



# Economic Development Committee

Wednesday, September 4, 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 July 3, 2024 meeting
- III. Committee approval of reimbursement requests from the Towns of Stillwater and Wilton – 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

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## MEMORANDUM

**TO:** Economic Development Committee Members

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

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

**DATE:** August 27, 2024

**RE:** September Economic Development Meeting

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### **Saratoga County Economic Development Grants Updates**

#### *Reimbursement Requests and Reserve Fund Transfer*

The Towns of Stillwater and Wilton are seeking reimbursement for their Economic Development Grant projects. Committee approval is required for the municipalities to be reimbursed. Secondly, a board resolution is required for the transfer of funds from the Economic Development Grant Reserve Account (A.0888.ED) to the Municipal Planning Grant Program (A.80.000-8763). The total amount of the transfer is:

1. Town of Stillwater (2023 Grant) \$7,100
2. Town of Wilton (2024 Grant) \$10,000

#### *2024 Grants*

Eighteen (18) 2024 grant applications were fully funded and approved at last month's meeting and award letters were sent to the municipalities on August 06, 2024. The Town of Wilton has completed their project and is seeking reimbursement for their 2024 grant.

#### *Grant updates*

The Department of Planning and Economic Development is currently administering three (3) 2022 grants that were granted an extension, five (5) 2023 grants, and seventeen (17) 2024 grants.

### **Saratoga County Industrial Development Agency**

The next meeting of the Saratoga County Industrial Development Agency will be a public hearing and meeting on Tuesday, September 10, 2024 at the Town of Wilton Town Hall at 8:30am to hear the application of Maple Avenue Development Associates, LLC for the 612 Maple Avenue Medical Center project.



# 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:** 8/27/2024

**COMMITTEE:** Economic Development

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

County Attorney's Office  
Consulted

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

a. Committee approval of reimbursement request from the Towns of Stillwater and Wilton.

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 Towns of Stillwater and Wilton then B.) Authorize a budget transfer from the Economic Development Grant Reserve Account (A.-0888 ED) to the General Fund (A.80-000-8763) in the amount of \$17,100.00 to allow for the payment of ED Grants to 2023 Town of Stillwater (\$7,100) and 2024 Town of Wilton (\$10,000).

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	\$17,100

Expense

Account Number	Account Name	Amount
A.80.000-8763	Municipal Planning Grant Program	\$17,100

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 \$17,100.00.

6. Are there Amendments to the Compensation Schedule?

YES or  NO (If yes, provide details)

a. Is a new position being created?  Y  N

Effective date

Salary and grade

b. Is a new employee being hired?  Y  N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification?  Y  N

Is this position currently vacant?  Y  N

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

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

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 Forms

10. Remarks:

See attached memo for summary. A committee vote is first required to approve the reimbursement request for the 2023 Town of Stillwater (\$7,100) and 2024 Town of Wilton (\$10,000). 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

06/18/20249/17/2024

## RESOLUTION ~~159~~ - 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 ~~2022 City of Mechanicville (\$11,433.00), 2022 Town of Ballston (\$14,200), 2023 Town of Clifton Park (\$7,100.00), 2023 Town of Greenfield (partial payment #2 of \$2,337.09), and 2022 Town of Hadley (\$10,540.00) total 2023 Town of Stillwater (\$7,100) and 2024 Town of Wilton (\$10,000) total seventeen thousand and one hundred dollars (\$45,610.09)~~\$17,100; and

**WHEREAS**, the grant projects that were approved in 202~~32~~ and 202~~34~~ 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 ~~seventeen thousand and one hundred dollars (\$17,100)~~\$45,610.09 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 ~~seventeen thousand and one hundred dollars (-\$17,100)~~\$45,610.09 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 ~~be 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	<del>\$17,100</del> <u>\$45,610.09</u>
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Decrease Reserve:

A-0888.ED	Economic Dev Grant Reserve	<del>\$17,100</del> <u>\$45,610.09</u>
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; and it is further

~~**RESOLVED**, that the form and content of such an agreement shall be subject to the approval of the County Attorney. **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 seventeen thousand and one hundred dollars (~~\$17,100~~)\$45,610.09.





# SARATOGA COUNTY EST. 1791

## Planning & Economic Development

### 2023 Economic Development Fund Reimbursement Request Form

Date July 23, 2024

#### Applicant Information

Town/City Town of Stillwater

#### Grant Information

Project Name Bemis Heights Trail Construction-Phase 1

Date of project completion May 2024

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

#### Attached documentation

- Worksheet listing all expenses
- Receipts
- Canceled checks

#### Project Outcome Narrative:

The original trail route was found to be unfeasible therefore the Town shifted to explore the feasibility of a new largely on-road trail route that will fill the gap between the Village of Stillwater and the Saratoga National Historical Park. The funds covered a portion of the cost related to the design of this new trail section. A grant from the Hudson River Valley Greenway is being utilized to complete the final design and construction drawings for this trail.

Signature of Town/City Supervisor

A handwritten signature in cursive script that reads "Edward D. Kinowski".

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

**From:** [tclothier@nycap.rr.com](mailto:tclothier@nycap.rr.com)  
**To:** [Kemper, Jason](#); "Ed Kinowski"  
**Cc:** [Kimberly Lambert](#); [Nisha Merchant](#); [Jeffrey Williams](#)  
**Subject:** Close Out of Stillwater 2023 Economic Development Grant  
**Date:** Friday, July 19, 2024 8:21:51 AM  
**Attachments:** [31154.pdf](#)  
[jan feb march april 2024 vouchers labella.pdf](#)

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**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Please find the attached invoices and returned checks from the Town of Stillwater for the 2023 Grant \$7,100 – Bemis Heights Trail Phase 1 Construction. This should close out this grant for \$7,100.

11/30/23	\$2,457.14
02/29/24	\$2,023.31
03/31/24	\$2,174.98
04/30/24	<u>\$1,074.92</u>
Total	\$7,730.35

Thank you, and let me know if there is anything else I need to do to close out this grant. -  
Tracey

**Tracey M. Clothier, AICP, CEP**

*Clothier Planning & Consulting*

NYS Certified Woman Owned Business

3 Deer Run Road

Lake George, NY 12845

(518) 744-0717

[tclothier@nycap.rr.com](mailto:tclothier@nycap.rr.com)

**VOUCHER  
TOWN OF STILLWATER**  
P.O. Box 700  
Stillwater, New York 12170

Voucher Number	
Date Voucher Received	
FUND - APPROPRIATION	AMOUNT
TOTAL	
ENTERED ON ABSTRACT NO.	

DEPARTMENT \_\_\_\_\_

CLAIMANT'S NAME **LaBella Associates**  
AND 21 Fox Street  
ADDRESS Poughkeepsie, NY 12601

Detailed invoices may be attached and total entered on this voucher  
Certification below must be signed

Terms \_\_\_\_\_ Purchase Order No. \_\_\_\_\_

DATE	VENDOR'S INVOICE NO.	QUANTITY	DESCRIPTION OF MATERIALS OR SERVICES	UNIT PRICE	AMOUNT
11/30/23	0213814		Town of Stillwater - EA #11 Bemis Heights Historic Trail Project No. 2230805.09		
			Alignment Feasibility Study		\$ -
			Selection of the Conceptual Alignment		\$ -
			Schematic Design of the Preferred Alignment		\$ 1,494.18
			Design Development and Construction Drawings		\$ 168.95
			Project Meetings		\$ 760.29
			Reimbursable Expenses		\$ 33.72
<b>TOTAL</b>					<b>\$ 2,457.14</b>

**CLAIMANT'S CERTIFICATION**

I, Datanya Murray, certify that the above account in the amount of \$ 2,457.14  
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.

11/30/23  
DATE

*Datanya Murray*  
SIGNATURE  
(SPACE BELOW FOR MUNICIPAL USE)

Accounting Associate  
TITLE

<p style="text-align: center;"><b>DEPARTMENT APPROVAL</b></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 style="text-align: center;"><b>REVIEWED FOR PAYMENT</b></p>
<p style="text-align: center;">_____ DATE</p> <p style="text-align: center;">_____ AUTHORIZED OFFICIAL</p>	<p style="text-align: center;">_____ _____ _____ DATE</p> <p style="text-align: center;">_____ _____ _____ AUDITING BOARD</p>

# INVOICE



LaBella Associates  
21 Fox Street  
Poughkeepsie, NY 12601  
(845) 454-3980  
www.labellapc.com

Edward Kinowski  
Town of Stillwater  
PO Box 700  
Stillwater, NY 12169

November 30, 2023  
Project No: 2230805.09  
Invoice No: 213814

<b>Invoice Total</b>	<b>\$2,457.14</b>
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Project Manager Brit Basinger

Project 2230805.09 T-Stillwater EA 11 Bemis Heights Historic Trail  
2023 Engagement Letter #11

**Professional Services for the Period: October 21, 2023 to November 24, 2023**

Phase	0300	Schematic Design of the Preferred Alignment	
Total Fee	14,600.00		
Percent Complete	91.0053	Total Earned	13,286.78
		Previous Fee Billing	11,872.32
		Current Fee Billing	1,414.46
		<b>Total Fee</b>	<b>1,414.46</b>
		<b>Phase Total</b>	<b>\$1,414.46</b>

Phase	0400	Design Development and Construction Drawings	
Total Fee	29,200.00		
Percent Complete	5.2074	Total Earned	1,520.55
		Previous Fee Billing	1,351.60
		Current Fee Billing	168.95
		<b>Total Fee</b>	<b>168.95</b>
		<b>Phase Total</b>	<b>\$168.95</b>

Phase	0600	Project Meetings	
Total Fee	2,500.00		
Percent Complete	30.4116	Total Earned	760.29
		Previous Fee Billing	0.00
		Current Fee Billing	760.29
		<b>Total Fee</b>	<b>760.29</b>
		<b>Phase Total</b>	<b>\$760.29</b>

Phase	RE00	Reimbursable Expenses	
<b>Reimbursable Expenses</b>			
	Postage		113.44
	<b>Total Reimbursables</b>	<b>113.44</b>	<b>113.44</b>

<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>
Total Billings	113.44	125.00	238.44
Limit			700.00
Remaining			461.56
		<b>Phase Total</b>	<b>\$113.44</b>
		<b>Total This Invoice</b>	<b><u><u>\$2,457.14</u></u></b>



<b>Invoice Number</b> 8-301-49132	<b>Invoice Date</b> Oct 30, 2023	<b>Account Number</b> XXXX-X503-2	Page 2 of 4
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## FedEx Express Shipment Summary By Payor Type

### FedEx Express Shipments (Original)

Payor Type	Shipments	Rated Weight lbs	Transportation Charges	Special Handling Charges	Ret Chg/Tax Credits/Other	Discounts	Total Charges
Shipper	6	17.0	236.93	72.14		-125.57	183.50
<b>Total FedEx Express</b>	<b>6</b>	<b>17.0</b>	<b>\$236.93</b>	<b>\$72.14</b>		<b>-\$125.57</b>	<b>\$183.50</b>

**TOTAL THIS INVOICE USD \$183.50**

### FedEx Express Shipment Detail By Payor Type (Original)

<b>Ship Date:</b> Oct 23, 2023	<b>Cust. Ref.:</b> 2230805.09	<b>Ref.#2:</b> phase 300
<b>Payor:</b> Shipper	<b>Ref.#3:</b>	

Fuel Surcharge - FedEx has applied a fuel surcharge of 17.25% to this shipment.  
Distance Based Pricing, Zone 2

		<u>Sender</u>	<u>Recipient</u>	
Automation	INET	Amanda Robillard	Jason Kemper	
Tracking ID	773834316686	LATHAM NY 12110 US	Dept Planning & Economic	
Service Type	FedEx Standard Overnight		BALLSTON SPA NY 12020 US	
Package Type	Customer Packaging			
Zone	02			
Packages	1			
Rated Weight	1.0 lbs, 0.5 kgs	Transportation Charge		33.87
Delivered	Oct 24, 2023 13:45	Discount		-17.95
Svc Area	A4	Fuel Surcharge		3.38
Signed by	N.MERCHANT	DAS Comm		3.70
FedEx Use	000000000/1283/_	Courier Pickup Charge		0.00
		<b>Total Charge</b>	<b>USD</b>	<b>\$23.00</b>

### FedEx® Billing Online

FedEx Billing Online allows you to efficiently manage and pay your FedEx invoices online. It's free, easy and secure. FedEx Billing Online helps you streamline your billing process. With all your FedEx shipping information available in one secure online location, you never have to worry about misplacing a paper invoice or sifting through reams of paper to find information for past shipments. Go to [fedex.com](https://fedex.com) to sign up today!



<b>Invoice Number</b>	<b>Invoice Date</b>	<b>Account Number</b>	Page
8-301-49132	Oct 30, 2023	XXXX-X503-2	3 of 4

**Ship Date:** Oct 23, 2023      **Cust. Ref.:** 2230805.09      **Ref.#2:**  
**Payor:** Shipper      **Ref.#3:**

Fuel Surcharge - FedEx has applied a fuel surcharge of 17.25% to this shipment.  
Distance Based Pricing, Zone 2  
Package Delivered to Recipient Address - Release Authorized

<b>Automation</b>	INET	<b>Sender</b>	<b>Recipient</b>	
Tracking ID	773834443351	Amanda Robillard	Tracey M Clothier, AICP CEP	
Service Type	FedEx Priority Overnight	LATHAM NY 12110 US	Clothier Planning & Consulting	
Package Type	Customer Packaging		LAKE GEORGE NY 12845 US	
Zone	02			
Packages	1			
Rated Weight	1.0 lbs, 0.5 kgs	Transportation Charge		37.04
Delivered	Oct 24, 2023 11:10	Discount		-19.63
Svc Area	A9	Fuel Surcharge		4.96
Signed by	see above	Residential Delivery		5.80
FedEx Use	000000000/1486/02	Courier Pickup Charge		0.00
		DAS Resi		5.55
<b>Total Charge</b>			<b>USD</b>	<b>\$33.72</b>

**Ship Date:** Oct 24, 2023      **Cust. Ref.:** 2230805.09      **Ref.#2:** phase 300  
**Payor:** Shipper      **Ref.#3:**

Fuel Surcharge - FedEx has applied a fuel surcharge of 17.25% to this shipment.  
Distance Based Pricing, Zone 2


<b>Automation</b>	INET	<b>Sender</b>	<b>Recipient</b>	
Tracking ID	773843639131	Narajia Johnson	Jason Kemper	
Service Type	FedEx Standard Overnight	LaBella	Dept of Planning & Economic	
Package Type	Customer Packaging	LATHAM NY 12110 US	BALLSTON SPA NY 12020 US	
Zone	02			
Packages	1			
Rated Weight	1.0 lbs, 0.5 kgs	Transportation Charge		33.87
Delivered	Oct 25, 2023 12:47	Discount		-17.95
Svc Area	A4	Fuel Surcharge		3.38
Signed by	J.KEMPER	DAS Comm		3.70
FedEx Use	000000000/1283/_	Courier Pickup Charge		0.00
<b>Total Charge</b>			<b>USD</b>	<b>\$23.00</b>

**Ship Date:** Oct 24, 2023      **Cust. Ref.:** 773843639131      **Ref.#2:** phase 300  
**Payor:** Shipper      **Ref.#3:**

Fuel Surcharge - FedEx has applied a fuel surcharge of 17.25% to this shipment.  
Distance Based Pricing, Zone 2  
Package Delivered to Recipient Address - Release Authorized

<b>Automation</b>	INET	<b>Sender</b>	<b>Recipient</b>	
Tracking ID	773843692316	Narajia Johnson	Tracey M Clothier, AICP, CEP	
Service Type	FedEx Priority Overnight	LaBella	Clothing Planning & Consulting	
Package Type	Customer Packaging	LATHAM NY 12110 US	LAKE GEORGE NY 12845 US	
Zone	02			
Packages	1			
Rated Weight	1.0 lbs, 0.5 kgs	Transportation Charge		37.04
Delivered	Oct 25, 2023 12:40	Discount		-19.63
Svc Area	A9	Fuel Surcharge		4.96
Signed by	see above	Residential Delivery		5.80
FedEx Use	000000000/1486/02	Courier Pickup Charge		0.00
		DAS Resi		5.55
<b>Total Charge</b>			<b>USD</b>	<b>\$33.72</b>

THIS DOCUMENT HAS A COLORED BACKGROUND AND FLUORESCENT FIBERS • SEE ADDITIONAL SECURITY FEATURES ON REVERSE SIDE • MISSING A FEATURE INDICATES A COPY



**TOWN OF STILLWATER**  
DISBURSMENT ACCOUNT  
881 HUDSON AVE., PO BOX 700  
STILLWATER, NY 12170

**BALLSTON SPA NATIONAL BANK**  
BALLSTON SPA, NY 12020

VOID AFTER 90 DAYS

**No. 031154**

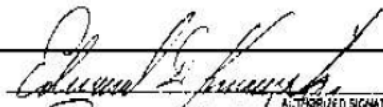
50-487  
213

DATE	CHECK NO.	AMOUNT
01/04/24	31154	\$*****2,457.14

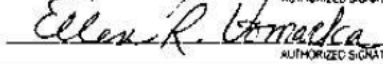
Two Thousand Four Hundred Fifty Seven AND 14/100 Dollars

PAY TO THE ORDER OF

LABELLA ASSOCIATES  
23 FOX STREET  
POUGHKEEPSIE, NY 12601



AUTHORIZED SIGNATURE



AUTHORIZED SIGNATURE

ENDORSE HERE:

**FOR DEPOSIT ONLY**

CHECK HERE IF MOBILE DEPOSIT

AT \_\_\_\_\_  
(FINANCIAL INSTITUTION)

CHEQUE

CO  
PA

INSIDE THIS  
CHECK AREA

CASH DETECTION

SH  
BE WHITE

THE SECURITY FEATURES

ON REVERSE INDICATE THE AUTHENTICITY OF THIS CHECK.

FOR MORE INFORMATION, VISIT [www.ballstonspa.com](http://www.ballstonspa.com)



VH-00505

VOUCHER  
TOWN OF STILLWATER  
P.O. Box 700  
Stillwater, New York 12170

DEPARTMENT \_\_\_\_\_  
CLAIMANT'S NAME: LaBella Associates  
21 Fox Street  
AND Poughkeepsie, NY 12601  
ADDRESS \_\_\_\_\_

Voucher Number	
Date Voucher Received	
FUND - APPROPRIATION	AMOUNT
TOTAL	
ENTERED ON ABSTRACT NO. _____	

Detailed Invoices may be attached and total entered on this voucher. Certification below must be signed. Terms \_\_\_\_\_ Purchase Order No. \_\_\_\_\_

DATE	VENDOR'S INVOICE NO.	QUANTITY	DESCRIPTION OF MATERIALS OR SERVICES	UNIT PRICE	AMOUNT
02/29/24	0220597		Town of Stillwater - EA #11 Bemis Heights Historic Trail Project No. 2230805.09		
			Alignment Feasibility Study	\$	-
			Selection of the Conceptual Alignment	\$	-
			Schematic Design of the Preferred Alignment	\$	1,989.81
			Design Development and Construction Drawings	\$	-
			Project Meetings	\$	-
			Reimbursable Expenses	\$	33.50
			TOTAL	\$	2,023.31

**CLAIMANT'S CERTIFICATION**  
I, Datanya Murray, certify that the above account in the amount of \$ 2,023.31  
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.

02/29/24 Datanya Murray Accounting Associate  
DATE SIGNATURE TITLE  
(SPACE BELOW FOR MUNICIPAL USE)

<p><b>DEPARTMENT APPROVAL</b></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>02/29/24</u> <u>[Signature]</u> DATE AUTHORIZED OFFICIAL</p>	<p><b>REVIEWED FOR PAYMENT</b></p> <p><u>[Signature]</u> _____ DATE</p> <p><u>[Signature]</u> _____ AUDITING BOARD</p>
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# INVOICE



LaBella Associates  
21 Fox Street  
Poughkeepsie, NY 12601  
(845) 454-3980  
www.labelapc.com

Edward Kinowski  
Town of Stillwater  
  
PO Box 700  
Stillwater, NY 12169

February 29, 2024

Project No: 2230805.09  
Invoice No: 220597

<b>Invoice Total</b>	<b>\$2,023.31</b>
----------------------	-------------------

Project Manager Brit Basinger

Project 2230805.09 T-Stillwater EA 11 Bemis Heights Historic Trail  
2023 Engagement Letter #11\_

**Professional Services for the Period: January 27, 2024 to February 23, 2024**

---

Phase 0300 Schematic Design of the Preferred Alignment

Total Fee	14,600.00		
Percent Complete	104.6342	Total Earned	15,276.59
		Previous Fee Billing	13,286.78
		Current Fee Billing	1,989.81
		<b>Total Fee</b>	<b>1,989.81</b>
		<b>Phase Total</b>	<b>\$1,989.81</b>

---

Phase RE00 Reimbursable Expenses

**Reimbursable Expenses**

Mileage		33.50	
<b>Total Reimbursables</b>		<b>33.50</b>	<b>33.50</b>

**Billing Limits**

	Current	Prior	To-Date
Total Billings	33.50	238.44	271.94
Limit			700.00
Remaining			428.06
		<b>Phase Total</b>	<b>\$33.50</b>

**Total This Invoice** \$2,023.31

# Billing Backup

Tuesday, March 12, 2024

LaBella Associates, D.P.C.

Invoice <Draft> Dated 2/29/2024

12:15:58 PM

Project 2230805.09 T-Stillwater EA 11 Bemis Heights Historic Trail

Phase RE00 Reimbursable Expenses

## Reimbursable Expenses

TRAVEL, DIR BILLABLE

EX 00000098529 2/22/2024 Burkard, Diane / LaBella Latham office to 33.50  
Town of Stillwa / site visit/mtg with town  
supervisor / 50.00 miles @ 0.67


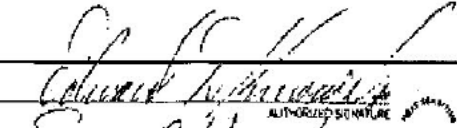
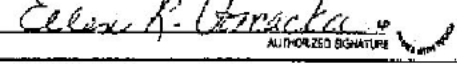
**Total Reimbursables 33.50 33.50**

**Phase Total \$33.50**

**Project Total \$33.50**

**Total this Report \$33.50**

THIS DOCUMENT HAS A COLORED BACKGROUND AND FLUORESCENT FIBERS • SEE ADDITIONAL SECURITY FEATURES ON REVERSE SIDE • MISSING A FEATURE INDICATES A COPY

 <b>TOWN OF STILLWATER</b> DISBURSMENT ACCOUNT 881 HUDSON AVE. PO BOX 700 STILLWATER, NY 12170	<b>BALLSTON SPA NATIONAL BANK</b> BALLSTON SPA, NY 12020	<b>No. 031579</b>
	VOID AFTER 90 DAYS	50-467 210
DATE	CHECK NO.	AMOUNT
04/04/24	31579	\$2,023.31
Two Thousand Twenty Three AND 31/100 Dollars		
PAY TO THE ORDER OF LABELLA ASSOCIATES 21 FOX STREET POUGHKEEPSIE, NY 12601	 	

ENDORSE HERE:

CHECK HERE IF MOBILE DEPOSIT

**FOR DEPOSIT ONLY**

AT \_\_\_\_\_

FINANCIAL INSTITUTION

COPIES OF THIS CHECK ARE NOT VALID

SHO... DE WHITE

CHENIC

INVESTIGATION

VERIFIED RESIDENCE OF SIGNER: GOVERNORS BRG. 05

V4-00048

VOUCHER  
TOWN OF STILLWATER  
P.O. Box 700  
Stillwater, New York 12170

Voucher Number	
Date Voucher Received	
FUND - APPROPRIATION	AMOUNT
H 1440-445	
TOTAL	
ENTERED ON ABSTRACT NO.	

DEPARTMENT \_\_\_\_\_

CLAIMANT'S NAME LaBella Associates  
AND 21 Fox Street  
ADDRESS Poughkeepsie, NY 12601

Detailed Invoices may be attached and total entered on this voucher  
Certification below must be signed

Terms \_\_\_\_\_

Purchase Order No. \_\_\_\_\_

DATE	VENDOR'S INVOICE NO.	QUANTITY	DESCRIPTION OF MATERIALS OR SERVICES	UNIT PRICE	AMOUNT
03/31/24	0224645		Town of Stillwater - EA #11 Bemis Heights Historic Trail Project No. 2230805.09		
			Alignment Feasibility Study		\$ 2,174.98
			Selection of the Conceptual Alignment		\$ -
			Schematic Design of the Preferred Alignment		\$ -
			Design Development and Construction Drawings		\$ -
			Project Meetings		\$ -
			Reimbursable Expenses		\$ -
				TOTAL	\$ 2,174.98

CLAIMANT'S CERTIFICATION

I, Datanya Murray, certify that the above account in the amount of \$ 2,174.98 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.

03/31/24

*Datanya Murray*

Accounting Associate

DATE

SIGNATURE

TITLE

(SPACE BELOW FOR MUNICIPAL USE)

<p><b>DEPARTMENT APPROVAL</b></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><i>[Signature]</i> DATE AUTHORIZED OFFICIAL</p>	<p><b>REVIEWED FOR PAYMENT</b></p> <p><i>[Signature]</i> DATE</p> <p><i>[Signature]</i> AUDITING BOARD</p>
---	--

# INVOICE



LaBella Associates  
21 Fox Street  
Poughkeepsie, NY 12601  
(845) 454-3980  
www.labellapc.com

Edward Kinowski  
Town of Stillwater  
  
PO Box 700  
Stillwater, NY 12169

March 31, 2024

Project No: 2230805.09  
Invoice No: 224645

<b>Invoice Total</b>	<b>\$2,174.98</b>
----------------------	-------------------

Project Manager Brit Basinger  
Project 2230805.09 T-Stillwater EA 11 Bemis Heights Historic Trail  
2023 Engagement Letter #11\_

**Professional Services for the Period: February 24, 2024 to March 22, 2024**

Phase 0700 Alignment Feasibility Analysis

Total Fee 14,094.00

Percent Complete

15.432 Total Earned

2,174.98

Previous Fee Billing

0.00

Current Fee Billing

2,174.98

Total Fee

**2,174.98**


Phase Total

**\$2,174.98**

Total This Invoice

**\$2,174.98**

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 **TOWN OF STILLWATER**  
DISBURSMENT ACCOUNT  
361 HUDSON AVE., PO BOX 700  
STILLWATER, NY 12170

**BALLSTON SPA NATIONAL BANK**  
BALLSTON SPA, NY 12020

No. **031746**

VOID AFTER 90 DAYS

50-467  
213

DATE	CHECK NO	AMOUNT
05/06/24	31746	\$2,174.98

Two Thousand One Hundred Seventy Four AND 98/100 Dollars

PAY TO THE ORDER OF LABELLA ASSOCIATES  
21 FOX STREET  
POUGHKEEPSIE, NY 12601

*Edward J. ...*  
AUTHORIZED SIGNATURE

*Ellen R. Homacker*  
AUTHORIZED SIGNATURE

ENDORSE HERE:

**FOR DEPOSIT ONLY**

CHECK HERE IF MOBILE DEPOSIT

AT \_\_\_\_\_

FRONT SIDE ONLY

BACK SIDE ONLY

BE WHITE

INSIDE THIS AREA

361 DETECTOR

THIS DOCUMENT HAS A COLORED BACKGROUND AND FLUORESCENT FIBERS • SEE ADDITIONAL SECURITY FEATURES ON REVERSE SIDE • MISSING A FEATURE, INDICATES A COPY

© 2008 Ballston Spa National Bank

14-00777

VOUCHER  
TOWN OF STILLWATER  
P.O. Box 700  
Stillwater, New York 12170

DEPARTMENT \_\_\_\_\_

CLAIMANT'S NAME LaBella Associates  
21 Fox Street  
AND Poughkeepsie, NY 12601  
ADDRESS \_\_\_\_\_

Voucher Number	
Date Voucher Received	
FUND - APPROPRIATION	AMOUNT
\$ 1440-145	
TOTAL	
ENTERED ON ABSTRACT NO.	

Detailed Invoices may be attached and total entered on this voucher  
Certification below must be signed

Terms \_\_\_\_\_

Purchase Order No. \_\_\_\_\_

DATE	VENDOR'S INVOICE NO.	QUANTITY	DESCRIPTION OF MATERIALS OR SERVICES	UNIT PRICE	AMOUNT
04/30/24	0225710		Town of Stillwater - EA #11 Bemis Heights Historic Trail Project No. 2230805.09		
			Alignment Feasibility Study	\$	1,074.92
			Selection of the Conceptual Alignment	\$	-
			Schematic Design of the Preferred Alignment	\$	-
			Design Development and Construction Drawings	\$	-
			Project Meetings	\$	-
			Reimbursable Expenses	\$	-
				TOTAL	\$ 1,074.92

CLAIMANT'S CERTIFICATION

I, Datanya Murray, certify that the above account in the amount of \$ 1,074.92

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.

04/30/24

*Mary Purcell-Negron*

Accounting Associate

DATE

SIGNATURE

TITLE

(SPACE BELOW FOR MUNICIPAL USE)

<p><b>DEPARTMENT APPROVAL</b></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><i>[Signature]</i>  DATE AUTHORIZED OFFICIAL</p>	<p><b>REVIEWED FOR PAYMENT</b></p> <p><i>[Signature]</i>  _____  DATE</p> <p style="text-align: right;"><i>[Signature]</i>  _____  AUDITING BOARD</p>
--	---



# INVOICE



LaBella Associates  
21 Fox Street  
Poughkeepsie, NY 12601  
(845) 454-3980  
www.labellapc.com

Edward Kinowski  
Town of Stillwater, NY  
PO Box 700  
Stillwater, NY 12169

April 30, 2024

Project No: 2230805.09  
Invoice No: 225710

<b>Invoice Total</b>	<b>\$1,074.92</b>
----------------------	-------------------

Project Manager Brit Basinger

Project 2230805.09 T-Stillwater EA 11 Bemis Heights Historic Trail  
2023 Engagement Letter #11\_

**Professional Services for the Period: March 23, 2024 to April 19, 2024**

Phase 0700 Alignment Feasibility Analysis


Total Fee 14,094.00

Percent Complete	23.0587	Total Earned	3,249.90
		Previous Fee Billing	2,174.98
		Current Fee Billing	1,074.92
		<b>Total Fee</b>	<b>1,074.92</b>

**Phase Total \$1,074.92**

**Total This Invoice \$1,074.92**

THIS DOCUMENT HAS A COLORED BACKGROUND AND FLUORESCENT FIBERS - SEE ADDITIONAL SECURITY FEATURES ON REVERSE SIDE - MISSING A FEATURE INDICATES A COPY



**TOWN OF STILLWATER**  
DISBURSMENT ACCOUNT  
881 HUDSON AVE., PO BOX 700  
STILLWATER, NY 12170

**BALLSTON SPA NATIONAL BANK**  
BALLSTON SPA, NY 12020

VOID AFTER 90 DAYS

**No. 031845**

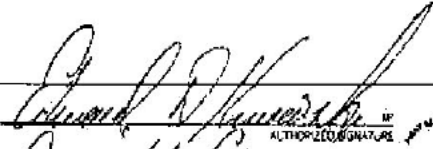
50-487  
213

DATE	CHECK NO.	AMOUNT
06/04/24	31845	\$*****1,074.92

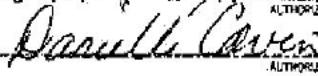
One Thousand Seventy Four AND 92/100 Dollars

PAY TO THE ORDER OF

**LABELLA ASSOCIATES**  
21 FOX STREET  
POUGHKEEPSIE, NY 12601



AUTHORIZED SIGNATURE



AUTHORIZED SIGNATURE

The following information is provided for your information:

- If you are depositing this check into a mobile deposit account, you must use the mobile deposit app provided by the bank.

- If you are depositing this check into a traditional account, you must use the deposit slip provided by the bank.

- If you are depositing this check into a teller window, you must use the deposit slip provided by the bank.

- If you are depositing this check into an ATM, you must use the deposit slip provided by the bank.

- If you are depositing this check into a drive-through teller window, you must use the deposit slip provided by the bank.

- If you are depositing this check into a self-service kiosk, you must use the deposit slip provided by the bank.

- If you are depositing this check into a mobile deposit account, you must use the mobile deposit app provided by the bank.

- If you are depositing this check into a traditional account, you must use the deposit slip provided by the bank.

- If you are depositing this check into a teller window, you must use the deposit slip provided by the bank.

- If you are depositing this check into an ATM, you must use the deposit slip provided by the bank.

- If you are depositing this check into a drive-through teller window, you must use the deposit slip provided by the bank.

- If you are depositing this check into a self-service kiosk, you must use the deposit slip provided by the bank.

**FOR DEPOSIT ONLY**

CHECK HERE IF MOBILE DEPOSIT

AT (FINANCIAL INSTITUTION)

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COOL SIDE THIS

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SN DETECTION



# SARATOGA COUNTY EST. 1791

## Planning & Economic Development

### 2024 Economic Development Grant Reimbursement Request Form

#### Applicant Information

Town/City TOWN OF WILTON

#### Grant Information

Project Name GAVIN PARK - PAVILION GUTTERS AND SNOW SLIDES

Date of project completion MAY 2024

Reimbursement Amount Requested (\$10,000 or less) \$10,000.00

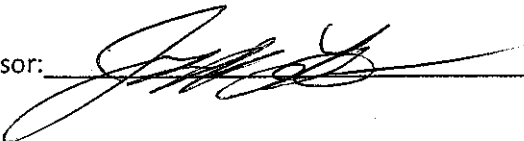
#### Checklist for required documentation:

- Worksheet listing all expenses (see page 2)
- Invoices
- Vouchers
- Proof of payment (Canceled checks)

#### Project Outcome Narrative:

The pavilion is used by the public for private parties and sports teams who rent the ball fields. The pavilion is also used by the Town to host community-wide events such as Community Day and the summer concert series. The pavilion becomes an ice skating rink in the winter, providing a free, enjoyable activity for the community.

The removal of old gutters and installation of new gutters and snow slides will ensure the safe usage of the pavilion during inclement weather and will prolong the life of the pavilion structure.

Signature of Town/City Supervisor:  Date: August 6, 2024

Please submit reimbursement request form with the required documentation 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

## 2024 ED Grant Expense Worksheet

Vendor	Invoice Date	Description	Cost	OFFICE USE ONLY		
				I	V	C
MUNTER ENTERPRISES, INC.	MAY 1, 2023	REMOVE OLD GUTTERSE. REPLACE WITH NEW GUTTERS AND SNOW SLIDES.	\$20,293.55			
<b>TOTAL COST</b>						

**COUNTY OF SARATOGA**  
 COUNTY MUNICIPAL CENTER  
 BALLSTON SPA NY 12020

**VOUCHER**

PURCHASE  
 ORDER NO.

VOUCHER  
 NO.

DO NOT WRITE IN THIS BOX

DEPT. County Administrator

Claimant's Name and Address	TOWN OF WILTON 22 TRAVER ROAD WILTON NY 12831
-----------------------------	---

DATE VOUCHER RECEIVED		
FUND APPROPRIATION	AMOUNT	PO Number
OPEN \$		
CK	JE	
	TOTAL	
Abstract No.		
Vendor's Ref. No.		DP

DATE	QUANTITY	DESCRIPTION OF MATERIALS OR SERVICES	UNIT PRICE	AMOUNT
7/29/2024	1	2024 SARATOGA COUNTY ECONOMIC DEVELOPMENT GRANT TOWN OF WILTON - GAVIN PARK PAVILION GUTTERS AND SNOW SLIDES	\$10,000.00	\$10,000.00
			<b>TOTAL</b>	<b>\$10,000.00</b>

CLAIMANT'S CERTIFICATION

MARIA ELENA MORAN, certify that the above account in the amount of \$ \$10,000.00 is true

*Claimant must print name above*

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 amount claimed is actually due.

August 6, 2024

*Maria Elena Moran*

COMPTROLLER

Date

SIGNATURE

TITLE

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 COUNTY OFFICIAL

APPROVAL FOR PAYMENT

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

# INVOICE

77417-  
77418



**CUSTOMER:**

Town of Wilton - Gavin Park  
10 Lewis Dr.  
Saratoga Springs, NY 12866

DATE:

5/1/2023

**CONTRACTOR:**

Munter Enterprises, Inc.  
881 Murray Road  
Middle Grove, New York 12850

Town of Wilton PO#:	12029-100	Date:	7/31/2023
Town of Wilton PO#:	02023-78	Date:	10/6/2023
Munter INVOICE #	23-50-01		

\* 23-50-01A

**SUMMARY**

Gavin Park Pavilion - Remove old gutter, furnish and install new gutters *PO 2023-100 77417* \$ 10,358.55  
 Gavin Park Pavilion Snow Slides - Furnish and install *PO 2023-78 77418* \$ 9,935.00

Total	\$ 20,293.55
Sales tax 7%	exempt
AMOUNT OF THIS INVOICE	\$ 20,293.55
<b>BALANCE DUE THIS INVOICE</b>	<b>\$ 20,293.55</b>

**PLEASE REMIT PAYMENT TO:**

Munter Enterprises, Inc.  
881 Murray Road  
Middle Grove, New York 12850

Account *[Signature]* 100-714,000-599,208

PO# (if needed): \_\_\_\_\_

Departmental Approval: \_\_\_\_\_  
The services or materials were ordered or furnished to the municipality on the dates stated, and the charges are correct.

TERMS: NET 15, 1 1/2% interest per month on

Signature: *[Signature]*

Date: 5-1-2024

Approval for Payment: \_\_\_\_\_  
This claim is approved and ordered paid from the appropriations indicated above.

Signature: *[Signature]*

Date: 5/2/2024

THANK YOU FOR THE BUSINESS!!  
[www.munterenterprises.com](http://www.munterenterprises.com)  
 881 Murray Road, Middle Grove, New York 12850

TOWN OF WILTON  
GENERAL FUND  
22 TRAVEL ROAD  
MIDDLE GROVE, NY 12831

SARATOGA NATIONAL BANK  
AND TRUST COMPANY  
100 N. WASHINGTON ST.  
SARATOGA, NY 12158

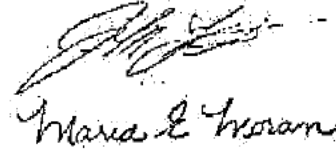
047495

Check Date: 05/10/2024

\$20,293.55

PAY TWENTY THOUSAND TWO HUNDRED NINETY-THREE DOLLARS AND 55 CENTS\*\*\*\*\*

TO THE MUNTER ENTERPRISES INC  
ORDER 881 MURRAY RD  
OF MIDDLE GROVE, NY 12850



Maria E. Moran



MICROFILMED BY...		FOR DEPOSIT ONLY MUNTER ENTERPRISES, INC.
-------------------	--	--



# SARATOGA COUNTY EST. 1791

## Planning & Economic Development

### 2024 Economic Development Fund Application Form

#### Applicant Information

Town/City TOWN OF WILTON

Address 22 TRAVER ROAD

Contact person (if other than Supervisor) MARIA MORAN

Contact Email: MMORAN@TOWNOFWILTON.COM

#### Grant Information

Project Name GAVIN PARK - PAVILION GUTTERS AND SNOW SLIDES

Amount of grant request (\$10,000 or less) \$10,000.00

How funds will be used REMOVE OLD GUTTERS, PURCHASE AND INSTALL NEW GUTTERS AND SNOWSLIDES

Estimated project start date MAY 2024 Estimated project completion MAY 2024

How does the project align with the economic development objectives in your community?

The pavilion at Gavin Park is used for Town-wide events such as Community Day, summer concerts, summer camp activities and for winter ice-skating. The pavilion is also available to sports teams which rent the ball fields and to the public for rental for private parties. The removal of old gutters and purchase/installation of new gutters and snow slides for the pavilion roof will ensure that snow and rain run off will not negatively impact users.

What are the project deliverables?

The removal of the old gutters, and purchase and installation of new gutters and snow slides will ensure safe usage of the pavilion during inclement weather, and will prolong the life of the pavilion structure.

How will you measure results (ex: new jobs or investment)?

We are expecting an extended useful life of the pavilion structure, and safe usage for participants during inclement weather.

Signature of [Signature]  
Town/City Supervisor: \_\_\_\_\_

Date: June 21, 2024

**Application Deadline:** June 21, 2024.

Please submit application via email to [jkemper@saratogacountyny.gov](mailto:jkemper@saratogacountyny.gov) or mail to:  
Jason Kemper, Director  
Saratoga County Department of Planning and Economic Development  
50 West High Street, Ballston Spa, NY 12020  
518.884.4705