes, budget lines and impact must be provided)
3. Are there Amendments to the Compensation Schedule:  YES or  NO  
(If yes, provide details)
4. Specific details on what the resolution will authorize:
5. Does this item require hiring a Vendors/Contractors:  YES or  NO
  - a. Were bids/proposals solicited:
  - b. Is the vendor/contractor a sole source:
  - c. Commencement date of contract term:
  - d. Termination of contract date:
  - e. Contract renewal and term:
  - f. Contact information:
  - g. Is the vendor/contractor an LLS, PLLC or partnership:
  - h. State of vendor/contractor organization:
  - i. Is this a renewal agreement:  YES or  NO
  - j. Vendor/Contractor comment/remarks:



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

6. Is this an annual housekeeping resolution:  YES or  NO  
(If yes, attach the last approved resolution)
- 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:  YES or  NO
- a. Effective date
  - b. Salary and grade
8. Is a new employee being hired:  YES or  NO
- a. Effective date of employment
  - b. Salary and grade
  - c. Appointed position:
  - d. Term:
9. Is a grant being accepted:  YES or  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 (Supporting documentation must be attached to this form):  
Per established procedure. Veterans Committee approval required for each town/city submittal.



**Saratoga County Veterans Affairs Committee**  
**2021 Honoring Veterans Grant Program Reimbursement Form**

Date 11/24/2021

**Applicant Information**

Town/City Waterford

**Grant Information**

Project Name GWOT Monument

Date of project completion \_\_\_\_\_

Amount of grant drawdown (\$2,500K or less) \$2,500.00

**Attached documentation**



Receipts and cancelled checks



Saratoga County Voucher

**Project Explanation:**

The Town will be adding a small monument in honor of those who served in the Global War on Terror to our Soldier's and Sailor's Park.

The total cost will exceed \$5,000. We have provided a down payment of \$2,500 to order the materials, and will be working with the monument company to finalize design details and installation schedule. Installation will take place in Spring 2022.

Signature of Town/City Supervisor

A handwritten signature in black ink, appearing to read "John J. G...".

Approval Signature - Veterans Committee Chairman

**DATE:**

Please submit drawdown request form with Saratoga County Voucher, receipts and cancelled checks to: Frank McClement at [fmcclement@saratogacountyny.gov](mailto:fmcclement@saratogacountyny.gov) | 518.884.4115 or mail to Saratoga County Veterans Service Agency, 2144 Doubleday Avenue, Ballston Spa, NY 12020

**COUNTY OF SARATOGA**  
**COUNTY MUNICIPAL CENTER**  
**BALLSTON SPA NY 12020**  
**VOUCHER**

PURCHASE  
ORDER NO.

VOUCHER  
NO.

DO NOT WRITE IN THIS BOX

DEPT. Veterans

Claimant's Name and Address	Town of Waterford 65 Broad Street Waterford NY 12188
-----------------------------	--

DATE VOUCHER RECEIVED		
FUND APPROPRIATION	AMOUNT	PO Number
A.65.000-8764		
OPEN \$		
CK	JE	
	TOTAL	
Abstract No.		
Vendor's Ref. No.		DP

DATE	QUANTITY	DESCRIPTION OF MATERIALS OR SERVICES	UNIT PRICE	AMOUNT
12/9/2021	1	Down Payment for Materials for Stone GWOT Veterans Monument	2500.00	2500.00
			<b>TOTAL</b>	

CLAIMANT'S CERTIFICATION

I, John Lawler, certify that the above account in the amount of \$ 2500.00 is true

*Claimant must print name above*  
and correct, that the items, services and disbursements charged were rendered to or for the municipality on the dates stated, that no part has been paid or satisfied, that taxes, from which the municipality is exempt, are not included, and that amount claimed is actually due.

12/9/2021 John E Paulk Supervisor  
Date SIGNATURE TITLE

DEPARTMENT APPROVAL

The above services or materials were rendered or furnished to the municipality on the dates stated and the charges are correct.

DATE AUTHORIZED COUNTY OFFICIAL

APPROVAL FOR PAYMENT

This claim is approved and ordered paid from the appropriations indicated above.

**Grethen Cahrenger Memorials, Inc.**

P.O. Box 103  
Troy, NY 12182-0103

Phone 518-235-3312 Grethen-Cahrenger@verizon.n...  
Fax 518-237-0666 www.gcmemorials.com

**Invoice**

Date	Invoice #
11/5/2021	G06-3821

<b>Bill To</b>
Soldiers & Sailors Park c/o Frank McClement

<b>Ship To</b>

<b>P.O. No.</b>

Quantity	Item Code	Description	Price Each	Amount
	Granite Sales	barre gray monument only need a 50% deposit of \$2500	5,200.00	5,200.00
		Rensselaer Co Sales Tax	8.00%	0.00

<b>Total</b>	<b>\$5,200.00</b>
<b>Payments</b>	<b>\$0.00</b>
<b>Balance Due</b>	<b>\$5,200.00</b>

*Thank You!*





TOWN OF WATERFORD  
 GENERAL ACCOUNT  
 65 BROAD STREET  
 WATERFORD, NY 12188

PIONEER COMMERCIAL BANK 58-1392  
 218

33809

CHECK NO.	VENDOR NO.	CHECK DATE	CHECK AMOUNT
00033809	0000001362	12/08/2021	\$*****2,500.00

TWO THOUSAND FIVE HUNDRED AND 00/100 DOLLARS\*\*\*\*\*

PAY TO THE ORDER OF

GRETHEN CAHRENGER MEMORIALS INC.  
 P.O. BOX 103  
 TROY, NY 12182-0103

VOID AFTER 180 DAYS



⑈033809⑈ 1

INVOICE DATE	INVOICE NO.	PO NO.	VOUCHER	DESC./BUDGET CODE	NET INVOICE AMOUNT	
11/05/21	G06-3821		2012930536		2,500.00	
VENDOR NO.		VENDOR NAME		CHECK NO.	CHECK DATE	CHECK AMOUNT
0000001362		GRETHEN CAHRENGER MEMORIALS INC.		00033809	12/08/2021	\$*****2,500.00

**TOWN OF WATERFORD**  
**GENERAL ACCOUNT**  
 65 BROAD STREET  
 WATERFORD, NY 12188

PIONEER COMMERCIAL BANK 50-1282  
 313 **33809**

Q-CHK NO.	MEMO NO.	CHECK DATE	CHECK AMOUNT
0033809	000000162	12/08/2021	*****2,500.00

\*TWO THOUSAND FIVE HUNDRED AND 00/100 DOLLARS\*\*\*\*\*

PAY TO THE ORDER OF

GRETHEN CAHRENGER MEMORIALS INC.  
 P.O. BOX 103  
 TROY, NY 12182-0103

VOID AFTER 60 DAYS

*Kevin M. ...*

FEDERAL RESERVE NOTE  
 100 DOLLARS  
 SERIALIZED  
 12/18/21

\$ NOTE HERE  
 For Deposit Only  
 GRETHEN CAHRENGER MEMORIALS