



# Economic Development Committee

Wednesday, September 6, 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

## Agenda

- I. Welcome and Attendance
- I. Approval of the minutes of the June 28, 2023 meeting.
- II. Saratoga Economic Development Corporation announcement
- III. Authorizing an agreement with ECC Technologies, Inc. for the provision of a broadband feasibility study in the Towns of Hadley, Day, Edinburg, Providence, and Corinth – Steve Bulger, County Administrator
- IV. Authorizing a budget transfer from Occupancy Tax Revenue to the Campaign For Saratoga 250, Inc. – Steve Bulger, County Administrator
- V. Designating the Saratoga Convention & Tourism Bureau, also known as Discover Saratoga, as the County's Tourism Promotion Agency and authorizing the Saratoga Convention & Tourism Bureau to apply for an "I Love New York" grant for 2024 – Steve Bulger, County Administrator
- VI. Authorizing the transfer of funds from the Economic Development Grant Reserve Fund and amending the 2023 County budget in relation thereto – Jason Kemper, Planning & Economic Development
- VII. Discussion: Planning & Economic Development Department updates – Jason Kemper, Planning & Economic Development
- VIII. Discussion: Employment & Training Department updates – Jennifer McCloskey, Employment & Training
- IX. Other Business
- X. Adjournment

To view the webcast live or once recorded, go to <https://www.saratogacountyny.gov/meetings/2023-meetings/>



# 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  
Audra Hedden, County Administrator's Office

**DEPARTMENT:** County Administrator

**DATE:** 8/28/23

**COMMITTEE:** Economic Development

1. Is a Resolution Required:

2. Proposed Resolution Title:

No resolution needed

3. Specific Details on what the resolution will authorize:

Introduction of Greg Connors as the new President and CEO of the Saratoga Economic Development Corporation

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

County Attorney's Office  
Consulted No

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

Expense

Account Number	Account Name	Amount

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

Amount:

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

No Budget Impact

- a. G/L line impacted
- b. Budget year impacted
- c. Details

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

No

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

No



8. Is a grant being accepted:  YES or  NO

County Administrator's Office Consulted Yes <input type="checkbox"/>
---

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 \_\_\_\_\_

10. Remarks:



# SARATOGA COUNTY

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**TO:** Steve Bulger, County Administrator  
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Matt Rose, Management Analyst  
Audra Hedden, County Administrator's Office

**DEPARTMENT:** County Administrator



**DATE:** 8/30/23

**COMMITTEE:** Economic Development



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

1. Is a Resolution Required:

2. Proposed Resolution Title:

Authorizing an agreement with ECC Technologies, Inc. for the provision of a Broadband Feasibility Study in the towns of Hadley, Day, Edinburg, Providence, and Corinth.

3. Specific Details on what the resolution will authorize:

ECC will utilize multiple broadband maps/data sets, along with field verification to analyze broadband availability in the designated region. Once this analysis is completed, ECC will develop a final report (to be presented to the County) which will include multiple deployment options for the County factoring in cost, unserved/underserved locations, multiple broadband technologies, and other relevant aspects for deployment decision making. It is anticipated this study will be completed in 6 months for an approximate cost of \$36,174.

County Attorney's Office  
Consulted

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
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Expense

Account Number	Account Name	Amount
----------------	--------------	--------

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

Amount:

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

No Budget Impact

- a. G/L line impacted A.14.000-8190
- b. Budget year impacted 2023
- c. Details

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 RFP

b. Specification # (BID/RFP/RFQ/OTHER CONTRACT #)  
RFP 23-RFP-BFS-1

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):  
ECC Technologies  
2136 Five Mile Line Rd.  
Penfield, NY 14526

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

f. State of vendor/contractor organization: NY

g. Commencement date of contract term: Upon contract execution

h. Termination of contract date:

i. Contract renewal date and term: N/A

k. Is this a renewal agreement:  Y  N

l. Vendor/Contractor comment/remarks:

Human Resources Consulted

No

Purchasing Office Consulted

Yes

County Administrator's Office  
Consulted Yes

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 \_\_\_\_\_

10. Remarks:

The County of Saratoga requested proposals to complete a study and mapping exercise regarding broadband service availability in the towns of Hadley, Day, Edinburg, Providence, and Corinth. Specifically, the area covered was identified as towns north of the Adirondack State Park boundary. The scope of work requested was to provide information on the existing broadband network, focused on identifying the unserved and underserved areas within the targeted location. This information will be used in the preparation in a broadband deployment plan for the five-town region.

There were nine (9) proposals received from numerous different states with cost projections from \$36,714 to \$450,000. County Administration and Planning and Economic Development staff individually reviewed each of the proposals, using the scoring criteria provided within the RFP.

# Response to County of Saratoga RFP

## Broadband Feasibility Study

### RFP #23-RFP-BFS-1

**Presented by:**

ECC Technologies, Inc.  
2136 Five Mile Line Road  
Penfield, NY 14526

**Contact Person:**

Mark Meyerhofer  
Director of Broadband  
mmeyerhofer@ecctec.com  
585- 484-7360

6/28/2023

All information included in this proposal is considered confidential by ECC Technologies, Inc. The information in this proposal was gathered for the exclusive use of Saratoga County for the purposes of planning. Any other use of this information is strictly prohibited. This information is considered confidential trade secret information and is not to be reproduced in any form without the expressed written consent of ECC Technologies, Inc. or Saratoga County.



John Warmt  
Director of Purchasing  
Saratoga County Central Services  
50 W. High St.  
Ballston Spa, NY 12020  
Re: Saratoga County Broadband Feasibility Study (#23-RFP-BFS-1)

Dear Mr. Warmt,

ECC Technologies, Inc. (ECC) is pleased to respond to the Saratoga County Request for Proposal for Broadband Feasibility Study for a study and mapping exercise regarding broadband availability in the towns of Hadley, Day, Edinburg, Providence, and Corinth. We understand the County of Saratoga expects completion of the project no later than six months after the award of the contract.

ECC is a New York-based Corporation with over 25 years of expertise in providing professional service. We have offices in Penfield, NY and Raleigh, NC. ECC has demonstrated our capability to provide these services in counties and municipalities.

ECC is responsible for the development of nearly \$3 billion in technology-based projects internationally. Our in-depth understanding and experience in developing community broadband solutions allow us to bring expertise to every aspect of this project. ECC has unique experience in evaluating, designing, and implementing sophisticated telecommunications infrastructures using fiber, copper, coaxial, and wireless mediums for communities, businesses, governments, and others who seek to expand their broadband capabilities.

In May 2022, ECC completed a statewide broadband inventory database, online survey and a first of its kind interactive web application for the State of New York. ECC's broadband inventories provide detailed GIS-based mapping information on broadband services and infrastructure. We further identify gaps in broadband infrastructure by identifying specific addresses and roads that do not have fiber optic-based or coaxial-based broadband.

We understand the challenges facing Saratoga County. We commend your actions to identify the need and feasibility of providing affordable broadband high-speed internet to the residents and businesses in your communities.

Sincerely,  
ECC Technologies, Inc.

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

Joseph Starks  
President

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## Section 1. Proposed Project Summary

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ECC technologies commends the Saratoga County Broadband team for looking forward to the needs of their community and seeking to understand the options to serve them. We are proposing to fulfill both parts of the stated scope of work and will seek to set a strong foundation for expanding these efforts to other areas of Saratoga County.

To meet the needs of the stated Scope of Work items discussed in the following section, ECC is proposing a project that will:

- Create a GIS database, utilizing the Broadband Data Collection (BDC) locations, that will identify the served and unserved locations across the targeted 5 communities.
- Review the 5-town region identified in the RFP for broadband coverage, confirm the technology types and providers available to each location, to the greatest extent possible. The type of roads will include primary, secondary, and local as identified by the US Census Bureau, excluding private roads. ECC will conduct spot-checks in certain areas to confirm coverage identified by federal, state and local resources.
- Prepare the required documents for submitting availability challenges to the BDC Fabric ahead of the next deadline, currently anticipated in 12/2024.
- Develop a final report that summarizes the findings from the above activities, along with recommendations for network deployment options and the benefits and challenges of each. Additionally, in this report we will provide recommendations on ways that various upcoming grant programs can be utilized to support these efforts.

### Other Services

- As an added service, we are proposing to do a Broadband Adoption and Availability Toolkit (BAAT) in the 5-town area for consideration by Saratoga County. ECC would deploy a BAAT to solicit responses from citizens and businesses across the target area, to understand the challenges they are facing in adopting broadband. The BAAT would assist in identifying and quantifying adoption issues. In many cases, adoption becomes as important as availability in terms of broadband expansion. This is an **optional** service ECC is offering as part of this study.

## Project Approach

ECC proposes to provide fiberoptic and network consulting in support of the County's Broadband requirements. ECC is uniquely qualified to support the County and its partners on this initiative.

In addition, ECC would lure and support competitive Broadband providers and several Fiber to the Home initiatives. ECC has considerable experience in the Development of the original project and business plans to expand Broadband Infrastructure with economic developers, elected officials, colleges, BOCES, Public Safety and others to create the collaborative plan needed to apply for and secure County, State and Federal grant funding.

ECC understands the Broadband requirements and concepts that can be community-dependent and that often no two are alike. ECC's approach to Saratoga's Broadband Feasibility Study is presented as a 3-phase plan:

## Phase 1. Field Data Collection

In the five-town area, ECC will have an outside plant designer identify and document, to the extent possible, the existing broadband infrastructure. ECC will also meet with the County Project Team to identify economic development assets, municipal facilities and infrastructure related to potential broadband initiatives.

### **Deliverable:**

In support of the development of the Plan, ECC will provide high level desktop development of plans and budgets to support the following components as needed:

- Identification of and high-level development of needed infrastructure to support the build out of fiber to unserved and underserved areas.
- A GIS database will be provided to show areas served by provider and technology type.
- Field data collection/verification of broadband infrastructure.

## Phase 2. Analysis

ECC will develop high level network design(s) to serve the unserved/underserved households and the cost estimates in the 5-town project area, as well as a simulation of remaining unserved and underserved households in Saratoga County.

### **Deliverable:**

- Determine discrepancies in BDC fabric for potential challenges.
- Map out coverage areas of current Internet Service Providers (ISP) across the project area, as well as identify which ISPs may be able to extend coverage to reach unserved/underserved.
- Provide mileage and cost estimates for broadband extensions to unserved/underserved areas.
- Meeting with County Planning/IDA and GIS, Public Safety and IT to determine Community Anchor locations.

## Phase 3. Broadband Expansion Report

ECC will compile information needed to submit BDC location **availability** challenges to the FCC or NY Department of Public Service/ConnectALL Office. The ConnectALL Office, along with DPS and the state's team of GIS analysts, is continuing to analyze the FCC data to identify further potential challenges and is evaluating broadband availability data that the FCC releases to the states. ECC will develop a final report compiling options to serve the areas lacking service, including RFP's, Grants, Public Private Partnerships (PPPs), and municipal options as appropriate.

### **Deliverable:**

- High level budgets and general cost structures for the use of existing and new fiber, as well as a buildout timeline.
- High level fiber and network plan to support Broadband initiatives as may be desired by the County and its partners.



- ECC will provide an address list of any discrepancies to BDC and the county would be the entity that submits challenges.
- Ownership options including RFP award to ISPs, direct grant to ISP, public/private ownership model and Open Access Model.
- Development of plan for strategic extensions to the broadband infrastructure to maximize broadband needs.

## Methodology

ECC will meet with the Saratoga County Project Team monthly via video conference through the course of this project. Our initial kickoff meeting will allow us to confirm project goals with the Project Team.

For convenience in presenting project components, ECC has defined its proposed work in phases, as identified above. These phases may be executed concurrently – data from one phase often supports work in another phase.

[The remainder of this page is left intentionally blank.]

## Section 2. Scope of Work

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### Part 1

The consultant will be able to identify existing conditions and where broadband service providers have existing facilities using the following datasets:

FCC – Broadband Data Collection (BDC), Cost Quest Data (CQA), Public Service Commission (PSC), Microsoft Digital Equity Dashboard

**ECC Response:** Understood and compliant. ECC has a Tier 4 license for the BDC fabric for the State of New York, including Saratoga County. ECC performed the inventory and created the NYS Broadband website. We have worked with the New York Department of Public Service to help them identify unserved and underserved locations and challenge the BDC maps. We are pleased to confirm that these challenges were successfully accepted by the FCC, ensuring that funding goes to eligible locations in need of quality broadband access. In order for ECC to review this data, Saratoga County would need to request permission from NYS for this information, including the online survey referred to as Broadband Availability and Adoption Toolset (BAAT), as well as FCC BDC fabric.

The consultant should have the capability of reviewing the unserved, underserved, and competition data and developing a plan to ensure the following outcomes:

**ECC Response:** Understood and compliant. ECC completed a statewide broadband inventory database, online survey and a first of its kind interactive web application for the State of New York. We have performed FCC BDC challenges for various other counties, including Broome, Tompkins and Chautauqua Counties in NY and Erie County, PA.

Secure Future Funding - NTIA BEAD, Capital Projects (Treasury), Municipal Assistance, Innovation Fund, NBRC, CDBG, Revenue Bond, Municipal Self-Funding, etc.

**ECC Response:** Understood and compliant. As a final deliverable, we are proposing to develop a report, based on the collected and verified mapping data that provides actionable steps that can be taken to solve the current identified needs. Depending on where the unserved and underserved locations are, we will review the various upcoming funding programs to help identify and prioritize the programs that may be used to fund broadband deployments.

ECC assisted and secured a USDA ReConnect grant for Madison County and we have assisted with applying for and securing NTIA projects in Yates, Allegany, Tioga, Tompkins and Broome through expansion of the Southern Tier Network (STN).

ECC's discussion with clients includes budgets, grants, and funding options for projects. In supporting clients, ECC always leads conversations with the topic of the cost to expand broadband. Whether evaluating the cost/benefits of a particular deployment, executing risk analysis for a client, or completing a grant application, ECC's work invariably involves the twin components of finance and network type.

With our history in developing financial models for use by clients, ECC will utilize that experience to analyze and model infrastructure alternatives for the county and establish baseline components for use in future analysis. A critical component of this in-depth analysis includes advising clients on business models that will not be successful, clearly explaining the reasons for our conclusion. This model has served ECC clients well, as broadband networks developed and implemented based on our analysis/modeling tools are still in existence today and are performing well.



Field verify data that is self-reported by the service providers.

**ECC Response:** Understood and compliant. We have recommended our Physical Inventory to collect field level data on the current technology that has been deployed across the targeted area. ECC has used this information to support BDC challenges and we are familiar with that process.

Create programs that incentivize private investment and buildout and leverage additional State and Federal Resources.

**ECC Response:** Understood and compliant. ECC has worked with other communities and groups of communities across the State of New York to assess their unique needs and develop solutions to solve them. A few of these projects are noted in the **Referenced Projects** section of this response.

As part of active engagement with clients, including the development of grant applications, ECC maintains current information regarding funding sources. Data related to current and projected Federal and State programs is readily available to incorporate into the analysis.

ECC also has consistent engagement with a number of venture and investment firms who maintain an interest relative to potential Broadband investment opportunities. Further, we have found that additional funding options include State and county economic development offices, state supported investment funds and more.

Understanding of various ownership models and tax consequences (Private, Municipal, 501(c)12, etc.)

**ECC Response:** Understood. ECC has experience in a variety of ownership models and the benefits and challenges of each. This experience includes creating, owning, and operating Open Access Networks (OAN), such as the Development Authority of the North Country (DANC) and Southern Tier Network (STN), among other OANs. ECC has also assisted in establishing Local Development Corporations (LDC), which are private, non-profit corporations. Since LDCs are 501(c)3 organizations, they are tax exempt. Based on the updated mapping information, we will identify potential deployment and ownership models.

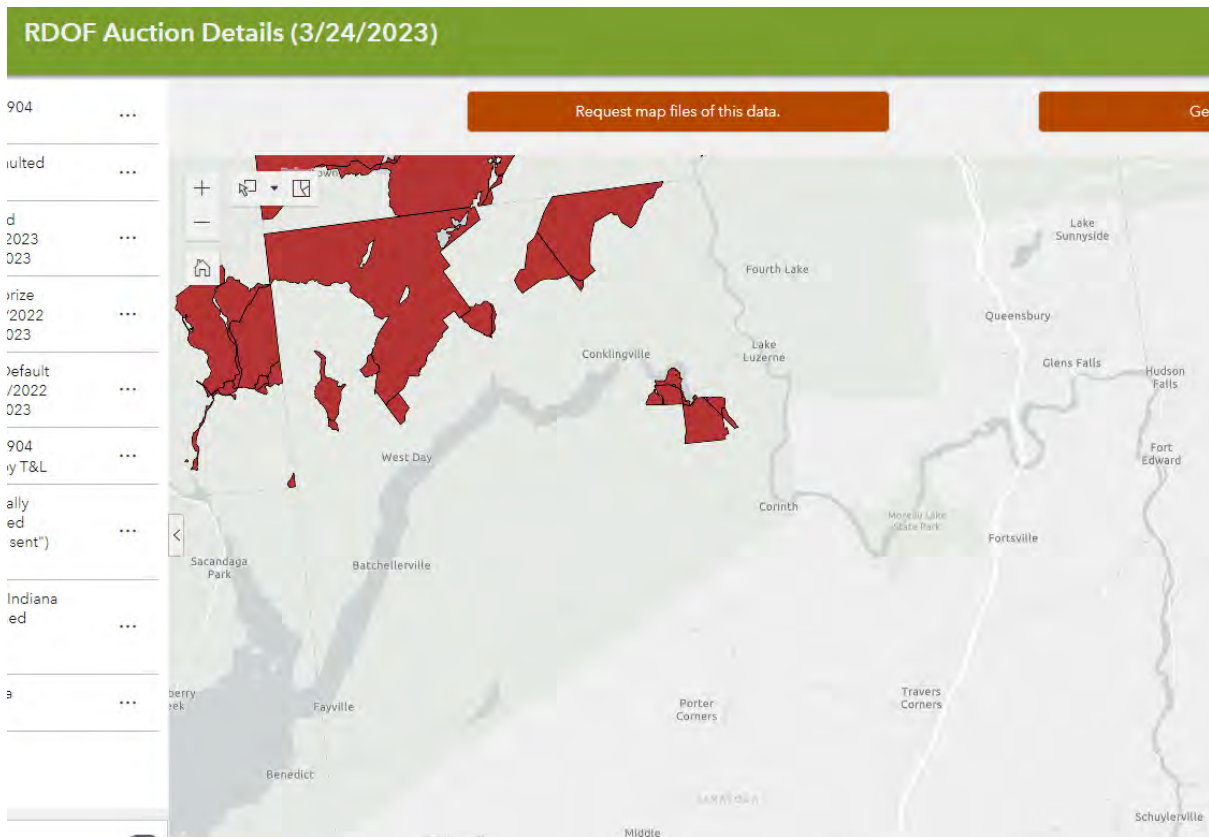
Building on the responses to items above, ECC will utilize its experience with its client base to develop a foundation for potential Broadband development including options with publicly funded entities, private companies, and other public-private-partnership initiatives.

Understanding of NYS requirements for Low Income Housing.

**ECC Response:** Understood. ECC is familiar with the NYS Affordable Housing Connectivity Program, which seeks to improve broadband access for affordable housing rental units across New York State. We have also worked with other counties and regional planning boards to identify participation rates in the federal Affordable Connectivity Program and advised these entities on how to increase participation rates.

Understanding of projects under development and other regional projects with enforceable buildout commitments.

**ECC Response:** Understood. ECC recognizes that many providers, including long-established companies such as Charter/Spectrum, Verizon and Hudson Valley Wireless serve many areas of Saratoga County. ECC is also aware of relatively new entrants such Greenlight Networks and SiFi Networks deploying projects in parts of Saratoga County. We are also aware of federal funds such as the Rural Digital Opportunity Fund (RDOF), USDA ReConnect grants and Connect America Funds Phase 2 (CAF2). We will utilize publicly available information, as well as secondary research, to identify these project areas so they are included in the mapping efforts and final report.



As an example, we have identified these areas in red as having been awarded, and fully authorized, to Frontier Communications in the RDOF auction.

<https://experience.arcgis.com/experience/0b324cabf7b94d9ca34caa9361122d94/>

#### Competencies in Wireline and Fixed-Wireless Design and Operation.

**ECC Response:** Understood and compliant. ECC has supported Wireline (Coax Cable and Fiber) as well as Fixed-Wireless providers and helped them to design and deploy networks under grant funded projects.

Fixed-Wireless Access (FWA) technologies can be deployed in a variety of ways. Internet connectivity must be provided through wired technology, which is then transmitted wirelessly through Multi-Point or Point-to-Point radios to a receiver at the subscriber location. These transmitters can be co-located on commercial wireless/cellphone towers, tall buildings, utility poles, farm structures and water towers, just to name a few options.

It is important to note that there are several variables that impact the ability to deliver quality broadband access like Line-of-Sight (LoS) and interference/noise. LoS challenges can include terrain, foliage (seasonal or year-round), buildings, and lack of mounting infrastructure.

Through our work, we plan to identify pockets of density that are likely to be cost prohibitive for fiber or wired deployments, which may be a candidate for FWA. This high-level review is not planned to include more detailed analysis to determine what and where transmitting radios can be located, the cost of those, and what the expected levels of service will be. This can be done by ECC and specialized partners but will require additional scope of work items.

Update BSL's and file challenges to Service Providers' claimed footprints (bulk or individual) using the FCC's Broadband Data Collection Process.

**ECC Response:** Understood and compliant. ECC assisted the NY Department of Public Service (DPS) identify 30,000 New York locations that were missing on the initial version of the BDC Fabric. ECC has also worked with other states and communities to understand their gaps and develop the required documents and submit challenges.

Forward challenge results (if applicable) to the NYS ConnectAll Office and Public Service Commission.

**ECC Response:** Understood and compliant. See response above. As noted previously, while ECC will identify addresses that may be challenged, submission of those challenges must be done by the county.

## **Part 2**

The goal of this RFP is to utilize the information gathered during the broadband feasibility study, and to present a menu of broadband deployment options for the identified area. These deployment options should factor in facets such as (but not limited to): overall cost of deployment, number of potential broadband serviceable locations (BSL) reached, a breakdown of the different BSL locations potentially expanded to (schools, businesses, residential).

Broadband Network Conceptual Design, the consultant deliverables for the network conceptual design shall include:

A conceptual network design to address the broadband gaps identified in the project inventory and needs assessment.

**ECC Response:** Understood. ECC will utilize the identified unserved and underserved addresses, along with the existing provider territories, and develop models for connecting the locations that lack quality broadband access.

Business plan and pro-forma that includes anticipated capital investment, operational expenses, and projected revenues.

**ECC Response:** Understood. ECC will evaluate and summarize options employed in other locations, and will report key information, and provide its opinions on our analysis of each operating structure. Having worked with a variety of clients and client partnerships, ECC is well positioned to provide cost models for use by the State, counties, and municipalities to evaluate costs, potential returns, and required investments for a given project. These models include the capacity to manipulate key variables including revenues and costs, to simulate expected outcomes.

Provide a simulation estimating how much it will cost for incumbent and competitive carriers to deploy fiber optic service to the remaining households in Saratoga County.

**ECC Response:** Understood. See response above, driven by the results from the inventory study, we will develop models to help display if attracting new providers makes sense, or working with the incumbent providers is the logical choice.

Results/simulations should illustrate each incumbent provider + competitive.

**ECC Response:** Understood. As part of the GIS maps created from the collective data and the physical inventory, we will develop maps similar to what is shown in Appendix A for this project area in Saratoga County. GIS maps will clearly indicate areas where multiple ISPs provide service.



A summary report with diagrams of the proposed network demonstrating how it will address the needs of those in the unserved and underserved areas of each county. The report must include suggested ownership of the network, management and operation of the network, capital investment required, build out timeline, assets required, potential services, and partners and funding strategies.

**ECC Response:** Understood and compliant. Upon award, ECC will work closely with the Saratoga County team to ensure that the specific goals are identified and incorporated in the final report.

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## Section 3. Key Personnel

The following section includes resumes listing relevant experience of key members of the project team. As can be seen from the project chart, Joe Starks, ECC President, will be engaged in all phases of the project.

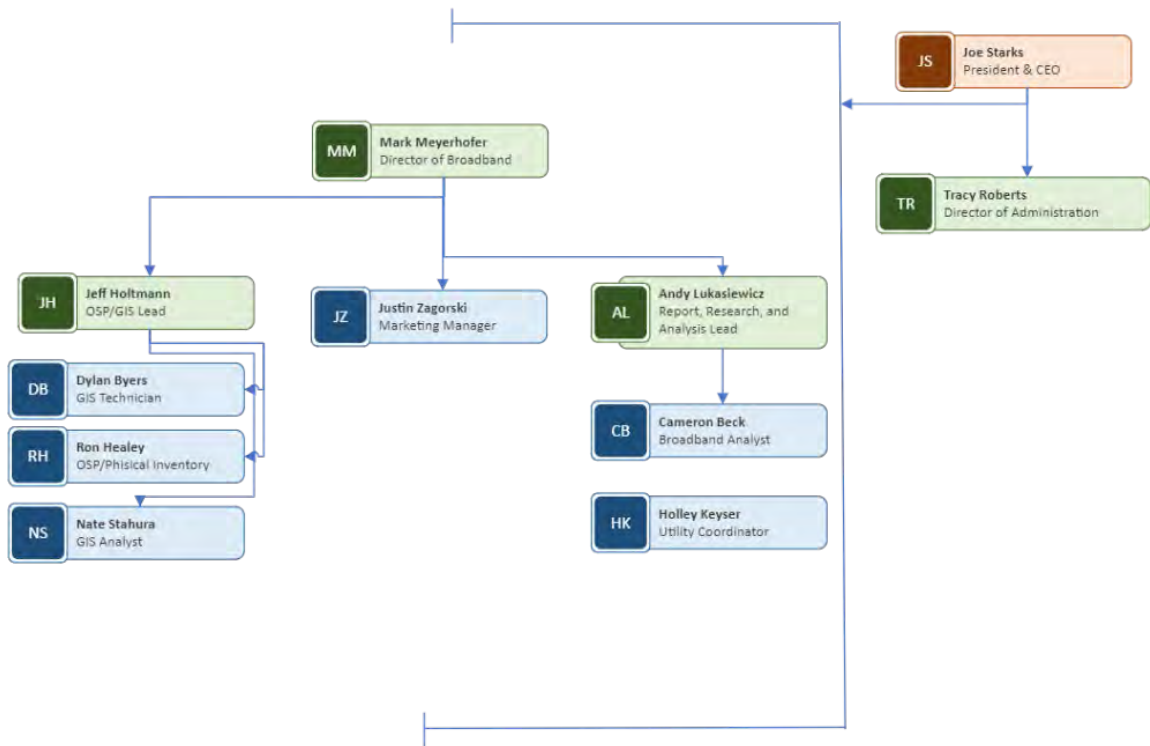


FIGURE 1: ECC ORGANIZATIONAL CHART



## Experience

The ECC team is based out of our Penfield, NY metropolitan Rochester office, and is supported and complimented by our staff based out of our Raleigh, NC office. Our team has the capability, capacity, and proven track record to accomplish the tasks outlined in the scope of this proposal in the desired timeframe required by Saratoga County. Our people will be fully accessible, and when required, on-site with all travel expenses inclusive in our proposal.

Many of ECC's staff are former employees of telecommunications industry companies. Joe Starks, owner of ECC, co-founded Fibertech, a now national fiber-based provider recently acquired by Crown Castle. Our Director of Broadband Services was a former VP for Time Warner Cable and before that he worked for a national telephone company.

Several of our consultants have worked for Local Exchange Carriers (LEC) and national Competitive Exchange Carriers (CLECs) and our Outside Plant (OSP) engineers come from companies such as Verizon, AT&T, and Bell Atlantic. This experience gives us a unique insight into how these types of companies operate and consider/form business partnerships.

In several states, ECC has been part of community efforts working to deploy broadband services in underserved areas. We have facilitated public/private partnerships between service providers and the organizations they serve on many different levels.

ECC has gained invaluable experience with communities and service providers across the U.S. using fiber infrastructure to develop broadband expansion, economic development, and public safety programs. In New York State, ECC is credited with the development of the DANC network, Axxess Ontario, the Southern Tier Network (STN), M3S in Monroe County (MonroeNet), and several Fiber to the Home projects across the State.

ECC provided operational support as well as network planning, engineering, and sales and marketing for several of these networks. To initiate and develop these networks, ECC provided design, consulting, and business development services required to implement each of these community-based broadband networks. Furthermore, ECC was directly involved in the startup and development of for-profit broadband companies where each of these services was provided by ECC. Additional details are available as required.

In addition to strong knowledge of broadband technologies, the ECC team also develops and supports public safety, public works, healthcare, education, and business networks. Our teams are well versed and experienced in the technology's relative to each.

Below is a list that summarizes our experience and capabilities.

- ECC is a pioneer of, and has a long history of, performing inventories, assessments, and developing broadband infrastructure and systems. We have been involved in more than sixty programs across New York State, North Carolina, and the U.S., ranging from major metro communities to extremely rural and impoverished communities.



- The foundation of our programs is the development of interactive GIS-based tools that are used to support the development and justification of strategic broadband programs.
- ECC has years of statewide experience with carriers and service providers, both wire line and wireless.
- ECC is the commercialization partner for the MCNC (nearly 4,400 miles of fiber optic infrastructure supporting North Carolina) and has been for Southern Tier Network (a non-profit open access network with over 600 miles of middle mile dark fiber infrastructure), and Axxess Ontario (a non-profit open access network with over 200 miles of middle mile dark fiber infrastructure). ECC is also the project manager for ErieNet (over 350-mile open access network in Erie County, NY), which will begin construction this year. Working to monetize these open access fiber backbones has given us unrestricted access to national service providers.
- ECC effectively works with the State broadband groups in many of the states we have conducted business in. This includes the New NY Broadband Program, ConnectALL, Broadband Technology Opportunities Program, and Golden LEAF Rural Broadband Initiative in North Carolina.
- ECC has developed strong relationships with many County and economic development leaders across the states we work in.
- ECC has a history of successfully facilitating public/private partnerships.
- ECC has skillfully assisted our customers in obtaining funding for their projects through state and federal grant programs and through investors. (CAF, RDOF, ARPA, USDA, NTIA)

These references demonstrate ECC's ability to work at all levels of government to identify issues, develop solutions, and implement programs. To limit the size of our response, we did not include project documents and reports for each of the references. However, they are available upon request.

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# Joseph Starks

## President

Joseph Starks (Joe) is founder and president of ECC Technologies, a 25-year-old consulting company credited with a number of successful broadband and healthcare start-ups.

### Representative experience includes:

#### ECC Technologies

As founder of ECC, Joe is credited with the development and maturation of the Open Access Broadband Model, which has been recognized by the FCC and Harvard as a “Best Practice” for underdeveloped Broadband Communities. It should be noted that every Open Access Model developed by ECC is successfully operating today. Some operate as originally developed while others have matured to include some levels of privatization. All are successfully operating.

#### Collaborative Network Models

Joe excels at the development of collaborative business models supporting technology and Broadband development. He has performed start-up consulting and business development services for dozens of for-profit and not for profit Broadband companies. In addition, has developed several successful operational, regulatory, and financial models needed to achieve success across several diverse environments. Very accomplished on shared cost and operational models needed to support various Open Access Broadband Models.

#### Broadband Investment and Public Private Partnerships (PPP)

Joe provides diligence and investment consulting to a number of privately held investment groups seeking to invest in Broadband technologies and services. These range from Open Access Dark Fiber models to P to P and P to MP Wireless and Fiber to the home opportunities across the US.

#### Broadband Development

Since inception Joe has managed the ECC team through the development of nearly \$3 billion in fiber and Broadband investment projects across the US.

#### Co-Op opportunities

Joe is a strong believer in the development of meaningful Broadband related Co-op programs. Our programs have been used by students attending Cornell University’s Johnston School of Business, Rochester Institute of Technology and University of Maryland, among others.

*United States Marine Corp  
Service Veteran*

*Visionary with  
entrepreneurial attitude*

*Start-up For-profits include  
Fiber System LLC, Fibertech  
LLC, Rapid Healthcare*

*Start-ups Not For-Profits  
and collaboratives in NY  
include Development  
Authority of the North  
Country Broadband  
Network, Access Ontario,  
Southern Tier Network, Erie  
County fiber Consortium,  
Monroe Net*

*Nationally recognized as an  
authority on collaborative  
based rural Broadband  
development and performs  
public speaking at a  
national level*



# Mark Meyerhofer

## Director of Broadband

Mark Meyerhofer is Director of Broadband for ECC Technologies. He partners with community leaders to identify issues with respect to broadband and develop a vision and plans to resolve.

As Director of Broadband for ECC Technologies, Mark develops funding models and business plans which define municipal as well as privately-owned broadband opportunities. He implements qualitative research including performing market research and collecting business intelligence. Mark also works with local, state, and federal departments to identify, secure, and manage grant funding opportunities.

*B.A. Political Science – State  
University of New York at  
Buffalo*

*City & State  
Western New York  
Power 100 List  
2021 & 2022*

### **Broadband Projects**

*Wayne County*

*Genesee County*

*Tuscarora Tribal Nation  
NTIA-funded project*

### **Charter Communications (Spectrum) – Senior Director/Director, Government Affairs (2013-2023)**

In his role at Charter, Mark oversaw a 52-county region in Upstate New York, guiding all aspects of RFP responses, coordinating with legal and field engineering teams. Mark successfully led these efforts to secure multi-million dollar broadband buildout projects, in order to bring 100% coverage to these areas. Additionally, he assisted with broadband buildout contract agreements for counties and towns, as well as negotiated cable franchise agreements, overseeing 1,100 franchised municipalities.

### **Patricia Lynch Associates – Associate (2008-2013)**

Mark managed a 20-client portfolio, including NRG Energy and Honeywell, worth \$1 million. He created an economic development fund for Western New York through unallocated hydropower from the Niagara Power Project, worth \$7 million annually.

### **National Grid – Manager, Local Government Affairs (2005-2008)**

In his role at National Grid, Mark analyzed, developed, and recommended the company's response to local legislative/regulatory proposals. Additionally, he coordinated electrical power restoration efforts with key elected officials during major storms, including the restoration of 265,000 customers over a 10-day period in October 2006.

### **NYS Assembly Majority Leader Paul Tokasz – District Office Manager (1995 – 2005)**

As the Majority Leader's point person in the Western New York area, Mark negotiated and built consensus among business executives, labor leaders, community leaders, and elected officials around the state.



# Jeff Holtmann

## Project Design Manager

Jeff Holtmann has been involved with the complete design, contractor selection, and construction management of multiple fiber optic network projects. Adept at performing all phases of project development; overseeing projects from initial conception to final acceptance. Experienced with managing multiple projects at varying stages, through various public jurisdictions/agencies while maintaining effectiveness, efficiency and achieving deliverables on time and in budget. Excellent problem solver with unique solutions to complicated field and design problems; immediately responding to issues, minimizing design implications and client budget inflation. Jeff also brings his wealth of knowledge in CAD and GIS technologies both supporting fiber optic and RF/wireless design and implementation, along with regional broadband assessments.

*B.S. in Architecture -  
University at Buffalo*

*Master of Architecture  
University of Colorado*

*NCARB Certification  
Project Management*

*Construction Administration  
and Bid Creation*

*Fiber Network and  
RF/wireless Design and  
Oversight*

*Broadband Assessments and  
Telecom Inventories*

*GIS Mapping and Analysis*

### Representative projects include:

#### **Piedmont Electric Members Corporation Fiber Backbone Network Phases 1-3 – Hillsborough, NC**

Project oversight for a 150+ mile OSP fiber optic infrastructure providing connectivity between three (3) office sites and 23 Substations. Responsible for scheduling design field crews, complete design package production, contractor selection, ROW/ permit procurements, construction administration/ closeout, and client coordination and satisfaction.

#### **Roanoke Electric Cooperative Fiber Backbone, and Smart Grid Network Design project – Aulander, NC**

Involved in the design and construction management of the initial REC 110-mile fiber backbone network. Transitioning to Project oversight of the launch of the REC Connect Broadband initiative bringing smart grid device capabilities to the REC membership to help deliver demand management capabilities to reduce overall operating costs for electrical service distribution and Internet services to their membership.

#### **NC Broadband – Broadband Communities, Raleigh, NC**

Working with the ECC Broadband Consulting Group, coordinating field crews, including sub-contract labor, for field analysis. Heavily involved in the GIS mapping and desktop research to support telecommunications competition, economic development, and municipal broadband programs across the State. Responsible for project deliverable execution on time and under budget.



# Cameron Beck

## Broadband Analyst

Cameron Beck has over 25 years of experience in the telecommunications and broadband industry. He held various network engineering related roles with a focus on design, development, and improvement. His experience includes process development, project management, cost savings analysis, circuit design and layout, installation, testing, and implementation of equipment and services.

### Projects Include:

#### NYS Department of Public Service

Projects Broadband Analyst on the New York State Department of Public Services (NYS DPS) to provide the deliverables required from the “Comprehensive Broadband Connectivity Act” of 2021. Functions include project development, report writing and project components relating to deliverables of the legislation.

#### Erie County, NY

Provided physical inventory of broadband infrastructure within Erie County that consisted of mapping, charts, and reports relating to current inventory of fiber optic and coaxial infrastructure, towers, and owners of the infrastructure. Established Geographical Information System (GIS) maps to identify areas with infrastructure or without and included areas lacking service or below standard service requirement of the FCC or State of New York standards to develop an Open Access Network.

#### Black & Veatch (Avangrid) – Engineer Technologist

Gather audit information, interpret, and formulate network designs based on network operating requirements. Established Infrastructure and Network Rings relating to interconnect/cabling, power/fuses, rack/cabinet detailed drawings, equipment review and standardization. Identified best practices for successfully control change, maintenance activities and rollback procedures for all engineering/quality control processes and procedures. Overall project management and control of technical issues.

*BS Telecommunications Engineering  
Technology – Rochester Institute of  
Technology*

*Circle of Excellence Award –  
interconnection of multiple provider  
networks into one*

*Single Point of Contact for CALEA  
Services*

*Engineering Project Platform*

*100% Migration Success – client  
moves to New Operator Service  
Platform*

*Uniform Translations over 15 5E  
Switches*

*Forecasting Tool for Access Planning*

*Other Pertinent Skills*

*Company Wide Network Policy,  
Procedures and Standards*

*NPA Splits and Overlays*

*Inventory Management Control and  
Cost Savings*

*OSHA 30 Certification*





*B.S. Telecommunications  
Engineering, Rochester Institute  
of Technology*

*Registered Communications  
Distribution Designer (RCDD)*

*Project Management  
Construction Administration  
WAN/LAN/WLAN Design and  
Drafting  
Cabling & Pathway Design and  
Drafting  
Outside Plant Fiber Optic Design  
Trimble and IKE Surveying  
GIS Mapping and Analysis*

## Ron Healey

### Sr. Network Infrastructure Designer

Ron has experience in the design and support of communications and network systems and infrastructure. Ron provides field surveys, design and spec writing, and construction inspection and administration services. As the manager of ECC's broadband design team he is responsible for all facets of the design process in NY, NC, SC, GA, FLA, and other states ECC is working in.

#### **Representative projects in include:**

##### **Southern Tier Network/Expansion – Corning, NY**

Design and construction management for OSP fiber optic infrastructure throughout Steuben, Schuyler, Chemung, Yates, Tioga, Tompkins, and Broome Counties connecting anchor instructions such as schools, municipalities, and 911/emergency communications. Project responsibilities include 24x7 break-fix support, field investigation, data collection, GIS and/or CAD production of communications drawings, and construction management.

##### **Axxess Ontario – Canandaigua, NY**

Engineered outside plant fiber optic cabling infrastructure for a community-wide dark fiber network. Project responsibilities included 24x7 break-fix support, field investigation, data collection, and AutoCAD production of communications drawings for joint utility ride outs and construction.

##### **Iberdrola/Avangrid – Perry, NY**

Engineered outside plant fiber optic cabling infrastructure for a dark fiber network, both strand & lash as well as ADSS design. Project responsibilities included field investigation, data collection, and AutoCAD production of communications drawings for joint utility ride outs and construction.

#### **Other fiber infrastructure design supporting many diverse environments**

Ron's experience encompasses a wide range of enterprise, government, and private businesses. These include but are not limited to NFTA, University of Buffalo, Erie County, Monroe County, Several SUNY colleges, Cornell University, Syracuse University, Fibertech, FirstLight, Empire Communications, as well as others.





# Holley Keyser

## Utility Coordinator

Holley Keyser brings over 30 years of operational experience in the telecommunications industry including facilities construction supervisor, repair and installation dispatch manager, and customer care supervisor. She has successfully designed, implemented, and managed a strategic construction project scheduling system resulting in the savings of two full time equivalent positions. Always on the forefront of the launch of new products and services, Holley and her teams were responsible for developing, implementing, and perfecting new processes. Holley leverages her considerable telecommunications expertise to ECC Technologies focusing on the management of construction project scheduling, utility make ready efforts and quality control.

*30 years of operational experience in the Telecommunications Industry*

*Received Public Service Commission's "Council of Leaders Award"*

*Received Frontier Communications highest recognition for sales performance*

**Other Pertinent Skills**  
*Project Management  
Make Ready Management  
Path and Permit Administration  
Construction Administration  
Problem Solving  
Budget Tracking  
Team Building*

### **Southern Tier Network – Utility Coordinator (2010-2019)**

Responsible to obtain pole attachment agreements for the utilities for the fiber optic network builds. Managed all aerial and underground utility applications, including submissions of railroad, state, city, and local permits across 550 mile in 8 counties of New York State. Coordinated scheduling of utility and CLEC make ready work. Responsible for reviewing, tracking utility invoices and reporting costs. In addition, Holley managed the property damage claims process.

### **Access Ontario – Utility Coordinator (2009-2017)**

Holley acted as the Project Manager and utility coordinator for Access Ontario, a groundbreaking not-for profit development corporation, created to establish and manage the 200-mile open access dark fiber optic backbone in Ontario County, New York. Her responsibilities included coordinating the make ready process, managing construction timelines to meet customer expectations, interfacing with Access Ontario clients, arranging for construction estimates and ensuring quality control of documentation. In addition, Holley compiled monthly sales and service reports, manages the damage claims process, and verified monthly billing for the corporation.

### **M3SI – Rochester, NY (2011 – 2014)**

Responsible to obtain pole attachment agreements for the utilities for the fiber optic network builds. Managed all aerial and underground utility applications, including submissions of railroad, state, city, and local permits across for a 240-mile private fiber optic infrastructure for Monroe County LDC.



# Nathan Stahura

## GIS Analyst

Nate is an integral member of ECC's Broadband Design Team, supporting numerous field surveys, GIS mapping production utilizing ESRI ArcGIS, Trimble GPS, Pictometry, LiDAR data collection applications, and AutoCAD drafting and design applications.

### Representative projects include:

#### **Southern Tier Network, Inc. – New York (2012-2019)**

Responsible for field data collection and GIS exhibit preparation for 450 miles of open access dark fiber optic infrastructure through seven counties (Steuben, Chemung, Yates, Allegany, Tompkins, Tioga, and Broome). Project responsibilities included generating NYSDOT AutoCAD permit drawings for underground construction and railroad crossings, converting data between GIS and Google Earth, updating the DigSafe NY database, and identifying new underground fiber locations. This project also serves as a foundation to the Fiber to The Home (FTTH) Initiative.

#### **Roanoke Electrical Municipal Co-Op – North Carolina (2015-2019)**

Imported field data and created fiber optic route exhibit maps along a 300+ mile long infrastructure, connecting sub-stations to a centralized headquarter location making wireless internet available where it previously was not.

#### **Piedmont Electrical Municipal Co-Op – North Carolina (2015-2019)**

Imported field data and created fiber optic route exhibit maps along a 250+ mile long infrastructure, connecting sub-stations to a centralized headquarter location.

### Prior to joining ECC Technologies:

#### **Navteq LLC (2007-2011)**

Updated nationwide road map database used to provide turn by turn directions to get people to their destinations. Data collected included, but not limited to, address, lane counts, speed limits, and bridge heights. Also, assisted the initial equipment testing + rollout of Bing Maps Street side Viewer.

#### **Monroe County DES + DOT (2005-2007)**

Responsible for collecting storm water outfall location data to create a map database used to identify and remediate storm water related environmental hazards.

*BS Geology – SUNY Fredonia*

*ESRI ArcGIS / ArcInfo*

*Pictometry*

*Lidar*

*Trimble GPS*

*Google Earth*

*AutoCAD*

## Section 4. References

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### Madison County, NY (2019-present)

Contact: Mark Scimone – County Administrator  
Phone: (315) 366-2201  
Emails: mark.scimone@madisoncounty.ny.gov

In 2019, Madison County, through a competitive bid process, contracted with ECC Technologies, Inc. to perform a County wide broadband study. This study included a broadband infrastructure inventory, a web based interactive broadband availability, and adoption survey of County residents and a GAP analysis across the County.

The results of this study were the development of a business case, and a comprehensive network solution were defined. These were starting points for the resolution of broadband issues facing County residents.

ECC's recommendation to the County was to consider the potential of a Public Private Partnership (PPP) to solve infrastructure gap issues in the County. ECC played a lead role in seeking out and developing a public private partnership between the County and last mile broadband providers. Through an RFQ process, ECC identified Empire Access, a local provider of fiber to the home internet, voice, and television services as a candidate. ECC was successful in creating an environment that allowed for Madison County and Empire Access to create a partnership.

ECC worked closely with Madison County and Empire to create and submit a USDA ReConnect Grant application on behalf of the County for support in developing a network. In 2021, the USDA awarded a ReConnect Grant to Madison County to construct a 269-mile network.

This FTTX (Fiber to the Home or Premises) network will deliver broadband internet service to 1,087 unserved and underserved homes and businesses in the County.

ECC currently provides professional services to Madison County, acting as the County's advocate to oversee the ReConnect Project. We currently serve as the liaison between the County and all other entities associated with the project.

ECC is providing an independent review of the project progress and report to Madison County regarding project status, identifying potential issues and providing recommendations on how to proceed to ensure the project's success and that construction is completed on time and within budget.



## Development Authority of the North Country (2000 – 2021)

Contact: David Wolf, Telecommunications General Manager

Phone: (315) 767-9935

Email: [dwolf@danc.org](mailto:dwolf@danc.org)

The Development Authority of the North Country (DANC) located in the Watertown, NY region was created by the New York State Legislature to develop and manage infrastructure, and to serve the common interests of Jefferson, Lewis, and St. Lawrence Counties. The Authority operates as a revenue-based public benefit corporation, independent of State operational funding.

In 2000, the North Country region was experiencing major telecommunications issues with respect to performance, reliability, costs, and competition. The region serves several public and private universities, a major military installation, an expansive border between the U.S. and Canada, as well as many economic and business interests.

In the initial execution against the scope of work, ECC performed an inventory and assessment that determined major issues could be linked to a lack of fiber optic infrastructure and investment within the region.

ECC's work then turned to developing alternate business cases defining various options to resolve these issues. ECC led discussions with incumbent providers for input on the issues. ECC also took the lead in discussions with municipal leaders to review options for municipal involvement. After constructive dialogue and reviews, the selected solution was to create a new telecommunications organization within DANC.

ECC developed the business strategy, business plan, consolidated financial statements, governance models, and regulatory strategy. From a network development perspective, the ECC team was further responsible for design and engineering, routing, design specifications and construction oversight to completion.

The result was the development of a competitive telecommunications/broadband entity that is successfully operating and serves the Northern portions of NY. More than 1,800 miles of fiber and 31 co-location facilities provide services throughout the northern portion of New York State. Current operations continue to provide services to cellular providers, broadband providers, enterprise users and residential customers.

In September of 2020, DANC contracted with ECC Technologies to perform a broadband inventory and study to accurately identify areas that are lacking in broadband infrastructure. The data collected from this effort will be used to identify and develop solutions to address the lack of broadband in unserved and underserved areas of the region. Additionally, this helped to identify potential partners and funding sources to address these issues.



## Central New York Regional Planning and Development Board (2019- present)

Contact: David Bottar, Executive Director

Phone: (315) 422- 8276

Email: [dbottar@cnyrpdb.org](mailto:dbottar@cnyrpdb.org)

The Central New York region encompasses 3,700 square miles across a 5-county region surrounding the Syracuse NY, metro area. The Central New York Regional Planning and Development Board (CNYRPDB) provides planning and development services to the region.

The CNYRPDB awarded, via competitive bid, a contract for broadband assessment services to ECC in 2019. The scope of services for this contract included a regionwide inventory of broadband infrastructure, an interactive survey of residents and businesses and an assessment of issues and potential solutions to resolve infrastructure and adoption issues facing the region.

ECC provided an interactive GIS based inventory of all infrastructure identified in the region. In addition, CNYRPDB information on issues related to adoption and availability based on direct input from 6,000+ respondents.

These questions pointed to issues related to the availability of broadband at their location, costs, speed, reliability as well as impacts to education, healthcare, and business.

This information was overlaid into the GIS database along with the inventory results to identify availability and adoption issues to the address level. Regional reports were developed with subsections broken down to address specific results and needs of each County.

ECC is currently working with CNYRPDB and each County to document and identify specific options needed to resolve broadband issues.

## Section 5. Pricing

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For pricing, ECC will present this information in a flat rate format per phase, as shown below.

### Phase 1 – Existing Conditions/Identify Gaps, Months 1-4

ECC will dispatch an outside plant designer to the five towns to identify and document to the extent possible existing broadband infrastructure. ECC will also meet with the County Project Team to identify economic development assets, municipal facilities and infrastructure related to potential broadband initiatives.

Flat rate for phase 1: \$19,000

Percent of total: 52%

### Phase 2 – Analysis, Months 4-6

ECC will develop high level network design(s) to serve the unserved/underserved households and the cost estimates in the 5-town project area. This data will be shown in map-form, identifying coverage areas of current ISP providers across the project area, and who may be able to extend coverage to reach unserved/underserved. ECC will identify discrepancies in BDC fabric for challenges.

Flat rate for phase 2: \$6,910

Percent of total: 19%

### Phase 3 – Broadband Expansion Report, Months 5-6

ECC will compile information needed to submit BDC location availability challenges to the FCC or NY Department of Public Service/ConnectALL Office. ECC will develop a final report compiling options to serve the areas lacking service, including RFP's, Grants, Public Private Partnerships (PPPs), and municipal options as appropriate. The report will also provide a pro forma for the proposed network, identifying the general cost structures for providing coverage to the unserved addresses in the 5-town region.

Flat rate for phase 3: \$10,804

Percent of total: 29%

Note: The percentages shown above do not include a BAAT study.

### Other services

As noted in Section 7 below, if Saratoga County opts for a Broadband Availability and Adoption Toolkit (BAAT) study, the cost of this survey would be \$11,473. The BAAT would assist in identifying and quantifying adoption issues. This survey would only cover the 5-town area and the survey would be conducted over a 3-month period.

**Total Project Cost: \$36,714**

**Total Project Cost Including BAAT: \$48,187**

## Section 6. Terms and Conditions

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Pricing for each task is based upon lump sum pricing. Within 10 days of contract execution, ECC will invoice Saratoga County in the amount of \$12,238. A second invoice of \$12,238 would be sent to the county at week 10 and a final invoice of \$12,238 upon completion. If the county opts to include the BAAT survey, invoices would upon execution of the contract for \$16,062 and at week 10 for \$16,062 with a final invoice of \$16,063.

Services and fees outside the scope of this agreement will be mutually agreed upon with written customer authorization. Any work requested beyond the scope of this agreement will be determined and mutually agreed to via a change order between ECC and the client.

The services and fees quoted in this proposal will remain valid for 60 days from the date on the proposal cover page.

**Below are ECC's standard terms and conditions. The final contract will involve, at a minimum, the terms and conditions set forth in the Request for Proposal including the general conditions and may include those reflected in the specific proposal submitted. The content shall be the exclusive source of the Proposer's rights and remedies and shall supersede any and all prior writings, negotiations or agreements of any kind.**

- 1. SERVICES.** ECC Technologies, Inc. shall provide professional services in accordance with the agreed upon scope of work.
- 2. EXECUTION.** This Agreement becomes effective upon signatures by authorized representatives of the Client and ECC Technologies, Inc. and upon receipt by ECC Technologies, Inc. of a signed original or facsimile transmittal. If facsimile transmittal is initially sent to ECC Technologies, Inc., Client will provide ECC Technologies, Inc. with a signed original for record as soon as practicable.
- 3. INITIATION.** ECC Technologies, Inc. is authorized to proceed with services upon receipt of an executed Agreement or written Notice to Proceed.
- 4. COMPLETION/TERMINATION.** This Agreement shall remain in force until completion and acceptance of the services or until terminated by mutual agreement. This contract may be terminated by the Client and/or ECC Technologies, Inc. upon 10 days' written notice. In the event of such termination, ECC Technologies, Inc. will be paid the portion of the compensation (and fixed fee, if applicable) for services performed in accordance with the scope of services under the terms of this Agreement to the date of termination together with all costs arising out of such termination.

Continuing Service Agreements shall be reviewed annually for rates and shall remain in force until terminated in writing by either party, or otherwise stipulated contractually.

- 5. STANDARD OF CARE.** Services provided by ECC Technologies, Inc. under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. ECC Technologies, Inc. makes no warranty or guaranty, either express or implied.

- 6. INDEPENDENT CONSULTANT.** ECC Technologies, Inc. is and shall be at all times during the term of this Agreement an independent consultant and not an employee or agent of the Client.
- 7. COMPLIANCE WITH LAWS.** ECC Technologies, Inc. will endeavor to comply with Federal, State, and local laws and ordinances applicable to the services to be provided under this Agreement. State Laws of the project site shall apply.
- 8. PAYMENT:** ECC Technologies, Inc. invoices monthly. Payment is due within 30 days. ECC Technologies, Inc. reserves the right to impose a 1.5% monthly finance charge for past-due accounts.
- 9. OWNERSHIP OF DOCUMENTS.** Drawings, specifications, reports, programs, manuals, or other documents, including all documents on electronic media, prepared under this Agreement are instruments of service and are, and shall remain, the property of ECC Technologies, Inc and the Client. ECC Technologies, Inc. will retain all common law, statutory, and other reserved rights, including the copyright thereto. ECC Technologies, Inc. shall not be held liable for reuse of documents or modifications thereof by the Client or its representatives for any purpose other than the original intent of this Agreement, without written authorization of and appropriate compensation to ECC Technologies, Inc.
- 10. INSURANCE.** ECC Technologies, Inc. will maintain the following levels of insurance during the term of this Agreement.
  - a. Worker's Compensation (and Employer's Liability Insurance) — as required by applicable state statute.
  - b. Commercial General Liability — \$1,000,000 per occurrence for bodily injury, including death and property damage, and \$2,000,000 in the aggregate.
  - c. Automobile Liability — minimum of \$1,000,000 combined single limit for bodily injury and property damage.
  - d. Professional Liability (E&O) — \$1,000,000 each claim and in the aggregate.
- 11. INDEMNIFICATION/HOLD HARMLESS.** ECC Technologies, Inc. shall indemnify and hold harmless the Client and its employees from any liability, settlements, loss, or costs (including reasonable attorneys' fees and costs of defense) to the extent caused by ECC Technologies, Inc.'s negligent acts, errors, or omissions in services provided pursuant to this Agreement. Provided, however, that if any such liability, settlements, loss, or costs result from the concurrent negligence of ECC Technologies, Inc. and the Client, this indemnification applies only to the extent of the negligence of ECC Technologies, Inc.
- 12. NON-SOLICITATION.** During the Term and for three (3) years after any termination of this agreement, the parties will not directly or indirectly, on party's own behalf or in the service or on behalf of others, in any the County to induce or attempt to induce any officer, director, or employee to leave the Company.



## Section 7. Other Services - Broadband Availability and Adoption Toolkit (BAAT)

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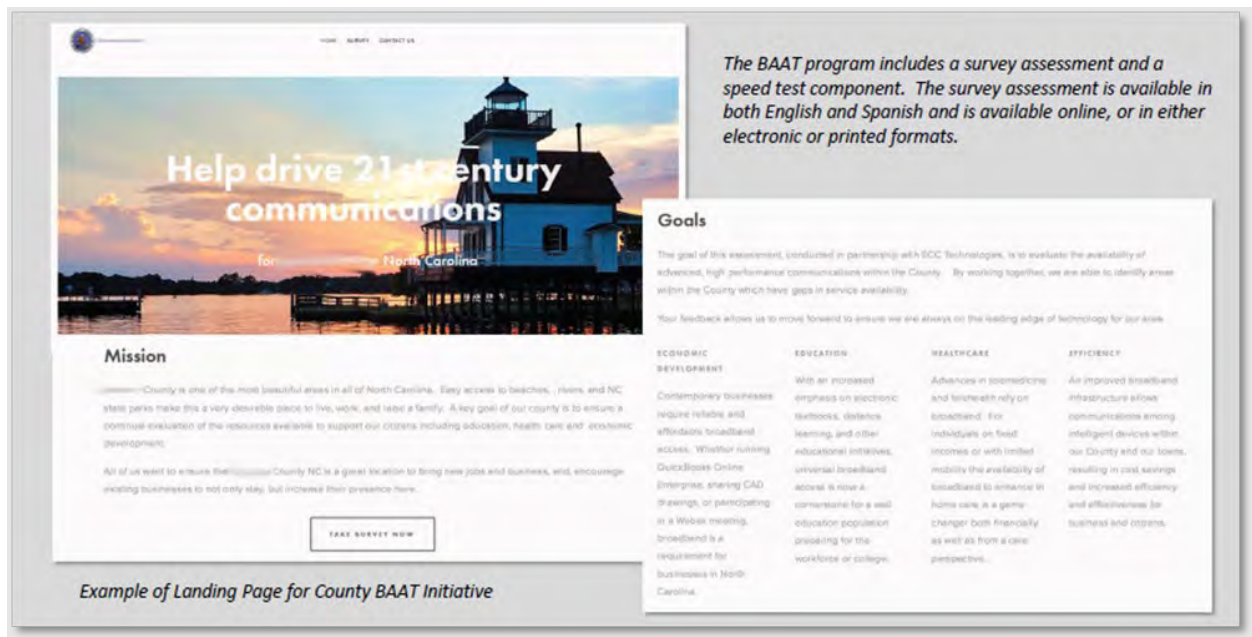
We recognize that Saratoga County leaders are extremely interested in learning more about the level of service available to households and non-residential establishments. Based on our experience, we clearly understand that *each county is unique*. Our understanding of common issues facing counties allows us to bring unique focus and attention to their noteworthy challenges. This is important when working with a client, whether a county or a service provider, for example, in developing a program to solicit input from county residents or from customers of a cooperative. ECC's statistical program is termed the Broadband Availability and Adoption Toolset (BAAT). The BAAT is a web-based application allowing documentation of demand for broadband services, with Speed Test data and survey responses captured within a single portal.

We consider data received from each county, the United States Census Bureau, and other sources, in evaluating median income, the poverty level, home and automobile ownership and other indicators which help us in planning the BAAT program work. In many cases, adoption becomes as important as availability in terms of broadband expansion.

The BAAT is accessible to a respondent via desktop, tablet, or cellular telephone. We provide a version that allows our clients to develop a written survey instrument for distribution. The application includes a Speedtest component, which helps in the assessment of the identification of "speeds" of non-mobile respondents who are online via DSL, broadband, or those accessing the BAAT via a mobile device.

The BAAT program allows customized questions in the assessment section for both residential and business respondents, as well as respondents with service vs. those without. The BAAT allows for near real-time reporting to be produced on survey responses, including geographic locations.

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**EXAMPLE LANDING PAGE FOR BAAT PROGRAM**

**Assessment Results.** Geolocation based analytics determine where there are “holes” in the response rates, as well as identifying broadband service gaps areas in the community. The BAAT further returns data to allow analysis of obstacles to adoption for residents who already have access to broadband services but choose not to subscribe.

The process uncovers areas that may be profitable to serve for a service provider. It also identifies areas needing future work or subsidy, either due to affordability issues or low population density. The definitive, specific customer information gathered and documented during a campaign can be used to support further funding/investment for advancing broadband projects. The data can also be used to identify “champions” willing to advocate for broadband efforts within their community.

Based on requirements, ECC can develop multivariate, conjoint, and sentiment components to the survey instrument to support additional analysis.

ECC offers additional value in comparing the responses from a New Jersey focused BAAT program with cumulative results from other BAAT campaigns. This allows for added insights in evaluating the local results with a larger control group with more than 50,000 responses over the past few years.

**How It Works.** Residents and businesses access a community-promoted Internet site developed and deployed by ECC using devices such as a PC, iPad, laptop, or even mobile devices. The assessment results are valid no matter what device is used by the respondent.

### Multivariate 8

What type of Internet access do you have at this home in M-HC?\*

Please specify your ethnicity.

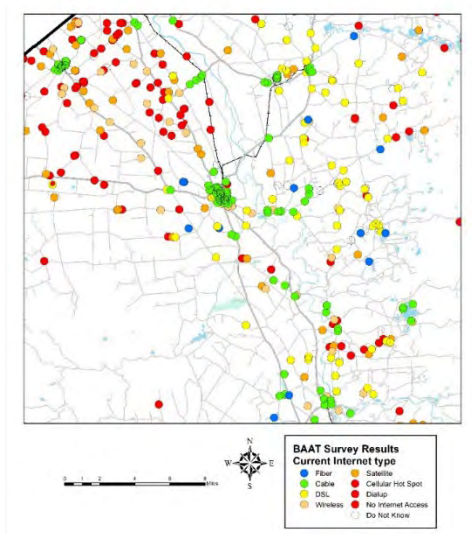
What is the estimated annual income of your household?

	TOTAL	BLACK	WHITE	OTHER	DID NOT SAY*
No Internet Access LT 32,000 year	60	2	45	5	8
No Internet Access LT 65,000 year	135	2	113	6	14
No Internet All Income	2246	2	261	11	1972
Low Band Internet Access LT 32,000 year	70	0	65	2	3
Low Band Internet Access L.T. 65,000 year	214	3	206	0	5
Low Band All Income	2383	5	521	17	1840
No and Low Band LT 32,000 year	130	2	110	7	11
No and Low Band LT 65,000 year	349	5	319	6	19
No and Low Band All Income	4629	7	782	28	3812

\* Indicates required question

### TABLE SIMPLE MULTIVARIATE DATA

The respondent enters their local address (required for geolocation) and answers questions regarding their current Internet service or lack thereof.



### SAMPLE RESPONSE DATA MAPPED

makers, the State, and counties. This picture aids in identifying gaps due to availability, as well as allowing focus on adoption issues.

ECC collects demographic / firmographic information from each respondent to help in overall analysis. Having conducted many BAAT campaigns over the past five years, ECC has identified and developed question sets for residential and commercial respondents – both with and without broadband access.

The results are statistically valid and feature key insights for decision makers and potential service providers. The anecdotal information collected during the process is equally valuable, providing a voice to respondents concerning broadband issues.

By combining the BAAT program as an overlay to the infrastructure inventory and carrier provided network data, a more complete picture is available to policy



If Saratoga County is interested in conducting a BAAT as part of this feasibility study, ECC would work with county personnel on the following items:

- Develop a relevant questionnaire
- Define the appropriate development and deployment process for an Internet-based site
- Manage critical marketing efforts to provide statistical relevancy

ECC would review site statistics on a weekly basis and will review and resolve any issues related to system availability and access to applications.

As noted above, ECC can provide more details on the BAAT program if the county is interested in proceeding with this survey.

[The remainder of this page is left intentionally blank.]

## Appendix A – Mapping Examples

---

At the heart of project components are the development of maps. These representations of the areas represent the baseline for broadband assessment. Whether in reporting, in an online environment, or in simple discussions, mapped data conveys a significant level of information in a manner like no other.

In this section, ECC will provide some examples of maps, and include summary overviews of each one. These are maps extracted from actual projects. Obviously, provider names are redacted, and the shapes of the areas are altered. The maps, as shown, lack detail in order to place them in a printed format in the proposal.

While ECC will include maps in its final report(s), the County will also receive a full GIS database for its use in the development of highly detailed maps for use by Staff. In its projects, ECC develops a significant number of maps to meet client needs. Only a few of these maps are included in this section as reference points for discussion with the County.

[The remainder of this page intentionally blank.]

### Example 1. Telephone Company Territories, Facilities and Fiber.

The first example shown below represents the result of secondary research combined with outside plant work identifying the boundaries of the Incumbent Local Exchange Carriers (ILECs). This map includes fiber optic routes owned by the incumbent carriers, as well as the location of Central Offices (COs) serving the study area.

This is an excerpt from an actual project. However, for convenience and clarity of presentation, the fiber routes, as inventoried and reproduced on the map, are indicated as belonging to a single provider. In actuality, there are multiple owners of the fiber as indicated.

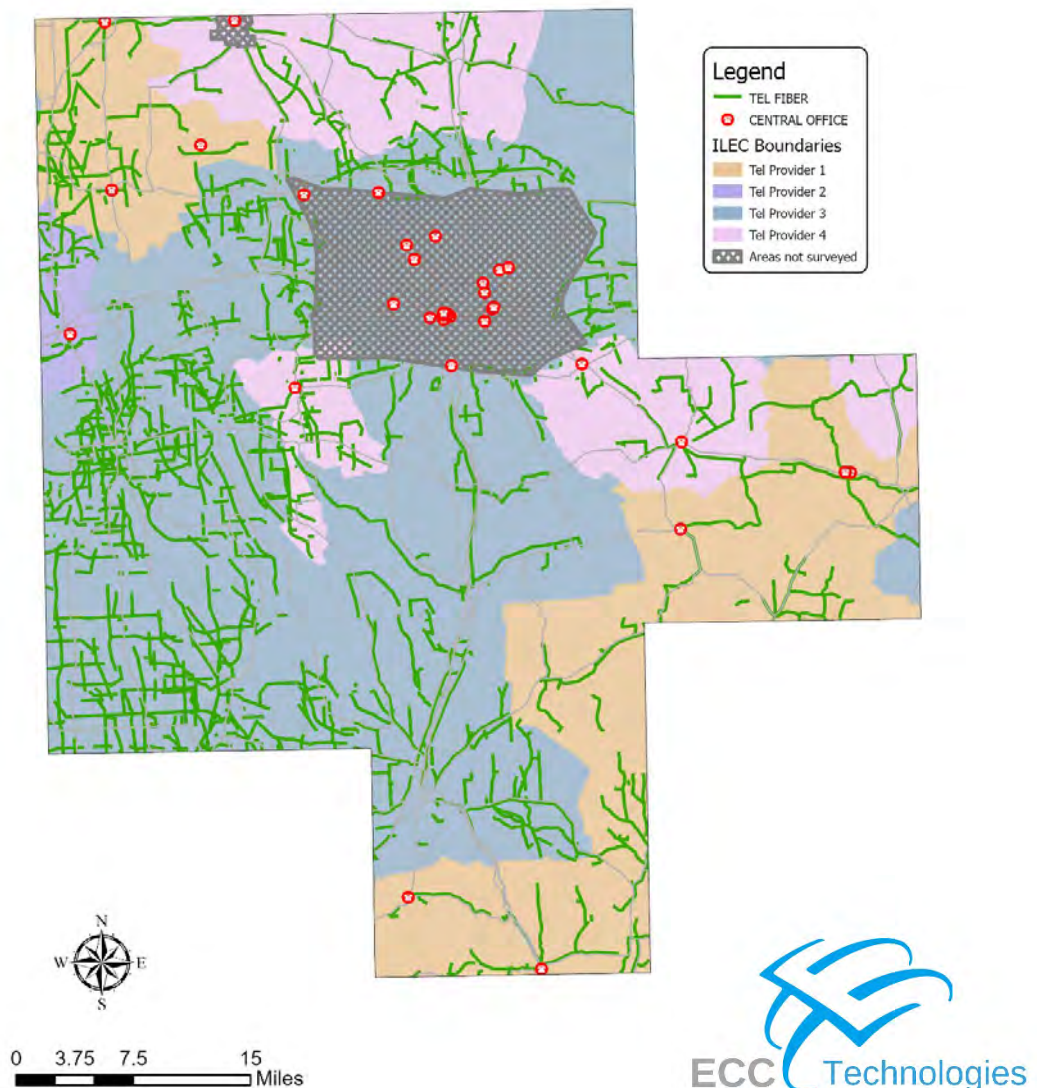


FIGURE 2 EXAMPLE MAP – INCUMBENT TELCOS



### Example 2. CATV Service Territories, Coaxial & Fiber Optic Cable

The map shown below indicates the cable provider service territories. The map further indicates the location of both coaxial and fiber network assets. In this example, the fiber owners are not individually identified nor are field equipment locations.

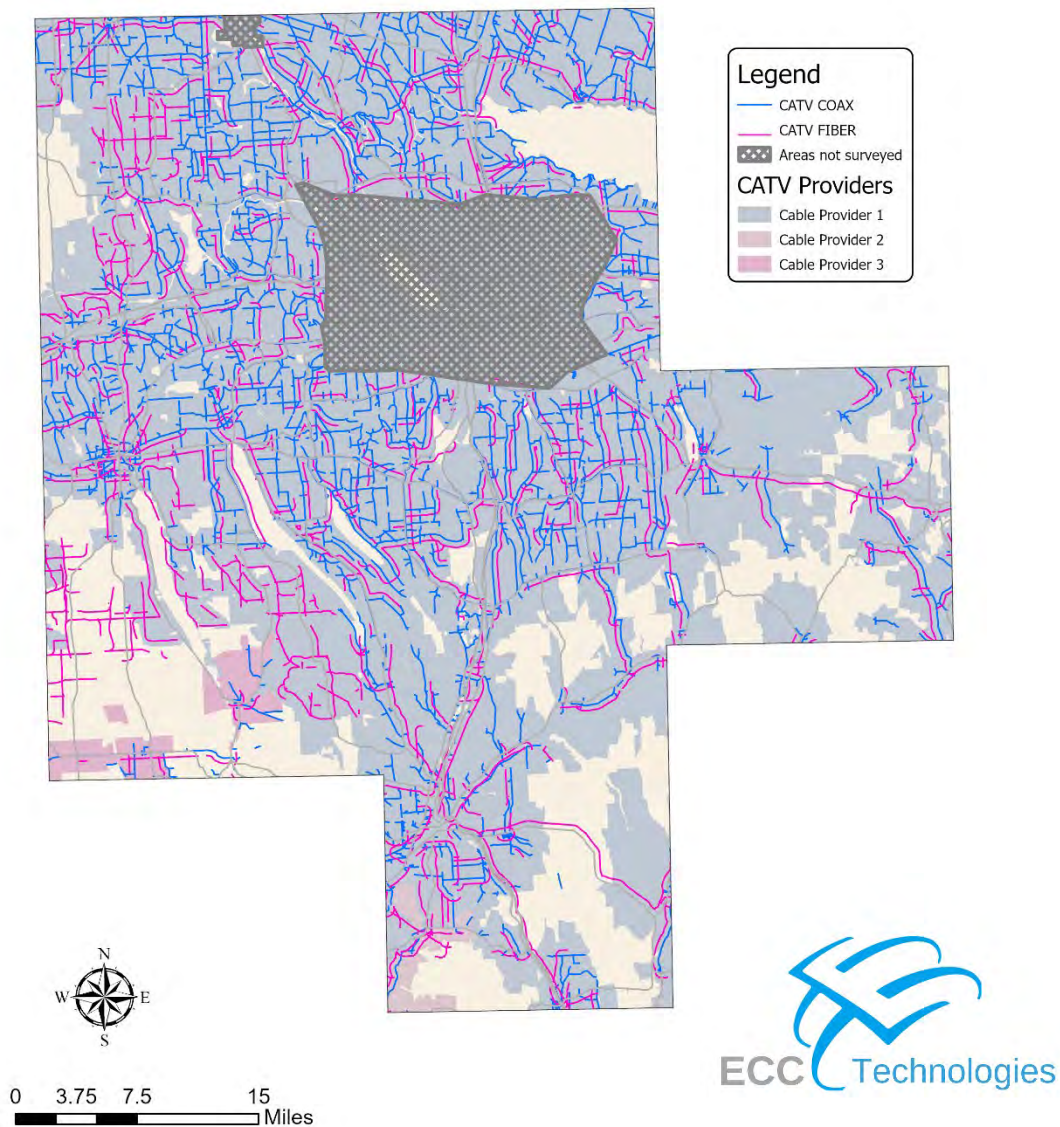


FIGURE 3 EXAMPLE MAP - CATV TERRITORIES AND NETWORK

### Example 3. Areas with No Infrastructure

The map in the next figure indicates roads driven within the study area where no Broadband infrastructure was observed. These example maps are not as detailed as the final GIS maps to be provided to the County at the conclusion of the study. However, the map does indicate information about roads and address locations which lack access to Broadband infrastructure.

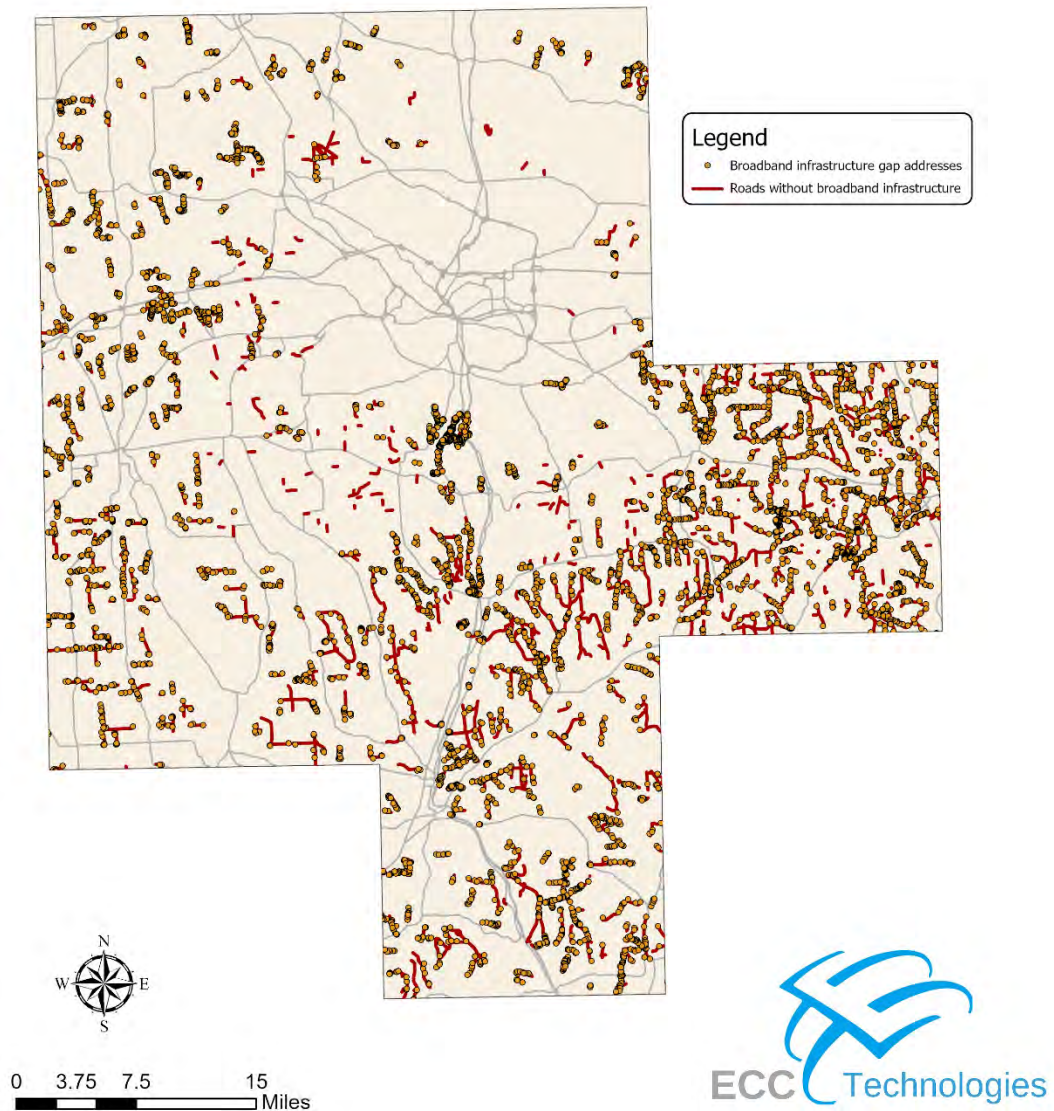


FIGURE 4 EXAMPLE MAP - UNSERVED LOCATIONS



### Example 4. All Fiber Assets

In this sample map, all inventoried Broadband infrastructure is detailed. This type of map would typically include assets owned by the incumbent providers, by middle mile providers, municipal networks, competitive local exchange providers, FTTX companies and more.

This type of map is useful for analysis of fiber assets beyond the local incumbent that can be utilized for FTTH deployments where it is lacking, it also can show where other networks exist in the area by CLEC providers.

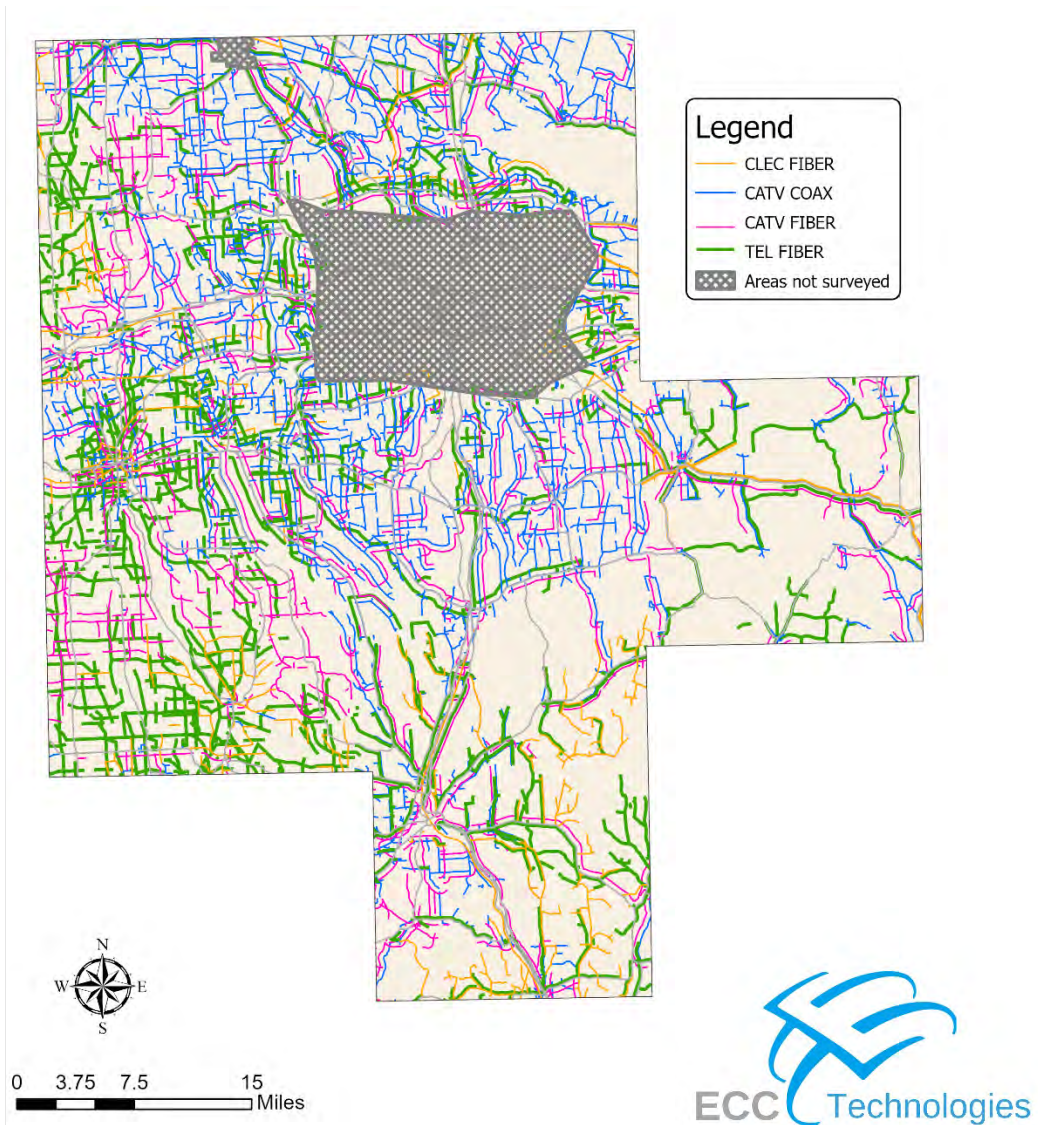
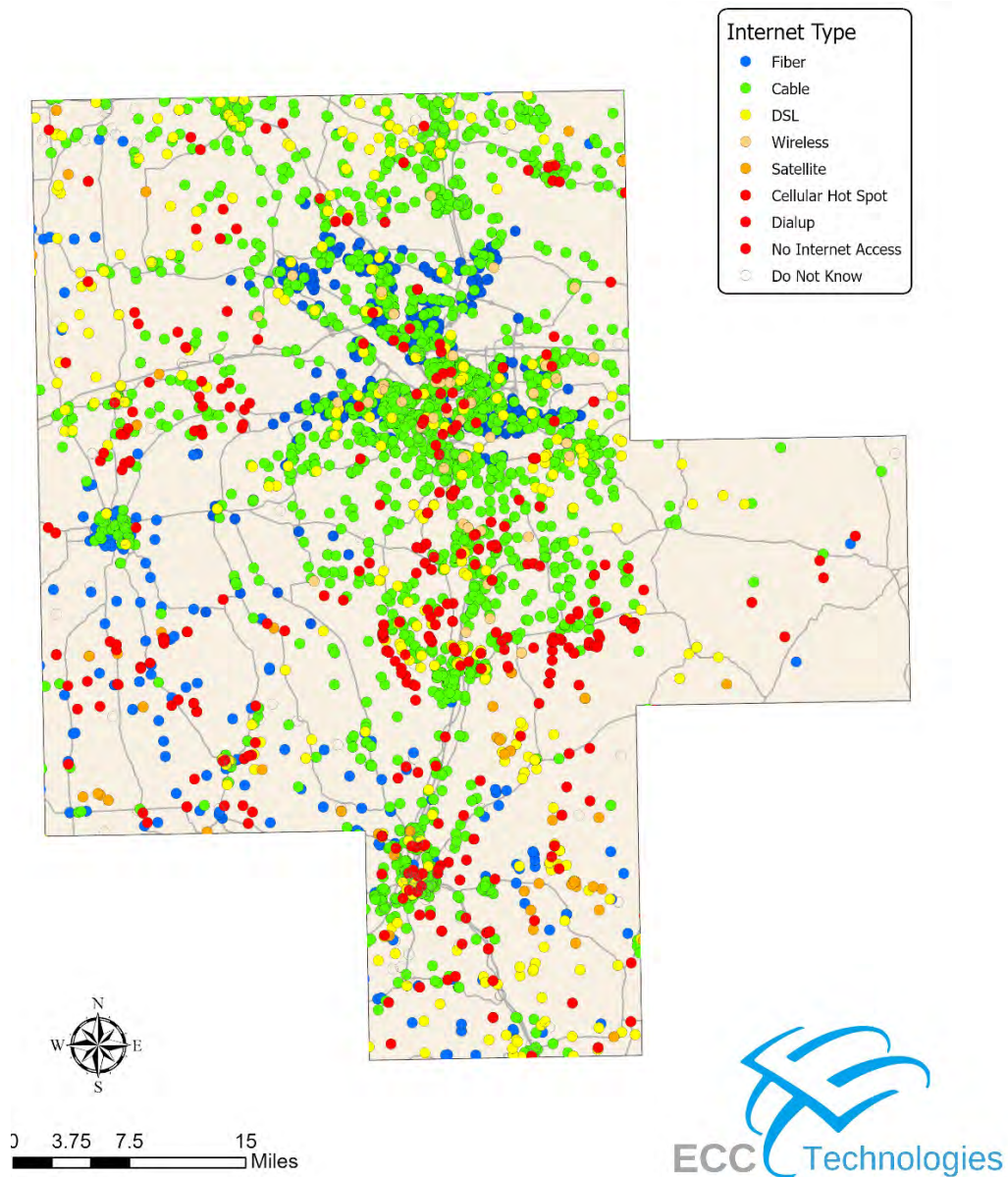


FIGURE 5 EXAMPLE MAP - INFRASTRUCTURE SUMMARY

### Example 5. Broadband Availability Reported by Households

The final example map indicates an overlay of BAAT survey responses. This is a gating question which determines a path for residential respondents. All respondents with service, whether Broadband or Lowband, following one path in completing the assessment. All respondents without service follow an alternate path in the survey.



**FIGURE 6 RESULTS OF BAAT GATING QUESTION**



## Signed Documents

The Contractor, ECC Technologies, Inc., certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

 \_\_\_\_\_

Signature of Contractor's Authorized Official

Joseph Starks - President & CEO

Name and Title of Contractor's Authorized Official

6/28/23

Date



**Procurement of Recovered Materials - During the performance of contract:**

(1) In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA designated items unless the product cannot be acquired— (i) Competitively within a timeframe providing for compliance with the contract performance schedule; (ii) Meeting contract performance requirements; or (iii) At a reasonable price.

(2) Information about this requirement is available at EPA's Comprehensive Procurement Guidelines web site, <http://www.epa.gov/cpg/>. The list of EPA-designate items is available at <http://www.epa.gov/cpg/products.htm>.

**Prohibition on certain telecommunications and video surveillances services or equipment - During the performance of contract:**

The County is prohibited from obligating federal grant funds and the contractor shall not use any federal grant funds to:

(1) Procure or obtain;

(2) Extend or renew a [contract](#) to procure or obtain; or

(3) Enter into a [contract](#) (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in [Public Law 115-232](#), section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any [subsidiary](#) or affiliate of such entities).

(i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any [subsidiary](#) or affiliate of such entities).

(ii) Telecommunications or video surveillance services provided by such entities or using such equipment.

(iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

In implementing the prohibition under [Public Law 115-232](#), section 889, subsection (f), paragraph (1), heads of executive agencies administering [loan](#), grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.

See [Public Law 115-232](#), section 889 for additional information.

See also § 200.471.

**Domestic Preferences for Procurements - During the performance of contract:**

(a) As appropriate and to the extent consistent with law, the contractor agrees, to the greatest extent practicable, provide a preference, for the purchase, acquisition, or use of goods, products, or materials produced in the United State (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subcontractors including all contracts and purchase orders for work or products under this award.

(b) For purposes of this section:

(1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

(2) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.



**CERTIFICATION OF COMPLIANCE FOR THE  
PREVENTION OF SEXUAL HARASSMENT**

Pursuant to State Finance Law §139-l of the State of New York, effective January 1, 2019, where competitive bidding is required for certain public contracts, every bid must contain the following statement affirming that the bidder has implemented a written policy addressing sexual harassment prevention and that the bidder provides annual sexual harassment prevention training, which statement must be signed by the bidder and affirmed by such bidder under the penalty of perjury:

*[Please Check One]*

**BIDDER'S CERTIFICATION**

- By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one-g of the labor law.
- I am unable to certify that I, or my employer, have implemented a written policy addressing sexual harassment prevention in the workplace. The reason(s) why neither I nor my employer can make such certification is/are: \_\_\_\_\_

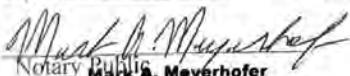
Dated: June 28, 2023.

STATE OF New York  
COUNTY OF Monroe ss:

The undersigned, being duly sworn, says: (a) I am duly authorized to execute this Certification and (b) I hereby certify, under penalty of perjury, that the forgoing Certification is in all respects true and accurate.

  
 \_\_\_\_\_  
 Signature  
 Joseph Starks  
 \_\_\_\_\_  
 Printed Name  
 President & CEO  
 \_\_\_\_\_  
 Title

Subscribed and sworn to before me this 28th  
day of JUNE, 2023.

  
 Notary Public  
 Mark A. Meyerhofer  
 Notary Public  
 State of New York  
 Qualified in Erie County  
 My Commission Expires June 4, 2027

Broadband - 6/30/2023





**VENDOR INFORMATION**  
**FOR THE COUNTY OF SARATOGA**

Please complete the following information which is necessary in order for Saratoga County to track vendor applicant information and the County's purchasing process.

Business Name ECC Technologies, Inc.

Address 2136 Five Mile Line Rd, Penfield, NY 14526

Business Type (Sole Proprietorship, Corporation, LLC, etc.) S Corp

Is your business a Disadvantaged Business Enterprise (DBE)? Yes  No

Is your business a Minority and Women-Owned Business Enterprise (MWBE)? Yes  No

Does your business have a small business status?  No

Any other business status, please provide information: \_\_\_\_\_

Provide the name of the Certifying Entity (ties): SAM

Have you conducted business with the County before? Yes  No

If the answer to the above question is NO, please provide your Federal ID Number and attach a copy of your W-9 Form. FEIN #: 16-1520781

How did you discover this Bid opportunity? BidNet

Do you use the Empire State Municipal Purchasing Group Website (BidNet)?  No

If Yes, do you find it useful (explain) or if No, why? Yes, it was useful as we have our account setup using keywords, such as broadband. BidNet automatically emails our company any bids that have our keywords in the bid document.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Completing the above information does not change your chances of being awarded a contract. The information collected will NOT be sold and will not be used to contact you.**

**Thank you.**

Vendor Information





# 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  
Audra Hedden, County Administrator's Office

**DEPARTMENT:** County Administrator

**DATE:** 8/29/23

**COMMITTEE:** Economic Development

1. Is a Resolution Required:

2. Proposed Resolution Title:

Amending the 2023 County budget to increase appropriations and revenues by \$100,000 to reflect an increase in occupancy tax revenue and authorize the related expenses.

3. Specific Details on what the resolution will authorize:

Occupancy tax revenues have come in higher than anticipated for 2023. This amendment of \$100,000 will allow the Campaign for 250th group to expand activities and initiatives this year in support of the upcoming 250th Anniversary of the Battles of Saratoga.

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

County Attorney's Office  
Consulted

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.14-1113	Room Tax	100,000

Expense

Account Number	Account Name	Amount
A.90.900-8717	Campaign for Saratoga 250th	100,000

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

Amount:

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

The budget will be amended to accept these funds and authorize the related expenses

- a. G/L line impacted See above
- b. Budget year impacted 2023
- c. Details

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 \_\_\_\_\_

10. Remarks:



# 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  
Audra Hedden, County Administrator's Office

**DEPARTMENT:** County Administrator

**DATE:** 8/30/23

**COMMITTEE:** Economic Development

1. Is a Resolution Required:

2. Proposed Resolution Title:

Designating Discover Saratoga as the County's Tourism Promotion Agency and authorizing Discover Saratoga to apply for an "I Love New York" grant for the 2024 program year.

3. Specific Details on what the resolution will authorize:

This will allow for Discover Saratoga to be registered as the Tourism Promotion Agency for Saratoga County with the NYS Empire State Development (ESD) office. Applications for the 2024 program year will begin in October 2023.

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

Expense

Account Number	Account Name	Amount

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

Amount:

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

No Budget Impact

- a. G/L line impacted A.14.141-7111
- b. Budget year impacted 2024
- c. Details

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 \_\_\_\_\_

10. Remarks:

Discover Saratoga will be the TPA for the County effective January 1, 2024.





9/19/23

## **SARATOGA COUNTY BOARD OF SUPERVISORS**

### **RESOLUTION \_\_\_ - 2023**

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

**DESIGNATING THE SARATOGA CONVENTION & TOURISM BUREAU, ALSO KNOWN AS DISCOVER SARATOGA, AS THE COUNTY'S TOURISM PROMOTION AGENCY AND AUTHORIZING THE SARATOGA CONVENTION & TOURISM BUREAU TO APPLY FOR AN "I LOVE NEW YORK" GRANT FOR 2024**

**WHEREAS**, Article 5-A of the Economic Development Law authorizes matching funds for tourism promotion to be administered through a County's Tourism Promotion Agency; and

**WHEREAS**, approval of any application for such State funds requires the designation of a Tourism Promotion Agency and a local commitment for an amount at least equal to the grant request; and

**WHEREAS**, the maximum possible grant for tourism promotion for 2024 approximates \$172,500; and

**WHEREAS**, tourism promotion has long been a commitment of the Board of Supervisors of Saratoga County; and

~~**WHEREAS**, the Saratoga Chamber of Commerce has been successful in the promotion of tourism for Saratoga County for many years, and is well suited to be designated as Tourism Promotion Agency for Saratoga County; now, therefore, be it~~

**RESOLVED**, that the **Saratoga Convention & Tourism Bureau** is hereby designated as Tourism Promotion Agency, **effective January 1, 2024**, for Saratoga County for the **2024 program year**; and, it is further

**RESOLVED**, that the Chairman of the Board is authorized and directed to execute and file necessary applications, acceptance and subrecipient documents required by the New York State Empire State Development for the maximum award of tourism promotion matching funds for 2024 with a possible total program expenditure of \$172,500; and it is further

**RESOLVED**, that this Resolution shall take effect immediately.

**BUDGET IMPACT STATEMENT:** No Budget Impact.

September 19, 2023, Regular Meeting

Motion to Adopt: Supervisor

Second: Supervisor

AYES:

NOES:

ABSENT:



# 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:** August 30, 2023

**RE:** September 2023 Economic Development Meeting

### Saratoga County Economic Development Grants Updates/Reserve Fund Transfer

The City of Saratoga Springs is seeking reimbursement for their 2021 and 2022 Economic Development Grant projects. 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 (awarded 7/7/2021) - \$7,100
2. 2022 City of Saratoga Springs (awarded 10/6/2022) - \$14,200

### 2023 Economic Development Grant Applications (Submitted to Date, Applications Due 9.15.23):

Town of Day: Day Town Center Upgrades and Events

Town of Ballston: Burnt Hills Business District Sewer Feasibility Study

Town of Corinth: Gateway to the ADKS Hiking Challenge

Town of Galway: Construction of Galway Community building.

Grant applications are due on September 15, 2023.

**Economic Development Updates** Department of Planning and Economic Development and other County Staff were in attendance for the FAMiliarization Tour events hosted by the Saratoga Economic Development Corporation (SEDC) on July 13 and 14. In attendance were municipal and business leaders from not just the Capital Region, but from around the world. SEDC coordinated visitations of site

selectors, elected officials, regional professional businesses and community leaders from the USA, Ireland, and Canada to the Saratoga region. The lunch discussion on Friday July 14 allowed participants to consider critical information for sustainable growth from expert panelists: Barry Albrecht of Strategic Location Services LLC, Eoin Moynihan of the law firm of Phillips Lytle, LLP, and George Tobjy of Maxis Advisors. There were over 100 participants for each event.

### **Saratoga County IDA**

The Saratoga County Industrial Development Agency (SCIDA) had far reaching publicity from the newly released “**Economic Impact Study of Saratoga Visitor Destinations**”. This study updated the economic data generated from prior studies reports in 2006, 2011 and 2015, which looked solely at the economic impact of Saratoga Race Course, and adds SPAC, the Casino, and the Battlefield. Recognizing their significant contributions to Saratoga County’s economy, the IDA Board was supportive to include these cultural and heritage tourism institutions in this analysis.

Both the Summary and Full Report can be viewed [here](#).

With the retirement of Mike Valentine, Kimberly Lambert was approved as Administrator of the Saratoga County IDA.

The next meeting of the SCIDA Board will be a public hearing and meeting on Tuesday, September 12, 2023 at the Saratoga Chamber of Commerce Building at 8:30am to hear the application of Kersia USA Properties, LLC for an addition to their existing facility in the City of Saratoga Springs, NY.

### **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, Terry Thomas of International Paper and other stakeholders at the Corinth Firehouse on August 17 to discuss potential redevelopment opportunities at the former International Paper site on Pine Street and other IP owned properties throughout Corinth.

Those in attendance were: C. Eric Butler, Supervisor, Town of Corinth; Charles Pasquarell, Mayor, Village of Corinth; Terry Thomas of International Paper; 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 Economic Development Corporation ; James Martin, Senior Planner and Economic Development Specialist, The LA GROUP; Alyssa Lovelace, Envision Strategy.

### **Broadband**

The County of Saratoga requested proposals to complete a study and mapping exercise regarding broadband service availability in the towns of Hadley, Day, Edinburg, Providence, and Corinth. Specifically, the area covered was identified as towns north of the Adirondack State Park boundary. The scope of work requested was to provide information on the existing broadband network, focused on

identifying the unserved and underserved areas within the targeted location. This information will be used in the preparation in a broadband deployment plan for the five-town region.

There were nine (9) proposals received from numerous different states with cost projections from \$36,714 to \$450,000. County Administration and Planning and Economic Development staff individually reviewed each of the proposals, using the scoring criteria provided within the RFP.

County Administration and Planning and Economic Development staff met to discuss the score assessments and to create a list of clarifying questions to ensure the complete understanding of the top scoring proposal submission. This list was the basis of the first interview with the vendor of record for the highest scoring proposal. The interview yielded confirmation of how data was verified, as well as opportunities for community engagement of self-verification surveys throughout the process.

### **Saratoga County Annual Planning and Zoning Conference**

Sponsors and exhibitor solicitations, as well as speaker proposals are underway for the Saratoga County Planning and Zoning Conference to be held 1.31.24.

### **Ag District Inclusion Update**

In Mid-September, the annual AML-303b Agricultural District Inclusion applications will be made available for the upcoming 30-day inclusion period beginning October 1, 2023 to October 31, 2023.

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  
Audra Hedden, County Administrator's Office

**DEPARTMENT:** Department of Planning & Economic Development

**DATE:** 8.21.23

**COMMITTEE:** Economic Development

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

Authorizing the Transfer of Funds From The Economic Development Grant 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 2021 and 2022 City of Saratoga Springs grants.

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	\$21,300

Expense

Account Number	Account Name	Amount
A.80.000-8763	Municipal Planning Grant Progra	\$21,300

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

The budget will be amended to increase appropriations and reduce the Economic Development Grant Reserve fund by \$21,300

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.



**SARATOGA COUNTY**  
**DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT**

**Economic Development Fund Reimbursement Request Form**

Date 8/11/23

**Applicant Information**

Town/City City of Saratoga Springs

**Grant Information**

Project Name Visitor Center Improvements

Date of project completion 2/28/23

Reimbursement Amount Requested (\$7,100 or less) \$ 7,100

Attached documentation

Receipts

Cancelled checks

Project Outcome Narrative:


Engineering Services for the planned Capital Improvements to the visitors center in Saratoga Springs. \$6,500 paid to CPL Engineering for a building condition survey and \$920 to CHA for engineering of the back canopy repairs.

Signature of Town/City Supervisor

*Matthew E. Veitch*

Please submit reimbursement request form with receipts and canceled checks to Jason Kemper at [jkemper@saratogacountyny.gov](mailto: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

 <p><b>CITY OF SARATOGA SPRINGS</b> OFFICE OF COMMISSIONER OF FINANCE SARATOGA SPRINGS, NY 12866-2296 (518) 587-3550</p>	<p>ADIRONDACK TRUST COMPANY SARATOGA BRANCH NY 12866-0000 60-288013</p>	<p>Vendor Number 7207</p>	<p>Check Number 317721</p>	<p>Check Date 02/23/2023</p>
	<p>VOID AFTER 180 DAYS</p>			
<p>Pay "Thirteen Thousand Ten Dollars and 00 Cents"</p>				<p><b>\$13,010.00</b></p>
<p>To the Order Of CLARK PATTERSON LEE 30 CENTURY HILL DR., SUITE 104 LATHAM, NY 12110-0000</p>		<p><i>MP</i> Authorized Signature</p>		<p>MP</p>
<p>⑈00317721⑈ ⑆021302884⑆ 471⑈736⑈0⑈</p>				

03/02/2023 317721 \$13,010.00  
5250002210876

<p>DO NOT WRITE BELOW THIS LINE RESERVED FOR PAYOR'S USE</p>	<p>CPL ENRICHMENTS For Deposit Only 8220092246 Tompkins Community Bank</p>
<p>ADIRONDACK TRUST COMPANY SARATOGA BRANCH NY 12866-0000 60-288013</p>	



DO NOT ACCEPT UNLESS THIS CHECK IS PRINTED WITH A COLOR BACKGROUND, CONTAINS A VOID PANTOGRAPH, MICROPRINTING FACE AND BACK, UV FIBERS AND A WATERMARK ON THE REVERSE SIDE



CITY OF SARATOGA SPRINGS  
OFFICE OF COMMISSIONER OF  
FINANCE PHONE  
SARATOGA SPRINGS, NY 12866-2796 (518) 567-2550

VOID-BACK TRUST COMPANY  
SARATOGA SPRINGS, NY 12866-2796  
VOID NUMBER 6300  
Check Number 214208  
Check Date 06/09/2022

VOID AFTER 180 DAYS

\$5,390.00

Pay Five Thousand Three Hundred Ninety Dollars and 00 Cents

To the Order of CHA CONSULTING, INC  
PO BOX 845746  
BOSTON, MA 02284-5746



*[Signature]*

City of Saratoga Springs MP



ENDORSE HERE

06/13/2022 873480 010 845746  
MED: CHA Consulting Inc  
Credit to the account of the within named payee without  
prejudice absence of endorsement guaranteed  
Citizens Bank, N.A.

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

**P** The security features listed below, as well as those not shown, exceed industry guidelines.  
Security Features: Results of document activation:  
Microprint (small) • Small/line a touch appears as  
VOID Paraphrase • VOID appears after uncoupled  
Security Strips • Absence of UV fibers that emit  
Thermochromic Ink • Absence of UV fibers that heat  
Security Paper • UV fibers that appear in bundles and  
include holes

**CITY OF SARATOGA SPRINGS - VOUCHER**  
**474 BROADWAY, SARATOGA SPRINGS, NY 12866**

**DEPT/LOC** 3000 **DEPARTMENT** Public Works

**VENDOR #** 7207 **VENDOR NAME** Clark Patterson Lee

**REMIT ADDRESS** 30 Century Hill Dr, Suite 104 Latham NY 12110

**PO#** 220496 **FINAL** **PARTIAL**

INVOICE # and/or ACCOUNT #	ORG	OBJECT	PROJECT	\$ AMOUNT
85831	H3036952	52000	1219	\$6,505.00
		<i>Arts Council Renovation Project</i>		
/ 16852.00	H3031632	52000	1170	\$6,505.00
		<i>City Visitor Center Exterior Repair</i>		
Prof Svcs				
			<b>TOTAL</b>	<b>\$13,010.00</b>

By uploading this voucher for payment into the designated electronic folder, I as an approved authorized signor for my department certify the articles or services were necessary and for sole use of the City; have been received in good condition or properly performed.

The Commissioner of Accounts audits and certifies this purchase is in conformity with appropriate standards and procedures by affixing his/her signature to the warrant report approved by City Council in accordance with the City Purchasing Policy.

The Commissioner of Finance certifies this claim is approved from the appropriation indicated above by affixing his/her signature on the check issued as payment for this claim in accordance with the City Purchasing Policy.



Invoice

October 13, 2022
Project No: 16852.00
Invoice No: 85831

Deborah LaBreche, P.E., City Engineer
City of Saratoga Springs
City Hall - 474 Broadway
Saratoga Springs, NY 12866

Saratoga Springs Building Condition Assessment
Professional Services for the period ending September 30, 2022

Table with 4 columns: Description, Amount, Description, Amount. Rows include Total Fee (30,280.00), Percent Complete (75.00), Total Earned (22,710.00), Previous Fee Billing (9,700.00), Current Fee Billing (13,010.00), Total Fee (13,010.00), and Total this Invoice (\$13,010.00).

OK TO PAY
DML

John Hall, AIA



**CITY OF SARATOGA SPRINGS - VOUCHER**  
**474 BROADWAY, SARATOGA SPRINGS, NY 12866**

**DEPT/LOC** 3000                      **DEPARTMENT** Public Works  
**VENDOR #** 8300                      **VENDOR NAME** CHA Consulting, Inc.

**REMIT ADDRESS**                      Ill Winners Circle, PO Box 5269 Albany NY 12205

**PO#**      220368                      **FINAL**                      **PARTIAL**

INVOICE # and/or ACCOUNT #	ORG	OBJECT	PROJECT	\$ AMOUNT
5838908	H3031632	52000	1170	\$920.00
City Visitor Center Exterior Repair Engineering Svcs for Canopy Structural Evaluation (Proposal X76520)				
			<b>TOTAL</b>	<b>\$920.00</b>

By uploading this voucher for payment into the designated electronic folder, I as an approved authorized signor for my department certify the articles or services were necessary and for sole use of the City; have been received in good condition or properly performed.

The Commissioner of Accounts audits and certifies this purchase is in conformity with appropriate standards and procedures by affixing his/her signature to the warrant report approved by City Council in accordance with the City Purchasing Policy.

The Commissioner of Finance certifies this claim is approved from the appropriation indicated above by affixing his/her signature on the check issued as payment for this claim in accordance with the City Purchasing Policy.



City of Saratoga Springs, NY  
 474 Broadway  
 Room 12  
 Saratoga Springs, NY 12866

May 23, 2022  
 CHA Project No: 058389.000  
 Invoice No: 5838908

CHA Project 058389.000 City of Saratoga Springs TDE Services

**Professional Services from April 1, 2022 to April 29, 2022**

Phase 0001004 Visitor Center Structural Evaluation - PO # 220368 - Budget \$5,150

**Professional Personnel**

		Hours	Rate	Amount	
Senior Project Manager/Vice President					
Stellato Jr., Anthony	4/29/2022	1.00	200.00	200.00	
Senior Engineer					
McClure, Ryan	4/29/2022	4.00	180.00	720.00	
Totals		5.00		920.00	
<b>Total Labor</b>					<b>920.00</b>
					<b>Total this Phase \$920.00</b>

**Billings to Date**

	Current	Prior	Total	
Labor	920.00	0.00	920.00	
<b>Totals</b>	<b>920.00</b>	<b>0.00</b>	<b>920.00</b>	
				<b>Total this Invoice \$920.00</b>

ap-invoice@saratoga-springs.org

PAYMENT IS DUE WITHIN 30 DAYS OF INVOICE DATE  
 Bank Name: Citizens Bank NA - Account Name: CHA Consulting, Inc.  
 Account #: 4011254230 ABA #: 021313103  
 Supporting remittance information should be sent via email to remittances@chacompanies.com

PO Box 845746, Boston, MA 02284-5746, Worksource - 845746  
 T 518.453.4500 • F 518.458.1735 • www.chacompanies.com





**SARATOGA COUNTY**  
**DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT**

**Economic Development Fund Reimbursement Request Form**

Date August 22, 2023

**Applicant Information**

Town/City City of Saratoga Springs

**Grant Information**

Project Name City of Saratoga Springs Outdoor Dining Program

Date of project completion July 2023

Reimbursement Amount Requested (\$14,200 or less) \$14,200.00

Attached documentation



Receipts



Cancelled checks

Project Outcome Narrative:

The City of Saratoga Springs had eleven (11) businesses take part in the City's Outdoor Dining Program, and seven (7) of those businesses were able to use funds from the Saratoga County Outdoor Dining Program grant to expand their business into the City's right of way using decorative barriers designed and supplied from the Fort Miller Co.

Signature of Town/City Supervisor \_\_\_\_\_

A handwritten signature in black ink, appearing to read "Jason Kemper".

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



**SARATOGA COUNTY**  
**DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT**

**JASON KEMPER**  
DIRECTOR

**TOM L. LEWIS**  
COUNTY PLANNING BOARD  
CHAIRMAN

October 26, 2022

City of Saratoga Springs  
474 Broadway  
Saratoga Springs, NY 12866

RE: 2022 Economic Development Grant

Dear Supervisor Veitch:

It is my pleasure to inform you that at the October 6, 2022 meeting, the Saratoga County Economic Development Committee has awarded an Economic Development grant in the amount of \$14,200.00 to the Town of Saratoga Springs for the Planning /Development of Outdoor Dining Program.

The funds must be spent by the municipality and then Saratoga County will issue a reimbursement when the request for funds is made. The Saratoga County Department of Planning and Economic Development is requesting the following documentation be provided when disbursement of the grant funding is sought by the municipality:

1. Reimbursement Request Form (attached)
2. Copies of invoices/receipts
3. Copies of cancelled checks

Once all the above-mentioned materials are provided, I will present the request to the Economic Development Committee for reimbursement. Once the committee approves the reimbursement, a completed voucher will be sent to you for signature.

Please contact this department with any questions you may have.

Sincerely,

A handwritten signature in cursive script that reads "Jason Kemper".

Jason Kemper, Director

JK/nm

**CITY OF SARATOGA SPRINGS - VOUCHER**  
**474 BROADWAY SARATOGA SPRINGS, NY 12866**

DEPT/LOC \_\_\_\_\_ DEPARTMENT \_\_\_\_\_ ACCOUNTS \_\_\_\_\_

VENDOR # \_\_\_\_\_ VENDOR NAME \_\_\_\_\_ THE FORT MILLER CO., INC.

REMIT ADDRESS 688 Wibur Avenue, Greenwich, NY 12834

PO#	FINAL	X	PARTIAL	
INVOICE # and ACCOUNT #	ORG	OBJECT	PROJECT	\$ AMOUNT
# 24833-1	A/3051414	54720		\$14,200.00
RFP 2023-10 Decorative Concret Street Barriers				
will receive Saratoga County Economic Grant Reimbursement once check is cleared and reimbursement form is submitted				
RECEIVED BY:				
			<b>TOTAL</b>	<b>\$14,200.00</b>

By uploading this voucher for payment into the designated electronic folder, I as an approved authorized signor for my department certify the articles or services were necessary and for sole use of the City; have been received in good condition or properly performed.

The Commissioner of Accounts audits and certifies this purchase is in conformity with appropriate standards and procedures by affixing his/her signature to the warrant report approved by City Council in accordance with the City Purchasing Policy.

The Commissioner of Finance certifies this claim is approved from the appropriation indicated above by affixing his/her signature on the check issued as payment for this claim in accordance with the City Purchasing Policy.



INVOICE

THE FORT MILLER CO., INC.

P.O. Box 98
Schuylerville, N.Y. 12871-0098
(518) 695-5000
(518) 695-4970 FAX
Fed ID # 14-1746234

INV #
24833-1
DATE
6/5/23

City of Saratoga Springs
474 Broadway, Suite 14
Saratoga Springs, NY 12866

Corner of Spring St. and Putnam St.
Outdoor Dining Project
Saratoga Springs, NY

Table with 7 columns: ORDER #, ORDER DATE, CUST #, SLSMN, PO #, ORDER #, SHIPPING. Values include 24833, 4/24/2023, 5527, PCL, 230317-02, 24833.

BILLING FOR MATERIAL MANUFACTURED AND DELIVERED AS OF JUNE 5, 2023.

Table with 8 columns: QTY, SP, BO, MATERIAL, \$\$ PER UNIT, UOM, EXT \$\$, EXT \$\$.

Summary table with 2 columns: Description, Amount. Includes SALES AMOUNT \$ 14,200.00, TAX 0.00, TOTAL \$ 14,200.00.

TERMS Upon Receipt



INVOICE DATE	INVOICE NUMBER	DESCRIPTION	INVOICE AMOUNT
08/16/2023	248323-1	RFP 2023-10 PO #: 230317 - ACCOUNTS Voucher #: 205392 GL#:A -30-5-1410-4-54720 -	\$14,200.00    \$14,200.00

VENDOR NUMBER	VENDOR NAME	CHECK NUMBER	CHECK DATE	CHECK AMOUNT
179	FORT MILLER FAB3 CORP.	321164	08/17/2023	\$14,200.00

DO NOT ACCEPT UNLESS THIS CHECK IS PRINTED WITH A COLOR BACKGROUND, CONTAINS A VOID PANTOGRAPH, MICROPRINTING FACE AND BACK, UV FIBERS AND A WATERMARK ON THE REVERSE SIDE



CITY OF SARATOGA SPRINGS  
OFFICE OF COMMISSIONER OF  
FINANCE  
SARATOGA SPRINGS, NY 12866-2296 (518) 587-3550

ADIRONDACK TRUST  
COMPANY  
SARATOGA SPRINGS,  
NY 12866-0326  
50-288/213

Vendor Number	Check Number	Check Date
179	321164	08/17/2023

VOID AFTER 180 DAYS

\$14,200.00

Pay \*Fourteen Thousand Two Hundred Dollars and 00 Cents\*

To the Order Of FORT MILLER FAB3 CORP  
PO BOX 98  
SCHUYLERVILLE, NY 12871-0000



*M. Saugel*  
Authorized Signature

MP





# BOARD OF SUPERVISORS

9/19/2023

## 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 GRANT 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 (\$7,100) and 2022 City of Saratoga Springs (\$14,200) total \$21,300.00; and

**WHEREAS**, the grant projects that were approved in 2021 and 2022 have been submitted for payment and reimbursement were 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 \$21,300.00 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 \$21,300.00 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 \$21,300.00

Decrease Reserve:

Acct. #A-0888.ED Economic Dev Grant Reserve \$21,300.00

; 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 \$21,300.00.

September 19, 2023 Regular Meeting

Motion to Adopt: Supervisor(s)

Second: Supervisor(s)

AYES:

NOES:

ABSENT:



# 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  
Audra Hedden, County Administrator's Office

**DEPARTMENT:** Department of Planning & Economic Development

**DATE:** 8.21.23

**COMMITTEE:** Economic Development

1. Is a Resolution Required:

No, Discussion Only

2. Proposed Resolution Title:

3. Specific Details on what the resolution will authorize:

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

County Attorney's Office  
Consulted No



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 **NO**

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

Revenue

Account Number	Account Name	Amount
----------------	--------------	--------

Expense

Account Number	Account Name	Amount
----------------	--------------	--------

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

Amount:

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

No Budget Impact

- a. G/L line impacted
- b. Budget year impacted
- c. Details

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 \_\_\_\_\_

10. Remarks:

See attached memo for summary of updates.



# 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  
Audra Hedden, County Administrator's Office

**DEPARTMENT:** Employment & Training

**DATE:** 8/30/23

**COMMITTEE:** Economic Development

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

1. Is a Resolution Required:

2. Proposed Resolution Title:

NA

3. Specific Details on what the resolution will authorize:

This is a discussion item only.

Department updates for the committee include:

- Status of 2023 EMT Training
- Completion of 2023 SYEP
- Announcing Childcare dessert grant for Saratoga County
- Announcing Saratoga County's acceptance to NaCo's Counties for Career Success cohort

County Attorney's Office  
Consulted No

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 **No**

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

Revenue

Account Number	Account Name	Amount
----------------	--------------	--------

Expense

Account Number	Account Name	Amount
----------------	--------------	--------

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

Amount:

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

- a. G/L line impacted
- b. Budget year impacted
- c. Details

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 \_\_\_\_\_

10. Remarks: