



# Economic Development Committee

Wednesday, May 8, 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 April 3, 2024 meeting
- III. Committee approval of reimbursement request from the Town of Northumberland – Jason Kemper, Planning & Economic Development
- IV. Authorizing the transfer of funds from the Economic Development Grant Reserve Fund and amending the 2024 County Budget in relation thereto – Jason Kemper, Planning & Economic Development
- V. Other Business
- VI. Adjournment



# DEPARTMENT OF PLANNING & ECONOMIC DEVELOPMENT

JASON KEMPER, DIRECTOR

518.884.4705

SARATOGACOUNTY.NY.GOV

50 WEST HIGH ST, BALLSTON SPA, NY 12020

## MEMORANDUM

**TO:** Economic Development Committee Members

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

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

**DATE:** April 29, 2024

**RE:** May Economic Development Meeting

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

The Town of Northumberland (2022) is 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 of 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 Northumberland \$14,200

The 2024 Economic Development Grant application was sent out to all of the Town Supervisors and Village/City Mayors with a due date of June 21, 2024. This will allow time for staff to review the applications for completeness and have the materials ready for review at the committee's July 2024 meeting.

The deadline to submit for completion/reimbursement for the 2022 economic development grants is 7/1/2024, as directed from the Economic Development Committee at the March 6, 2024 meeting. Municipalities not able to meet that deadline would request an extension and give an updated deadline for completion.

### Economic Development Updates

The monthly meeting of the Saratoga County IDA is tentatively scheduled for Tuesday, May 14, 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 Warmt, Director of Purchasing  
Jason Kemper, Director of Planning and Economic Development  
Bridget Rider, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Audra Hedden, County Administrator's Office  
Samantha Kupferman, County Attorney's Office

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

**DATE:** 4.29.24

**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:

a. Committee approval of reimbursement request from the Town of Northumberland

b. 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:

This is two step process for the Committee: A.) Committee vote to approve the reimbursement request to the Town of Northumberland, then B.) 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 ED Grant to the Town of Northumberland in the amount of \$14,200 (2022 Reimbursement, grant closeout).

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

County Administrator's Office  
Consulted Yes

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

Revenue

Account Number	Account Name	Amount
A.0888ED	Econ. Dev. Grant Program Reserve	\$14,200

Expense

Account Number	Account Name	Amount
A.80.000-8763	Municipal Planning Grant Program	\$14,200

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

Amount:

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

Other

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

The budget will be amended to increase appropriations and reduce the Economic Development Grant Reserve fund by \$14,200

6. Are there Amendments to the Compensation Schedule?

YES or  NO (If yes, provide details)

a. Is a new position being created?  Y  N

Effective date

Salary and grade

b. Is a new employee being hired?  Y  N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification?  Y  N

Is this position currently vacant?  Y  N

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

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

Purchasing Office Consulted

a. Type of Solicitation

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

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

d. Vendor information (including contact name):

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

f. State of vendor/contractor organization:

g. Commencement date of contract term:

h. Termination of contract date:

i. Contract renewal date and term:

k. Is this a renewal agreement:  Y  N

l. Vendor/Contractor comment/remarks:

Human Resources Consulted



8. Is a grant being accepted:  YES or  NO

- a. Source of grant funding:
- b. Agency granting funds:
- c. Amount of grant:
- d. Purpose grant will be used for:
- e. Equipment and/or services being purchased with the grant:
- f. Time period grant covers:
- g. Amount of county matching funds:
- h. Administrative fee to County:

9. Supporting Documentation:

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

10. Remarks:

See attached memo for summary. A committee vote is first required to approve the reimbursement request for the Town of Northumberland (2022 closeout). 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.



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

2022

**Economic Development Fund Reimbursement Request Form**

Date 02/27/2024

**Applicant Information**

Town/City Northumberland

**Grant Information**

Project Name Update of Comprehensive Plan

Date of project completion Spring 2024

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

Attached documentation

Receipts

Cancelled checks

Project Outcome Narrative:

Signature of Town/City Supervisor

Whitland H. Peck

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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







November 30, 2022

John DeLisle

Via email: john@nicelawns.com

Re: Invoice 2519 – 22064 Northumberland Comprehensive Plan

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**PROJECT ACTIVITY: September 1 – November 30, 2022**

*Re: Progress on Update Town Comprehensive Plan*

J. Anthony – 1.5 hours @\$150/hr - \$ 225.00

**TOTAL FEE: \$ 255.00**

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**REIMBURSABLES:**

T Clothier, AICP - \$ 1,800.00 (invoice copy attached)

**TOTAL REIMBURSABLES: \$ 1,800.00**

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**TOTAL AMOUNT DUE: \$ 2,025.00**

Please make check payable to Studio A Landscape Architecture, and mail to PO Box 272, Saratoga Springs, NY 12866.

Thank you!

20101

THE TOWN OF NORTHUMBERLAND

GENERAL FUND

Studio A  
38 High Rock Avenue - Suite 3  
PO Box 272  
Saratoga Springs, NY 12866

CHECK #:  
CHECK DATE: 12/30/2022  
AMOUNT: \$2,025.00

ACCOUNT	VOUCHER #	INVOICE / DESCRIPTION	AMOUNT
A1440.4	344	2519/22064 Northumberland Comprehensive Plan	2025.00

<p>PLEASE PRINT NAME, ADDRESS AND PHONE NUMBER OF THE PERSON TO WHOM THIS CHECK IS TO BE PAID</p>		<p>20101</p>
<p>THE TOWN OF NORTHEMBERLAND          GENERAL FUND          17 CALDWELL ST          P.O. BOX 125          GANSDYORT, NY 12051</p>		<p>DATE          01/06/23          1200/2022</p>
<p>pay to the          ORDER OF</p>	<p>Studio A</p>	<p>\$ 2,025.00</p>
<p>THE NUMERICAL TWENTY-FIVE AND 00/100</p>		<p>DOLLARS</p>
<p>Studio A          88 High Rock Avenue - Suite 3          PO Box 272          Saratoga Springs, NY 12088</p>		<p>VOID AFTER 90 DAYS</p>
<p>MEMO          E copy</p>	<p><i>Richard H. Park</i></p>	

01/06/2023

Check 20101

\$2,025.00





# studioA

Landscape Architecture + Engineering, DPC

A1010.4

October 26, 2023

John DeLisle

Via email: john@nicelawns.com

Re: Invoice 3382 – 22064 Northumberland Comprehensive Plan

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**PROJECT ACTIVITY:**

- |   |             |
|---|-------------|
| 1. Work Completed on Town Comprehensive Plan 2003 Audit<br>Contract Value \$4,500 less previous billings/payments | \$ 2,475.00 |
| 2. Work Completed on 2023 Comprehensive Plan Update   | \$ 6,500.00 |

**TOTAL FEE:** \$ 8,975.00

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**TOTAL AMOUNT DUE:** \$ 8,975.00

Please make check payable to Studio A Landscape Architecture, and mail to PO Box 272, Saratoga Springs, NY 12866.

Thank you!

**TOWN OF NORTHUMBERLAND COMPREHENSIVE PLAN SERVICES**

<b>1. 2003 Comprehensive Plan Audit Contract</b>	
• Contract Value	- \$ <u>4,500.00</u>
• Billed to Date	- 2,025.00
• Payments Received to Date	- <u>(2,025.00)</u>
• Balance to Bill @ 10/26/2023 for Work Completed	- \$ <u>2,475.00</u>
<b>2. Services to Date for 2023 Comprehensive Plan Update</b>	
• Work Completed	- \$ 6,500.00
• Payments Received to Date	- <u>(0.00)</u>
• Balance to Bill @ 10/26/2023	- \$ <u>6,500.00</u>
<b>3. Summary of Total Contract Amounts and Work Completed to Date</b>	
• 2003 Comprehensive Plan Audit	- \$ 4,500.00
• 2023 Comprehensive Plan Update	- <u>6,500.00</u>
• Total Contract Amounts & Work Completed to Date	- \$ <u>11,000.00</u>
<b>4. Total Amount Due @ 10/26/2023</b>	
• Balance Due 2003 Comprehensive Plan Audit	- \$ 2,475.00
• Balance Due 2023 Comprehensive Plan Update	- <u>6,500.00</u>
• TOTAL AMOUNT DUE @10/26/2023	- \$ <u>8,975.00</u>
<b>5. Proposed Continued Services to Complete 2023 Comprehensive Plan Update</b>	
• Verbal Not-to-Exceed	- \$15,000.00
• Billed to Date @10/26/2023	- <u>(11,000.00)</u>
• Balance to Bill As Work is Completed (Not to Exceed)	- \$ <u>4,000.00</u>

THE TOWN OF NORTHUMBERLAND

GENERAL FUND

20522

Studio A  
38 High Rock Avenue - Suite 3  
PO Box 272  
Saratoga Springs, NY 12866

CHECK #:  
CHECK DATE: 11/10/2023  
AMOUNT: \$8,975.00

ACCOUNT	VOUCHER #	INVOICE / DESCRIPTION	AMOUNT
A1010.4	301	3382-22064/Comprehensive Plan Services	8975.00

ALPHA CHECK SYSTEM  
VOID AFTER 90 DAYS

20522

THE TOWN OF NORTHUMBERLAND  
GENERAL FUND  
17 CATHERINE ST  
P.O. BOX 124  
DANFORTH NY 12031

11/10/2023

Pay TO THE ORDER OF Studio A \$ 8,975.00


EIGHT THOUSAND NINE HUNDRED SEVENTY FIVE AND 00/100

VOID AFTER 90 DAYS

Studio A  
34 High Rock Avenue - Suite 3  
PO Box 272  
Saratoga Springs, NY 12868

MEWO

W. Howard H. Park



11/16/2023

Check 20522

\$8,975.00



# VOUCHER

## TOWN OF NORTHUMBERLAND

17 CATHERINE ST PO BOX 128  
GANSEVOORT NY 12831

DEPARTMENT \_\_\_\_\_

CLAIMANT'S  
NAME AND  
ADDRESS

Studio A  
38 High Rock Avenue - Suite 3  
PO Box 272  
Saratoga Springs, NY 12866

(CLAIMANT - DO NOT  
WRITE IN THIS AREA)

VOUCHER # 69

DATE VOUCHER RECEIVED \_\_\_\_\_

Fund - Appropriation	Amount
<b>A1010.4</b>	<b>4,000.00</b>
<b>Total</b>	<b>4,000.00</b>
ENTERED ON ABSTRACT NO. <b>003</b>	<b>03/14/2024</b>

DETAILED INVOICES MAY BE ATTACHED AND TOTAL ENTERED ON THIS VOUCHER.  
CERTIFICATION BELOW MUST BE SIGNED.

TERMS \_\_\_\_\_

PURCHASE  
ORDER NO. \_\_\_\_\_

Account	Description	Invoice #	Amount
A1010.4	22064 Northumberland Comprehensive Plan	3610	4,000.00
<b>TOTAL</b>			<b>4,000.00</b>

**CLAIMANT'S CERTIFICATION**

I, \_\_\_\_\_, certify that the above account in the 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 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)

**DEPARTMENT APPROVAL**

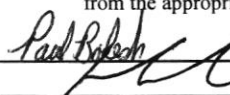
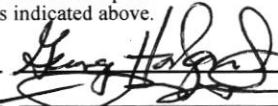
The above services or materials were rendered or furnished to the municipality on the dates stated and the charges are correct.

\_\_\_\_\_ Date

\_\_\_\_\_ Authorized Official

**APPROVAL FOR PAYMENT**

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

  
  
3.14.24      W.H. Park  
 Auditing Board      Auditing Board

# studioA

Landscape Architecture + Engineering, DPC

February 27, 2024

John DeLisle

Via email: john@nicelawns.com

*Re: Invoice 3610 – 22064 Northumberland Comprehensive Plan*

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**PROJECT ACTIVITY:**

For Completion of 2023 Comprehensive Plan Update

Not to Exceed	- \$ 15,000.00
Billed to Date	- (11,000.00)
Balance Due	- \$ 4,000.00

**TOTAL FEE:** **\$ 4,000.00**

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**TOTAL AMOUNT DUE:** **\$ 4,000.00**

Please make check payable to Studio A and mail to 74 Warren Street, Ste. 1, Saratoga Springs, NY 12866.

Thank you!

THE TOWN OF NORTHUMBERLAND

GENERAL FUND

20666

Studio A  
38 High Rock Avenue - Suite 3  
PO Box 272  
Saratoga Springs, NY 12866

CHECK #:  
CHECK DATE: 03/15/2024  
AMOUNT: \$4,000.00

ACCOUNT	VOUCHER #	INVOICE / DESCRIPTION	AMOUNT
A1010.4	69	3610/22064 Northumberland Comprehensive Plan	4000.00

# Glens Falls National

Bank and Trust Company

250 Glen Street PO Box 307 • Glens Falls, NY 12801

Return Service Requested

## CHECK IMAGES (Continued)

THE TOWN OF NORTHUMBERLAND  
GENERAL FUND  
17 CATHARINE ST  
P.O. BOX 128  
GANEVOORT, NY 12881

20666  
03/15/2024

PAY TO THE ORDER OF Studio A \$ 54,000.00

FOUR FIFTYFOUR AND 00/100 DOLLARS

VOID AFTER 60 DAYS

MEMO: Studio A  
38 High Rock Avenue - Suite 3  
PO Box 372  
Saratoga Springs, NY 12866

*William H. Park*  
BY SIGNATURE

03/26/2024

Check 20666

\$4,000.00

03/18/2024

THE TOWN OF NORTHUMBERLAND  
GENERAL FUND  
17 CATHARINE ST  
P.O. BOX 128  
GANEVOORT, NY 12881

20668  
03/15/2024

00007599 0011428 0004 00





# BOARD OF SUPERVISORS

045/216/2024

## RESOLUTION 110 - 2024

**Introduced by Economic Development: Supervisors Butler, Kinowski, Madigan, Murray, Raymond, Wright and Young**

### **AUTHORIZING THE TRANSFER OF FUNDS FROM THE ECONOMIC DEVELOPMENT GRANT RESERVE FUND AND AMENDING THE 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 202~~23~~<sup>22</sup> ~~City of Saratoga Springs and~~ Town of ~~Milton Northumberland~~ total \$~~814,620~~<sup>814,620</sup>.00; and

**WHEREAS**, the grant projects that were approved in 202~~32~~<sup>31</sup> 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 County budget; and

**WHEREAS**, our Economic Development Committee and Director of Planning and Economic Development have recommended that ~~\$14,200.00~~<sup>\$8,600.00</sup> be transferred from the Economic Development Grant Reserve funds to the Municipal Economic Development Assistance account; now, therefore, be it

**RESOLVED**, that this Board authorizes the transfer of ~~\$14,200.00~~<sup>\$8,600.00</sup> 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 Saratoga County Budget is amended as follows:

PLANNING:

Increase Appropriations:

A.80.000-8763

Municipal Planning Grant Prof-Econ Dev

~~\$14,200.00~~~~\$8,600.00~~

Decrease Reserve:

A-0888.ED

Economic Dev Grant Reserve

~~\$14,200.00~~~~\$8,600.00~~

; 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 ~~\$14,200.00~~~~\$8,600.00~~.

~~April 16~~May 21, 2024 Regular Meeting

Motion to Adopt: ~~Supervisor Grasso~~

Second: ~~Supervisor K. Veitch~~

~~AYES (225668): Eric Connolly (11831), Joseph Grasso (4328), Philip C. Barrett (19014.5), Angela Thompson (19014.5), C. Eric Butler (6500), Jean Raymond (1333), James D. Arnold (3525), Kevin Veitch (8004), Arthur M. Wright (1976), Kevin Tollisen (25662), Cynthia Young (17130), Thomas Richardson (5163), Scott Ostrander (18800), Jesse Fish (16202), Willard H. Peck (5242), Sandra Winney (2075), Ian Murray (5808), Michele Madigan (14245.5), Matthew E. Veitch (14245.5), David Ball (8208), John Lant (17361)~~

~~NOES (0):~~

~~ABSENT (9841): Diana Edwards (819), Edward D. Kinowski (9022)#~~

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