



Economic Development Committee

Wednesday, June 7, 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 May 3, 2023 meeting.

- II. Economic Development Grant reimbursement Committee approval – Town of Galway 2022 – Jason Kemper, Planning & Economic Development

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

- IV. Economic Development Updates – Jason Kemper, Planning & Economic Development

- V. Other Business

- VI. Adjournment



DEPARTMENT OF PLANNING & ECONOMIC DEVELOPMENT

JASON KEMPER, DIRECTOR

518.884.4705

SARATOGACOUNTY.NY.GOV

50 WEST HIGH ST, BALLSTON SPA, NY 12020

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: May 24, 2023

RE: June 2023 Economic Development Meeting

Saratoga County Economic Development Grants Updates

The Town of Galway is seeking reimbursement for their 2022 Economic Development Grant project. Committee approval is required for this application 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). In addition, the Town of Galway has also initiated their 2023 project (Construction) which will be a continuation of the previously funded 2022 project (Design and Engineering) for the Galway Community Center.

1. 2022 Town of Galway Grant (awarded 10/6/2022) - \$14,200

Corinth Economic Development Meeting

Staff members from the Saratoga County Department of Planning and Economic Development, along with County Administrator, Steve Bulger, met with C. Eric Butler, Supervisor, Town of Corinth, Charles Pasquarell, Mayor, Village of Corinth, and other stakeholders at Corinth Town Hall on May 11 to discuss potential redevelopment opportunities at the former International Paper site on Pine Street and other economic opportunities at Main Street locations. The possibility of a site tour and meeting with a representative from International Paper were also discussed as next steps.

Those in attendance were: C. Eric Butler, Supervisor, Town of Corinth; Charles Pasquarell, Mayor, Village of Corinth; Steve Bulger, Administrator, Saratoga County; Jason Kemper, Director of Planning and Economic Development, Saratoga County; Kim Lambert, Community Development and Planning Specialist, Saratoga County; ; Tori Riley, Vice President & Economic Development Specialist, Saratoga

May 24, 2023

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Economic Development Corporation ; James Martin, Senior Planner and Economic Development Specialist, The LA GROUP; James Thompson, Envision Strategy

Saratoga County IDA

Mike Valentine, Senior Planner/SCIDA Administrator and Kim Lambert, Community Development & Planning Specialist met with local City/Town Assessment Departments to go over current and recently reconveyed IDA projects within those municipalities. These included the Town of Ballston, Town of Halfmoon, and the City of Saratoga Springs.

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



SARATOGA COUNTY
DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT

Economic Development Fund Reimbursement Request Form

Date 5/12/23

Applicant Information

Town/City Town of Galway

Grant Information

Project Name Galway Community Center

Date of project completion December 2023

Reimbursement Amount Requested (\$14,200 or less) 14,200

Attached documentation

Receipts

Cancelled checks

Project Outcome Narrative:

Provide community building for all residents

Signature of Town/City Supervisor

A handwritten signature in blue ink, appearing to read "Mark".

Please submit reimbursement request form with receipts and canceled checks to Jason Kemper at jkemper@saratogacountyny.gov or mail to:
Saratoga County Department of Planning and Economic Development
50 West High St.
Ballston Spa, NY 12020
518.884.4705

TOWN OF GALWAY
CAPITAL PROJECTS
5910 SACANDAGA ROAD
GALWAY, NY 12074

103

50-101213
M

April 12, 2023
Date

CHECK # 1001

Pay to the Order of Angerame Architects PC \$14,445.60

Fourteen thousand four hundred forty five and 60/100 Dollars



Bulletin State National Bank
Galway Office
Galway, NY 12074
www.bsnb.com

Will atch

For _____



ORSE 444HE

For DEPOSIT ONLY

CHECK BOX FOR MOBILE/REMOTE DEPOSIT
WRITE NAME OF FINANCIAL INSTITUTION ON LINE ABOVE



- Security Features exceed industry standards and include:
- ImageMatch - Matching account and check number on back (account # 9 107 386)
 - MobileMark - Mobile Deposit check mark to indicate check has been deposited via mobile device
 - The Security Weave - pattern on back designed to deter fraud
 - Microprint (MP) Lines printed on front and back
 - The words "ORIGINAL DOCUMENT" across the back
 - Photo Safe Deposit - icon visible on front and back
- Do not cash if:
- Any of the features listed above are missing or appear altered
 - Fugitive ink on back looks pink or has disappeared
 - Brown stains or colored spots appear on both front and back



30 Essex Street
Albany
New York 12206 2027

A n g e r a m e

A r c h i t e c t s • P . C .

Architecture
Planning
Interior Design

Mr. Michael Smith
Supervisor
Town of Galway
5910 Sacandaga Road
Galway, NY 12074

March 28, 2023

Dockstader Community Center

Invoice #1

Professional Fees

\$46,300.00

Design Phase

40% of A/E Fee	\$18,520.00
Percentage Complete	78%
Amount Due	\$14,445.60
Previous Billed	\$0.00

Subtotal

\$14,445.60

Construction Documents

45% of A/E Fee	\$20,835.00
Percentage Complete	0%
Amount Due	\$0.00
Previous Billed	\$0.00

Subtotal

\$0.00

Bidding

5% of A/E Fee	\$2,315.00
Percentage Complete	0%
Amount Due	\$0.00
Previous Billed	\$0.00

Subtotal

\$0.00

T 518 454 9300
F 518 454 9333
E ten@angeromearchitects.com
W angeromearchitects.com

Construction Observation

10% of A/E Fee	\$4,630.00	
Percentage Complete	0%	
Amount Due	\$0.00	
Previous Billed	\$0.00	
Subtotal		\$0.00

Reimbursable

Prints 0 x 6Sq.ft. x \$0.27	\$0.00	
Copies: 0 X\$0.13	\$0.00	
Subtotal		\$0.00

TOTAL **\$14,445.60**

If you have any questions regarding the above, please contact James R. Glenn at your earliest convenience.



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
Tracy Goodson, County Attorney's Office
Audra Hedden, County Administrator's Office

DEPARTMENT: Department of Planning & Economic Development

DATE: 5.23.23

COMMITTEE: Economic Development

1. Is a Resolution Required:

Yes, Other

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 2022 Economic Development Grant to the Town of Galway.

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	\$14,200.00

Expense

Account Number	Account Name	Amount
A.80.000-8763	Municipal Planning Grant Progra	\$14,200.00

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 \$14,200.00

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

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:

Human Resources Consulted

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 Reimbursement Request Form

10. Remarks:

See attached memo for summary. A committee vote is first required to approve the reimbursement request (no resolution required). Secondly, a vote must be held to approve a resolution moving the funds out of the reserve account.

6/20/2023



SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION XXX - 2023

Introduced by Economic Development: Supervisors Hammond, Butler, Grasso, Raymond, Tollisen, K. Veitch and Winney

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 2022 Town of Galway total \$14,200; and

WHEREAS, the grant project that was approved in 2022 has 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 County budget; and

WHEREAS, our Economic Development Committee and the Director of Planning and Economic Development have recommended that \$14,200 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 \$14,200 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 Budget Officer is hereby authorized to enter the appropriate journal entries to reflect the approved budget transfer; and it is further

RESOLVED, that the 2023 Saratoga County Budget is amended as follows:

PLANNING

Increase Appropriations:

Acct. #A.80.000-8763 Municipal Planning Grant Prog-Econ Dev \$14,200

Decrease Reserve:

Acct. #A-0888.ED Economic Dev Grant Reserve \$14,200

; and it is further

RESOLVED, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: The budget will be amended to increase appropriations and decrease the Economic Development Grant Reserve Fund by \$14,200.

June 20, 2023 Regular Meeting

Motion to Adopt

AYES

NOES

ABSENT



SARATOGA COUNTY

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DEPARTMENT:

DATE:

COMMITTEE:

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Consulted

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