

We hereby certify that the vouchers listed on this abstract for this period consisting of these attached pages were audited and allowed in the amounts shown. Authorization is hereby given and direction is made to pay each of the claimants the amount opposite his or her name.

February 13, 2023

Mayor

Trustee

Trustee

Trustee

Trustee

Village of Ballston Spa Abstract of Audited Vouchers from 2/13/2023 to 2/13/2023

<u>Claimant</u>	<u>Invoice Date</u>	<u>Invoice Description</u>	<u>Voucher #</u>	<u>Distribution Acct</u>	<u>Account Description</u>	<u>AP Owed</u>	<u>Chk #</u>	<u>Chk Date</u>
Voucher Type: Regular								
3N Document Destruction Inc	1/31/2023	194898 Court	407	AA.1110.400.000	Justices CE	187.50		
3N Document Destruction Inc Total						<u>187.50</u>		
ADP LLC	1/20/2023	624126137 Period Ending 1/14/23	312	AA.1325.400.000	Treasurer CE	167.15		
	1/27/2023	625314061 Period Ending 1/21/23		AA.1325.400.000	Treasurer CE	156.11		
ADP LLC Total						<u>323.26</u>		
Allerdice Building Supply, Inc	1/31/2023	2301-218454 Water	401	AA.8340.404.000	Transmission & Distribution - CE - Repair	13.49		
Allerdice Building Supply, Inc Total						<u>13.49</u>		
Allied Universal Security Svcs	1/08/2023	13746668 Security - December	311	AA.1110.400.000	Justices CE	561.40		
Allied Universal Security Svcs Total						<u>561.40</u>		
Amazon Business	12/01/2022	1WWW-6316-7HGL Treasurer supplies	355	AA.1325.405.000	Treasurer CE -Supplies	33.11		
	1/18/2023	1FMW-V4YR-C43H police		AA.3120.405.000	Police CE - Supplies	38.98		
	1/18/2023	1PDX-J7H6-PWLG OFFICE		AA.1410.405.000	Village Clerk CE - Other	25.64		
	1/26/2023	1c39-XV4K-JKWW office		AA.1410.405.000	Village Clerk CE - Other	26.32		
	2/03/2023	1H4Q-1DKC-7PDL Office/ postage tape		AA.1410.400.000	Village Clerk CE - Contracts	21.99		
	12/01/2023	1CXM-FFL7-DG6T OFFICE		AA.1410.405.000	Village Clerk CE - Other	37.67		
Amazon Business Total						<u>183.71</u>		
American Rock Salt Company Inc	1/30/2023	0733160 Bulk Salt	396	AA.5142.406.000	Snow Removal CE - Others	12,971.84		
American Rock Salt Company Inc Total						<u>12,971.84</u>		

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Baker & Taylor	1/17/2023	5018134744 books	310	LL.7410.405.000	Library CE - Supplies	45.05		
<u>Baker & Taylor Total</u>						<u>45.05</u>		
Behan Planning And Design	2/03/2023	1020 Services 1/1/23 thru 1/28/23	376	AA.8010.400.000	Zoning CE	1,200.00		
<u>Behan Planning And Design Total</u>						<u>1,200.00</u>		
Brooks, Steve	1/31/2023	20230131 January tool rental	347	AA.5110.404.000	Street Administration CE - Repairs & Mai	500.00		
<u>Brooks, Steve Total</u>						<u>500.00</u>		
Brookside Museum	1/20/2023	1005 SOUND OF SUMMER CONCERT	332	AA.7010.400.000	Fund For the Arts	1,200.00		
<u>Brookside Museum Total</u>						<u>1,200.00</u>		
Commissioner Of Finance	12/31/2022	007749 SBL # 177.-1-24	352	AA.1950.400.000	Taxes on Village CE	234.93		
	12/31/2022	007750 SBL # 177.-1-25		AA.1950.400.000	Taxes on Village CE	163.20		
	12/31/2022	007755 SBL # 177.-1-33.1		AA.1950.400.000	Taxes on Village CE	623.85		
	12/31/2022	007759 SBL # 177.-1-36		AA.1950.400.000	Taxes on Village CE	303.97		
	12/31/2022	011106 SBL# 615.089-9999-202.500-1001		AA.1950.400.000	Taxes on Village CE	1,114.71		
<u>Commissioner Of Finance Total</u>						<u>2,440.66</u>		
County Waste - Clifton Park	2/01/2023	32165887W910 Jan Service	405	AA.1640.406.000	Central Garage CE - Other	242.00		
	2/01/2023	32165887W910 Jan Service		AA.3412.406.000	Union Fire Dept CE - Other	60.00		
	2/01/2023	32165887W910 Jan Service		AA.3411.406.000	E.M.L. Fire Edpt CE - Other	60.00		
<u>County Waste - Clifton Park Total</u>						<u>362.00</u>		
Curtis Lumber Company, Inc.	1/24/2023	2301-228255 Streets	402	AA.5110.404.000	Street Administration CE - Repairs & Mai	58.68		
<u>Curtis Lumber Company, Inc. Total</u>						<u>58.68</u>		

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Daigle Cleaning Systems, Inc	2/01/2023	20710 Jan services	377	AA.1620.400.000	Buildings CE - 66 Front St. - Contracts	345.00		
	12/01/2023	20123 DECEMBER CLEANING		AA.1620.400.000	Buildings CE - 66 Front St. - Contracts	350.17		
Daigle Cleaning Systems, Inc Total						<u>695.17</u>		
[REDACTED]			431					
	1/25/2023	20230125 Medical reimbursement		AA.9060.800.000	Medical Insurance (Village Share) EB	15.00		
[REDACTED] Total						<u>15.00</u>		
Display Sales			393					
	1/18/2023	INV- 034938 Flags		AA.7550.408.000	Celebrations CE- Flags	1,820.00		
Display Sales Total						<u>1,820.00</u>		
Dival Safety Equipment, Inc			361					
	1/16/2023	3221312 Union liquid smoke		AA.3412.405.000	Union fire Dept CE - Supplies	158.85		
	1/19/2023	3223677 Union- liquid smoke		AA.3412.405.000	Union fire Dept CE - Supplies	52.95		
	1/23/2023	3224776 Union - Fire Coats and Pants x3		AA.3412.406.000	Union Fire Dept CE - Other	7,680.00		
	1/24/2023	3225604 Union		AA.3412.405.000	Union fire Dept CE - Supplies	288.00		
	1/26/2023	3227494 Fire Chief		AA.3410.200.000	Fire Chiefs EQ	73.50		
	1/31/2023	3229518 foam		AA.3412.405.000	Union fire Dept CE - Supplies	840.00		
	1/31/2023	3229960 Nozzle		AA.3412.405.000	Union fire Dept CE - Supplies	899.00		
Dival Safety Equipment, Inc Total						<u>9,992.30</u>		
Efpr Solutions			374					
	1/30/2023	332711 accounting fees FY 2022/2023		AA.1325.400.000	Treasurer CE	2,400.00		
Efpr Solutions Total						<u>2,400.00</u>		
F&C Cleaning Systems			337					
	1/28/2023	1310 January Cleaning for Library		LL.7410.400.000	Library CE - Contracts	600.00		
F&C Cleaning Systems Total						<u>600.00</u>		

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Fabian, Cody	2/02/2023	20230202 Annual Website Fee	386	AA.3120.406.000	Police CE - Other	194.71		
Fabian, Cody Total						<u>194.71</u>		
Ferguson Waterworks	1/17/2023	1141503 Water/Erie	397	AA.8340.404.000	Transmission & Distribution - CE - Repair	92.50		
Ferguson Waterworks Total						<u>92.50</u>		
G A Bove & Sons, Inc.	1/04/2023	117690 Jan Invoice -Propane	418	AA.8340.403.000	Transmission & Distribution - CE - Fuel	279.07		
	1/11/2023	119270 Jan- Diesel 2 invoices		AA.3411.403.000	E.M.L. Fire Dept CE - Fuel	152.94		
	1/11/2023	119270 Jan- Diesel 2 invoices		AA.3412.403.000	Union Fire Dept CE - Fuel	268.04		
	1/11/2023	119270 Jan- Diesel 2 invoices		AA.5110.403.000	Street Administration CE - Fuel	2,041.59		
	2/01/2023	125506 Jan Invoice- Gas 2 invoices		AA.3410.403.000	Fire Chiefs CE - Fuel	923.14		
	2/01/2023	125506 Jan Invoice- Gas 2 invoices		AA.3412.403.000	Union Fire Dept CE - Fuel	32.15		
	2/01/2023	125506 Jan Invoice- Gas 2 invoices		AA.5110.403.000	Street Administration CE - Fuel	984.42		
	2/01/2023	125506 Jan Invoice- Gas 2 invoices		AA.3120.403.000	Police CE - Fuel	983.01		
G A Bove & Sons, Inc. Total						<u>5,664.36</u>		
Grainger	1/27/2023	9589701102 Colonial hills tower	399	AA.8340.404.000	Transmission & Distribution - CE - Repair	1,417.28		
	2/01/2023	9593162275 Colonial Hills		AA.8340.404.000	Transmission & Distribution - CE - Repair	201.83		
Grainger Total						<u>1,619.11</u>		
Hoffman Car Wash, Inc	1/31/2023	0020238-IN Jan car washes	388	AA.3410.406.000	Fire Chiefs CE - Other	55.00		
Hoffman Car Wash, Inc Total						<u>55.00</u>		
Jarvis, Alex	2/08/2023	20230208 Sidewalk Reimbursement	426	AA.5410.400.000	Sidewalks CE	468.75		
Jarvis, Alex Total						<u>468.75</u>		

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Kanopy Inc	1/31/2023	333969-PPU Videos	380	LL.7410.405.000	Library CE - Supplies	123.00		
<u>Kanopy Inc Total</u>						<u>123.00</u>		
Kj Sterns Towing	10/14/2022	26109 Towing for fire truck - EML	364	AA.3411.404.000	E.M.L. Fire Dept CE - Repairs & Maint.	690.00		
<u>Kj Sterns Towing Total</u>						<u>690.00</u>		
Krogh, Colby	2/07/2023	20230207 gas reimbursement	403	AA.3410.403.000	Fire Chiefs CE - Fuel	63.16		
<u>Krogh, Colby Total</u>						<u>63.16</u>		
Krogh, Kevin	1/30/2023	20230130 carhartt and logo	346	AA.3410.406.000	Fire Chiefs CE - Other	354.97		
<u>Krogh, Kevin Total</u>						<u>354.97</u>		
Labella Associates, Dpc	12/31/2022	184616 Services for 11/26 - 12/30 Topographic survey Front St and Wiswall	348	AA.1440.400.000	Engineering - CE	9,050.00		
<u>Labella Associates, Dpc Total</u>						<u>9,050.00</u>		
Lowe'S	1/25/2023	20230208 vac truck supplies	422	GG.8120.404.000	Sanitary Sewers CE - Repairs & Maint.	470.86		
<u>Lowe'S Total</u>						<u>470.86</u>		
Mahoneynotify-Plus, Inc.	2/01/2023	0323093-IN Union - Monthly fire monitoring	408	AA.3412.406.000	Union Fire Dept CE - Other	28.50		
<u>Mahoneynotify-Plus, Inc. Total</u>						<u>28.50</u>		
Mangino Chevrolet, Inc	1/23/2023	81774 Fire Police repairs	389	AA.3413.404.000	Fire Police CE- Repair & Maint	480.49		
<u>Mangino Chevrolet, Inc Total</u>						<u>480.49</u>		
Mes-New York	1/31/2023	IN1824223 EML Service call	370	AA.3411.406.000	E.M.L. Fire Edpt CE - Other	2,101.70		
<u>Mes-New York Total</u>						<u>2,101.70</u>		

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Midwest Tape	1/30/2023	503299043 DVD	379	LL.7410.405.000	Library CE - Supplies	32.23		
Midwest Tape Total						<u>32.23</u>		
Morris Ford-Mercury, Inc.	1/26/2023	223263 2009 Ford	387	AA.3120.404.000	Police CE - Repairs & Maint.	44.16		
Morris Ford-Mercury, Inc. Total						<u>44.16</u>		
North Country Printing And Gra	1/30/2023	7466 Water Bills	391	AA.8340.405.000	Transmission & Distribution - CE - Suppl	1,111.76		
	1/30/2023	7466 Water Bills		GG.8120.405.000	Sanitary Sewers CE - Supplies	556.04		
North Country Printing And Gra Total						<u>1,667.80</u>		
Northway Communications, LLC	1/09/2023	E2313 Union	359	AA.3412.200.000	Union Fire Dept EQ	896.40		
	1/21/2023	C018037 Union pager battery		AA.3412.200.000	Union Fire Dept EQ	50.00		
Northway Communications, LLC Total						<u>946.40</u>		
NYSAMCC, Inc.	2/02/2023	20230202 Annual Dues- Kristen	385	AA.1110.406.000	Justices - Other	60.00		
	2/07/2023	20230207 Annual Dues- Donna		AA.1110.406.000	Justices - Other	60.00		
NYSAMCC, Inc. Total						<u>120.00</u>		
	1/23/2023	20230130 reimbursement for health	324	AA.9060.800.000	Medical Insurance (Village Share) EB	15.00		
	2/02/2023	20230202 medical bill		AA.9060.800.000	Medical Insurance (Village Share) EB	15.00		
Total						<u>30.00</u>		
Pace Analytical Service, LLC	1/20/2023	C079044 C079044	398	AA.8340.405.000	Transmission & Distribution - CE - Suppl	103.00		
	2/07/2023	C079215 C079215		AA.8340.405.000	Transmission & Distribution - CE - Suppl	64.00		
Pace Analytical Service, LLC Total						<u>167.00</u>		

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Pallette Stone Corporation	1/11/2023	536244 Supplies	424	AA.1640.404.000	Central Garage CE - Repairs & Maint.	180.00		
<u>Pallette Stone Corporation Total</u>						<u>180.00</u>		
Petty Cash	2/01/2023	20230101 Stamps	375	AA.0210.000.000	Petty Cash	63.00		
<u>Petty Cash Total</u>						<u>63.00</u>		
Ringsquared Telecom LLC	2/03/2023	IN83467 Phone services - Jan	425	AA.1110.402.000	Justices CE - Phone & Internet	136.40		
	2/03/2023	IN83467 Phone services - Jan		AA.1620.402.000	Shared Services CE - Front-Phone/Inter	186.90		
	2/03/2023	IN83467 Phone services - Jan		AA.1640.402.000	Central Garage CE - Phone & Internet	104.85		
	2/03/2023	IN83467 Phone services - Jan		AA.3120.402.000	Police CE - Phone & Internet	245.15		
	2/03/2023	IN83467 Phone services - Jan		AA.3411.402.000	E.M.L. Fire Dept CE - Phone & Internet	155.35		
	2/03/2023	IN83467 Phone services - Jan		AA.3412.402.000	Union Fire Dept CE - Phone & Internet	168.30		
	2/03/2023	IN83467 Phone services - Jan		AA.7180.402.000	Spec Rec Fac CE - Phone & Internet	11.98		
	2/03/2023	IN83467 Phone services - Jan		AA.8340.402.000	Transmission & Distribution - CE - Phone	341.70		
	2/03/2023	IN83467 Phone services - Jan		GG.8120.402.000	Sanitary Sewers CE - Phone & Internet	81.90		
	2/03/2023	IN83467 Phone services - Jan		LL.7410.402.000	Library CE - Phone & Internet	203.35		
	2/03/2023	IN83467 Phone services - Jan		AA.3620.402.000	Safety Inspectors CE - Phone & Internet	54.50		
<u>Ringsquared Telecom LLC Total</u>						<u>1,690.38</u>		
RR Donnelley	1/20/2023	335855588 checks	404	AA.1325.405.000	Treasurer CE -Supplies	293.38		
<u>RR Donnelley Total</u>						<u>293.38</u>		
Saratoga Auto Supply***	12/13/2022	901216 supplies	323	AA.1640.405.000	Central Garage CE - Supplies	22.00		
	12/14/2022	901452 supplies		AA.1640.405.000	Central Garage CE - Supplies	21.04		

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	1/03/2023	905761 supplies		AA.1640.405.000	Central Garage CE - Supplies	108.54		
	1/05/2023	906199 supplies		AA.1640.405.000	Central Garage CE - Supplies	43.98		
	1/06/2023	906612 SUPPLIES		AA.1640.405.000	Central Garage CE - Supplies	70.99		
	1/09/2023	907060 supplies		AA.5110.404.000	Street Administration CE - Repairs & Mai	12.08		
	1/10/2023	907483 supplies		AA.1640.405.000	Central Garage CE - Supplies	142.63		
	12/14/2023	901625 credit		AA.1640.405.000	Central Garage CE - Supplies	-43.72		
	12/15/2023	901800 credit		AA.1640.405.000	Central Garage CE - Supplies	-22.00		
		<u>Saratoga Auto Supply*** Total</u>				<u>355.54</u>		
		<u>Saratoga County Treasurer</u>	336					
	1/13/2023	20230130 P/Z CONFERENCE MEETING		AA.8020.406.000	Planning CE - Other	260.00		
	1/13/2023	20230130 P/Z CONFERENCE MEETING		AA.8010.406.000	Zoning CE - Other	195.00		
	1/13/2023	20230130 P/Z CONFERENCE MEETING		AA.1010.406.000	Board of Trustees - Other	65.00		
		<u>Saratoga County Treasurer Total</u>				<u>520.00</u>		
		<u>Seeley Office Systems</u>	309					
	1/20/2023	0109014-001 supplies		LL.7410.405.000	Library CE - Supplies	107.88		
	1/25/2023	0109104-001 supplies		LL.7410.405.000	Library CE - Supplies	109.75		
	1/26/2023	0109104-002 supplies		LL.7410.405.000	Library CE - Supplies	8.54		
		<u>Seeley Office Systems Total</u>				<u>226.17</u>		
		<u>Slack Chemical Company</u>	395					
	1/13/2023	449958 Chlorine		AA.8340.404.000	Transmission & Distribution - CE - Repair	4,220.34		
	1/13/2023	449958 Chlorine		AA.8340.404.000	Transmission & Distribution - CE - Repair	-444.00		
		<u>Slack Chemical Company Total</u>				<u>3,776.34</u>		
		<u>Spectrum Business</u>	429					
	2/01/2023	012705501020123 INTERNET SERVICES		AA.1620.402.000	Shared Services CE - Front-Phone/Inter	84.95		
	2/01/2023	012705501020123 INTERNET SERVICES		AA.8340.402.000	Transmission & Distribution - CE - Phone	84.95		

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	2/01/2023	012705501020123 INTERNET SERVICES		AA.3120.402.000	Police CE - Phone & Internet	134.98		
	2/01/2023	012705501020123 INTERNET SERVICES		AA.3411.402.000	E.M.L. Fire Dept CE - Phone & Internet	84.95		
	2/01/2023	012705501020123 INTERNET SERVICES		AA.1640.402.000	Central Garage CE - Phone & Internet	89.98		
		<u>Spectrum Business Total</u>				<u>479.81</u>		
Stanko And Sons			360					
	1/17/2023	20230131 Union- Boiler cleaning		AA.3412.404.000	Union Fire Dept CE - Repairs & Maint.	1,500.00		
		<u>Stanko And Sons Total</u>				<u>1,500.00</u>		
Stanley Paper Company, Inc.			423					
	1/27/2023	593121 Supplies		AA.1640.405.000	Central Garage CE - Supplies	548.85		
		<u>Stanley Paper Company, Inc. Total</u>				<u>548.85</u>		
State Comptroller, Justice Fee			354					
	1/23/2023	4140340-2022-12- December fines/ fees		AA.2610.000.000	Fines, Forfeits of Bail	861.00		
		<u>State Comptroller, Justice Fee Total</u>				<u>861.00</u>		
Steward & Stevenson Power			394					
	1/21/2023	60084194 Supplies		AA.5110.404.000	Street Administration CE - Repairs & Mai	5,910.22		
		<u>Steward & Stevenson Power Total</u>				<u>5,910.22</u>		
Streever Agency, Inc.			365					
	1/24/2023	383404 Accident Insurance - Fire Chief		AA.3410.406.000	Fire Chiefs CE - Other	606.60		
		<u>Streever Agency, Inc. Total</u>				<u>606.60</u>		
The Daily Gazette			331					
	1/13/2023	2484526 ZONING - KH		AA.8010.405.000	Zoning CE - Supplies	21.35		
		<u>The Daily Gazette Total</u>				<u>21.35</u>		
Town Of Ballston			381					
	2/01/2023	20230201 1/3 wellness gas/ Jan		AA.5680.400.000	Transportation (Shuttle Bus) CE	29.33		
		<u>Town Of Ballston Total</u>				<u>29.33</u>		
Verizon Wireless			430					
	1/24/2023	9926153127 Fire Chief		AA.3410.402.000	Fire Chiefs CE - Phone & Internet	288.89		
		<u>Verizon Wireless Total</u>				<u>288.89</u>		

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W.B. Mason Co, Inc.			329					
	1/17/2023	235606598 WATER		AA.1410.405.000	Village Clerk CE - Other	53.92		
	1/19/2023	CM1532361 CREDIT		AA.1410.405.000	Village Clerk CE - Other	-24.00		
W.B. Mason Co, Inc. Total						<u>29.92</u>		
Watkins Spring Co., Inc.			421					
	1/25/2023	13981 truck#3		AA.5110.404.000	Street Administration CE - Repairs & Mai	162.80		
Watkins Spring Co., Inc. Total						<u>162.80</u>		
Wells Fargo Vendor Fin Serv			314					
	2/06/2023	20230206 Medical Reimbursement	383	AA.9060.800.000	Medical Insurance (Village Share) EB	15.00		
Wells Fargo Vendor Fin Serv Total						<u>15.00</u>		
Witmer Associates, Inc.			358					
	1/17/2023	INV184817 Union		AA.3412.405.000	Union fire Dept CE - Supplies	43.16		
	1/27/2023	INV192053 Airmask back order		AA.3412.405.000	Union fire Dept CE - Supplies	390.83		
	1/27/2023	INV192234 K. Dubois		AA.3412.405.000	Union fire Dept CE - Supplies	57.78		
	2/01/2023	INV194521 Helmet		AA.3412.405.000	Union fire Dept CE - Supplies	479.90		
	2/02/2023	INV195305 Supplies		AA.3412.405.000	Union fire Dept CE - Supplies	34.99		
Witmer Associates, Inc. Total						<u>1,006.66</u>		
Total for Voucher Type: Regular						<u>78,707.35</u>		

Total:
Regular
Total

78,707.35
78,707.35

Village of Ballston Spa A/P Distribution Summary by Fund from 2/13/2023 to 2/13/2023

<u>Fund</u>	<u>District</u>	<u>Amount</u>
AA - General	000	76,368.75
<u>AA Fund Total</u>		<u>76,368.75</u>
GG - Sewer	000	1,108.80
<u>GG Fund Total</u>		<u>1,108.80</u>
LL - Library	000	1,229.80
<u>LL Fund Total</u>		<u>1,229.80</u>
Grand Total		78,707.35

Ballston Spa Library BOT Meeting 2/1/23

Meeting start: 7 pm

BoT members met to discuss approval of architect Paul Mays suggestion for the following regarding fee to cover architectural assistance leading up to a more specific project or projects:

- 1. Have the BoT approve a retainer for now of \$2,000, to act as a pre-approved fee allowance of roughly 12 hours of my time (my hourly rate is \$165 per hour).**
- 2. Paul will track any hours that I use to assist the BSPL for specific things, like meetings or assistance writing grant narratives, or getting grant pricing from contractors, developing graphics, etc. Paul will not go beyond the 12 hours without prior approval, which would only come after discussing with the committee the need for more consulting to assist whatever tasks we have in mind. Likewise, he would not invoice for any of the 12 hours not used.**
- 3. Once a month, his office will invoice the Library (or village) for the hours used that month, and outline the aggregate hours both “used to date” and “remaining” in a summary, so that the Library always knows where we are against the retainer.**
- 4. If a scope more specific than “general consulting or grant assistance” becomes clearer (eg.: a Phase I Project, or a building envelope improvement project, or a submittal to a governing jurisdiction), we will provide a specific proposal for that work, using a standard project agreement with a lump sum fee.**

The BoT members voted to approve this coverage of architectural assistance and requested the library director (Andrea Simmons) submit it to the Village BOT group for approval at their next meeting.

Additionally, Library BOT discussed preconstruction planning.

L. Acee 2/2/23

Treasurer's Report
January 23, 2023

My report this meeting will be brief, as we will be discussing the budget process under Other Business, but I have been working to prepare Budget worksheets for the Department Heads, and working with the Mayor on the Budget Timeline and the guidelines for Budget Requests.

With the help of Bob Cavanaugh, we were able to finalize the water and sewer billing information last week, add the fees for unread meters, and print the bills to be mailed out by February first.

I was notified on Friday that our payroll file has been released by ADP for EFPR to review and update. I will process the weekly payroll again first thing tomorrow morning, but the intention is for EFPR to begin next week. This is about a month behind schedule, but it will be very helpful when EFPR is able to take over this aspect so that I can focus on the many other duties that I am facing, including the Budget.

Budget Amendment

FY2023

To Account	Descript	Amount	From Account	Descript	Amount
2/13/2023 AA.1640.405	Central Garage CE - Supplies	\$ 3,000.00	AA.1640.200	Central Garage - EQ	\$ (3,000.00)

Reallocate Funds (Jack & Ramp already purchased) to supplies budget

Treasurer's Report
February 13, 2023

Saratoga County Sales Tax Distribution

The January County Sales Tax Distribution (covering November 1-30) for the Village was **\$115,164.00**, which is \$56.00 less than January 2022 (\$115,220.00).

Tree Grant

We received the reimbursement from the NYS Department of Environmental Conservation for Tree Grant expenses in the amount of **\$23,659.29** on January 26th.

Payroll Transition

The transition of payroll processing through EFPR from ADP Workforce to ADP Run began with the payroll dated February 1st. I worked closely with Melissa at EFPR to get her up to speed regarding the different shifts for the Police Dept, and different pay types for the DPW. Last week (pay date Feb. 8th) was a monthly payroll with a whole new set of considerations, but EFPR has been rolling with it and I have confidence that they are going to be able to handle the Village's unique circumstances very well. There have been a few hiccups, and there continue to be issues to be ironed out - especially when it comes to time reporting and punching in and out, as the new system can't handle that yet. But the second week was better than the first, and EFPR has been very responsive when I bring issues to their attention.

Budget Preparation

Budget Memos and request forms (or worksheets for departments) were sent out at the end of January to all departments, boards & committees, and non-for-profit organizations. Department Head meetings will be scheduled for February 22nd – 24th.

Budget workshops should be scheduled for the week of March 6th, if possible. March 6th is a Monday, but not a regularly scheduled Board Meeting. I understand that there have been 3 nights of workshops in the past. If that is still a desire of the Board, please provide your availability, or any scheduling conflicts, for the week of March 6th.

**VILLAGE OF BALLSTON SPA
BUDGET PREPARATION TIMELINE
FOR FISCAL YEAR 2023-2024**

1. **By January 27th**: Treasurer and Mayor will provide written notification to department heads, non-profits, boards and committees regarding budget timeline and directives for budget requests.
2. **Weeks of February 6th and 13th**: Treasurer and Mayor to reach out to department heads, non-profits, boards and committees to answer any preliminary questions and identify any potential FY2024 budget challenges. Treasurer and Mayor will also determine revenue estimates **with the assistance of the Comptroller's Office and EFPR.**
3. **February 22nd-24th**: Treasurer and Mayor meet with department heads to discuss and finalize budget requests.
4. **By February 27th**: Department heads submit to the Treasurer the estimates of expenditures, including itemization for each expenditure and copies of quotes as needed.
5. **Week of March 6th (Dates to be determined)**: - Budget Workshop(s)
6. **On or before March 17th**: – File tentative budget with the Clerk's office
7. **March 27th**: – Presentation of the tentative budget to the Board at a regular meeting. The board reviews the tentative budget and makes revisions if necessary. Set date for a public hearing and publish a legal notice in the official newspaper at least 5 days prior to the date of the public hearing and advising the date and time of the hearing and that the tentative budget is available for public inspection.
8. **April 3rd**: Notice of Public Hearing
9. **File Constitutional Tax Limit – March 31st**: (at least 10 days prior to adoption of budget)
10. **File Tax Cap**: Prior to Adopting Budget
11. **April 10th**: – Public hearing no later than April 15th. Budget may be adopted at the same meeting after the public hearing is closed. If the budget is not adopted the day of the public hearing then the budget must be adopted by May 1st at another special meeting. Budget must be adopted by board resolution.
12. **Final revision of tentative budget (if necessary)** After public hearing but prior to adoption
13. **April 24th**: Adoption of Budget (if not adopted on April 10th)

February 8, 2023
VIA EMAIL & MAIL

Mayor Frank Rossi, Jr.
Village of Ballston Spa
66 Front Street
Ballston Spa, NY 12020

Re: **Engineering Addendum**
Water System Evaluation
Ballston Spa, New York

Dear Mayor Rossi,

As you are aware, the Laberge Group was retained to prepare an Engineering Report to assist with securing funding for drinking water infrastructure improvements. As you are also aware, our office has completed a substantial amount of extra work in an effort to develop an implementable program. However, during the course of our work, it has become evident that the Village will benefit from a different approach.

While attempting to gain consensus on project priorities we provided the Village last July, we discovered that the lack of basic expense and income information for the water system, and the issues surrounding the John Street water storage tank are paralyzing decision making. As such, we recommend that Laberge Group be authorized to focus our attention on these two issues needed to allow the engineering report to move forward in a more useful manner.

As you know, Laberge Group is committed to providing information that can be implemented. Although we completed the work required to complete the report last July had basic accounting data been available, it would have been outdated while trying to overcome key issues. As such, if acceptable to the Village and formally approved by a contract addendum, we propose to help the Village resolve these issues instead of delivering a final engineering report.

The addendum would provide for the following deliverables:

- **Bid packages needed to solicit proposals for John Street tank renovation.** Packages will include bid alternatives unless the Board is able to make a final decisions prior to bidding regarding the rehabilitation of existing communications mounts, installing a new communications mount at the top of the tank, or the removal of existing communications mounts in favor of a separate structure.
- **Letter report to document water account expenses and income associated with outside and inside Village users.** As part of this effort we will compare existing billing and expense tracking practices against one or more alternative methods which the Village might want to consider. The comparison will include an evaluation of billing impacts that may result from future John Street tank renovation costs. As part of this effort we will review available outside user agreements already collected, and prepare a map showing areas where agreements appear to be in place or are needed. This map will serve the Village well while working with Ballston, Milton, Malta, Saratoga County, and Saratoga Springs to determine the best way to resolve issues associated with selling water to these areas. Please note that our office will do our best with the information provided.

Mayor Frank Rossi, Jr.
February 8, 2023
Page 2 of 2

If the Board is interested in considering our above proposal, please let us know and we will prepare a contract addendum for formal review by the Trustees. If the Board is not interested in considering our proposal, we will await delivery of requested water account data and project priorities before proceeding any further. However, as stated above we do not anticipate the report will be useful and we do not recommend that the Village require its delivery. We also note that the value of the bid packages we are offering to deliver far exceed the value the Village will receive from an engineering report that will likely not be implemented.

As always, please call our office with any questions or comments.

Very truly yours,
LABERGE GROUP

By: 

Donald C. Rhodes, P.E.
Project Manager

DCR: kmo

C: Shawn Raymond, Trustee (email only)

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February 8, 2023
VIA EMAIL & MAIL

Mayor Frank Rossi, Jr.
Village of Ballston Spa
66 Front Street
Ballston Spa, NY 12020

Re: **Initial Project Priority List**
Ballston Spa, New York

Dear Mayor Rossi,

As you are aware, a significant amount of time has passed since last July when we provided the Village with a list of infrastructure projects grouped by schedule. Since we have not yet received Board consensus on project priorities, costs need to be updated to reflect a new project schedule. Also, after delivering our initial project list we received tank inspection reports for Colonial Hills and Rowland Street water storage tanks, which can now be incorporated.

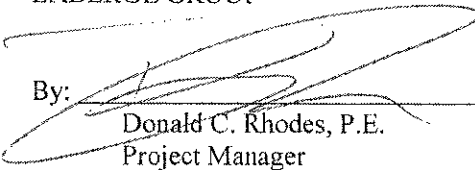
In light of the above, attached please find an updated priority list for Board consideration. The attached has been updated to add one year to the project schedule and increase project budgets by 3.5% accordingly. John Street tank budgets were not revised since the amount originally shown should be sufficient to both accommodate tank renovation in 2024 and defer a final decision regarding communications equipment until new leases are negotiated.

Please be reminded that the project costs are conceptual and include a 30% contingency budget as recommended by State financing agencies. These budgets are to be used for initial project planning and do not reflect actual Village costs, which cannot be accurately developed until final designs are available.

As noted in our July 2022 transmittal of this budget information we ask that the Village verify or revise project priorities. We recommend that the Village pay close attention to the Phase 1 list to ensure that it only shows the projects that have support for completion over the next five years.

As always, please feel free to call with questions.

Very truly yours,
LABERGE GROUP

By: 
Donald C. Rhodes, P.E.
Project Manager

DCR: kmo
Enc.

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VILLAGE OF BALLSTON SPA
WATER SYSTEM EVALUATION & INFRASTRUCTURE IMPROVEMENT PROJECT
INITIAL PROJECT PRIORITY LIST
FEBRUARY 7, 2023

Phase	Project Name	Project Description	Assumed Schedule	Preliminary Opinion of Probable Cost
1A	Geyser Road Well Generator	Add standby generator and associated electrical switchgear for Wells 4A and 4B	2024	\$95,000.00
1A	John Street Tank Rehabilitation	Remove and replace interior & exterior tank coating. Relocate attached communications equipment to a monopole.	2024	\$1,830,000.00
1A	Colonial Hills & Rowland Street Rehabilitation	Repair existing storage tanks to address deficiencies	2024	\$455,000.00
1B	Water Leak Detection Survey	Retain a qualified contractor to locate and map existing drinking water mains and valves, and identify potential water system leaks	2025	\$190,000.00
1B	Inflow/Infiltration (I/I) Evaluation	Retain a qualified contractor to clean and televise existing sanitary sewer infrastructure, record wet and dry weather flows, and determine I/I Sources	2025	\$190,000.00
1C	Water Service Meter Replacements	Replace 1,790 service meters with new radio read systems	2026	\$1,767,800.00
1C	Water Valve Replacements	Replace obsolete valves with new operable valves	2026	\$948,000.00
1D	Chester/Lewis Utility Improvements	Install drinking water distribution infrastructure "loop" to address water quality issues (Off-pavement construction)	2027	\$927,000.00
1D	Columbia Ave Utility Improvements	Replace drinking water distribution and sewer collection infrastructure	2027	\$2,246,000.00
1E	McClean Street Utility Improvements	Replace drinking water distribution and sewer collection infrastructure	2028	\$4,691,000.00
1E	McMaster Street Utility Improvements	Replace drinking water distribution and sewer collection infrastructure	2028	\$4,530,000.00
Phase 1 Sub-Total:				\$14,865,800.00
30% Contingency Budget:				\$4,460,000.00
Phase 1 Total:				\$19,325,800.00
2	Water Service Meter Fixed Base Read System	Install equipment required to automate meter reading without requiring "drive by" routes	2027-2031	\$936,000.00
2	Beach Street Utility Improvements	Replace drinking water distribution and sewer collection infrastructure	2027-2031	\$1,122,000.00
2	Court Street Utility Improvements	Replace drinking water distribution and sewer collection infrastructure	2027-2031	\$1,428,000.00
2	East Grove Street Utility Improvements	Replace drinking water distribution and sewer collection infrastructure	2027-2031	\$2,147,000.00
2	Ford Street Utility Improvements	Replace drinking water distribution and sewer collection infrastructure	2027-2031	\$2,550,000.00
2	W. High/Charlton Street Utility Improvements	Replace drinking water distribution and sewer collection infrastructure	2027-2031	\$1,428,000.00
2	Kent Street Utility Improvements	Replace drinking water distribution and sewer collection infrastructure	2027-2031	\$1,938,000.00
2	King Street Utility Improvements	Replace drinking water distribution and sewer collection infrastructure	2027-2031	\$359,000.00
2	Union Street Utility Improvements	Replace drinking water distribution and sewer collection infrastructure	2027-2031	\$1,836,000.00
2	Vanburen, Thompson, Fenwick Street Utility Improvements	Replace drinking water distribution and sewer collection infrastructure	2027-2031	\$2,652,000.00
Phase 2 Total:				\$15,771,000.00
30% Contingency Budget:				\$4,731,000.00
Phase 2 Total:				\$20,502,000.00
3	Lowell Street Drinking Water Pump Station	Upgrade outdated pump station building, pumps, and pump controls for continued service	2031-2038	\$948,000.00
3	Water Master Meters	Install master meters on drinking water mains that supply water to adjoining Town's.	TBD*	\$2,210,000.00
3	Well 4A Development	Develop existing well to increase output and improve quality	TBD*	\$127,000.00
3	Roland Street Storage & Wellfields Improvements	Replace storage tank and improve wells to provide additional storage for future water demands	TBD*	\$12,627,000.00
Phase 3 Total:				\$15,912,000.00
30% Contingency Budget:				\$4,774,000.00
Phase 3 Total:				\$20,686,000.00

*Scheduled linked to out Village supply contracts

February 8, 2023
VIA EMAIL & MAIL

Mayor Frank Rossi, Jr.
Village of Ballston Spa
66 Front Street
Ballston Spa, NY 12020

Re: **John Street Tank Options**
Water System Evaluation
Ballston Spa, New York

Dear Mayor Rossi,

We understand that the Village Board of Trustees is looking for a detailed financial analysis to determine whether the John Street tank should be renovated or replaced. Although this level of detail is not needed for the engineering report we were retained to deliver, we have completed the work as a courtesy to the Village. Please note that the costs listed in this letter assume that the Village will be able to have tenants move their communication equipment from the tank before construction at no extra cost. However, removing the equipment is a neutral cost since it applies to both options. This letter will summarize the results of the analysis.

As previously discussed with you and the Trustees, replacing a drinking water storage tank is rarely necessary or financially wise unless the location or capacity of the tank needs to be changed or if the tank's structure is far beyond repair. In the case of the John Street tank, none of those conditions apply.

Attached, please find a preliminary opinion of the probable cost for renovation and replacement options. The cost for a new glass-fused-to-steel (GFS) tank is approximately \$2.78 million, assuming the work will be completed in 2025. The preliminary cost to repair the existing tank is approximately \$1.06 million, assuming the work will be completed in 2024. This earlier date takes into account that the process of restoring the tank is far less complex than building a new one.

As requested by the Trustees, our opinion of the John Street tank replacement and renovation cost includes a present worth analysis. This analysis considers anticipated maintenance costs needed for the next 30 years. The present worth of a project to renovate the existing John Street tank is \$1.4 million. The present worth of a project to replace the John Street tank is \$3.0 million. The present worth analysis therefore shows that it is far less costly to operate and maintain a renovated steel tank when compared to installing a new GFS tank.

We understand that some Trustees may consider GFS tanks to be repair and maintenance-free or have a longer service life. Unfortunately, this is not the case. The August 2022 inspection reports show that the Village's GFS tanks at Colonial Hills and Rowland Street require extensive repair, proving that GFS tanks

Mayor Frank Rossi, Jr.
February 8, 2023
Page 2 of 2

are not maintenance and repair free. As for service life, similar to a new GFS tank, the existing John Street steel tank can continue to provide service for 100 years or more if properly maintained. Therefore, there is no direct service life comparison.

As always, please call our office with any questions or comments.

Very truly yours,
LABERGE GROUP

By: 

Donald C. Rhodes, P.E.
Project Manager

DCR: kmo

C: Shawn Raymond, Trustee (email only)

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February 9, 2023

VIA EMAIL & MAIL

Mayor Frank Rossi, Jr.
Village of Ballston Spa
66 Front Street
Ballston Spa, NY 12020

Re: **Scope Clarification**
Water System Evaluation
Ballston Spa, New York

Dear Mayor Rossi,

As you are aware, Trustee Kormos has requested that Laberge Group provide an update regarding the originally contracted scope of work. Ms. Kormos' request appears to be in response to our offer to deliver additional services instead of a final report. We also received an email from Trustee Baskin, concerned that grants cannot be accessed without an engineering report. We are writing to address both items.

First, we will address Trustee Baskin's comment, which correctly states that an engineering report is needed for financing and grant applications. However, the Village should remain focused on grant and loan eligibility and your ability to access funding. As stated in our February 8th letter, an engineering report will serve no benefit until implementation barriers are eliminated. At this time, the probability of a successful grant award and subsidized financing is extremely low. For example, among other issues, low user rates and the fact that outside users will benefit from Village funding negatively affect grant scoring and financing eligibility.

Second, we will address Ms. Kormos' request to clarify the current status of the work. As listed in our summary below, Laberge Group has substantially completed our assignment.

- Tasks 1.1 to 1.4 have been completed successfully. With regards to Task 1.5, we have determined that there is no need to update the model as no hydraulic changes are proposed. The inclusion of this scope item in the RFP may have been a result of the author's lack of awareness regarding valve repairs and their impact on system hydraulics.
- Task 1.6 has been completed, while Task 1.7 is still ongoing, excluding the evaluation of user costs. The user cost aspect of the work has been moved to the addendum scope, as we believe it is still necessary and will be completed in either the addendum or final engineering report once we have received the data required from the Village.
- Task 1.8 is also ongoing, with the preparation of the final report being the only remaining effort. Alternatives were evaluated, and a general plan, costs, requisite mapping, and smart growth form were prepared and delivered for both water and sewer infrastructure. Additionally, a DWSRF and CWSRF IUP was submitted, even though sewer planning, project costs, and CWSRF IUP submission were not part of the original scope of work. This additional effort was provided with the aim of assisting the Village with the successful implementation of a capital improvement project at no extra cost to the Village.

- Task 2 is also ongoing, excluding the preparation of final SEQRA documents, which will be done once a project has been identified. SHPO review has been completed for all projects listed in the infrastructure priority list. We intend to complete SEQRA for the John Street tank repair as part of our proposed addendum unless the Village's Attorney considers the renovation project a Type II action exempt from SEQRA.
- Tasks 3 and 4 have not been completed since they are related to separately authorized grants and excluded from the base scope and fee. Nevertheless, the Village can authorize this work, regardless of whether the Board approves the proposed addendum or requests that we complete the report. As previously discussed, it is Laberge Group's opinion that the Village will be in a better position for grants after the issues we propose to resolve by addendum are complete.

As shown above, Laberge Group has substantially completed the scope of work related to our assignment and provided a considerable amount of additional work at no extra cost to the Village in an attempt to advance implementation. From our work and recent meetings with Trustees, we do not believe that the scope of work the Village requested is sufficient to achieve the desired outcome. As such, our proposed addendum represents a generous offer to provide additional services intended to help address the issues we identified during our work at no extra cost.

Please let us know what the Village chooses. As our February 8th letter stated, if the Village cannot accept Laberge Group's offer to deliver additional services at no extra cost, we will prepare a final report after receiving the requested accounting information.

As always, please call our office with any questions or comments.

Very truly yours,
LABERGE GROUP

By: 

Donald C. Rhodes, P.E.
Project Manager

DCR: kmo

C: Shawn Raymond, Trustee (email only)

Village of Ballston Spa
John Street Tank Renovation
2024 Construction Assumed

Project Costs
February 7, 2023

Description	QTY	UNIT	UNIT COST	TOTAL
Renovate Existing Tank¹				
Tank Renovation (2023 Cost)	1	LS	\$950,000.00	\$950,000.00
Mixing System (2023 Cost)	1	LS	\$50,000.00	\$50,000.00
2024 Cost Escalation (Assume 3.5%)	1	LS	\$35,000.00	\$35,000.00
Professional Services - Bidding	1	LS	\$25,000.00	\$25,000.00
			Construction Subtotal	\$1,060,000.00
			20% Contingency Subtotal	\$212,000.00
			Say Construction Total	\$1,060,000.00

Operation & Maintenance Costs (2023 Prices)¹

Annual Inspection	\$5,000.00
5-Yr Interior & Exterior Cleaning	\$10,000.00
5-Yr Incidental Repairs	\$15,000.00
15-Year Overcoat	\$220,000.00
Assumed Annual Cost Increase	3.50%

¹ Prices are based on budgetary quotes from tank contractors

Present Worth Analysis	2023 Cost	Present Worth
Construction Cost	\$1,060,000.00	\$1,060,000.00
Annual Inspections	\$5,000.00	\$90,178.84
5-yr Interior & Exterior Cleanings	\$10,000.00	\$30,734.95
5-Yr Incidental Repairs	\$15,000.00	\$46,102.43
15-Year Overcoat	\$220,000.00	\$131,315.94
Total Present Worth		\$1,358,332.16
Say Total Present Worth		\$1,400,000.00

Optional Items

Communications Equipment Supports	1	LS	\$120,000.00	\$120,000.00
2024 Cost Escalation (Assume 3.5%)	1	LS	\$4,200.00	\$4,200.00
			Construction Subtotal	\$124,200.00
			Say Optional Construction Total	\$130,000.00



ENGINEERING • ARCHITECTURE • CONSTRUCTION • PLANNING

**Village of Ballston Spa
John Street Tank Replacement
2025 Construction Assumed**

Project Costs
February 7, 2023

Description	QTY	UNIT	UNIT COST	TOTAL
Renovate Existing Tank¹				
Demolish Existing Tank (2023 Cost)	1	LS	\$200,000.00	\$200,000.00
Furnish and Install New Tank (2023 Cost)	1	LS	\$1,605,000.00	\$1,605,000.00
General Conditions, Excavation & Piping (2023 Cost)	1	LS	\$300,000.00	\$300,000.00
Mixing System (2023 Cost)	1	LS	\$50,000.00	\$50,000.00
2025 Cost Escalation (Assume 7%)	1	LS	\$150,850.00	\$150,850.00
			Construction Subtotal	\$2,305,850.00
			20% Contingency Subtotal	\$461,170.00
			Say Construction Total	\$2,310,000.00
Professional Services				
Legal, Professional (Assume 12%)	1	LS	\$277,200.00	\$277,200.00
Construction Administration & Observation (Assume 8%)	1	LS	\$184,800.00	\$184,800.00
			Professional Services Subtotal	\$462,000.00
			Say Professional Services Total	\$470,000.00
			Say Total Project Cost	\$2,780,000.00

Operation & Maintenance Costs (2023 Prices)¹

Annual Inspection	\$5,000.00
5-Yr Interior & Exterior Cleaning	\$10,000.00
5-Yr Incidental Repairs	\$25,000.00
Assumed Annual Cost Increase	3.50%

¹ Prices are based on budgetary quotes from tank contractors

Present Worth Analysis	2023 Cost	Present Value
Construction Cost	\$2,780,000.00	\$2,780,000.00
Annual Inspections	\$5,000.00	\$95,178.84
5-yr Interior & Exterior Cleanings	\$10,000.00	\$30,734.95
5-Yr Incidental Repairs	\$15,000.00	\$46,102.43
Total Present Worth		\$2,952,016.22
Say Total Present Worth		\$3,000,000.00

J:\2022033\Correspondence\Preliminary Opinion of Cost - 2-7-23.xlsx - John Street Tank Replacement

4 Computer Drive West • Albany, New York 12205 • (518) 458-7112 • Fax (518) 458-1879
www.labergegroup.com