



# Economic Development Committee

Wednesday, March 6, 2024 3:30PM

40 McMaster Street, Ballston Spa, NY

**Chair:** C. Eric Butler

**Members:** Ed Kinowski, Michele Madigan, Ian Murray, Jean Raymond, Mo Wright VC, Cynthia Young

## Agenda

- I. Welcome and Attendance
- II. Approval of the minutes of the February 7, 2024 meeting
- III. Jason Kemper, Planning and Economic Development
  - a. Authorizing the transfer of funds from the Economic Development Grant Reserve Fund and amending the 2024 County Budget in relation thereto
  - b. Committee approval to amend the Town of Saratoga Economic Development Grant application
  - c. Discussion- Outstanding Economic Development Grants
  - d. Economic Development Update
- IV. Authorizing a Multi-Jurisdictional CEO Agreement for the Saratoga Warren Washington Local Workforce Development Area – Jenniffer McCloskey, Employment & Training
- V. Other Business
- VI. Adjournment



# DEPARTMENT OF PLANNING & ECONOMIC DEVELOPMENT

JASON KEMPER, DIRECTOR

518.884.4705

SARATOGACOUNTY.NY.GOV

50 WEST HIGH ST, BALLSTON SPA, NY 12020

## MEMORANDUM

**TO:** Economic Development Committee Members

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

**FROM:** Jason Kemper, Director of Planning and Economic Development

**DATE:** February 29, 2024

**RE:** March Economic Development Meeting

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

The Towns of Greenfield (2022 and 2023), Ballston (2023), and City of Saratoga Springs (2023) are seeking reimbursement for their Economic Development Grant projects. Committee approval is required for the municipalities to be reimbursed. A board resolution is required for the transfer funds from the Economic Development Grant Reserve Account (A.0888.ED) to the to the Municipal Planning Grant Program (A.80.000-8763).

1. 2022 Town of Greenfield - \$1,002.13(Final Payment-Grant Complete)
2. 2023 Town of Greenfield - \$4,009.28 (Partial Reimbursement)
3. 2023 Town of Ballston - \$7,100.00
4. 2023 City of Saratoga Springs - \$5,000.00 (Partial Reimbursement)

In addition, the Town of Saratoga has requested that their 2023 project be amended to now incorporate a website redevelopment project for the Town. The request for the revised application is attached to the memo. The project amendment will require a committee vote.

The Planning and Economic Development Department has reached out to all ED grant recipients and attached to this memo is a status update for all projects. The status of each application will be updated for the committee.

### Economic Development Updates

- The Broadband Access Survey data is being compiled into a draft report for the Towns of Day, Providence, Hadley, Edinburg and Corinth.

**February 29, 2024**

Page 2 of 2

- CDRPC Regional Broadband Planning: The Capital District Regional Planning Commission (CDRPC) has secured a grant to support efforts to plan for and provide broadband service to unserved or underserved areas. This work will complement the County's existing broadband planning efforts and allow a wider study area. In addition, CDRPC will be conducting a feasibility study for the development of a regional fiber "Open Access Network" to facilitate the expansion of better internet service to communities, businesses and institutions in the region.
- The monthly meeting of the Saratoga County IDA is tentatively scheduled for Tuesday, March 19, 2024 at the Saratoga County Planning Conference Room at 8:30am.

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



# SARATOGA COUNTY AGENDA ITEM REQUEST

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

**CC:** John Warnt, 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  
Samantha Kupferman, County Attorney's Office

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

**DATE:** 2.29.24

**COMMITTEE:** Economic Development

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

County Attorney's Office  
Consulted Yes

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 2024 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 the payment of a ED Grants for the Town of Greenfield (2022 grant closeout, partial 2023 grant), Town of Ballston (2023 grant), and City of Saratoga Springs(partial 2023 grant).

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	\$17,111.41

Expense

Account Number	Account Name	Amount
A.80.000-8763	Municipal Planning Grant Program	\$17,111.41

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

Amount:

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

Other

- G/L line impacted A.0888ED and A.80.000-8763
- Budget year impacted 2024
- Details

The budget will be amended to increase appropriations and reduce the Economic Development Grant Reserve fund by \$17,111.41

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

8. Is a grant being accepted:  YES or  NO

County Administrator's Office  
Consulted

- 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 for the Town of Greenfield (2022 closeout and partial 2023), Town of Ballston (2023 grant total) and City of Saratoga Springs (2023 Partial). Secondly, a vote must be held to approve a resolution moving the funds out of the reserve account and into the 2024 budget to process payment for the grant.



# BOARD OF SUPERVISORS

~~12/19/2023~~

## RESOLUTION ~~344~~ - ~~2023~~202-~~4~~

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~~2024 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 portion of unexpended grant funds from the ~~2022 Village Victory Town of Greenfield, Town of Ballston and City of Saratoga Springs Corinth~~ total ~~\$17,111.41~~\$14,200.00 ~~\$1,100.00~~; and

**WHEREAS**, the grant projects that were approved in 2022 ~~and 2023~~ 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 ~~2024~~2023 County budget; and

**WHEREAS**, our Economic Development Committee and the Director of Planning and Economic Development have recommended that ~~\$17,111.41~~\$14,200.00 ~~\$1,100.00~~ 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 ~~\$17,111.41~~\$14,200.00 ~~\$1,100.00~~ 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 2024~~3~~ Saratoga County Budget is amended as follows:

PLANNING

Increase Appropriations:

A.80.000-8763           Municipal Planning Grant Prog-Econ Dev

~~\$17,111.41~~~~\$14,200.00~~\$1,100.00

Decrease Reserve:

A-0888.ED           Economic Dev Grant Reserve

~~\$17,111.41~~~~\$14,200.00~~\$1,100.00

; 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 ~~\$17,111.41~~~~\$14,200.00~~\$1,100.00.

December 19, 2023 Regular Meeting

Motion to Adopt: ~~Supervisor Schopf~~

Second: ~~Supervisor Hammond~~

AYES (~~216082~~): ~~Eric Connolly (11831), Joseph Grasso (4328), Philip C. Barrett (19014.5), Jonathon Schopf (19014.5), Eric Butler (6500), Diana Edwards (819), Jean Raymond (1333), Michael Smith (3525), Kevin Veitch (8004), Arthur M. Wright (1976), Kevin Tollisen (25662), Mark Hammond (17130), Scott Ostrander (18800), Theodore Kusnierz (16202), Sandra Winney (2075), Ian Murray (5808), Tara N. Gaston (14245.5), Matthew E. Veitch (14245.5), John Lawler (8208), John Lant (17361)~~

NOES (0):

ABSENT (~~19427~~): ~~Thomas Richardson (5163), Willard H. Peck (5242), Edward D. Kinowski (9022)~~

#  
#



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

**Economic Development Fund Reimbursement Request Form**

Date 1/8/2024

**Applicant Information**

Town/City Town of Greenfield

**Grant Information**

Project Name Community Newsletters

Date of project completion Dec. 6, 2023

Reimbursement Amount Requested (\$14,200 or less) 1002.13

Attached documentation

Receipts

Cancelled checks

Project Outcome Narrative:

We have attached an electronic copy of the final 2023 newsletter to which our final amount of the 22 grant will be applied against.

The newsletter continues to be highly supported by residents, legislators and local businesses. Thank you so much for this grant.

Signature of Town/City Supervisor

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

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

Overview of Community Newsletter/Ec Development Project

Issue 1	9/15/2022	\$	2,274.83
Issue 2	11/15/2022	\$	2,264.31
Issue 3	2/15/2023	\$	2,245.68
Issue 4	5/1/2023	\$	2,264.42
Map graphic design for insert	9/1/2022	\$	100.00
Map graphic for insert	11/1/2022	\$	1,600.00

First Check reimbursement: \$ 10,749.24

Two more issues will be submitted for payment from this grant. It will be August and Nov.

Second Check reimbursement:

Issue 5	9/1/2023	\$	2,448.63
Issue 6	11/1/2023	\$	1,002.13 (amount applied to grant)
		\$	14,200.00 Amount of grant 2022

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**TOWN OF GREENFIELD**  
GREENFIELD CENTER, NY 12833  
DISBURSEMENT ACCOUNT

**Balleston Spa Nation Bank**  
GREENFIELD CENTER OFFICE  
GREENFIELD CENTER, NY 12833

53481

50-467/213

**PAY :**

**DATE**

**AMOUNT**

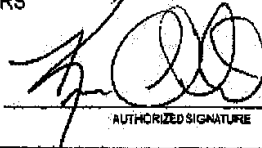
SEVEN HUNDRED TWENTY-FIVE AND 00/100 DOLLARS

11/01/2023

\$725.00

**TO THE  
ORDER  
OF:**

**U.S. POSTMASTER**



A handwritten signature in black ink, appearing to be 'J. [unclear]', written over a horizontal line.

AUTHORIZED SIGNATURE



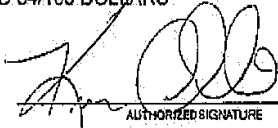
THIS DOCUMENT IS A VOID SECURITY CHECK AND CANNOT BE PRINTED OR REPRODUCED

<b>TOWN OF GREENFIELD</b> GREENFIELD CENTER, NY 12833 DISBURSEMENT ACCOUNT	<b>Ballston Spa Nation Bank</b> GREENFIELD CENTER OFFICE GREENFIELD CENTER, NY 12833  50-467213	<b>53580</b>
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<b>PAY :</b>	<b>DATE</b>	<b>AMOUNT</b>
ONE THOUSAND EIGHT HUNDRED SIXTY-TWO AND 64/100 DOLLARS	12/06/2023	\$1,862.64

<b>TO THE ORDER OF:</b> DIGITAL XPRESS 5 SAND CREEK ROAD ALBANY, NY 12205	 AUTHORIZED SIGNATURE
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<small>* FEDERAL RESERVE BOARD OF GOVERNORS REG. CC</small>		<small>DO NOT WRITE STAMP OR SIGN BELOW THIS LINE</small> <small>RETURNED TO CREDITORS INSTITUTION</small>
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### Request for Postage

Customer: <u>Town of Greenfield</u>	Acct #:
Est Number: <u>5310</u>	Date: <u>10/23/2023</u>
Job Description: <u>Mid Nov Newsletter</u>	Mail Date: <u>tbd</u>

Mail Quantity: 2,500  
Postage Amount: \$725.00  
Postage Due Date: prior to mailing

#### Instructions for Payment

Please make checks for this postage payable to, "Postmaster".

Checks can be delivered or mailed to the address above.

**To pay by credit card or ACH please email [AR@dxp1.com](mailto:AR@dxp1.com) to receive a payment link - there will be a 3% processing fee on all payments made**

Postage is required to be paid in full prior to the job mailing



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 Accounts Receivable: x214  
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# Invoice

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 State certified Woman-Owned Business Enterprise

<b>Customer Name:</b> Town of Greenfield		<b>Account Number:</b> 8000279F-1653071631	
<b>Attn:</b> Cara Parks		<b>Invoice Number:</b> 101279	
<b>Customer Address:</b> PO Box 10 Greenfield Center, NY 12833		<b>Invoice Date:</b> 11/22/2023	
		<b>Job Number:</b> 4760.01	
		<b>Job Description:</b> Greenfield Newsletter 4pg. w/2pg. Insert	

Terms	Invoice #	Order Date	Order Date	Invoice Date	Payment Due
NET 30 Days	101279			11/22/2023	12/22/2023
Description				Quantity	Amount
Greenfield Newsletter 4pg. w/2pg. Insert				2,700	\$1,373.02
Mailing				2,500	\$466.49
Postage				1	\$721.22
Prepaid				1	-\$721.22

<b>Subtotal</b>	\$1,839.51
<b>Freight</b>	\$23.13
<b>Tax</b>	\$0.00
<b>Prepayment</b>	\$0.00
<b>Total Due</b>	\$1,862.64

FED. ID # 14-1724889  
 FSC-C112638 / RA-COC-006291

To make a credit card payment, please call 518-438-7817 and dial extension 214.  
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 Wire information can be provided upon request via ar@dxp1.com.



# SARATOGA COUNTY EST. 1791

## Planning & Economic Development

### Economic Development Fund Reimbursement Request Form

Date 2/21/24

#### Applicant Information

Town/City Town of Greenfield

#### Grant Information

Project Name Community Newsletters

Date of project completion 11/22/23

Reimbursement Amount Requested (\$7,100 or less) \$4009.28

#### Attached documentation

Receipts

Cancelled checks

#### Project Outcome Narrative:

We have attached an electronic copy of the final 2023 newsletter (\$1,581.73). A small portion (\$1,002.13) was covered by the 2022 remaining grant balanced and submitted previously.

We also have attached an electronic copy of the first, February 2024 newsletter. (\$2,427.55).

Our newsletter continues to be a source of grassroots community building, and its information is appreciated by residents and businesses of the Town of Greenfield.

Signature of Town/City Supervisor

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



Economic Development Grant from Saratoga County for 2023

	November 23 Newsletter	\$1,581.73	Will submit this week
	<i>(remaining balance, 1,002.13 was paid from 22 grant)</i>		
2/21 reimb request	February 24 Newsletter	\$2,427.55	Will submit this week
<u>\$4,009.28</u>	May 24 Newsletter	\$ 2,427.55 *approx	Will submit 6/1/24
	September 24 Newsletter	\$ 663.17 *approx	Will submit 10/1/24
		\$ 7,100.00	



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# Invoice

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<b>Customer Name:</b> Town of Greenfield		<b>Account Number:</b> 8000279F-1653071631	
<b>Attn:</b> Cara Parks		<b>Invoice Number:</b> 101279	
<b>Customer Address:</b> PO Box 10 Greenfield Center, NY 12833		<b>Invoice Date:</b> 11/22/2023	
		<b>Job Number:</b> 4760.01	
		<b>Job Description:</b> Greenfield Newsletter 4pg. w/2pg. Insert	

Item	Invoice	Quantity	Unit Price	Amount
NET 30 Days	101279		11/22/2023	12/22/2023
Greenfield Newsletter 4pg. w/2pg. Insert		2,700		\$1,373.02
Mailing		2,500		\$466.49
Postage		1		\$721.22
Prepaid		1		-\$721.22
<b>Subtotal</b>				<b>\$1,839.51</b>
<b>Freight</b>				<b>\$23.13</b>
<b>Tax</b>				<b>\$0.00</b>
<b>Prepayment</b>				<b>\$0.00</b>
<b>Total Due</b>				<b>\$1,862.64</b>

FED. ID # 14-1724889  
 FSC-C112638 / RA-COC-006291

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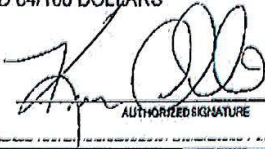
THE COMMUNITY DEVELOPMENT BANK OF GREENFIELD

<b>TOWN OF GREENFIELD</b> GREENFIELD CENTER, NY 12833 DISBURSEMENT ACCOUNT	<b>Ballston Spa Nation Bank</b> GREENFIELD CENTER OFFICE GREENFIELD CENTER, NY 12833  50-467213	<b>53580</b>
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<b>PAY :</b>	<b>DATE</b>	<b>AMOUNT</b>
ONE THOUSAND EIGHT HUNDRED SIXTY-TWO AND 64/100 DOLLARS	12/06/2023	\$1,862.64

TO THE ORDER OF: <b>DIGITAL XPRESS</b> <b>6 SAND CREEK ROAD</b> <b>ALBANY, NY 12205</b>	 AUTHORIZED SIGNATURE
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\* FEDERAL RESERVE BOARD OF GOVERNORS REG. CC

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Ballston Spa Nation Bank  
GREENFIELD CENTER OFFICE  
GREENFIELD CENTER, NY 12833

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50-467213

**PAY :**

**DATE**

**AMOUNT**

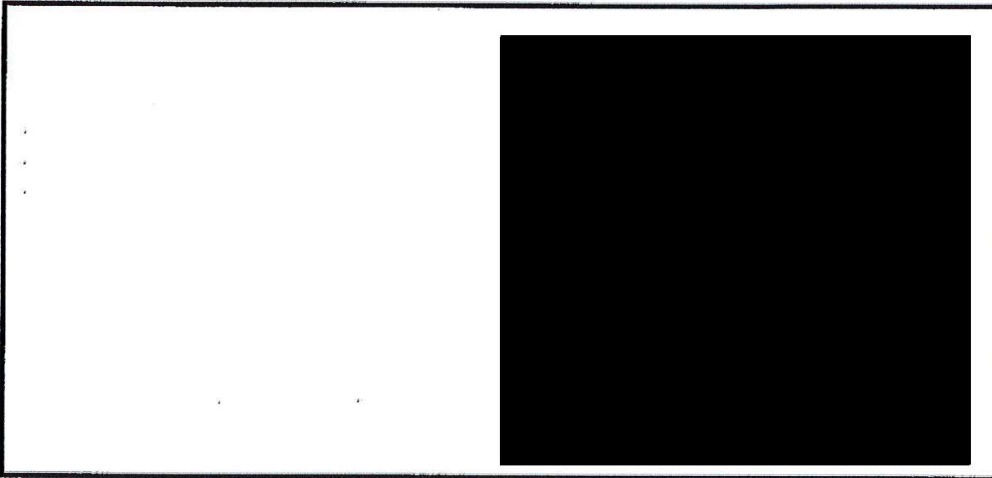
SEVEN HUNDRED TWENTY-FIVE AND 00/100 DOLLARS

11/01/2023

\$725.00

**TO THE  
ORDER  
OF:**

**U.S. POSTMASTER**

  
\_\_\_\_\_  
AUTHORIZED SIGNATURE



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# Invoice

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 State certified Woman-Owned Business Enterprise

Bill To:	Customer Information:
<b>Customer Name:</b> Town of Greenfield <b>Attn:</b> Cara Parks <b>Customer Address:</b> PO Box 10 Greenfield Center, NY 12833	<b>Account Number:</b> 8000279F-1653071631 <b>Invoice Number:</b> 102267 <b>Invoice Date:</b> 01/31/2024 <b>Job Number:</b> 5987.01 <b>Job Description:</b> Greenfield Newsletter 4pg. w/2pg. Insert

Terms:	Invoice #	Customer PO	Customer Contact	Ship Date	Payment Due
NET 30 Days	102267			01/31/2024	03/01/2024
Description				Quantity	Total Price
Greenfield Newsletter 4pg. w/2pg. Insert				2,700	\$1,195.47
Mailing				2,473	\$484.14
Postage				1	\$723.41
Prepaid				1	-\$723.41
Escrow Balance \$26.59					

<b>Subtotal</b>	\$1,679.61
<b>Freight</b>	\$24.53
<b>Tax</b>	\$0.00
<b>Prepayment</b>	\$0.00
<b>Total Due</b>	\$1,704.14

FED. ID # 14-1724889  
 FSC-C112638 / RA-COC-006291

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*Print & Web Design*

### Request for Postage

Customer: Town of Greenfield Acct #: \_\_\_\_\_  
Est Number: 5310 Date: 10/23/2023  
Job Description: Mid Nov Newsletter Mail Date: tbd

Mail Quantity: 2,500  
Postage Amount: \$725.00  
Postage Due Date: prior to mailing

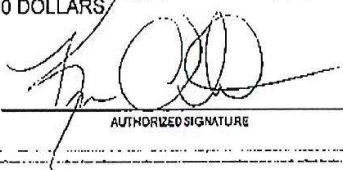
#### **Instructions for Payment**

Please make checks for this postage payable to, "Postmaster".

Checks can be delivered or mailed to the address above.

To pay by credit card or ACH please email [AR@dxp1.com](mailto:AR@dxp1.com) to receive a payment link - there will be a 3% processing fee on all payments made

Postage is required to be paid in full prior to the job mailing

<b>TOWN OF GREENFIELD</b> GREENFIELD CENTER, NY 12833 DISBURSEMENT ACCOUNT		<b>Ballston Spa Nation Bank</b> GREENFIELD CENTER OFFICE GREENFIELD CENTER, NY 12833	<b>53836</b>
50-487213			
<b>PAY :</b>	<b>DATE</b>	<b>AMOUNT</b>	
ONE THOUSAND SEVEN HUNDRED FOUR AND 14/100 DOLLARS	02/09/2024	\$1,704.14	
<b>TO THE ORDER OF:</b>	 AUTHORIZED SIGNATURE		
DIGITAL XPRESS 5 SAND CREEK ROAD ALBANY, NY 12205			

* FEDERAL RESERVE BOARD OF GOVERNORS REG. CC	ENDORSE HERE X _____ DO NOT WRITE, STAMP OR SIGN BELOW THIS LINE FEDERAL RESERVE BANK OF NEW YORK
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GREENFIELD CENTER, NY 12833  
DISBURSEMENT ACCOUNT

**Ballston Spa Nation Bank**  
GREENFIELD CENTER OFFICE  
GREENFIELD CENTER, NY 12833  
50-467213

53481

**PAY :**

**DATE**

**AMOUNT**

SEVEN HUNDRED TWENTY-FIVE AND 00/100 DOLLARS

11/01/2023

\$725.00

TO THE  
ORDER  
OF:

U.S. POSTMASTER



A handwritten signature in black ink, appearing to be 'J. [unclear]', written over a horizontal line.

AUTHORIZED SIGNATURE







# SARATOGA COUNTY EST. 1791

## Planning & Economic Development

2023

### Economic Development Fund Reimbursement Request Form

Date 2/27/2024

#### Applicant Information

Town/City Town of Ballston

#### Grant Information

Project Name 2023: Burnt Hills Sewer District Feasibility Study

Date of project completion 6/7/2023

Reimbursement Amount Requested (\$7,100 or less) \$7,100.00

Attached documentation

- Worksheet listing all expenses
- Receipts
- Canceled checks

Project Outcome Narrative:

CHA's feasibility report provided the Town with three alternatives, which are outlined on pages 15-19 of the Final Report issued to the Town (included in documentation). CHA's recommendation is that there is "significant need for sewer infrastructure along Route 50 to maximize water quality in the Ballston Lake and Alplaus Creek watersheds and to provide the necessary utilities required for responsible economic and community growth withing the Town."

Signature of Town/City Supervisor

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

**Town of Ballston  
Economic Development Fund Reimbursement  
Expense Listing Worksheet  
2023: BH Sewer District Feasibility Study**

<b>Invoice Date</b>	<b>Vendor</b>	<b>Invoice Number</b>	<b>Invoice Total</b>
3/6/2023	CHA Consulting	79715-01	7,110.00
4/6/2023	CHA Consulting	79715-02	4,740.00
5/17/2023	CHA Consulting	79715-03	4,740.00
6/7/2023	CHA Consulting	79715-04	7,110.00
			<hr/>
			<b>23,700.00</b>



November 28, 2022

Mr. Eric Connolly  
Town Supervisor  
323 Charlton Road  
Ballston Spa, NY, 12020

**RE: Town of Ballston – Route 50 Sanitary Sewer Project Feasibility Study  
CHA Proposal No.: X79715**

Dear Supervisor Connolly:

CHA is pleased to submit this proposal for professional engineering services related to a feasibility study to investigate the potential of developing a sewer district along Route 50 in the Town of Ballston (Town). Our Project Understanding, Scope of Services, Project Schedule, and Professional Fee are outlined below.

#### **PROJECT UNDERSTANDING**

Consistent with the recommendations of the Town's Comprehensive Plan, a need has been identified to provide sanitary sewer service along the Route 50 corridor within the Town. Lack of sewers has resulted in contamination of the Ballston Lake and Alplaus Creek Watersheds. Sewers are also necessary for responsible community development and improvement within the Route 50 corridor.

It is our understanding that a Map, Plan, and Report was developed in 2017 for the formation of a sewer district along the southern portion of Route 50 within the Town. In 2018, the project was put on hold due to a bond referendum that did not pass during the district formation process. As a result, the Town would like CHA to develop a preliminary feasibility study to investigate potential sewer districts with a primary focus on the properties along the Route 50 corridor, from the Glenville Town line (to the south) to McRea Hill Road (to the north). Our scope of services for this effort is outlined below.

#### **SCOPE OF SERVICES**

1. Schedule and participate in a kickoff meeting with the Town to review the project scope, schedule, and deliverables. This meeting will also be used to review the anticipated development densities for each type of parcel within the sewer districts (refer to assumptions below).
2. Coordinate with the Town to obtain relevant reports and documents pertaining to the 2017 sewer district formation and the Ballston Lake Sewer District design.
3. Evaluate two sewer districts; one focusing on a potential sewer district within the Burnt Hills commercial zone (from the Glenville Town line to north of Larkin Drive at Littles Farm) and a second that encompasses much of the Route 50 corridor (from the Glenville Town line to McRea Hill Road). A small portion of Lakehill Road from Route 50 to Kingsley Road will be included in the proposed service areas. For both districts, CHA will evaluate the use of low-pressure sewer systems (individual grinder pumps for each customer) and traditional gravity sewers and pump

stations, for a total of four alternatives.

4. Perform a preliminary review of ground topography using 2-foot contours available from the New York State GIS Clearinghouse service to identify areas required for pump stations and/or air release valves.
5. Determine the number of equivalent dwelling units (EDUs) in each sewer district and the associated wastewater generation rates, including average daily and maximum day flow estimates. The level of development within each parcel included will be provided by the Town. Perform hydraulic calculations to determine preliminary sizes for sewer piping and pump stations.
6. Evaluate the downstream sewers, receiving pump stations, and force mains to determine if available capacity exists, and what improvements, if any, would be needed to support each new Route 50 sewer district. It is anticipated that this evaluation would be focused on the SSP Pump Station on McCrea Hill Road and the new Main Street Pump Station as part of the Ballston Lake Sewer District project.
7. Develop conceptual level figures to support the description of each sewer district alternative.
8. Identify regulatory review and permitting requirements associated with a new Route 50 sewer district.
9. Prepare an engineer's opinion of probable cost for each alternative, and use those values to develop debt service calculations, estimated O&M costs, and an estimate of annual cost to a typical property.
10. Prepare a draft of the feasibility study report and submit to the Town. Meet with the Town to review, and finalize the report based on one set of review comments. We assume comments will not change the original scope of the study.

#### ASSUMPTIONS

The following assumptions are provided to clarify the understanding of work required.

1. District formation services, survey, design, bidding, contract administration, and construction observation services are not included.
2. The potential build-out density associated with development within the sewer districts will be assigned and provided by the Town.

#### PROJECT SCHEDULE

CHA is prepared to initiate work on this project immediately upon receipt of notice to proceed. The draft report will be delivered to the Town within eight (8) weeks.

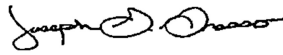


**PROFESSIONAL FEE**

CHA proposes to be compensated on a lump sum basis in the total amount to \$23,700.

We appreciate the opportunity to submit this proposal to assist the Town with their Route 50 corridor sewer project. If you are in agreement with this proposal, please let us know and we will forward the Town a contract for execution. If you have any questions, please do not hesitate to contact us at 518-257-0224 (Joe Grasso, [jgrasso@chacompanies.com](mailto:jgrasso@chacompanies.com)) or 518-453-2866 (Matt Abatto, [mabatto@chacompanies.com](mailto:mabatto@chacompanies.com)).

Sincerely,



Joseph Grasso,  
Vice President



Matthew Abatto, P.E.  
Senior Project Manager





# Town of Ballston

A Farms First Community

## VOUCHER

DEPARTMENT \_\_\_\_\_

Claimant's Name CHA Consulting, Inc.  
 And Address III Winners Circle, PO Box 5269  
 Albany, NY 12205

FOR MUNICIPAL USE ONLY			
Date Voucher Received			
Acct #	Amount		
09.1440.54.000.0.000			
Invoice #			
Voucher#			
Fund			
Trans.			
Check #	Total	7,110	00
Abstract No.			

Invoice Date	Quantity	Invoice Number/Description of Materials or Services	Unit	Price	Amount
3/6/2023		Sewer Feasibility Study			7,110 00
		Invoice #79715-01			
			TOTAL		7,110 00

### CLAIMANT'S CERTIFICATION

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

DATE

SIGNATURE

TITLE

(Space Below for Municipal Use)

<p><b>Department Approval</b>          The above services or materials were rendered or furnished to the municipality on the dates stated and the charges are correct.</p> <p>3/8/23          DATE AUTHORIZED OFFICIAL</p>	<p><b>Approval for Payment</b>          This claim is approved and ordered paid from the appropriations indicated above.</p> <p>_____          DATE AUDITING BOARD</p>
--	--

Street Address  
 323 Charlton Road  
 Ballston Spa, NY 12020

Mailing Address  
 PO Box 67  
 Burnt Hills, NY 12027

Phone: (518) 885-8502  
 Fax: (518) 884-2839  
 econnelly@townofballstonny.org



Eric Connolly, Town Supervisor  
 Town of Ballston  
 323 Charlton Road  
 Ballston, NY 12020

March 06, 2023  
 Project No: 079715.000  
 Invoice No: 79715-01

Project 079715.000 Town of Ballston - Sewer Feasibility Study  
Professional Services through February 24, 2023

Description	Contract Amount	Percent Complete	Total Fee Earned	Previous Amount	Current Amount
Sewer Feasibility Study	23,700.00	30.00	7,110.00	0.00	7,110.00
Total Fee	23,700.00		7,110.00	0.00	7,110.00
					<b>7,110.00</b>
			<b>Total Due:</b>		<b>\$7,110.00</b>

**Billings to Date**

	Current	Prior	Total
Fee	7,110.00	0.00	7,110.00
<b>Totals</b>	<b>7,110.00</b>	<b>0.00</b>	<b>7,110.00</b>

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



Town of Ballston  
323 Charlton Rd.  
Ballston Spa NY 12020

CHECK NO.  
6661318

PAYMENT REFERENCE  
0000-3725:APA002149

DATE OF CHECK  
03/31/23

PAY: SEVEN THOUSAND ONE HUNDRED TEN AND 00/100 DOLLARS

VOID IN 60 DAYS

CHECK AMOUNT  
\$7,110.00

TO THE ORDER OF

CHA Consulting, Inc.  
111 Winners Circle  
P.O. Box 5260  
Albany NY 12205

✓ 5746

For 4011254230

Silicon Valley Bank  
Pittsburgh, PA

Memo:

Authorized Signature

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Town of Ballston  
323 Charlton Rd.  
Ballston Spa NY 12020



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000 0000001 00000000 0001 0002 03689 INS: 0 0  
CHA CONSULTING, INC.  
III WINNERS CIRCLE  
P.O. BOX 5269  
ALBANY NY 12205



Nvoicepay, Inc. d/b/a Corpay

If you have questions, please call Nvoicepay at 877.626.6332. To change remittance address, please email vendors@nvoicepay.com.

**Want your payments faster? Call 877.626.6332 for electronic payment options.**

INVOICE NO.	CUSTOMER NO	INVOICE DATE	DUE DATE	AMOUNT	DISCOUNT	NET
79715-01		03/06/23	03/28/23	7110.00	0.00	7110.00
Comments: Rt 50 Sewer District Feasibility Study						
CHECK NO.	ISSUE DATE	PAYMENT REFERENCE	NAME	TOTAL NET		
6661318	03/31/2023	0000-3725:APA002149	CHA Consulting, Inc.	\$7,110.00		

FC: 1011

3673C01\_KitTemplate v.1.23



Town of Ballston  
323 Charlton Rd.  
Ballston Spa NY 12020

CHECK NO.  
6661318

60-160/433

PAYMENT REFERENCE  
0000-3725:APA002149

DATE OF CHECK  
03/31/23

VOID IN 60 DAYS

CHECK AMOUNT  
\$7,110.00

**PAY:** SEVEN THOUSAND ONE HUNDRED TEN AND 00/100 DOLLARS

**TO THE ORDER OF** CHA Consulting, Inc.  
III Winners Circle  
P.O. Box 5269  
Albany NY 12205

Silicon Valley Bank  
Pittsburgh, PA

Memo:



Authorized Signature





# Town of Ballston

A Farms First Community

## VOUCHER

DEPARTMENT ARPA

Claimant's Name CHA Consulting, Inc.  
 And Address 111 Winners Circle, P.O. Box 5269  
Albany, NY 122015

FOR MUNICIPAL USE ONLY		
Date Voucher Received		
Acct #	Amount	
09.1440.54.000.0.000		
Invoice #		
Voucher#		
Fund		
Trans.		
Check #	Total	\$4,740 50
Abstract No.		

Invoice Date	Quantity	Invoice Number/Description of Materials or Services	Unit	Price	Amount
4/6/23	1	Sewer Feasibility Study			\$4,740 00
		Burnt Hills Business District			
		Invoice #79715-02			
			TOTAL		\$4,740 00

### CLAIMANT'S CERTIFICATION

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

DATE

SIGNATURE

TITLE

(Space Below for Municipal Use)

<p>Department Approval</p> <p>The above services or materials were rendered or furnished to the municipality on the dates stated and the charges are correct.</p> <p><u>4/14/23</u> DATE</p> <p><u>[Signature]</u> AUTHORIZED OFFICIAL</p>	<p>Approval for Payment</p> <p>This claim is approved and ordered paid from the appropriations indicated above.</p> <p>_____ _____ _____ DATE</p> <p>AUDITING BOARD</p>
--	---

Street Address  
 323 Charlton Road  
 Ballston Spa, NY 12020

Mailing Address  
 PO Box 67  
 Burnt Hills, NY 12027

Phone: (518) 885-8502  
 Fax: (518) 884-2839  
 econolly@townofballstonny.org



Town of Ballston, NY  
 323 Charlton Road  
 Ballston, NY 12020

April 6, 2023  
 Project No: 079715.000  
 Invoice No: 79715-02

Project 079715.000 Town of Ballston - Sewer Feasibility Study  
Professional Services through March 31, 2023

Description	Contract Amount	Percent Complete	Total Fee Earned	Previous Amount	Current Amount
Sewer Feasibility Study	23,700.00	50.00	11,850.00	7,110.00	4,740.00
Total Fee	23,700.00		11,850.00	7,110.00	4,740.00

Total this Phase **\$4,740.00**  
 Total Due: **\$4,740.00**

**Outstanding Invoices**

Number	Date	Balance
79715-01	3/3/2023	7,110.00
<b>Total</b>		<b>7,110.00</b>

**Billings to Date**

	Current	Prior	Total
Fee	4,740.00	7,110.00	11,850.00
<b>Totals</b>	<b>4,740.00</b>	<b>7,110.00</b>	<b>11,850.00</b>

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



Town of Ballston  
323 Charlton Rd.  
Ballston Spa NY 12020

CHECK NO.  
6835560

60-160/433

PAYMENT REFERENCE  
0000-3725:APA002171

DATE OF CHECK  
04/28/23

VOID IN 60 DAYS

PAY: FOUR THOUSAND SEVEN HUNDRED FORTY AND 00/100 DOLLARS

CHECK AMOUNT  
\$4,740.00

TO THE ORDER OF  
CHA Consulting, Inc.  
111 Winners Circle  
P.O. Box 5269  
Albany NY 12205

4011254230

Silicon Valley Bank  
Pittsburgh, PA

Memo:

Authorized Signature

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Town of Ballston  
323 Charlton Rd.  
Ballston Spa NY 12020



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CHA CONSULTING, INC.  
III WINNERS CIRCLE  
P.O. BOX 5269  
ALBANY NY 12205



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INVOICE NO.	CUSTOMER NO	INVOICE DATE	DUE DATE	AMOUNT	DISCOUNT	NET
79715-02		04/06/23	04/25/23	4740.00	0.00	4740.00
Comments: Rt 50 Sewer District Feasibility Study						
CHECK NO.	ISSUE DATE	PAYMENT REFERENCE	NAME	TOTAL NET		
6835560	04/28/2023	0000-3725:APA002171	CHA Consulting, Inc.	\$4,740.00		

FC: 1011

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Town of Ballston  
323 Charlton Rd.  
Ballston Spa NY 12020

CHECK NO.  
6835560

60-160/433

PAYMENT REFERENCE  
0000-3725:APA002171

DATE OF CHECK  
04/28/23

VOID IN 60 DAYS

CHECK AMOUNT  
\$4,740.00

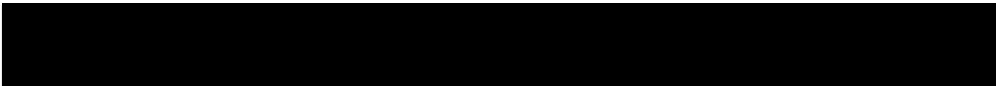
**PAY:** FOUR THOUSAND SEVEN HUNDRED FORTY AND 00/100 DOLLARS

**TO THE ORDER OF** CHA Consulting, Inc.  
III Winners Circle  
P.O. Box 5269  
Albany NY 12205

Silicon Valley Bank  
Pittsburgh, PA

Memo:

Authorized Signature





# Town of Ballston

A Farms First Community

## VOUCHER

DEPARTMENT ARPA

Claimant's Name CHA Consulting, Inc.  
 And Address 111 Winners Circle, P.O. Box 5269  
Albany, NY 122015

FOR MUNICIPAL USE ONLY		
Date Voucher Received		
Acct #	Amount	
09.1440.54.000.0.000		
Invoice #		
Voucher#		
Fund		
Trans.		
Check #	Total	\$4,740 50
Abstract No.		

Invoice Date	Quantity	Invoice Number/Description of Materials or Services	Unit	Price	Amount
5/17/2023	1	Sewer Feasibility Study			\$4,740 00
		Burnt Hills Business District			
		Invoice #79715-03			
			TOTAL		\$4,740 00

### CLAIMANT'S CERTIFICATION


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

DATE

SIGNATURE

TITLE

(Space Below for Municipal Use)

<p>Department Approval</p> <p>The above services or materials were rendered or furnished to the municipality on the dates stated and the charges are correct.</p> <p><u>5/17/23</u> DATE</p> <p> AUTHORIZED OFFICIAL</p>	<p>Approval for Payment</p> <p>This claim is approved and ordered paid from the appropriations indicated above.</p> <p>_____ _____ DATE</p> <p>AUDITING BOARD</p>
---	---

Street Address  
 323 Charlton Road  
 Ballston Spa, NY 12020

Mailing Address  
 PO Box 67  
 Burnt Hills, NY 12027

Phone: (518) 885-8502  
 Fax: (518) 884-2839  
 econnolly@townofballstonny.org





Eric Connolly, Supervisor  
 Town of Ballston, NY  
 323 Charlton Road  
 Ballston, NY 12020

May 17, 2023  
 Project No: 079715.000  
 Invoice No: 79715-03

Project 079715.000 Town of Ballston - Sewer Feasibility Study  
**Professional Services through April 28, 2023**

Description	Contract Amount	Percent Complete	Total Fee Earned	Previous Amount	Current Amount
Sewer Feasibility Study	23,700.00	70.00	16,590.00	11,850.00	4,740.00
Total Fee	23,700.00		16,590.00	11,850.00	4,740.00
				<u>4,740.00</u>	
			<b>Total Due:</b>		<b>\$4,740.00</b>

**Billings to Date**

	Current	Prior	Total
Fee	4,740.00	11,850.00	16,590.00
<b>Totals</b>	<b>4,740.00</b>	<b>11,850.00</b>	<b>16,590.00</b>

**PAYMENT IS DUE WITHIN 30 DAYS OF INVOICE DATE**  
 Bank Name: Citizens Bank NA - Account Name: CHA Consulting, Inc.  
 Account #: 401254230 ABA #: 021333103  
 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



Town of Ballston  
323 Charlton Rd.  
Ballston Spa NY 12020

CHECK NO.  
68702


73-27/421

PAYMENT REFERENCE  
0000-3725:APA002333

DATE OF CHECK  
06/02/23

VOID IN 60 DAYS

**PAY:** FOUR THOUSAND SEVEN HUNDRED FORTY AND 00/100 DOLLARS

CHECK AMOUNT  \$4,740.00

**TO THE ORDER OF** CHA Consulting, Inc.  
111 Winners Circle  
P.O. Box 5269  
Albany NY 12205

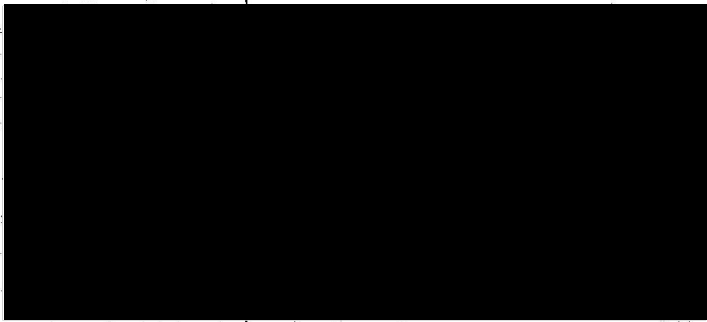
Fifth Third Bank  
Cincinnati, OH

Memo:

  
Authorized Signature

DO NOT CASH IF THE WORD VOID IS VISIBLE - SEE REVERSE SIDE FOR LIST OF SECURITY FEATURES





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Town of Ballston  
323 Charlton Rd.  
Ballston Spa NY 12020



1020  
000 0000001 00000000 0001 0002 12402 INS: 0 0  
CHA CONSULTING, INC.  
III WINNERS CIRCLE  
P.O. BOX 5269  
ALBANY NY 12205



Nvoicepay, Inc. d/b/a Corpay

If you have questions, please call  
Nvoicepay at 877.626.6332. To change  
remittance address, please email  
vendors@nvoicepay.com.

Want your payments faster? Call 877.626.6332 for  
electronic payment options.

INVOICE NO.	CUSTOMER NO	INVOICE DATE	DUE DATE	AMOUNT	DISCOUNT	NET
79715-03		05/17/23	05/30/23	4740.00	0.00	4740.00
Comments: Rt 50 Sewer District Feasibility Study						
CHECK NO.	ISSUE DATE	PAYMENT REFERENCE	NAME	TOTAL NET		
68702	06/02/2023	0000-3725:APA002333	CHA Consulting, Inc.	\$4,740.00		

FC: 1020

3673C01\_KitTemplate v.1.24



Town of Ballston  
323 Charlton Rd.  
Ballston Spa NY 12020

CHECK NO.  
68702

73-27/421

PAYMENT REFERENCE  
0000-3725:APA002333

DATE OF CHECK  
06/02/23

VOID IN 60 DAYS

CHECK AMOUNT  
\$4,740.00

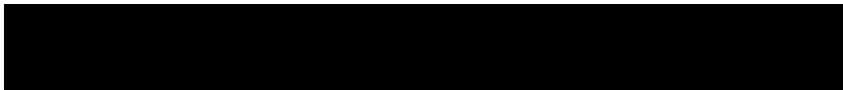
**PAY:** FOUR THOUSAND SEVEN HUNDRED FORTY AND 00/100 DOLLARS

**TO THE ORDER OF** CHA Consulting, Inc.  
III Winners Circle  
P.O. Box 5269  
Albany NY 12205

Fifth Third Bank  
Cincinnati, OH

Memo:

Authorized Signature





# Town of Ballston

A Farms First Community

## VOUCHER

DEPARTMENT ARPA

Claimant's Name CHA Consulting, Inc.  
 And Address 111 Winners Circle, P.O. Box 5269  
Albany, NY 122015

FOR MUNICIPAL USE ONLY			
Date Voucher Received			
Acct #	09.1440.54.000.0.000		Amount
Invoice #			
Voucher#			
Fund			
Trans.			
Check #	Total	\$7,110	50
Abstract No.			

Invoice Date	Quantity	Invoice Number/Description of Materials or Services	Unit	Price	Amount
6/7/23	1	Sewer Feasibility Study			\$7,110 00
		Burnt Hills Business District			
		Invoice #79715-04			
			TOTAL		\$7,110 00

### CLAIMANT'S CERTIFICATION


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

DATE

SIGNATURE

TITLE

(Space Below for Municipal Use)

<p><b>Department Approval</b>          The above services or materials were rendered or furnished to the municipality on the dates stated and the charges are correct.</p> <p>6/7/23          DATE</p> <p>          AUTHORIZED OFFICIAL</p>	<p><b>Approval for Payment</b>          This claim is approved and ordered paid from the appropriations indicated above.</p> <p>_____          _____          _____</p> <p>DATE</p> <p>AUDITING BOARD</p>
--	---

Street Address  
 323 Charlton Road  
 Ballston Spa, NY 12020

Mailing Address  
 PO Box 67  
 Burnt Hills, NY 12027

Phone: (518) 885-8502  
 Fax: (518) 884-2839  
 econolly@townofballstonny.org



Eric Connolly  
Town of Ballston  
323 Charlton Road  
Ballston, NY 12020

June 7, 2023  
Project No: 079715.000  
Invoice No: 79715-04

Project 079715.000 Town of Ballston - Sewer Feasibility Study  
**Professional Services through June 2, 2023**

Description	Contract Amount	Percent Complete	Total Fee Earned	Previous Amount	Current Amount
Sewer Feasibility Study	23,700.00	100.00	23,700.00	16,590.00	7,110.00
Total Fee	23,700.00		23,700.00	16,590.00	7,110.00
				7,110.00	
			<b>Total Due:</b>	<b>\$7,110.00</b>	

**Outstanding Invoices**

Number	Date	Balance
79715-03	5/17/2023	4,740.00
<b>Total</b>		<b>4,740.00</b>

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](mailto:remittances@chacompanies.com)

PO Box 845746, Boston, MA 02284-5746, Worksource - 845746

T 518.453.4500 - F 518.458.1735 - [www.chacompanies.com](http://www.chacompanies.com)

WARNING: THIS DOCUMENT CONTAINS SEVERAL DOCUMENT SECURITY FEATURES



Town of Ballston  
323 Charlton Rd.  
Ballston Spa NY 12020

CHECK NO.  
214762

73-27/421

PAYMENT REFERENCE  
0000-3725:APA002434

DATE OF CHECK  
06/29/23

VOID IN 60 DAYS

PAY: SEVEN THOUSAND ONE HUNDRED TEN AND 00/100 DOLLARS

CHECK AMOUNT  
\$7,110.00

TO THE ORDER OF

CHA Consulting, Inc.  
111 Winners Circle  
P.O. Box 5269  
Albany NY 12205

Fifth Third Bank  
Cincinnati, OH

Memo:

Authorized Signature

DO NOT CASH IF THE WORD VOID IS VISIBLE - SEE REVERSE SIDE FOR LIST OF SECURITY FEATURES





Town of Ballston  
323 Charlton Rd.  
Ballston Spa NY 12020



1020  
000 0000001 00000000 0001 0002 03128 INS: 0 0  
CHA CONSULTING, INC.  
III WINNERS CIRCLE  
P.O. BOX 5269  
ALBANY NY 12205



Nvoicepay, Inc. d/b/a Corpay

If you have questions, please call  
Nvoicepay at 877.626.6332. To change  
remittance address, please email  
vendors@nvoicepay.com.

Want your payments faster? Call 877.626.6332 for  
electronic payment options.

INVOICE NO.	CUSTOMER NO	INVOICE DATE	DUE DATE	AMOUNT	DISCOUNT	NET
79715-04		06/07/23	06/27/23	7110.00	0.00	7110.00
Comments: Rt 50 Sewer District Feasibility Study						
CHECK NO.	ISSUE DATE	PAYMENT REFERENCE	NAME	TOTAL NET		
214762	06/29/2023	0000-3725:APA002434	CHA Consulting, Inc.	\$7,110.00		

FC: 1020

3673C01\_KitTemplate v.1.24



Town of Ballston  
323 Charlton Rd.  
Ballston Spa NY 12020

CHECK NO.  
214762

73-27/421

PAYMENT REFERENCE  
0000-3725:APA002434

DATE OF CHECK  
06/29/23

VOID IN 60 DAYS

CHECK AMOUNT  
\$7,110.00

**PAY:** SEVEN THOUSAND ONE HUNDRED TEN AND 00/100 DOLLARS

**TO THE ORDER OF** CHA Consulting, Inc.  
III Winners Circle  
P.O. Box 5269  
Albany NY 12205

Fifth Third Bank  
Cincinnati, OH

Memo:

Authorized Signature







# SARATOGA COUNTY EST. 1791

## Planning & Economic Development

2023

### Economic Development Fund Reimbursement Request Form

Date February 25, 2024

**Applicant Information**

Town/City City of Saratoga Springs

**Grant Information**

Project Name New Years' Eve Fest

Date of project completion 01/01/2024

Reimbursement Amount Requested (\$7,100 or less) \$5,000.00

Attached documentation

- Worksheet listing all expenses
- Receipts
- Canceled checks


Project Outcome Narrative:

Check #322980 on 23DEC3 warrant. Paid.

Signature of Town/City Supervisor

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

DO NOT ACCEPT unless this check is printed with a color background, contains a valid MICR line on the front and back, and features a watermark on the reverse side.

 CITY OF SARATOGA SPRINGS OFFICE OF COMMISSIONER OF FINANCE SARATOGA SPRINGS, NY 12866-2286 (518) 587-3550	ADDITIONAL INFO CITY OF SARATOGA SPRINGS IN CHECK 0226 322980 U	Vendor Number 505	Check Number 322980	Check Date 01/04/2024
--	--	----------------------	------------------------	--------------------------

VOID AFTER 180 DAYS

Pay **\$5,000.00**  
\*Five Thousand Dollars and 00 Cents\*

To the Order Of SARATOGA COUNTY CHAMBER OF COMMERCE  
28 CLINTON STREET  
SARATOGA SPRINGS, NY 12866-2190

*[Signature]*  
Authorized Signatory MP

[Redacted]



**Saratoga County Foundation**  
 28 Clinton Street  
 Saratoga Springs, NY 12866  
 (518) 584-3255 | fax: (518) 587-0318  
 info@saratoga.org

# Invoice

Invoice Date: 11/28/2023  
 Invoice Number: 30994

City of Saratoga Springs  
 Ron Kim  
 474 Broadway  
 Saratoga Springs, NY 12866

Terms	Due Date
	11/28/2023

Description	Quantity	Rate	Amount
New Year's Eve Fest 2023	1	\$5,000.00	\$5,000.00
<b>Subtotal:</b>			<b>\$5,000.00</b>
<b>Tax:</b>			<b>\$0.00</b>
<b>Total:</b>			<b>\$5,000.00</b>
<b>Payment/Credit Applied:</b>			<b>\$0.00</b>
<b>Balance:</b>			<b>\$5,000.00</b>

**PLEASE MAKE CHECKS PAYABLE TO SARATOGA COUNTY FOUNDATION**

*Keep this portion for your records*

*Please return this portion with your payment*

**FROM:**  
 City of Saratoga Springs  
 Ron Kim  
 474 Broadway  
 Saratoga Springs, NY 12866

Invoice # 30994  
 Amount Due \$5,000.00

**Please remit payment to:**  
 Saratoga County Foundation  
 28 Clinton Street  
 Saratoga Springs, NY 12866

Amount Paid \$ \_\_\_\_\_

Received  
 NOV 05 2023  
 Accounts Department



# SARATOGA COUNTY AGENDA ITEM REQUEST

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

**CC:** John Warnt, 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  
Samantha Kupferman, County Attorney's Office

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

**DATE:** 2.29.24

**COMMITTEE:** Economic Development

1. Is a Resolution Required:

No, Committee Approval Only

2. Proposed Resolution Title:

3. Specific Details on what the resolution will authorize:

Committee vote is required to amend the Town of Saratoga  
Economic Development Grant application

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
- 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 Email from Town of Saratoga requesting amendment

10. Remarks:

Email from Town of Saratoga Supervisor Ian Murray 2.28.24 : "2023 Strategic Economic Grant. We had intended to use this grant for the design and development of our commercial corridors. However, since taking office I have fielded numerous calls and emails from our business community and residents about the functionality of our website. I would like to redirect this grant to help us develop our new website. We are ready to select a developer at our march meeting for this task anyway. This new website is going to help us experience better economic benefit for the community and put us in great position for the upcoming 250th celebration"

Project will be completed in 3-5 months.



# SARATOGA COUNTY AGENDA ITEM REQUEST

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

**CC:** John Warnt, 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  
Samantha Kupferman, County Attorney's Office

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

**DATE:** 2.29.24

**COMMITTEE:** Economic Development

1. Is a Resolution Required:

No, Discussion Only

2. Proposed Resolution Title:

3. Specific Details on what the resolution will authorize:

At the request of the Economic Development Committee a summary will be provided on all outstanding Economic Development 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
----------------	--------------	--------

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

8. Is a grant being accepted:  YES or  NO

County Administrator's Office  
Consulted

- 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:

Attached is spreadsheet outlining status update for all 2022 and 2023 Economic Development Grants.

**Saratoga County Economic Development Committee  
2022 Economic Development Grant Program**

Prepared by: Saratoga County Planning and Economic Development

**GRANT INFORMATION**

Community	Project Name	Purpose of Grant	Estimated Project Start Date	Estimated Project Completion	Amount Requested	Application Submitted Date	Application Approved Date	Municipal Reimbursement Submitted Date	Reimbursement Amount Requested	Reimbursement Committee Approved Date	Reserve Account Transfer Resolution # and Date	Payment Sent Date & Check#	Notes for Committee
<b>Ballston</b>	Veteran's Trail to Zim Smith & Beacon Hill Connection - Design Work	The Hamlet of Burnt Hills can presently only be reached by outside communities via automobile. We plan on applying for a large CFA grant to construct the connections. This County grant would be used to help pay for all the design work which we will include in our CFA grant application. Connecting to the Zim will allow us to hold events that draw others in.	12/1/2022	5/31/2023	\$14,200.00	9/22/2022	10/6/2022						2.26.24 Update EC (consultation) process underway, will be in and reimbursement request in June 2024)
<b>Charlton</b>	Community Center Moisture Control Mitigation	The Community Center is currently used by the Carlton Seniors, the 4H Club and the YMCA. The improvements on this 150 year old community center will promote additional usage that will entice further economic development as well as preservation of this historic landmark within our town. Funds will be used for drainage work around the building and mold remediation.	9/1/2022	6/30/2023	\$14,200.00	8/17/2022	10/6/2022	4/5/2023 (reimb. request for \$13,351.98)	\$13,351.98	5/3/2023	Res # 136-2023 5/16/2023	5/26/2023 Ck4825009	
<b>Clifton Park</b>	Sitterly Road Sidewalk Extension	Support multi-modal transportation opportunities to Town Center - Exit 9 Area Employment Hub for service and retail sector employees living along the Sitterly Road Corridor. Pedestrian transportation for these employees is observable throughout the year. Feasibility Study by a qualified engineering firm with sidewalk design experience.	1/1/2023	6/30/2023	\$14,200.00	9/23/2022	10/6/2022	5/24/2023	\$14,200.00	6/28/2023	Res #186-2023 7/18/2023	8/4/2023 Ck4827732	
<b>Corinth</b>	Town of Corinth Community Development Project at 4874 Route 9N	The project will involve site-wide master planning at a Town-owned 48+/- acre vacant parcel at 4874 Route 9N in Corinth. The plan developed will include consideration of conference center, emergency shelter space, outdoor pavilion with performance space, athletic fields, playground area, walking paths, dog park, and a new EMS/Town hall building. When fully developed the new amenities and services will reinforce tourism in the Town and enhance the community's standing as a destination for outdoor recreation and community festivals and events. Funds will be used for development of site-wide master plan for development of community related recreation and other community service facilities.	10/1/2022	1/31/2023	\$14,200.00	9/19/2022	10/6/2022	1/2/2023	\$14,200.00		Resolution # 50 of 2024, 2/20/24	Payment being Processed	Payment being Processed
<b>Day Edinburgh</b>	Town Maps and Brochure	Maps and brochure will be used to promote tourism and promote the town and historic sites. Funds will be used to have the town map updated adding new roads and historic sites and create brochure to go with it.	10/1/2022	5/31/2023	\$14,200.00		10/6/2022						2.21.24 Ryan Moore (Behan Communications) stated it will be completed by December 2024

Community	Project Name	Purpose of Grant	Estimated Project Start Date	Estimated Project Completion	Amount Requested	Application Submitted Date	Application Approved Date	Municipal Reimbursement Submitted Date	Reimbursement Amount Requested	Reimbursement Committee Approved Date	Reserve Account Transfer Resolution # and Date	Payment Sent Date & Check#	Notes for Committee
Galway	Galway Recreation Building	This building will be constructed at the Dockstader Town Park. It will contain bathrooms, concession and a gathering place for the community to use. The Dockstader Field brings many people to our community for Baseball, Soccer and Soccer games; this building will support these sports, plus will allow the Town to offer various other community events that will provide people both from the community and outside the community with a reason to come to Galway and support our local businesses. Currently our Dockstader Town Park does not have electricity, bathrooms or an indoor gathering place; this building will incorporate all of these missing amenities to our Park. This building has long been needed and will provide a great resource to our community. Funds will be used for expenses related to constructing a 5000sf bldg for community services	11/1/2022	6/30/2023	\$14,200.00	7/27/2022	10/6/2022	5/22/2023	\$14,200.00	6/7/2023	Res. 169-2023 6/20/2023	8/4/2023 ck4827733	6.20.2023 - BOS Resolution for Transfer approved 8.4.2023 - Payment sent. CLO
Greenfield	Greenfield Community Newsletters	It is our expectation that a newsletter will be very well received by our residents, as it is one of the first efforts by this town to keep our residents and businesses updated on what is happening in our local government. The newsletter will be used to foster a sense of community and connection with town government. We will use the newsletter to build awareness for our many local businesses and encourage residents to support local. We will also share this newsletter on our website that will launch in the new year, which will help spread the awareness to the greater Saratoga county area to drive people to explore Greenfield businesses. We are aiming to make businesses (and residents) feel a greater connection with each other and our town overall. This makes Greenfield a more appealing place to live and do business.	9/7/2022	12/31/2023	\$14,200.00	9/9/2022	10/6/2022	(#1) 5/31/2023 (#2) 9/13/2023 (#3) 1/8/24	\$13,197.87	6/28/2023	Res #186-2023 7/18/2023 Res #272-2023 10/17/2023	Payment #1: 8/4/2023 ck4827734 Payment #2: 10/27/23 ck4831351	5/31 - partial reimbursement \$10,749.24 received via postcard Will wrap up remainder in the Jenn Ginley 3, 8.23 email. 7.18.23 - Funds transfer approved 7.20.23 - Processed for payment 8.4.23 - Partial Payment #1 sent 9.13.23 - Partial Reimb Req # received for \$2,448.63 10.4.23 - Reimbursement approved by committee 10.21.23 - Funds transfer approved 10.23.23 - Processed for payment 10.27.23 - Partial payment #2 Balance Remaining \$1,002.13 Transfer Resolution March 20, 2024
Hadley	Interpretive Signage and Kiosk	The proposed project will help promote and improve resident and non-resident experiences related but not limited to the following local attractions (Hadley Mountain Fire Tower, Bow Bridge, Hudson River and other local attractions)	11/1/2022	11/30/2023	\$14,200.00	9/23/2022	10/6/2022						2.26.24 Project will be completed July 2024, any remaining funds relinquished at that time.
Halfmoon	Halfmoon Town Complex Lighting Project	The project aligns with the economic development objectives in the community because the lighting project will visually connect the Town Complex with the rest of the Town. The project will also be an example of proper property maintenance as well as general beautification, and will encourage like investment. This lighting project will show the town the importance of community character. Funds will be used for the purchase of remaining materials & construction services.	5/1/2023	7/1/2023	\$14,200.00	9/22/2022	10/6/2022						2.26.24 KT and PM Update (Reimbursement Request For being completed)

Community	Project Name	Purpose of Grant	Estimated Project Start Date	Estimated Project Completion	Amount Requested	Application Submitted Date	Application Approved Date	Municipal Reimbursement Submitted Date	Reimbursement Amount Requested	Reimbursement Committee Approved Date	Reserve Account Transfer Resolution # and Date	Payment Sent Date & Check#	Notes for Committee
<b>Malta</b>	2022 Comprehensive Master Plan Implementation Project	This Town of Malta is in the final stages of adopting a revised Comprehensive Master Plan for the Town which recommends various revisions to the Town's zoning code and will also require the update of the Town's Townwide Generic Environmental Impact Statement. This proposed project will be updating these two documents. Funds will be used for Professional Planning, Engineering and Attorney Fees and Related Costs	12/1/2022	12/31/2023	\$14,200.00	9/23/2022	10/6/2022						2.12.24 Update from CV (Town awarding contract on 3.4.24, close grant out this year)
<b>Mechanicville</b>	Security Camera Infrastructure System	The installation of security cameras in place spaces and intersections the City of Mechanicville will help business owners and residents in the community with an increased sense of security and safety. Business owners will be more comfortable investing in their business which will increase sales and job creation. The police station will monitor the security cameras throughout the City and, with the help of the new cameras, will be able to resolve any issues much faster. The City of Mechanicville would like to deploy a City-Wide Video Surveillance Security System to include Talmadge Park, and the following Intersections: Park Ave and N. Central Ave, N Central Ave and Saratoga Ave, Hill St, and N. Central Ave, S St and NYS Route 32. This video system will communicate over a dedicated wireless network that will relay the video data back to the Police Department for Monitoring. There will be a total of 12 Security Cameras. An estimate of the total project expense is \$68,000.00. Funds will be used for security cameras.	11/1/2022	11/30/2023	\$14,200.00	9/23/2022	10/6/2022						2.20.24 update from Mayor B (waiting on cable company to lines, will go ahead and purchase materials and make a reimbursement request this s
<b>Milton</b>	Sewer District County Connection	A consolidated sewer district will provide the necessary utilities for commercial growth along Route 9 in the Town of Moreau. Being able to connect this sewer system to Saratoga County will strengthen growth across the county as well as provide value to both Town and County residents.	7/1/2022	Fall 2023	\$14,200.00	9/16/2022	10/6/2022	1/6/2022	\$14,200.00	2/8/2023	115-2023	2/24/2023 Ck-#821749	2/22/23 - Completed and reimbursement will be requested June 2024)
<b>Northumberland</b>	Comprehensive Plan/Zoning Update	Project will bring up to date the Comprehensive Plan and any Zoning changes needed to align with Comp Plan. Funds will be used to hire a consultant to assist the Town.	9/1/2022	3/31/2023	\$14,200.00	9/21/2022	10/6/2022						2.26.24 Update from BP (Project not moving forward, the 2022 project will be submitted for 2024 grant cycle)
<b>Providence</b>	Construction to complete basement	Project will complete the hall as a community hall, shelter or more office space.	Fall 2022	Spring 2023	\$14,200.00	9/19/2022	10/6/2022						2.28.24 update from SW (Project not moving forward, the 2022 project will be submitted for 2024 grant cycle)



**Saratoga County Economic Development Committee**  
**2023 Economic Development Grant Program**

Prepared by: Saratoga County Planning and Economic Development

**GRANT INFORMATION**

Community	Project Name	Purpose of Grant	Estimated Project Start Date	Estimated Project Completion	Amount Requested	Application Submitted Date	Application Approved Date	Reimbursement Submitted Date	Reimbursement Approved Date	Reimbursement Sent Date	Payment Sent Date & Check#	Notes for Committee
Ballston	Burnt Hills Business District Sewer Feasibility Study	The Burnt Hills business district has been identified by our 2022 Comprehensive Plan update as the ideal area for dense commercial and mixed-use new development in our Town. Access to municipal sewer service is essential to maximize potential full market value of future development, as many commercial tenants rely on such amenities to do business.	1/11/2023	4/30/2023	\$ 7,100.00	3/16/2023	10/4/2023	2/28/2024				Reimbursement Submitted 2.28.24
Charlton	Right to Farm Law and Farm Friendly Community Signage and "Charlton Makes" Marketing Materials and Workshops	Installation of Right to Farm law signs, Farm Friendly Community signs, artisan workshops, reception. The project will promote the importance of agricultural industries and local artisans on Charlton's local economy.	9/1/2023	6/30/2024	\$ 7,100.00	9/14/2023	10/4/2023					JG Update 2.21.24 Makes Weekend in Reimbursement in to Farm Signage in design, bid and contract, Reimbursement after, Reimbursement JS provided update 2.21.24, awarded in January 2024, completed by May of 2024, Clifton Park tentatively in May
Clifton Park	Purchase & Deployment of Laserfiche Cloud Software	Laserfiche Cloud software complements the Town's existing and growing digital document inventory system allowing staff to upload, view, and works using a streamlined web interface. Laserfiche Cloud allows the Town to connect to Citizense, a building permit management system without the need for coding or specialized technical expertise. With Laserfiche Cloud, the Town can capture information from its Building & Zoning Software, Citizense, and directly launch a Laserfiche search based on information in those applications, or quickly open relevant current and historical documents, and update document metadata. This will increase business efficiency for building permit turnaround and access to public records for the development community, resulting in positive economic development impacts. Local matching funds to implement the project will come from the 2024 Town of Clifton Park Budget.	1/2/2024	5/28/2024	\$ 7,100.00	9/18/2023	10/4/2023					
Corinth	Gateway to the AdKS Hiking Challenge	The current objective is to drive tourism, bring new people into our area and help support our small businesses, and possibly getting them to stay in the area and drive sales tax. This investment is seed money for this project. It's results will be measured by the traffic logged in on trail registries and the self sustainability from sales of the promotional items like stickers, patches and shirts.	7/1/2023	7/1/2024	\$ 7,100.00	5/30/2023	10/4/2023					2.27.24 Update EB development, design board for website, shirts and so on, project and running by micro and reimbursement in







Community	Project Name	Purpose of Grant	Estimated Project Start Date	Estimated Project Completion	Amount Requested	Application Submitted Date	Application Approved Date	Reimbursement Submitted Date	Reimbursement Approved Date	Reimbursement Sent Date	Payment Sent Date & Check#	Notes for Commitment
Wilton	Gavin Park Improvements	Economic development will be facilitated through use of the grant. Friends of Wilton Recreation Inc. is a non-profit organization that supports recreational activities in the Town of Wilton, with a focus on programming and expansion of facilities at the Town's Gavin Park. The Friends of Wilton Recreation is planning on assisting with facility improvements to support the Town's annual band concerts. Increased space for audience attendance and an improved sound experience for the bands and for the audience will increase attendance at the concerts.	10/1/2023	5/31/2024	\$ 7,100.00	9/15/2023	10/4/2023					2.28.24 Update VM is moving forward completion date of Spring/Early Summer



# SARATOGA COUNTY AGENDA ITEM REQUEST

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

**CC:** John Warnt, 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  
Samantha Kupferman, County Attorney's Office

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

**DATE:** 2.29.24

**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 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
- 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 ED updates.



# SARATOGA COUNTY AGENDA ITEM REQUEST

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

**CC:** John Warnt, 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  
Samantha Kupferman, County Attorney's Office

**DEPARTMENT:** Employment & Training

**DATE:** 2/29/24

**COMMITTEE:** Economic Development



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

County Attorney's Office  
Consulted Yes

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

Authorize the chairman to sign and execute The Multi-jurisdictional CEO agreement for the Saratoga Warren Washington Local Workforce Development Area.

3. Specific Details on what the resolution will authorize:

This resolution would authorize the chairman to sign the Multijurisdictional agreement between Saratoga, Warren, and Washington Counties and the SWW Workforce Development Board.



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

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

8. Is a grant being accepted:  YES or  NO

County Administrator's Office  
Consulted

- 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 Previous agreement

10. Remarks:

# **Multi-Jurisdictional Chief Elected Officials (CEO) Agreement**

## **for**

### **Saratoga-Warren-Washington Local Workforce Development Area (LWDA)**

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The Chairs of the Boards of Supervisors of Saratoga County, Warren County and Washington County, Executive of acting on their authority as the Chief Elected Officials (CEOs), enter into this agreement in accordance with the Workforce Innovation and Opportunity Act (WIOA) § 107 [c] [1] [B]. These 3 Board Chairs are CEOs, as defined in WIOA § 3 [9], and enter into this agreement to organize and implement activities pursuant to WIOA and as proposed by the Governor of the State of New York for the purpose of administering WIOA in the above-named counties herein referred to as the Local Workforce Development Area (LWDA).

#### **Part 1 – Designation of the Chief Elected Officials (CEOs)**

1. For purposes of administering WIOA and for entering into and implementing agreements in accordance with that Act, the CEOs shall be designated from the respective counties as follows: The Chairs of the Board of Supervisors representing each of the following counties: Saratoga County NY, Warren County NY and Washington County NY.
2. Non-concurrence between the Counties shall be resolved as expeditiously as possible. Representatives of the two Counties shall meet and confer with one another to resolve issues of non-concurrence. If concurrence cannot be reached within a reasonable amount of time, steps shall be taken towards resolution through the State.

#### **Part 2 – Designation of Grant Recipient and Local Governmental Grant Subrecipient/Incorporated Fiscal Agent**

1. The Chief Elected Officials recognize they are jointly responsible for WIOA funds and agree to the appointment of Saratoga County as the Grant recipient/fiscal agent who bears the fiduciary responsibility for these funds with the New York State Department of Labor. In addition, pursuant to section 107(d)(12)(B)(III) of WIOA, the Chief Elected Officials further designate Warren County and Washington County as local grant subrecipients to assist in the administration of grant funds in their respective geographic areas.
2. The local grant subrecipient/fiscal agent shall disburse such funds for grant activities at the direction of the local Workforce Development Board (WDB) as authorized and allowed through WIOA.
3. The parties to this agreement certify that each county accepts individual financial and programmatic responsibility for any audit claims arising from their program operations.
4. The Chief Elected Officials agree that the designated local governmental grant subrecipient/fiscal agent has reliable internal controls for financial management and disbursement of funds.
5. The name of the area is the “Saratoga-Warren-Washington Workforce Local Workforce Development Area” (LWDA).
6. The Grant Recipient/Fiscal Agent is responsible for the receipt and dispersal of funds to the counties serving as subrecipients in accordance with limits set forth in the local allocation sheets issued by the Grant Recipient/Fiscal Agent as agreed to by the three counties and in a similar manner to the procedures used in the former Workforce Investment Act (WIA) program. Such funds may be adjusted by amounts as needed in consideration of the Chief Elected Official approved Workforce Development Board (WDB) budget, funds dispersed as directed by the WDB, or funds otherwise used jointly by the counties for WIOA program activities. To ensure maximum utilization and efficient use of resources, funds may be transferred between counties based upon agreement by the county designated WIOA Title I program Directors as needed, per the above referenced allocation sheets

### **Part 3 – Composition of and Designation of a LWDB**

1. The Chief Elected Officials, as set forth in Part 1.1 above, will establish and appoint a Local Workforce Development Board to assist and carry out provisions of WIOA § 107 [a] & [b] as mutually agreed.
2. Every effort will be made to balance the selection geographically throughout the SWW Local Workforce Development Area as well as balance the selection of large and small business, and other related factors to as accurately as possible reflect the relevant business sectors of the SWW LWDA as well as other required membership required by WIOA and the State of New York.
3. The Chief Elected Officials reserve the right to remove their respective appointees to the Workforce Development Board at will and without cause.
4. The by-laws of the Workforce Development Board and future amendments thereto shall only be valid upon approval of all three Chief Elected Officials.

Modification of membership may be completed at any time by the LWDB once established subject to the confirmation and concurrence of the Chief Elected Officials, as set forth in Part 1.1 above.

### **Part 4 – Designation of One Stop Services and other responsibilities**

1. As required by Section 121 (a) of WIOA, the Workforce Development Board with the agreement of the Chief Elected Officials in the LWDB, shall develop, and enter into the appropriate Memorandum of Understanding with area workforce partners and designate or certify a One-Stop System Operator to establish no less than one physical center to deliver services as required by WIOA.
2. The CEOs shall also:
  - Review and approve the 4-year Local Plan developed by the Local Board, as required by WIOA § 108(a);
  - Review and approve actions taken by the Local Board to designate a One-Stop System Operator as required by WIOA § 121 (d) (1);
  - Review and approve monitoring activities by the LWDB as required by WIOA § 121 (a)(3);
  - Review and approve the budget of the LWDB, as required by WIOA § 107(d)(12)(A); and
  - Negotiate and reach agreement on local performance accountability measures with the Local Board and the Governor as required under WIOA § 107(d)(9).
  - Provide other additional program related input and concurrence as may be required in the WIOA and related regulations.

### **Part 5 – Term of Agreement**

1. This Agreement becomes effective upon the concurrent acceptance by the Counties and subsequent signature by the Chief Elected Officials of the SWW Counties. This Agreement (including any subsequent amendments) shall stay in effect until such time as: 1) any party acts to rescind the Agreement; or 2) federal or state authority ceases for the SWW Workforce Development Area to serve as the local implementation means for job-training programs. Should any party wish to rescind this Agreement, formal action seeking a rescission must be taken at least six (6) months prior to the conclusion of the current program year (as defined by WIOA). The effective date of the rescission would then be the close of that program year.
2. No unilateral alteration of this agreement shall be made. Modification to the agreement by any County must be mutually negotiated and all requests to modify the agreement must be presented in writing to the Chief Elected Officials.
3. A copy of this agreement along with the agreed upon Workforce Development Board appointment agreement, referenced in Part 3 - #1 above, will be provided to a new county CEO upon taking office along with other documents deemed appropriate to explain the roles and responsibilities of the counties and the SWW Workforce Development Board in operating the local workforce development area subject to the WIOA legislation, regulations and NYS Department of Labor guidance. An acknowledgement form will be provided to document the receipt of this material by the new county Chief Elected Official.

*Signatories (1 of 3):*

**For Saratoga County**

\_\_\_\_\_  
CEO Name

**Philip C. Barrett**, Chair  
Saratoga County Board of Supervisors

\_\_\_\_\_  
Date

*Signatories (2 of 3):*

**For Warren County**

\_\_\_\_\_  
CEO Name

**Kevin B. Geraghty**, Chair  
Warren County Board of Supervisors

\_\_\_\_\_  
Date

*Signatories (3 of 3):*

**For Washington County**

\_\_\_\_\_  
CEO Name

**Robert A. Henke**, Chair  
Washington County Board of Supervisors

\_\_\_\_\_  
Date



**Multi Jurisdictional Chief Elected Officials Agreement**  
**Saratoga-Warren-Washington Workforce Development Area**

The Chairmen of the Boards of Supervisors of Saratoga County, Warren County and Washington County, acting on their authority as the Chief Elected Officials (CEOs), enter into this agreement in accordance with the Workforce Innovation and Opportunity Act (herein referred to as WIOA) § 107 [c] [1] [B]. These board chairmen serve as Chief Elected Officials, as defined in WIOA § 3 [9], and enter into this agreement to organize and implement activities pursuant to WIOA and as proposed by the Governor of the State of New York for the purpose of administering WIOA in the above named counties herein referred to as the Local Workforce Development Area (LWDA).

**Part 1- Designation of the Chief Elected Officials**

1. For purposes of administering WIOA and for entering into and implementing agreements in accordance with that Act, the Chief Elected Officials shall be designated from the respective counties as follows: The Chairman of the Board of Supervisors representing each of the following counties: Saratoga, Warren, and Washington Counties (SWW).
2. Non-concurrence between the Counties shall be resolved as expeditiously as possible. Representatives of the Counties shall meet and confer with one another to resolve issues of non-concurrence. If concurrence cannot be reached within a reasonable amount of time, steps shall be taken towards resolution through the State.

**Part 2- Designation of Grant Recipient and Local Governmental Grant Subrecipient / Incorporated Fiscal Agent**

1. The Chief Elected Officials recognize they are jointly responsible for WIOA funds and agree to the appointment of Saratoga County as the Grant recipient/fiscal agent who bears the fiduciary responsibility for these funds with the New York State Department of Labor. In addition, pursuant to section 107(d)(12)(B)(III) of WIOA, the chief elected officials further designate Warren County and Washington County as local grant subrecipients to assist in the administration of grant funds in their respective geographic areas.
2. The local grant subrecipient/fiscal agent shall disburse such funds for grant activities at the direction of the local Workforce Development Board (WDB) as authorized and allowed through WIOA.
3. The parties to this agreement certify that each county accepts individual financial and programmatic responsibility for any audit claims arising from their program operations.
4. The Chief Elected Officials agree that the designated local governmental grant subrecipient/fiscal agent has reliable internal controls for financial management and disbursement of funds.
5. The name of the area is the "Saratoga-Warren-Washington Workforce Development Area."

6. The Grant Recipient/Fiscal Agent is responsible for the receipt and dispersal of funds to the counties serving as subrecipients in accordance with limits set forth in the local allocation sheets issued by the grant recipient/fiscal agent as agreed to by the three counties and in a similar manner to the procedures used in the former Workforce Investment Act (WIA) program. Such funds may be adjusted by amounts as needed in consideration of the chief elected approved workforce development board (WDB) budget, funds dispersed as directed by the WDB, or funds otherwise used jointly by the counties for WIOA program activities. To ensure maximum utilization and efficient use of resources, funds may be transferred between counties based upon agreement by the county designated WIOA Title I program directors as needed, per the above referenced allocation sheets.

### **Part 3- Composition of and Designation of Workforce Development Board**

1. The Chief Elected Officials, as set forth in Part 1.1 above, will establish and appoint a Workforce Development Board (WDB) to assist and carry out provisions of WIOA §§107 [a] & [b] as mutually agreed.
2. Every effort will be made to balance the selection geographically throughout the SWW Local Workforce Development Area as well as balance the selection of large and small business, and other related factors to as accurately as possible reflect the relevant business sectors of the SWW LWDA as well as other required membership required by WIOA and the state of New York.
3. The Chief Elected Officials reserve the right to remove their respective appointees to the Workforce Development Board at will and without cause.
4. The by-laws of the Workforce Development Board and future amendments thereto shall only be valid upon approval of all three Chief Elected Officials.

Modification of membership may be completed at any time by the WDB once established subject to the confirmation and concurrence of the Chief Elected Officials, as set forth in Part 1.1above.

### **Part 4 – Designation of One Stop Services and other responsibilities**

1. As required by Section 121 (a) of WIOA, the WDB with the agreement of the Chief Elected Officials in the LWDA, shall develop and enter into the appropriate Memoranda of Understanding with area workforce partner agencies and designate or certify one stop operators to establish no less than one physical center to deliver services as required in the WIOA.
2. The Chief Elected Officials shall also:
  - \* Review and approve the 4-year local plan developed by the local board, as required by WIOA § 108(a);
  - \* Review and approve actions taken by the board to designate One Stop Operators as required by WIOA § 121 (d) (1);
  - \* Review and approve monitoring activities by the local board as required by WIOA § 121 (a)(3);
  - \* Review and approve the budget of the local board, as required by WIOA § 107(d)(12)(A); and

\* Negotiate and reach agreement on local performance accountability measures with the local board and the Governor as required under WIOA § 107(d)(9).

\* Provide other additional program related input and concurrence as may be required in the WIOA and related regulations.


**Part 5 – Term of Agreement**

1. This Agreement becomes effective upon the concurrent acceptance by the Counties and subsequent signature by the Chief Elected Officials of the SWW Counties. This Agreement (including any subsequent amendments) shall stay in effect until such time as: 1) any party acts to rescind the Agreement; or 2) federal or state authority ceases for the SWW Workforce Development Area to serve as the local implementation means for job-training programs. Should any party wish to rescind this Agreement, formal action seeking a rescission must be taken at least six months prior to the conclusion of the current program year (as defined in WIOA). The effective date of the rescission would then be the close of that program year.

2. No unilateral alteration of this agreement shall be made. Modification to the agreement by any County must be mutually negotiated and all requests to modify the agreement must be presented in writing to the Chief Elected Officials.

3. A copy of this Agreement along with the agreed upon Workforce Development Board appointment agreement, referenced in Part 3 - #1 above, will be provided to a new county CEO upon taking office along with other documents deemed appropriate to explain the roles and responsibilities of the counties and the SWW Workforce Development Board in operating the local workforce development area subject to the WIOA legislation, regulations and NYS Department of labor guidance. An acknowledgement form will provided to document the receipt of this material by the new county CEO.

**For Saratoga County:**

  
\_\_\_\_\_  
Preston Allen, Chairman  
Saratoga County Board of Supervisors

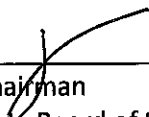
8/15/20  
\_\_\_\_\_  
Date

**For Warren County:**

  
\_\_\_\_\_  
Frank E. Thomas, Chairman  
Warren County Board of Supervisors

8/14/20  
\_\_\_\_\_  
Date

**For Washington County:**

  
\_\_\_\_\_  
Samuel J. Hall, Chairman  
Washington County Board of Supervisors

9/2/20  
\_\_\_\_\_  
Date

# Warren County Board of Supervisors

## RESOLUTION NO. 239 OF 2015

Resolution introduced by Supervisors Frasier, Girard, Sokol, Wood, Vanselow, Brock and Seeber

**AUTHORIZING THE DESIGNATION OF SARATOGA-WARREN-WASHINGTON COUNTIES AS THE GEOGRAPHIC AREA FOR THE IMPLEMENTATION OF A NEW LOCAL WORKFORCE DEVELOPMENT SYSTEM AND AUTHORIZING EXECUTION OF AGREEMENTS AND/OR OTHER RELATED DOCUMENTS THEREFOR**

RESOLVED, that the Warren County Board of Supervisors hereby designates Saratoga-Warren-Washington Counties as the geographic area for the implementation of a new local Workforce Development System, as required by the new Workforce Innovation and Opportunity Act of 2014, and be it further

RESOLVED, that the Chairman of the Warren County Board of Supervisors be, and hereby is, authorized to execute non-financial agreements and/or other related documents in connection with implementation of the new Workforce Development System, as required by the new Workforce Innovation and Opportunity Act of 2014, and be it further

RESOLVED, that this resolution is subject to concurring resolutions by the Board of Supervisors of the Counties of Saratoga and Washington.

~~Saratoga, Warren and Washington Counties~~  
**Workforce Development Board**

333 Glen Street - Suite 200 B, Glens Falls, New York 12801  
Contact: Gretchen Steffan, Executive Director  
518-824-8883 / gsteffan.sww.wdb@gmail.com

Michael Munter, Chair

Gary Dake, Vice-Chair

January 8, 2024

Mr. Philip C. Barrett, Saratoga County  
Mr. Kevin B. Geraghty, Warren County  
Mr. Robert A. Henke, Chairman, Washington County

Re: Saratoga-Warren-Washington Workforce Development Board  
Local Workforce Development Area (LWDA) Funding from the Workforce Innovation and Opportunity Act (WIOA)

Dear Chairman:

Our Saratoga-Warren-Washington Workforce Development Board (SWW WDB) is a system. Our WDB structure is comprised of SWW representatives, appointed by each of your boards of supervisors, from the following sectors:

Business	Community-Based Organizations	Vocational Rehabilitation
Education (Community Colleges/BOCES)	Youth Organizations	NYS Department of Labor
Economic & Community Development	Labor Organizations	

Our system provides funding to 3 Career Centers, one in each County to provide career development services to Adults, Dislocated Workers and Youth (*in-school & out-of-school, till age 24*). This funding, which totaled over \$2 million in program year 2022, is vital to providing assessment, career development, training, and wraparound services to 365,000 SWW residents.

The WIOA funding comes with compliance responsibilities, one of which is for our WDB to be recertified biennially. There are 4 elements to meet for this recertification, which include:

Board Composition	Satisfactory Performance	Sustained Fiscal Integrity	Current CEO Agreement.
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SWW satisfies all elements for recertification, except a current Chief Elected Official (CEO) agreement. The most recent agreement was signed in 2020, therefore a current agreement is needed, which is why I am writing today.

I have attached a copy of the 2020 agreement, and a copy of the new 2023 agreement for your original signatures. The 2023 agreement mirrors the existing 2020 agreement, with the exception of current signatories.

I have asked our Career Center Directors to obtain these signatures from you so that we may send the newly executed agreement to the New York State Department of Labor, who oversees our WIOA compliance for the United States Department of Labor.

I hope we can complete this task as soon as possible, so we may submit the executed document to the NYSDOL expeditiously.

Thank you in advance for your support.

With Kind Regards,



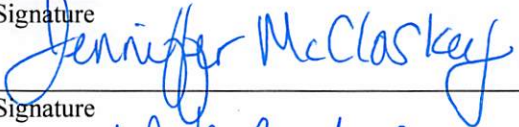
Gretchen Steffan, Executive Director  
Saratoga-Warren-Washington, Workforce Development Board

*Attachments: 2020 SWW LWDA Multi-Jurisdictional Agreement  
2023 SWW LWDA Multi-Jurisdictional Agreement*

**AUTHORIZED SIGNATURES FOR LWDA CASH REQUESTS**

<b>LWDA Name</b>  Saratoga, Warren, Washington	<b>Grant Recipient Name and Address</b>  County of Saratoga 40 McMaster St Ballston Spa, NY 12020
--	---

**SIGNATURES OF INDIVIDUALS AUTHORIZED**

Typed Name and Title Jenniffer McCloskey, Director	Signature 
Typed Name and Title Deb Bishop, Senior Account Clerk	Signature 
Typed Name and Title	Signature
Typed Name and Title	Signature
Typed Name and Title	Signature

I certify that the signatures above are of the individuals  
authorized to request cash.

\_\_\_\_\_  
(Chief Local Elected Official Signature)

Phil Barrett  
(Name)

\_\_\_\_\_  
Chairman, Saratoga County Board of Supervisors  
(Title)

\_\_\_\_\_  
(Date)