



Economic Development Committee

Wednesday, April 5, 2023 3:30PM
40 McMaster Street, Ballston Spa, NY

Chair: Mark Hammond

Members:

C. Eric Butler
Joe Grasso
Jean Raymond
Kevin Tollisen
Kevin Veitch - vc
Sandra Winney

- I. Welcome and Attendance

- I. Approval of the minutes of the March 8, 2023 meeting.

- II. Committee approval – Reimbursement requests of Economic Development Grants

- III. Authorizing the transfer of funds from the Economic Development Reserve Fund and amending the 2023 County Budget – Jason Kemper, Planning & Economic Development

- IV. Update – Capital Region Chamber, Pete Bardunias

- V. Other Business

- VI. Adjournment



SARATOGA COUNTY
DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT

JASON KEMPER
DIRECTOR

TOM L. LEWIS
COUNTY PLANNING BOARD
CHAIRMAN

MEMORANDUM

TO: Economic Development Committee Members

CC: County Administrator's Office
County Attorney's Office
Clerk of the Board of Supervisors

FROM: Jason Kemper, Director of Planning and Economic Development

DATE: March 29, 2023

RE: April 2023 Economic Development Meeting

Saratoga County Economic Development Grants Updates

The applications for the 2023 Economic Development Grants have been released with a due date of September 15, 2023. The Planning and Economic Development Department reached out to all prior grant recipients for an update on their projects. In addition, the Town of Ballston has initiated their 2023 project which is a sewer feasibility study in the Burnt Hills Business District.

The following municipalities are ready or will be seeking reimbursement in the immediate future. Committee approval is required for these applications to be reimbursed, however a board resolution will be required to transfer funds from the Economic Development Grant Reserve Fund (A.0888.ED) to the Municipal Planning Grant Program (A.80.000-8763)

1. 2021 City of Saratoga Springs Grant (awarded 7/7/2021) - \$7100
2. 2022 Town of Waterford Grant (awarded 10/6/2022) - \$14,200
3. 2022 Town of Clifton Park Grant (awarded 10/6/2023) - \$14,200
4. 2022 Town of Moreau (awarded 10/6/2023) - \$14,200

If any of the committee members would like additional information on this item, feel free to contact me.



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

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

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

DEPARTMENT: Department of Planning & Economic Development

DATE: 3.28.23

COMMITTEE: Economic Development

1. Is a Resolution Required:

2. Proposed Resolution Title:
Authorize the Transfer of Funds From The Economic Development Reserve Fund And Amending the 2023 County Budget in Relation THERETO

3. Specific Details on what the resolution will authorize:
Resolution will authorize a budget transfer from the Economic Development Grant Reserve Account (A.-0888 ED) to the General Fund (A.80-000-8763) to allow for payment of pending 2021 and 2022 Economic Development Grants to various municipalities.

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

County Attorney's Office
Consulted Yes

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

County Administrator's Office
 Consulted Yes

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

Revenue

Account Number	Account Name	Amount
A.0888ED	Econ. Dev. Grant Program Reserve	\$49,700

Expense

Account Number	Account Name	Amount
A.80.000-8763	Municipal Planning Grant Program	\$49,700

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

Amount:

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

Other

- a. G/L line impacted A.0888ED and A.80.000-8763
- b. Budget year impacted 2023
- c. Details

This budget transfer will reduce the Economic Development Grant Program Reserve Fund by \$49,700

6. Are there Amendments to the Compensation Schedule?

YES or NO (If yes, provide details)

a. Is a new position being created? Y N

Effective date

Salary and grade

b. Is a new employee being hired? Y N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? Y N

Is this position currently vacant? Y N

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

Human Resources Consulted

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

a. Type of Solicitation

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

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

d. Vendor information (including contact name):

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

f. State of vendor/contractor organization:

g. Commencement date of contract term:

h. Termination of contract date:

i. Contract renewal date and term:

k. Is this a renewal agreement: Y N

l. Vendor/Contractor comment/remarks:

Purchasing Office Consulted

County Administrator's Office
Consulted

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

9. Supporting Documentation:

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

10. Remarks:
See attached memo for summary on grant projects

6/21/22



SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION ~~209~~–2022

Introduced by Economic Development: Supervisors Tollisen, Grasso, Hammond, Schopf, K. Veitch, M. Veitch and Wood

AUTHORIZING THE TRANSFER OF FUNDS FROM THE ECONOMIC DEVELOPMENT RESERVE FUND AND AMENDING THE ~~2023~~ COUNTY BUDGET IN RELATION THERETO

WHEREAS, pursuant to Resolution 97-2021, this Board established a capital reserve fund to be known as the “Economic Dev Grant Reserve” for the purpose of depositing unexpended funds for the Municipal Economic Development Assistance Program; and

WHEREAS, pursuant to Resolution 97-2021 the reserve account was created to house the unexpended municipal economic grant program funds until such funds are needed, and a reimbursement voucher is submitted by the municipal applicant, at which point the funds will be appropriated to the General Fund budget; and

WHEREAS, the unexpended grant funds from the ~~2021 City of Saratoga Springs, 2022 Town of Waterford, and 2022 Town of Clifton Park , and 2022 Town of Moreau 19 and 2020 Municipal Economic Development Assistance Program~~ total ~~\$49,700~~124,800; and

WHEREAS, various grant projects that were approved in ~~2021~~19 and ~~2022~~20 have been submitted for payment and reimbursement was approved by our Economic Development Committee; and

WHEREAS, the transfer of Economic Development Grant Reserve funds to the Municipal Economic Development Assistance account requires this Board’s approval and an associated amendment to the ~~2023~~22 County budget; and

WHEREAS, our Economic Development Committee and the Director of Planning and Economic Development have recommended that ~~\$49,700~~124,800 be transferred from the Economic Development Grant Reserve funds to the Municipal Economic Development Assistance account; now, therefore, be it

RESOLVED, that this Board authorizes the transfer of ~~\$124,800~~ \$49,700 from the Economic Development Grant Reserve funds to the Municipal Economic Development Assistance account to provide reimbursement to municipal applicants as approved by our Economic Development Committee; and it is further

RESOLVED, that the 202~~32~~ Saratoga County Budget is amended as follows:

PLANNING

Increase Appropriations:

Acct. #A.80.000-~~87637091.9~~ Municipal Planning Grant Prog \$124,800
\$49,700

Decrease Reserve:

Acct. #A-0888.ED Econ. Dev. Assistance Grant Reserve Transfer ~~\$49,700~~124,800

; and it is further

RESOLVED, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: No Budget Impact. The transfer will reduce the balance in the Economic Development Assistance Grant Reserve Fund by ~~\$124,800~~\$49,700