

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.

May 23, 2022

Mayor

Trustee

Trustee

Trustee

Trustee

PO #	PO Date	Vendor	Item Description	Amount	Charge Account	Acct Type	PO Type	Contract Description	Stat/Chk	First Rcvd Enc Date	Chk/Void Date	Invoice
22-02114	04/20/22	SARATOGA AUTO SUPPLY										
		1 TOGGLE SWITCH	6.09	A -8340-004-04			E Transmission & Distribution - CE - Repai	R		04/20/22	05/17/22	850106
		2 TOGGLE SWITCH	9.22	A -8340-004-04			E Transmission & Distribution - CE - Repai	R		04/20/22	05/17/22	850028
			<u>15.31</u>									
22-02115	04/21/22	TIFCO INDUSTRIES										
		1 ELECTR CONNECTORS, SCREWS	279.90	A -1640-004-05			E Central Garage CE - Supplies	R		04/21/22	05/17/22	71754982
22-02116	04/20/22	ROWLAND STREET GARAGE										
		1 F135 LABOR,FLEX PLATE,STARTER	1,221.06	A -3411-004-04			E E.M.L Fire Dept - Repair & Maint.	R		04/20/22	05/18/22	58933
22-02117	04/19/22	ALLSEA50 ALL SEASONS EQUIPMENT, INC.										
		1 AIRENS ORANGE SNOWBLOWER RPR	184.80	A -5142-004-04			E Snow Removal CE - Reprirs & Maint	R		04/19/22	05/17/22	745479
22-02118	04/22/22	JRWELD50 J & R WELDING SUPPLY CO.										
		1 .035 TIP, 1/2 NOZZLE	32.27	A -1640-004-05			E Central Garage CE - Supplies	R		04/22/22	05/17/22	2037290
22-02119	04/22/22	ALLERDICE BUILDING SUPPLY, INC										
		1 E142 GENERATOR REPAIR	7.36	A -3412-004-04			E Union fire Dept CE - Repairs & Maint.	R		04/22/22	05/17/22	2204-219639
22-02120	05/04/22	TIMSI005 TIMSINA, CHET										
		1 NEPALI INTERPRETER SERVICES	170.00	A -1110-004-06			E Justices CE - Other	R		05/04/22	05/17/22	4.28.22
22-02122	05/05/22	NYSMAG50 NYS ASSOC OF MAG COURT CLERKS										
		1 2022 DUES FOR 3 CLERKS	150.00	A -1110-004-06			E Justices CE - Other	R		05/05/22	05/17/22	2022 DUES
22-02123	05/05/22	FW W F.W. WEBB COMPANY										
		1	15.72	A -8340-004-04			E Transmission & Distribution - CE - Repai	R		05/05/22	05/17/22	76050152
22-02131	05/11/22	AMAZ0005 Amazon Business										
		1 Wifi Networks	378.00	A -1325-004-05			E Treasurer CE - Supplies	R		05/11/22	05/16/22	1VDM-73D4-4XQH
		2 Kleenex	20.95	A -1410-004-05			E Village Clerk CE - Supplies	R		05/11/22	05/16/22	1VDM-73D4-4XQH
			<u>398.95</u>									
22-02133	05/11/22	MORRIS66 MORRIS FORD-MERCURY, INC.										
		1 Clock Spring Car 12	192.32	A -3120-004-04			E Police CE - Repairs & Maint.	R		05/11/22	05/18/22	219914
22-02136	05/12/22	POMPAB50 POMPA BROTHERS, INC.										
		1 72.38 TONS TYPE 3 BINDER	4,179.96	A -5110-004-04			E Street Administration CE - Repairs & Mai	R		05/12/22	05/18/22	74119

PO #	PO Date	Vendor	Item Description	Amount	Charge Account	Acct Type	Contract PO Type	Description	Stat/Chk	First Rcvd Enc Date	Date	Chk/Void Date	Invoice
22-02137	05/02/22	UNITED80 Airgas USA, LLC	1 CYLINDER RENTAL	109.55	A -1640-004-04		E	Central Garage CE - Repair & Maint.	R	05/02/22	05/17/22		998793018
22-02140	05/12/22	TIMEWA50 TIME WARNER CABLE	1 INTERNET SERVICE	84.95	A -1620-004-02		E	Shared Services CE -Front-Phone/Internet	R	05/12/22	05/12/22		012705501050122
			2 INTERNET SERVICE	84.95	A -8340-004-02		E	Transmission & Distribution - CE - Phone	R	05/12/22	05/12/22		012705501050122
			3 INTERNET SERVICE	134.98	A -3120-004-02		E	Police CE - Phone & Internet	R	05/12/22	05/12/22		012705501050122
			4 INTERNET SERVICE	84.95	A -3411-004-02		E	E.M.L. Fire Dept CE - Phone & Internet	R	05/12/22	05/12/22		012705501050122
			5 INTERNET SERVICE	89.98	A -1640-004-02		E	Central Garage CE - Phone & Internet	R	05/12/22	05/12/22		012705501050122
				479.81									
22-02141	05/06/22	ADPLL005 ADP LLC	1 WE 4.30.22	207.05	A -1325-004-00		E	Treasurer CE	R	05/06/22	05/13/22		605500149
22-02142	05/02/22	3N DOCUMENT DESTRUCTION INC	1 DOCUMENT DESTRUCTION	37.50	H -1460-004-00		E	Records Mgmt CE	R	05/02/22	05/16/22		187049
22-02143	05/01/22	COUNT005 COUNTY WASTE - CLIFTON PARK	1 SANITATION SERVICE	242.00	A -1640-004-06		E	Central Garage CE - Other	R	05/01/22	05/16/22		3131561W910
			2 SANITATION SERVICE	60.00	A -3412-004-06		E	Union fire dept CE - Other	R	05/01/22	05/16/22		3131561W910
			3 SANITATION SERVICE	60.00	A -3411-004-06		E	E.M.L. Fire Dept CE - Other	R	05/01/22	05/16/22		3131561W910
				362.00									
22-02144	05/01/22	MAHONEY50 MAHONEYNOTIFY-PLUS, INC.	1 MONTHLY FIRE MONITORING	28.50	A -3412-004-06		E	Union fire dept CE - Other	R	05/01/22	05/17/22		0311305-IN
22-02145	05/06/22		1 MEDICAL REIMBURSEMENT	10.00	A -9060-008-00		E	Medical Insurance (Village Share)	EB	05/06/22	05/13/22		5.6.22
22-02146	05/05/22		1 MEDICAL REIMBURSEMENT	250.00	A -9060-008-00		E	Medical Insurance (Village Share)	EB	05/05/22	05/13/22		4.7.22
22-02148	05/02/22	EMPHLTH EMPIRE BLUECROSS	1 PREMIUMS-JUNE 2022	2,575.57	TA-0020-000-00		E	Group Insurance	R	05/02/22	05/16/22		0202205305350
			2 PREMIUMS-JUNE 2022	23,246.25	A -9060-008-00		E	Medical Insurance (Village Share)	EB	05/02/22	05/16/22		0202205305350
			3 PREMIUMS-JUNE 2022	1,870.39	G -9060-008-00		E	Medical Insurance (Village Share)	EB	05/02/22	05/16/22		0202205305350
			4 PREMIUMS-JUNE 2022	1,603.19	L -9060-008-00		E	Medical Ins (Village Share)	EB	05/02/22	05/16/22		0202205305350
			5 PREMIUMS-JUNE 2022	15,569.10	A -9089-008-00		E	Other EB (Sect. 125)	EB	05/02/22	05/16/22		0202205305350

PO #	PO Date	Vendor	Item Description	Amount	Charge Account	Contract PO Type	Acct Type Description	Stat/Chk	Enc Date	First Rcvd	Chk/Void	Invoice
22-02163	05/16/22	[REDACTED]	1 COPAY REIMBURSEMENT	325.00	A -9060-008-00	E Medical Insurance (Village Share)	EB	R	05/16/22	05/17/22		COPAY REIMB
22-02164	05/16/22	GLENN BOWERS JR.	1 CLOTHING ALLOWANCE	450.00	A -5110-004-06	E Street Administration CE - Other		R	05/16/22	05/17/22		CLOTHING ALLOW
22-02169	05/31/22	SARATOGA COUNTY TREASURER	1 TAX REFUND Tax	846.26	A -1001-000-00	R Real Property Tax		R	05/31/22	05/31/22		883
22-02171	05/07/22	MVPHEA50 MVP HEALTH PLAN, INC.	1 JUNE 2022 PREMIUMS	2,133.06	A -9089-008-00	E Other EB (Sect. 125) EB		R	05/07/22	05/17/22		GROUP # 426090
22-02176	05/10/22	JOSHU005 Joshua Scepkowski	1 T-SHIRTS	39.98	A -5110-004-06	E Street Administration CE - Other		R	05/10/22	05/17/22		5.10.22
22-02177	05/11/22	TIFCOI50 TIFCO INDUSTRIES	1 SHOP SUPPLIES	681.32	A -1640-004-05	E Central Garage CE - Supplies		R	05/11/22	05/17/22		71760479
22-02178	05/02/22	SAFETY50 SAFETY-KLEEN CORP.	1 PARTS CLEANER, WASH SOLVENT	422.37	A -1640-004-05	E Central Garage CE - Supplies		R	05/02/22	05/17/22		88552799
22-02183	05/16/22	GENERA25 GENERAL CODE PUBLISHERS	1 ECODE360 ANNUAL MAINTENANCE	597.50	A -1210-004-00	E Mayor CE		R	05/16/22	05/17/22		GC00116747
			2 ECODE360 ANNUAL MAINTENANCE	597.50	A -1010-004-00	E Board of Trustees CE- Contracts		R	05/16/22	05/17/22		GC00116747
				1,195.00								
22-02185	05/04/22	THEDA150 THE DAILY GAZETTE	1 SPECIAL MEETING 5.16.22	7.77	A -1010-004-06	E Board of Trustees CE - Other		R	05/04/22	05/18/22		2465600
22-02187	05/02/22	WB W.B. MASON CO, INC.	1 MONTHLY WATERCOOLER RENTAL FEE	3.99	A -1410-004-05	E Village Clerk CE - Supplies		R	05/02/22	05/18/22		229474902
22-02191	05/17/22	GABOVE50 G A BOVE & SONS, INC.	1 APRIL 2022 FUEL	996.99	A -3410-004-03	E Fire Chiefs CE - Fuel		R	05/17/22	05/18/22		APRIL 2022
			2 APRIL 2022 FUEL	8.08	A -3411-004-03	E E.M.L. fire dept CE - Fuel		R	05/17/22	05/18/22		APRIL 2022
			3 APRIL 2022 FUEL	1,259.43	A -5110-004-03	E Street Administration CE - Fuel		R	05/17/22	05/18/22		APRIL 2022
			4 APRIL 2022 FUEL	1,291.71	A -3120-004-03	E Police CE - Fuel		R	05/17/22	05/18/22		APRIL 2022
			5 APRIL 2022 FUEL	238.65	A -3411-004-03	E E.M.L. fire dept CE - Fuel		R	05/17/22	05/18/22		APRIL 2022
			6 APRIL 2022 FUEL	261.38	A -3412-004-03	E Union Fire Dept CE - Fuel		R	05/17/22	05/18/22		APRIL 2022

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22-02191	05/17/22	GABOVE50 G A BOVE & SONS, INC.			Continued							
7	APRIL 2022	FUEL		1,720.14	A -5110-004-03	E Street Administration CE - Fuel		R	05/17/22	05/18/22		APRIL 2022
8	APRIL 2022	FUEL		639.60	A -8340-004-03	E Transmission & Distribution - CE - Fuel		R	05/17/22	05/18/22		APRIL 2022
				6,415.98								
22-02192	05/18/22	THE DAILY GAZETTE										
1	ZBA LEGAL AD-SEAN HINKLEY			15.54	A -8010-004-05	E Zoning CE - Supplies		R	05/18/22	05/18/22		2466154
22-02193	05/18/22	SARATOGA AUTO SUPPLY										
1	TRUCK 4-PLOW FRAME REPAIR			130.08	A -5142-004-04	E Snow Removal CE - Repairs & Maint		R	05/18/22	05/18/22		855938
22-02194	05/04/22	SARATOGA AUTO SUPPLY										
1	TRUCK 3-FILTERS			120.37	A -5110-004-04	E Street Administration CE - Repairs & Mai		R	05/04/22	05/18/22		853257
2	TRUCK 3-6MO WTY BAT,CORE DEP			380.97	A -5110-004-04	E Street Administration CE - Repairs & Mai		R	05/04/22	05/18/22		853383
3	TRUCK 3-CORE DEPOSIT RETURN			81.00	A -5110-004-04	E Street Administration CE - Repairs & Mai		R	05/04/22	05/18/22		853658
4	TRUCK 3-BATTERY CABLE LUG			11.70	A -5110-004-04	E Street Administration CE - Repairs & Mai		R	05/04/22	05/18/22		853716
5	GREEN F250-02 SENSOR RETURN			46.07	A -5110-004-04	E Street Administration CE - Repairs & Mai		R	05/04/22	05/18/22		854239
6	WHITE RANGER-OESPECTRUM TRK SH			107.26	A -5110-004-04	E Street Administration CE - Repairs & Mai		R	05/04/22	05/18/22		854403
7	TRUCK 3-PRO UNDERCOATING,SLIP			30.58	A -5110-004-04	E Street Administration CE - Repairs & Mai		R	05/04/22	05/18/22		854404
8	TRUCK 4-SOCKET SET			1.39	A -5110-004-04	E Street Administration CE - Repairs & Mai		R	05/04/22	05/18/22		855894
9	LIFT GATE-AC PRO RECHARGE KIT			37.99	A -5110-004-04	E Street Administration CE - Repairs & Mai		R	05/04/22	05/18/22		855911
10	LIFT GATE-AVL R134A WSTOP LEK			88.98	A -5110-004-04	E Street Administration CE - Repairs & Mai		R	05/04/22	05/18/22		855951
11	TRUCK 3-BATTERY/STARTER CABLE			23.22	A -5110-004-04	E Street Administration CE - Repairs & Mai		R	05/04/22	05/18/22		855662
				675.39								
22-02195	05/04/22	SARATOGA AUTO SUPPLY										
1	4313-OIL FILTER			4.19	A -3120-004-04	E Police CE - Repairs & Maint.		R	05/04/22	05/18/22		855260
2	4313-2 SWAY BAR LINKS			40.98	A -3120-004-04	E Police CE - Repairs & Maint.		R	05/04/22	05/18/22		853136
3	4313-REAR BRAKE PADS			71.24	A -3120-004-04	E Police CE - Repairs & Maint.		R	05/04/22	05/18/22		853150
4	4312-BELT TENSIONER ASSEMBLY			61.26	A -3120-004-04	E Police CE - Repairs & Maint.		R	05/04/22	05/18/22		854895
5	4312-CORE DEPOSIT RETURN			66.00	A -3120-004-04	E Police CE - Repairs & Maint.		R	05/04/22	05/18/22		855038
				111.67								
22-02196	05/06/22	SARATOGA AUTO SUPPLY										
1	F135-STEERING PUMP,COREDEPOSIT			106.20	A -3411-004-04	E E.M.L Fire Dept - Repair & Maint.		R	05/06/22	05/18/22		853800
2	PATT-DRILL BITS, OIL			9.92	A -3411-004-04	E E.M.L Fire Dept - Repair & Maint.		R	05/06/22	05/18/22		854413
3	F135-BELT-A/C			12.32	A -3411-004-04	E E.M.L Fire Dept - Repair & Maint.		R	05/06/22	05/18/22		855289
4	F135-V BELT			15.06	A -3411-004-04	E E.M.L Fire Dept - Repair & Maint.		R	05/06/22	05/18/22		855315
5	F135-PULLEY REMOVE/INSTALL			38.15	A -3411-004-04	E E.M.L Fire Dept - Repair & Maint.		R	05/06/22	05/18/22		855033

PO #	PO Date	Vendor	Item Description	Amount	Charge Account	Acct Type Description	Contract PO Type	Stat/Chk	Enc Date	First Rcvd Date	Chk/Void Date	Invoice
22-02196	05/06/22	SARAS	SARATOGA AUTO SUPPLY		Continued							
			6 F135- V BELT	15.61	A -3411-004-04	E E.M.L Fire Dept - Repair & Maint.		R	05/06/22	05/18/22		855365
				197.26								
22-02198	05/18/22	SCOTT KERN	1 CLOTHING ALLOWANCE	57.00	A -5110-004-06	E Street Administration CE - Other		R	05/18/22	05/18/22		AMAZON 5.7.22
22-02199	05/02/22	MONACO'S	MONACO'S AUTOMOTIVE SERVICES I									
			1 4313-BALANCE 2 TIRES	20.00	A -3120-004-04	E Police CE - Repairs & Maint.		R	05/02/22	05/18/22		0017690
			2 4313-BALANCE 2 TIRES	20.00	A -3120-004-04	E Police CE - Repairs & Maint.		R	05/02/22	05/18/22		0017696
				40.00								
22-02200	05/02/22	SARAS	SARATOGA AUTO SUPPLY									
			1 WATER TRUCK-TOGGLE SWITCH	11.50	A -8340-004-04	E Transmission & Distribution - CE - Repai		R	05/02/22	05/18/22		840123
22-02201	05/02/22	SARAS	SARATOGA AUTO SUPPLY									
			1 ALTERNATOR, CORE DEPOSIT	162.38	A -3120-004-04	E Police CE - Repairs & Maint.		R	05/02/22	05/18/22		841977
22-02202	05/02/22	SARAS	SARATOGA AUTO SUPPLY									
			1 TRUCK 3-BATTERY, CORE DEPOSIT	600.79	A -5110-004-04	E Street Administration CE - Repairs & Mai		R	05/02/22	05/18/22		842787
			2 DISC BRAKE PAD RETURN	89.29	A -5110-004-04	E Street Administration CE - Repairs & Mai		R	05/18/22	05/18/22		844098
			3 TRUCK 4-CORE DEPOSIT RETURN	60.95	A -5110-004-04	E Street Administration CE - Repairs & Mai		R	05/18/22	05/18/22		843746
			4 REMAN ALTERN. RETURN, CORE RETUR	162.38	A -3120-004-04	E Police CE - Repairs & Maint.		R	05/18/22	05/18/22		843319
			5 CORE RETURN	18.00	A -5110-004-04	E Street Administration CE - Repairs & Mai		R	05/18/22	05/18/22		843319
			6 TRUCK 3 BEARING SUPPORT RETURN	71.71	A -5110-004-04	E Street Administration CE - Repairs & Mai		R	05/18/22	05/18/22		840243
			7 TRUCK 3-EPOXY RETURN	18.99	A -5110-004-04	E Street Administration CE - Repairs & Mai		R	05/18/22	05/18/22		834228
				179.47								
22-02212	05/19/22	MOESM005	MOE'S MOWING									
			2 LAWN CARE-1ST INSTALLMENT	9,000.00	A -7140-004-00	E Playgrounds/kelly Park CE		R	05/19/22	05/19/22		5.30.22
22-02219	05/20/22	GENER005	GENERATIONS BANK									
			1 DAILY GAZETTE SUBSCRIPTION	2.00	A -1620-004-00	E Shared Services CE - 66 Front-Contracts		R	05/20/22	05/20/22		3.1.22
			2 2 LATE FEES	78.00	A -1325-004-00	E Treasurer CE		R	05/20/22	05/20/22		3.1.22
				80.00								

Total Purchase Orders: 74 Total P.O. Line Items: 135 Total List Amount: 115,121.26 Total Void Amount: 0.00

PO #	PO Date	Vendor	Item Description	Amount	Charge Account	Contract	PO Type	Acct Type	Description	Stat/Chk	Enc Date	First	Rcvd	Chk/Void	Invoice
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Totals by Year-Fund Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	2-A	102,130.56	5,610.26	0.00	107,740.82
sewer relevely	2-G	1,870.39	0.00	0.00	1,870.39
CAPITAL PROJECTS FUND	2-H	70.37	0.00	0.00	70.37
PUBLIC LIBRARY FUND	2-L	2,596.97	0.00	0.00	2,596.97
Year Total:		<u>106,668.29</u>	<u>5,610.26</u>	<u>0.00</u>	<u>112,278.55</u>
	X-TA	2,842.71	0.00	0.00	2,842.71
Total of All Funds:		<u><u>109,511.00</u></u>	<u><u>5,610.26</u></u>	<u><u>0.00</u></u>	<u><u>115,121.26</u></u>

Totals by Fund		Fund	Expend Total	Revenue Total	G/L Total	Total
Fund Description						
GENERAL FUND	A	102,130.56	5,610.26	0.00	107,740.82	
sewer reley	G	1,870.39	0.00	0.00	1,870.39	
CAPITAL PROJECTS FUND	H	70.37	0.00	0.00	70.37	
PUBLIC LIBRARY FUND	L	2,596.97	0.00	0.00	2,596.97	
	TA	2,842.71	0.00	0.00	2,842.71	
Total of All Funds:		<u>109,511.00</u>	<u>5,610.26</u>	<u>0.00</u>	<u>115,121.26</u>	

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND	2-A	102,130.56	0.00	0.00	0.00	102,130.56
sewer relevy	2-G	1,870.39	0.00	0.00	0.00	1,870.39
CAPITAL PROJECTS FUND	2-H	70.37	0.00	0.00	0.00	70.37
PUBLIC LIBRARY FUND	2-L	2,596.97	0.00	0.00	0.00	2,596.97
Year Total:		106,668.29	0.00	0.00	0.00	106,668.29
	X-TA	2,842.71	0.00	0.00	0.00	2,842.71
Total of All Funds:		109,511.00	0.00	0.00	0.00	109,511.00

VILLAGE OF BALLSTON SPA PURCHASE REQUISITION FORM WITH VENDOR CERTIFICATION

DATE: **5/17/2022**

REQUISITION #:

PURCHASING DEPARTMENT: PLEASE PURCHASE THE FOLLOWING ITEMS: **SEE BELOW**

FOR: **UNION FIRE CO. #2**

DEPARTMENT: **FIRE DEPARTMENT**

PURPOSE OR USE: **SCBA Mask**

SOURCE **Dival**

Acct.
Code:

A3412.2

Fiscal Year: **2021**

REMARKS:

QUANTITY	UNIT	STOCK NUMBER	DESCRIPTION	DATE NEEDED	ESTIMATED COST
6			AV3000HT Mask (SCBA)	asap	\$1,625 1,650
			Quote is for 1 we need 6		
			See attached quote		
			This is State Contract price		
			Freight Charge		
TOTAL ESTIMATED COST OF ITEMS:					\$1,625

REQUESTED **Kevin Dubois**

DEPARTMENT APPROVAL:

P.O.#:

JS. 5.17.22.



1721 Niagara St • Buffalo, NY 14207 • Phone: 800.3431354 • Fax: 716.874.4686 • www.divalsafety.com

Bill to: VILLAGE OF BALLSTON SPA
66 FRONT ST
FIRE DEPARMENTS
BALLSTON SPA NY 12020

Ship to: UNION FIRE COMPANY NO. 2
319 MILTON AVE
BALLSTON SPA NY 12020-1416

CUSTOMER NUMBER

CONTACT

PRINT DATE

101585

KEVIN DUBOIS

4/04/22

ORDER NUMBER
NH621 00

CUSTOMER PURCHASE ORDER
AV3000HT MASK

SALES REPRESENTATIVE
156 BILL KENNY

INSTRUCTIONS

<u>Ordered</u>	<u>Shipped</u>	<u>B.O.</u>	<u>U/M</u>	<u>Item and Description</u>	<u>Unit Price</u>	<u>Extended Price</u>
1		1	EA	20121522 AV3000HT facepiece, Kevlar head harness, no brkt, 4 strap, MD	\$325.00000	\$325.00

Need 6

Quote Confirmation -

Not an Invoice

Total Line Items 1

* COMPLETE *

<u>Subtotal</u>	<u>Tax Pct</u>	<u>Sales tax</u>	<u>Total</u>
\$325.00	.000		\$325.00



May 18, 2022

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

Dear Mayor Rossi,

The Ballston Spa Business & Professional Association would like permission to hold the 20th Annual "The Way We Were" Car Show in downtown Ballston Spa on Sunday, October 9, 2022 from 9:00 am to 4:00 pm. The rain date for this event will be Sunday, October 16, 2022. Set up will start at 6 am on the day of the event.

Because of the success of past car shows, we would again like to close Front Street from Milton Avenue up to Charlton Street and Low Street to West High Street. We will be lining the streets with cars and trucks as well as food vendors from our membership and community groups. The BSBPA will be submitting press releases to various media sources and will additionally let the businesses located on Front Street and Low Street know of the street closings. In the past, the show had over 400 registered vehicles. If the weather is favorable, we may find our numbers this year to be close to 500. Because of this, we will also need to close Charlton Street to accommodate the overflow. We would also like to use grass areas at the Old Iron Spring and Wiswall Park and the lot of the Ballston Spa Public Library.

Lastly, we would like to request police assistance for clearing unauthorized vehicles and general patrol. A map of the event will be provided showing the show route and road closures.

Your support of this event is greatly appreciated. If you have any other questions, please feel free to contact either Dana or me directly.

Sincerely,

Dan Barner
Ballston Spa Business & Professional Association
Chairperson, Car Show Committee
518-309-3047

Dana Womer
Executive Administrator
Ballston Spa Business & Professional Association
518-885-2772

Please note: The BSBPA's 2022-23 event insurance policy renewal date is September 2022. Because the car show falls in the new policy year, an insurance certificate will be provided to the village after the policy is renewed.

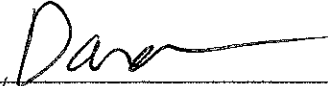
SPECIAL EVENTS NOTIFICATION

- 1. A Special Event Notification must be filled out for any public or private gathering of 500 or more people and less than 5,000 people.
- 2. This is for notification purposes only.
- 3. Authorization will be issued at the time the written notice is completed and submitted to The Village of Ballston Spa Clerk’s office.
- 4. If event(s) is for more than one scheduled day, a schedule shall be attached to the application. Only one application will be required.
- 5. Any event involving street closures will require Village review prior to approval.

SPECIAL EVENT NOTIFICATION: The special event notice must include the following information

- Date of Notice May 18, 2022
- Date(s) of Event: October 9, 2022 (rain date October 16)
- Event Starting Time: Set up 6 am, event starts 9 am
NOT BEFORE 7:00 am
- Event Ending Time: 4pm
NOT AFTER 12:00 am
- Name of Event: 20th Annual “The Way We Were” Car Show
- Location of Event: Front Street, Low Street, Charlton Street, Wiswall & Iron Spring Park
- Name of Owner of Facilities or Property: Village of Ballston Spa
- Facilities manager or contact information: _____
- List of roads and routes of travel to event: _____
- If closing roads, attach a map and list locations of traffic controls an detours along with closing and opening time: Show Route Map included
- Name, title and contact information of person filing application:
Dana Womer, Executive Administrator, BSBPA 518-885-2772 Dana@ballston.org
- If application is a corporation, list name of corporation, contact person and contact information:

- If applicant resides outside Saratoga County, list name, address and contact information:

- Name, address, contact Information of promoter: BSPBA, Ballston Spa
- Number of people expected to attend event:700-1000
- SIGNATURE OF PERSON FILLING OUT NOTICE: 

SIGNATURE OF VILLAGE OFFICER/EMPLOYEES RECEIVING NOTICE: _____

DATE: _____



Town Clerk's Office

503 Geyser Road • Ballston Spa, New York 12020
(518) 885-9220

May 12, 2022

Eagle Matt Lee Fire Department
35 Washington Street
Ballston Spa, NY 12020

Re: Election Day

Gentlemen:

Gentlemen:

We are requesting to use of your Firehouses for the Primary and General Elections. The Primary Election will be held on Tuesday, June 28, 2022 and the General Election will be held on Tuesday, November 8, 2022, with polls open from 6am to 9pm. We ask that the facility be open at 5am for the Election Inspectors to set up. We will also need tables and chairs set up for the Election Inspectors for those days.

Sincerely,

Brenda Howe
Town Clerk

✓cc: Village of Ballston Spa



Town Clerk's Office

503 Geyser Road • Ballston Spa, New York 12020
(518) 885-9220

May 12, 2022

Union Fire Company No 2
311 Milton Avenue
Ballston Spa, NY 12020

Re: Election Day

Gentlemen:

We are requesting to use of your Firehouses for the Primary and General Elections. The Primary Election will be held on Tuesday, June 28, 2022 and the General Election will be held on Tuesday, November 8, 2022, with polls open from 6am to 9pm. We ask that the facility be open at 5am for the Election Inspectors to set up. We will also need tables and chairs set up for the Election Inspectors for those days.

Sincerely,

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

Brenda Howe
Town Clerk

✓cc: Village of Ballston Spa

Village of Ballston Spa

Local Law 1 of 2022

Chapter 175 Sidewalk Cafes, Outdoor Dining and Sidewalk Sales

§175-1 Purpose and Intent.

The purpose of this section is to establish regulations to allow temporary (seasonal) sidewalk cafes, outdoor dining and retail sidewalk sales and to permit same to encroach into the public right-of-way as an accessory component of an adjacent primary business which is located on private property. It is intended that such sidewalk cafes, outdoor dining and retail sidewalk sales will not unduly restrict public access or detract from the character and appearance of the surrounding areas. The general goals are to:

- A. Provide adequate space for pedestrians on the sidewalk adjacent to the sidewalk cafes, outdoor dining and sidewalk sales and to ensure access to adjacent commercial and retail uses.
- B. Provide sidewalk cafes, outdoor dining and sidewalk sales as useful and properly planned visual amenities.
- C. Promote the sidewalk cafes, outdoor dining and sidewalk sales as useful and properly planned so as to relate harmoniously to the streetscape.

§175-2 Definitions.

As used in this section, the following terms shall have the meanings indicated:

CHAIR or SEAT – either a distinct piece of furniture designed to allow one person to sit upon the same, or when seating is provided on a bench or other similar structure, then every 20 inches of seating space shall be considered as the equivalent of one chair or seat for determining seating capacity

CURBLINE — The point at which a curb stone meets a roadway.

OUTDOOR DINING – A temporary use of an adjacent, outside area by a restaurant or take-out food store as defined in Chapter ____ of the Village Code for the same eating and drinking activities that occur within the establishment. The outdoor dining area may be located in a public right-of-way pursuant to this chapter.

OUTDOOR EATING AREA – A designated area on the premises of a restaurant or take-out food store, but outside the principal building, and where patrons may sit at tables while consuming food and beverages served by a server or food and beverages purchased from the restaurant or take-out food store.

OPEN SPACE – A location that has been approved by the Village Building Inspector or designee, including but not limited to a sidewalk, pedestrian plaza, street, parking lot, or other public or privately owned space, provided that a privately owned space shall be utilized only with the consent of the owner of such space.

PERMITTEE – An individual or entity, including but not limited to a corporation, partnership, or limited liability company, to whom the permit to operate the sidewalk café or outdoor dining in an approved open space or conduct sidewalk sales is issued.

SIDEWALK — Any area between the curblin and a permanent building or structure, whether publicly or privately owned, which is used by the public or open to use by the public.

SIDEWALK CAFE — An outdoor dining area, located on a private sidewalk or public property, which is public through dedication or easement, or public right-of-way and contains readily removable tables, chairs, railings and may contain planters. It is otherwise unenclosed by fixed walls and open to the air, except that it may have a retractable awning or umbrellas, or other nonpermanent covers.

SIDEWALK CAFÉ AREA – A designated area of a public sidewalk or other Village property where patrons may sit at tables while consuming food and beverages ordered from and served by a waiter or waitress or purchased from an adjacent restaurant or take-out food store.

SIDEWALK SALES — The use of the sidewalk area adjacent to a permitted indoor retail establishment for the sale of retail merchandise, the placement of sandwich board signs and the placement of items relating to the business and designed to attract customers to the business establishment.

§175-3 Permit required.

A permit issued by the Village Building Inspector is required to operate a sidewalk café, outdoor dining, and sidewalk sales under this chapter. Such permit shall only be issued if all of the requirements of this chapter have been complied with. The permit shall be valid from April 1 through October 31 of the calendar year. The permit may be renewed annually, subject to the conditions of this chapter.

§175-4 Application for permit.

- A. An application for a sidewalk café, outdoor dining, or sidewalk sales permit shall be made on a form prepared by the Village and maintained in the Village Building Inspector's Office. The application shall state the name and address of the establishment where the sidewalk café, outdoor dining, or sidewalk sales is proposed; the name and address of the applicant with phone number and e-mail address; proposed hours of operation of the sidewalk café, outdoor dining, or sidewalk sales; a complete list of equipment proposed to be placed on the sidewalk.
- B. The application shall be accompanied by sketches, at a scale of at least 1/4 inch equals one foot:
 - 1. Showing the sidewalk adjoining the establishment where the sidewalk café, outdoor dining, or sidewalk sales outdoor cafe is proposed, detailing the location of the curb, any trees and tree wells, mailboxes, streetlights, utility poles or other obstructions; and
 - 2. Showing the location of all tables, chairs, benches, merchandise, and other equipment proposed to be located on the sidewalk.
- C. If the applicant is not the owner of the premises in front of which the sidewalk café, outdoor dining, or sidewalk sales is proposed, the applicant must provide written proof of the property owner's consent to the sidewalk café, outdoor dining, or sidewalk sales.
- D. The applicant must submit, prior to the issuance of the permit, in a form acceptable to the Village Building Inspector, an agreement to indemnify and save harmless the Village of Ballston Spa, its officers and employees against any loss or liability or damage, including expenses and costs for bodily injury and for property damage sustained by any person as a result of the applicant's operation of sidewalk café, outdoor dining, or sidewalk sales on public property.
- E. The applicant must submit, prior to the issuance of the permit, a certificate of general liability insurance naming the Village of Ballston Spa, its officers, agents and employees as additional insureds, with the following limits: for personal injury, \$1,000,000 per individual and occurrence; and for property damage, \$1,000,000 per individual and occurrence, effective for the duration of the permit, and containing a provision prohibiting its cancellation except upon 20 days' notice to the Village of Ballston Spa.
- F. A permit to operate a sidewalk café, outdoor dining, or sidewalk sales shall be issued only to the owner of the business which operates the sidewalk café, outdoor dining, or sidewalk sales. Permits are not transferable. In the event of a change of ownership of a business which operates sidewalk café, outdoor dining, or sidewalk sales, or if the applicant is not the owner of the property and ownership of the property changes during the duration of the permit, the applicant must notify the Village Building Inspector immediately and a new permit must be obtained prior to the continued operation of the sidewalk café, outdoor dining, or sidewalk sales.

- G. A permit may be revoked at any time for any violation of this chapter, any other violation of the Code of the Village of Ballston Spa, or any violation of applicable County, State or Federal laws or regulations.
- H. Application for a permit shall be subject to a fee set by resolution of the Village Board.

§175-5 Permitted use.

Sidewalk café, outdoor dining, or sidewalk sales shall be permitted only as accessory to a business or commercial establishment or restaurant lawfully operating on the first floor of the premises in the Central Business District or Commercial District, on the sidewalk in front of the principal place of business. The front of the principal place of business shall be defined as to space extending from the primary front of the building and the public street it abuts.

§175-6 Conditions for Operating Sidewalk Cafes, Outdoor Dining and Sidewalk Sales.

- A. No permanent structures may be affixed to the sidewalk area or building.
- B. No cash register or other facility for the exchange of currency or otherwise receiving payment for goods and services shall be permitted on the sidewalk.
- C. No live or mechanical music may be operated or used in connection with sidewalk sales.
- D. No sidewalk cafes, outdoor dining or sidewalk sales shall be permitted when there is snow on the sidewalk on any area in front of the establishment.
- E. The sidewalk and public property on which the sidewalk cafes, outdoor dining or sidewalk sales is located and the surrounding area shall be kept neat and clean at all times and free from any substance that may damage the sidewalk or cause pedestrian injury.
- F. No waste receptacles used in connection with sidewalk cafes, outdoor dining or sidewalk sales are permitted outdoors.
- G. The sidewalk cafes, outdoor dining or sidewalk sales areas shall not violate the minimum sidewalk clearance required for a public sidewalk under the Americans with Disabilities Act, the regulations of the New York State Department of Transportation, or any other applicable County, State or Federal laws or regulations.
- H. The sidewalk cafes, outdoor dining or sidewalk sales areas shall not block Fire Department Connection.

§175-7 Special Conditions for Sidewalk Sales.

- A. There shall be a minimum of five feet of clear distance free of all obstructions to allow adequate pedestrian movement, which shall be four feet where there is a permanent or fixed obstruction. The minimum distance shall be measured from the portion of the sidewalk vending area nearest either the curblineline or the nearest obstruction (such as tree wells, utility poles, streetlights, etc.).
- B. A clear, unoccupied space must be provided, not less than five feet in width, from all entrances of the building abutting the sidewalk to the unoccupied portion of the public sidewalk.
- C. No sidewalk display shall be higher than five feet in height.
- D. No sidewalk sales may take place after 8:30 p.m., nor may it take place when the establishment to which it is accessory is not open to the public.
- E. All items placed on the sidewalk for sale purposes shall be removed from the sidewalk at the closing time of the establishment to which it is accessory.
- F. No outdoor lighting may be used in connection with sidewalk sales.
- G. Any person seeking to display merchandise on a public right-of-way shall only be permitted to display merchandise that is sold in its normal course of business. No individual shall allow another vendor to use their property.

§175-8 Special Conditions for Sidewalk Cafes and Outdoor Dining.

- A. All food and beverages to be served or consumed at sidewalk cafes and outdoor dining shall be prepared within the existing food service establishment. The food service establishment shall not serve food or beverages to a patron at a sidewalk cafe or outdoor dining area unless the patron is seated at a table.
- B. All alcoholic beverages to be served at a sidewalk cafes and outdoor dining shall be prepared within the existing restaurant, and alcoholic drinks shall be served only to patrons seated at chairs, benches and/or tables separated from the rest of the public sidewalk by an appropriate barrier which shall include weighted stanchions and fencing with a minimum height of 36 inches and a maximum height of 42 inches. Such barrier shall be of a type of material that is consistent with the aesthetic of the neighborhood as determined by the Village Building Inspector. Such barrier shall be made of steel or iron, and weighted to prevent movement from the designated area.

- C. All alcoholic beverages must be served by an employee of the restaurant. The drinking of alcoholic beverages by a member of the public while a patron at a sidewalk café or outdoor dining, within the confines of the sidewalk café or outdoor dining area, shall not be construed as a violation of any local law controlling consumption of alcoholic beverages in a public area. The operator of a sidewalk café or outdoor dining shall be in full compliance with the licensing requirements of the State Liquor Authority, as may exist, and shall comply with all other laws and regulations concerning the sale of alcoholic beverages in the state. In the event that said sidewalk café or outdoor dining is not in full compliance with the State Liquor Authority's laws, rules and regulations, then the serving and consumption of alcoholic beverages in the sidewalk café or outdoor dining shall be prohibited.
- D. No sidewalk cafe shall operate after 10:00 p.m. or when the establishment for which it is associated is not open to the public.

§175-9 Reservation of rights.

Neither the adoption of this article nor the granting of any permit pursuant to this article shall be construed as a waiver of any right, privilege or immunity that the Village of Ballston Spa may have with respect to streets and sidewalks, whether express or implied.

§175-10 Violations, penalties for offenses.

- A. The applicant shall be responsible for any damage caused to any sidewalk or public property as a result of the applicant's operations under this chapter.
- B. The Village Building Inspector shall have the power to revoke a permit for violation of any provision contained herein.
- C. In addition, upon learning that any permittee operating sidewalk cafes, outdoor dining or sidewalk sales has violated any provision of this article or the terms and conditions of its permit or has engaged in any practice in conjunction with a sidewalk cafes, outdoor dining or sidewalk sales that constitutes a danger to the health or safety of any patron or pedestrian, the Village Building Inspector shall give notice to the permittee to correct such violation or cease such practice within 24 hours. If the permittee fails to comply with such notice, the Village Building Inspector may suspend the permit for a period not in excess of 30 days, during which time the permittee shall be entitled to a hearing before the Village Building Inspector, at which the permittee may be represented by counsel, to present evidence in his or her behalf and confront the evidence against the permittee. Within 48 hours after the hearing is closed, the Village Building Inspector must either revoke the permit or reinstate the permit. In reinstating the permit, the Village Building Inspector may impose additional conditions related to the violation or improper practice that has been found. If the permittee does not request a hearing, the permit shall be revoked.
- D. Any person who violates any provision of this article shall be subject to a penalty of not more than \$500 per day. Each day constitutes a separate violation.

SPECIAL EVENTS NOTIFICATION

1. A Special Event Notification must be filled out for any public or private gathering of 500 or more people and less than 5,000 people.
2. This is for notification purposes only.
3. Authorization will be issued at the time the written notice is completed and submitted to The Village of Ballston Spa Clerk's office.
4. If event(s) is for more than one scheduled day, a schedule shall be attached to the application. Only one application will be required.
5. Any event involving street closures will require Village review prior to approval.

SPECIAL EVENT NOTIFICATION: The special event notice must include the following information

- Date of Notice 5/19/2022
- Date(s) of Event: 6/24/2022 (alternate date 6/26/2022)
- Event Starting Time: 9 AM
NOT BEFORE 7:00 am
- Event Ending Time: 6 PM
NOT AFTER 12:00 am
- Name of Event: SUMMER KICK OFF EVENT
- Location of Event: WISWALL PARK
- Name of Owner of Facilities or Property: VILLAGE OF BALLSTON SPA
- Facilities manager or contact information: _____
- List of roads and routes of travel to event: _____
- If closing roads, attach a map and list locations of traffic controls an detours along with closing and opening time: _____
- Name, title and contact information of person filing application:
NATALIA MARTINEZ, OWNER OF PLAY HOLLOW, info@playhollow.com, 518-309-3517
- If application is a corporation, list name of corporation, contact person and contact information:
PLAY HOLLOW LLC
- If applicant resides outside Saratoga County, list name, address and contact information: _____
- Name, address, contact Information of promoter: NATALIA MARTINEZ / 40 FRONT ST BALLSTON SPA, NY / 518-309-3517
info@playhollow.com
- Number of people expected to attend event: LESS THAN 500

SIGNATURE OF PERSON FILLING OUT NOTICE: 

SIGNATURE OF VILLAGE OFFICER/EMPLOYESS RECEIVING NOTICE: _____

DATE: _____

SPECIAL EVENTS NOTIFICATION

- 1) A Special Event Notification must be filled out for any public or private gathering on 500 or more people and less than 5,000 people.
- 2) This is for notification purposes only.
- 3) Authorization will be issued at the time written notice is completed and submitted to The Village of Ballston Spa Clerk's office.
- 4) If event(s) is for more than one scheduled day, a schedule shall be attached to the application. Only one application will be required.
- 5) Any event involving street closures will require Village review prior to approval.

SPECIAL EVENT NOTIFICATION: This notice must include the following information:

- Date of Notice: 5/18/22
- Date(s) of Event: 7/31/22
- Event Starting Time (NOT BEFORE 7 a.m.) 2 PM
- Event Ending Time (NOT AFTER 12 a.m.) 8 PM
- Name of Event: MUSIC IN THE PARK
- Location of Event: MUSIC PARK @ THE OLD IRON SPRING
- Name of Owner of Facilities or Property: Village of B.S.
- Facilities Manager and contact information: _____
- List of roads and routes of travel to event: _____

- If closing roads, attach a map and list locations of traffic controls and detours along with closing and opening time: N/A

- Name, Title and contact information of person filing application: ED HERSH (LIONS CLUB) 518-496-6162
- If applicant is a Corporation, list name, contact person and their contact information: _____

- If applicant resides outside of Saratoga County, list name, address and contact info of a person authorized to accept notices issued about this application: _____
- Name, address, contact info of promoter: B.S. LIONS CLUB ED HERSH 518-496-6162
- Number of people expected to attend event: 100-200

SIGNATURE OF PERSON FILLING OUT NOTICE: Ed Hersh
DATE: 5/18/22

Guidelines for completing the Project Status Form

Contract Information section:

Recipient: The entity that entered into the contract with DOS.
Contract #: NYS Comptroller number listed on the Face Page of the contract.
Project Title: The official title of the project (can be found on most correspondence from DOS).
Date Prepared: The date that the status report is being prepared.

In the Task List section:

Every task and subtask listed in the Work Plan (Attachment C of contract, or Appendix D for older contracts) must be listed on each report submitted. Columns 1-5 should be completed for every task, giving the current percent of completion for each and indicating the completion date for tasks that are 100% complete, or the target date for tasks that are still underway. Target dates should be realistic and provide an up-to-date timeline for completion of the remaining tasks and project.

Task #: The tasks should be listed in order and numbered exactly as shown in the work plan.

Brief Task Description: Enter a couple of key words to describe the task (for example, “RFP”, “Final Designs”, “Permits”). This should be based on the task title from the work plan.

Percent of Completion: The current percentage of completion of this task.

A/T: If the task is 100% complete, enter “A” – (to indicate that the date in the **Date of Completion** column is the Actual date of completion of the task). If the task is less than 100% complete, enter “T” – (to indicate that the date in the **Date of Completion** column is the Target date for completion of the task).

Date of Completion: If the task is 100% complete, indicate the date that the task was completed – this date must be a past date. If the task is less than 100% complete, indicate the date that the task is expected to be completed – this date must be a future date. NOTE: If the target completion dates for any project tasks go beyond the current end date of the contract, an extension should be requested in the **Extension** section of this form.

Task Accomplishments: This column should be completed only if work on the task has started. The entry should be brief, but describe specific accomplishments made for each task. Status reports submitted with generic entries will take longer to review by DOS and may not be accepted (*see below for tips on improving **Task Accomplishments** entries).

Product Submitted: Indicate the specific task-related products which have been submitted to DOS for review and approval.

*Here are some tips on how to improve generic **Task Accomplishments** entries:

<u>Generic accomplishment entry:</u>	<u>Improved, more specific accomplishment entry:</u>
Advisory committee established.	8 person advisory committee was established and has met (6) times to date.
RFP issued.	RFP was released through local papers and NYS Contract Reporter.
Consultant Selected.	5 responses were received and ABC Construction Company, Inc. was selected
Final designs.	Final Design & Construction Drawings (incorporating DOS comments of 11/5/05) were approved by DOS.

MWBE Reporting, Project Status Reporting and Final Project Summary Report/Measurable Results (FPSR/MR) tasks:

MWBE reports and status reports are required to be submitted for the life of the contract. FPSR/MR forms are required to be submitted upon completion of the project. As such, these tasks should not be marked as 100% complete until the entire project is completed, all MWBE utilization has been reported in NYSCS, and the final status report and FPSR/MR forms have been submitted. The target completion date for these tasks should be within 60 days after the project is expected to be complete.

MWBE section (required):

Fill in the MBE and WBE goal amounts for this contract. The goal can be found on Attachment B-1 of more recently executed contracts and/or amendments, and in Attachment A-1, Section M.2.a for older contracts. If you are unsure what the goal for your contract is, please email us at opdcontracts@dos.ny.gov and we will provide the information.

Fill in the state-share amounts incurred to date (whether or not actually paid) by state-certified MBE and WBE firms.

Also at this time, please check your contract in NYSCS to confirm that any amounts actually paid to MWBE firms have been reported to receive credit towards the MWBE goal.

In the next section, briefly explain how any remaining MWBE goals are expected to be achieved.

Work Undertaken section (required):

Describe any work undertaken and advancements made since the last status report submitted. If this is the first status report, describe work undertaken and advancements made to date.

Extension section:

If an extension is requested by the Recipient, the request, reason and justification must be indicated in this section and the reasons provided should be detailed and specific. For example, requesting an extension to "complete the project" or "allow time to finish tasks" is not acceptable. The reasons provided in this section should be specific and explain why tasks were delayed and/or problems were experienced.

The extension requested must also be consistent with the target completion dates in the task list. For example, if the task list indicates that the final project task has a target completion date of December 31, 2019, you cannot request an extension to June 30, 2020.

Amendment section:

Please take a moment to review the executed budget and work plan of the contract or most recent amendment. If you notice the need for any adjustments, a description should be provided in this section. Note that since a budget amendment will be needed for most changes, it's best to provide the information on this report so that the budget can be amended as soon as possible to avoid future delays with reimbursements.

Issues section:

If any issues or problems have been encountered since the last status report submitted, they should be indicated here.

Contact Information section (required):

Provide the Name, Title, Affiliation, Email Address, Phone Number, and Fax Number of the person that DOS should contact directly if we have questions on the information provided on this form.

Submitting the status report:

Please email the completed status report in Microsoft Word format to opdcontracts@dos.ny.gov. Please do not forward the original by mail - we only need to receive one copy of the report.

If you have any questions, please email at opdcontracts@dos.ny.gov or call (518) 474-6000.

PROJECT STATUS FORM

Recipient: Ballston Spa (V) Contract #: C1002076

Project Title: Village of Ballston Spa BOA Nomination

Date Prepared: _____

**** See guidelines for directions on completing this form ****

<u>Task #</u>	<u>Brief Task Description</u>	<u>Percent of Completion</u>	<u>A/T</u>	<u>Date of Completion</u>	<u>Task Accomplishments</u>	<u>Product Submitted to DOS</u>
1.1	Project Planning Meeting					
1.2	Establish Project Steering Committee					
1.3	Solicitation of Consulting Services					
1.4	Consultant Selection and Compliance with Local Procurement Requirements					
1.5	Consultant Subcontract Preparation and Execution					
1.6	Project Scoping Session with the Selected Consultant					
2.1	Community and Stakeholder Participation					
3.1	Description of the Project and Area Boundary					
3.2	Description of Community Participation Process and Outcomes					
3.3	Existing Conditions Analysis					
3.4	Final Recommendations and Implementation Strategy					
4.1	Draft Nomination and Executive Summary					

5.1	Public Meeting				
5.2	Preparation of Final Nomination				
5.3	Application for Designation				
6.1	NYS Environmental Quality Review				
7.1	MWBE Reporting				
7.2	Project Status Reports				
7.3	Final Project Summary Report				

NOTE: Enter information into the boxes above. Pushing tab to move from box to box will insert additional rows.

Indicate the MWBE goals for this contract, and the state-share amounts incurred to date by state-certified MWBE firms:

MBE Goal Amount:	\$22,950.00	WBE Goal Amount:	\$22,950.00
Incurred by MBE:	_____	Incurred by WBE:	_____

Note: Any state-share MWBE costs paid to date should be entered in NYSCS to receive credit towards the MWBE goal.

Briefly explain how any remaining MWBE goals are expected to be achieved:

Describe work undertaken and advancements made since the previous status report:

If the project will not be complete by the current end date of the contract, provide an extension request, including a detailed justification and specific reasons for delay:

Describe any proposed amendment to the budget and/or work program of this contract:

Describe any issues or problems encountered during the current reporting period:

Person to contact if we have questions about the information provided on this form:

Name: _____

Email Address: _____

Title: _____

Affiliation: _____

Phone: _____

Fax: _____

