

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.

August 14, 2023

Mayor

Trustee

Trustee

Trustee

Trustee

Village of Ballston Spa A/P Distribution Summary by Fund

<u>Fund</u>	<u>District</u>	<u>Amount</u>
AA - General	000	133,206.13
<u>AA Fund Total</u>		<u>133,206.13</u>
GG - Sewer	000	8,809.80
<u>GG Fund Total</u>		<u>8,809.80</u>
LL - Library	000	8,186.95
<u>LL Fund Total</u>		<u>8,186.95</u>
TA - Trust & Agency	000	842.09
<u>TA Fund Total</u>		<u>842.09</u>
Grand Total		151,044.97

Village of Ballston Spa Abstract of Audited Vouchers

<u>Claimant</u>	<u>Invoice Date</u>	<u>Invoice Description</u>	<u>Voucher #</u>	<u>Distribution Acct</u>	<u>Account Description</u>	<u>A/P Owed</u>	<u>Chk #</u>	<u>Chk Date</u>
Voucher Type: <none>								
Mangino Chevrolet, Inc	7/17/2023	20230809 06 SILVER	1822	AA.5110.404.000	Street Administration CE - Repairs & Mai	164.07		
<u>Mangino Chevrolet, Inc Total</u>						<u>164.07</u>		
Total for Voucher Type: <none>						<u>164.07</u>		
Voucher Type: Prepaid								
AFLAC	7/28/2023	july 2023	1813	TA.0020.000.000	Group Insurance	141.90	0006451	8/08/2023
<u>AFLAC Total</u>						<u>141.90</u>		
Equitable- Axa	7/25/2023	20230725	1650	TA.0020.000.000	Group Insurance	574.95	0006413	7/26/2023
<u>Equitable- Axa Total</u>						<u>574.95</u>		
Lowe'S	7/25/2023	20230731	1697	AA.7140.404.000	Playgrounds/Kelly Park CE - Repair & Maint	984.67	0006417	8/02/2023
<u>Lowe'S Total</u>						<u>984.67</u>		
McNamara, Peter	8/08/2023	20230808 UTL Refund-paid to Village in Error	1748	AA.2140.000.000	Metered Water Sales	68.37	0006452	8/08/2023
<u>McNamara, Peter Total</u>						<u>68.37</u>		
Mvp Health Plan, Inc.	7/08/2023	18398395	1649	AA.9089.800.000	Other EB (Sect. 125) EB	2,122.44	0006414	7/26/2023
<u>Mvp Health Plan, Inc. Total</u>						<u>2,122.44</u>		
National Grid #00302-11100	7/21/2023	20230726	1653	AA.3411.401.000	E.M.L. Fire Dept CE - Utilities	71.00	0006418	8/02/2023
<u>National Grid #00302-11100 Total</u>						<u>71.00</u>		
National Grid #01688-15101	7/13/2023	20230726	1670	AA.1621.401.000	Municipal Bldg CE - 30 Bath St Utilitie	23.91	0006419	8/02/2023
<u>National Grid #01688-15101 Total</u>						<u>23.91</u>		
National Grid #04680-43012	7/21/2023	20230726	1654	AA.5110.401.000	Street Administration CE - Utilities	17.85	0006420	8/02/2023
<u>National Grid #04680-43012 Total</u>						<u>17.85</u>		

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National Grid #05150-26007	7/21/2023	20230726	1655	AA.5182.400.000	Street Lighting CE	49.65	0006421	8/02/2023
<u>National Grid #05150-26007 Total</u>						<u>49.65</u>		
National Grid #05290-90006	7/21/2023	20230726	1656	AA.3120.401.000	Police CE - Utilities	43.93	0006422	8/02/2023
<u>National Grid #05290-90006 Total</u>						<u>43.93</u>		
National Grid #06650-72006	7/21/2023	20230726	1657	AA.3120.401.000	Police CE - Utilities	46.79	0006423	8/02/2023
<u>National Grid #06650-72006 Total</u>						<u>46.79</u>		
National Grid #06786-00005	7/21/2023	20230726	1665	AA.5182.400.000	Street Lighting CE	12.99	0006424	8/02/2023
<u>National Grid #06786-00005 Total</u>						<u>12.99</u>		
National Grid #07102-11117	7/21/2023	20230726	1666	AA.7110.401.000	PARKS - Wiswall & Iron Spring CE - Utilities	59.37	0006425	8/02/2023
<u>National Grid #07102-11117 Total</u>						<u>59.37</u>		
National Grid #07902-11102	7/21/2023	20230726	1667	AA.7110.401.000	PARKS - Wiswall & Iron Spring CE - Utilities	44.96	0006426	8/02/2023
<u>National Grid #07902-11102 Total</u>						<u>44.96</u>		
National Grid #19782-62011	7/21/2023	20230726	1651	AA.7110.401.000	PARKS - Wiswall & Iron Spring CE - Utilities	35.60	0006427	8/02/2023
<u>National Grid #19782-62011 Total</u>						<u>35.60</u>		
National Grid #22302-11106	7/21/2023	20230726	1652	AA.7110.401.000	PARKS - Wiswall & Iron Spring CE - Utilities	42.81	0006428	8/02/2023
<u>National Grid #22302-11106 Total</u>						<u>42.81</u>		
National Grid #23352-17119	7/26/2023	20230801	1731	AA.8340.401.000	Transmission & Distribution - CE - Utili	21.18	0006429	8/02/2023
<u>National Grid #23352-17119 Total</u>						<u>21.18</u>		
National Grid #23730-27002	7/21/2023	20230726	1658	AA.5110.401.000	Street Administration CE - Utilities	24.29	0006430	8/02/2023
<u>National Grid #23730-27002 Total</u>						<u>24.29</u>		

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National Grid #26440-07109	7/26/2023	20230801	1730	AA.3412.401.000	Union fire Dept CE - Utilities	674.97	0006431	8/02/2023
<u>National Grid #26440-07109 Total</u>						<u>674.97</u>		
National Grid #27040-07109	7/26/2023	20230801	1729	AA.8340.401.000	Transmission & Distribution - CE - Utiliti	1,640.80	0006432	8/02/2023
<u>National Grid #27040-07109 Total</u>						<u>1,640.80</u>		
National Grid #33952-17109	7/21/2023	202307236	1671	AA.8340.401.000	Transmission & Distribution - CE - Utiliti	22.61	0006433	8/02/2023
<u>National Grid #33952-17109 Total</u>						<u>22.61</u>		
National Grid #34552-95103	7/21/2023	20230731	1695	AA.5182.400.000	Street Lighting CE	5,375.17	0006434	8/02/2023
<u>National Grid #34552-95103 Total</u>						<u>5,375.17</u>		
National Grid #36300-04011	7/26/2023	20230801	1728	AA.8340.401.000	Transmission & Distribution - CE - Utiliti	324.51	0006435	8/02/2023
<u>National Grid #36300-04011 Total</u>						<u>324.51</u>		
National Grid #39652-22103	7/21/2023	20230726	1672	AA.7180.401.000	Spec Rec Fac CE - Utilities	1,172.62	0006436	8/02/2023
<u>National Grid #39652-22103 Total</u>						<u>1,172.62</u>		
National Grid #41352-17108	7/21/2023	20230726	1669	GG.8120.401.000	Sanitary Sewers CE - Utilities	74.22	0006437	8/02/2023
<u>National Grid #41352-17108 Total</u>						<u>74.22</u>		
National Grid #43186-94007	7/21/2023	20230726	1668	AA.8340.401.000	Transmission & Distribution - CE - Utiliti	204.46	0006438	8/02/2023
<u>National Grid #43186-94007 Total</u>						<u>204.46</u>		
National Grid #58830-37004	7/21/2023	20230726	1673	AA.5110.401.000	Street Administration CE - Utilities	21.58	0006439	8/02/2023
<u>National Grid #58830-37004 Total</u>						<u>21.58</u>		
National Grid #70081-15023	7/26/2023	20230801	1727	AA.8340.401.000	Transmission & Distribution - CE - Utiliti	586.66	0006440	8/02/2023
<u>National Grid #70081-15023 Total</u>						<u>586.66</u>		

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	7/20/2023	4140340-2023-06- Office of the State Comptroller, Justice Court Fund Total		AA.2610.000.000	Fines, Forfeits of Bail	3,440.00	0006453	8/08/2023
Total for Voucher Type: Prepaid						27,158.35		
Voucher Type: PriorYear								
B-Lann Equipment Company, Inc. 1819								
	4/15/2023	015868		AA.3411.400.000	E.M.L. Fire Dept CE - Contracts	770.95		
	4/15/2023	015869		AA.3411.400.000	E.M.L. Fire Dept CE - Contracts	230.00		
B-Lann Equipment Company, Inc. Total						1,000.95		
Evolution Construction Service 1828								
	4/21/2023	22-207-1		AA.5110.404.000	Street Administration CE - Repairs & Mai	3,425.94		
	8/09/2023	21-151-R		AA.5110.404.000	Street Administration CE - Repairs & Mai	9,234.38		
Evolution Construction Service Total						12,660.32		
Total for Voucher Type: PriorYear						13,661.27		
Voucher Type: Regular								
A.S.C.C. Inc. 1738								
	8/01/2023	20230801 birdhouse		AA.7010.401.000	Fund for the Arts - ASCC Birdhouses and Banners	210.33		
A.S.C.C. Inc. Total						210.33		
Ace Pest Control 1745								
	7/25/2023	21777336		AA.1410.400.000	Village Clerk CE - Contracts	42.00		
Ace Pest Control Total						42.00		
Airgas Usa, LLC 1831								
	7/31/2023	5500809298		AA.1640.405.000	Central Garage CE - Supplies	179.54		
Airgas Usa, LLC Total						179.54		
Allerdice Building Supply, Inc 1763								
	7/07/2023	2307-079554		AA.7140.404.000	Playgrounds/Kelly Park CE - Repair & Maint	19.68		
	7/14/2023	2307-086858		AA.7140.404.000	Playgrounds/Kelly Park CE - Repair & Maint	24.67		
	7/24/2023	2306-061719 (1)		AA.5110.404.000	Street Administration CE - Repairs & Mai	34.15		
	7/28/2023	2307-102480		AA.5110.404.000	Street Administration CE - Repairs & Mai	10.48		
	8/03/2023	2308-109049		AA.5110.404.000	Street Administration CE - Repairs & Mai	7.39		

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	8/04/2023	2308-110089		AA.8340.404.000	Transmission & Distribution - CE - Repair	13.99		
						<u>110.36</u>		
Allerdice Building Supply, Inc. Total								
Allied Universal Security Svcs	1710							
	7/09/2023	14483611		AA.1110.400.000	Justices CE	521.30		
Allied Universal Security Svcs Total						<u>521.30</u>		
Amazon Business	1869							
	7/17/2023	11fx-dgp6-97cw		AA.1410.405.000	Village Clerk CE - Other	-13.00		
	7/17/2023	1YRP-C44LP7MT supplies		AA.1325.405.000	Treasurer CE -Supplies	48.53		
	7/17/2023	1YRP-C44LP7MT supplies		AA.1410.100.000	Village Clerk PS	27.48		
	7/18/2023	14MF-R1YF-1FCQ		AA.3120.100.000	Police PS	46.95		
	7/18/2023	1L67-N4VD-WGJM SUPPLIES		AA.1325.100.000	Treasurer PS	22.49		
	7/18/2023	1lw-qtrv-v1qf		AA.8340.404.000	Transmission & Distribution - CE - Repair	159.99		
	7/31/2023	1c6rkjv3wt4		AA.7550.400.000	Celebrations CE	67.73		
	8/01/2023	16QL-9KC1-3WYL		AA.1325.400.000	Treasurer CE	109.95		
	8/01/2023	1fd-vwwg-khc3		AA.7550.400.000	Celebrations CE	40.74		
	8/01/2023	1N3D-JKX1-1XYV office		AA.1410.405.000	Village Clerk CE - Other	99.98		
	8/03/2023	1TJ7-MDND-9769		AA.1410.405.000	Village Clerk CE - Other	59.87		
	8/03/2023	1TJ7-MDND-9769		AA.1325.405.000	Treasurer CE -Supplies	39.59		
	8/07/2023	1NWR-9Y3Q-V96K		AA.1410.405.000	Village Clerk CE - Other	35.75		
	8/08/2023	11D1-W9LK-WN49		AA.7550.400.000	Celebrations CE	69.95		
	8/09/2023	1FWF-W16Y-		AA.7550.400.000	Celebrations CE	46.56		
Amazon Business Total						<u>862.56</u>		
American Blade Mfg	1786							
	7/25/2023	20465		AA.5110.404.000	Street Administration CE - Repairs & Mai	4,425.00		
American Blade Mfg Total						<u>4,425.00</u>		
American Delivery Solutions	1708							
	7/07/2023	619 DELIVERY SERVICE		AA.7180.405.000	Spec Rec Fac CE - Supplies	1,675.00		
	7/18/2023	803 DELIVERY SERVICE		AA.7180.100.000	Spec Rec Fac PS	1,117.50		
	7/25/2023	833		AA.7180.404.000	Spec Rec Fac CE - Repairs & Maint	952.50		
American Delivery Solutions Total						<u>3,745.00</u>		

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Baker & Taylor			1720					
	7/07/2023	5018424262		LL.7410.405.000	Library CE - Supplies	15.75		
	7/17/2023	5018438140		LL.7410.405.000	Library CE - Supplies	15.20		
	7/18/2023	5018451840		LL.7410.405.000	Library CE - Supplies	23.54		
	7/24/2023	5018446665		LL.7410.405.000	Library CE - Supplies	16.23		
Baker & Taylor Total						<u>70.72</u>		
Bartell, Emily			1876					
	8/10/2023	20230810		AA.7010.400.000	Fund For the Arts	55.99		
Bartell, Emily Total						<u>55.99</u>		
Bartlett, Pontiff, Stewart & Rhodes,			1700					
	7/18/2023	1412600 attorney		AA.1420.100.000	Attorney PS	157.50		
Bartlett, Pontiff, Stewart & Rhodes, P.C. Total						<u>157.50</u>		
Blech, Mark			1737					
	8/01/2023	20230801 Banners		AA.7010.400.000	Fund For the Arts	117.09		
Blech, Mark Total						<u>117.09</u>		
Butler Rowland Mays Architects			1802					
	7/27/2023	3		LL.7410.207.000	Library EQ Building Improvements	5,000.00		
Butler Rowland Mays Architects Total						<u>5,000.00</u>		
ClearStream Recycling			1875					
	8/02/2023	9934		AA.7010.400.000	Fund For the Arts	524.42		
ClearStream Recycling Total						<u>524.42</u>		
Colonial			1722					
	7/27/2023	3757580-0705663		TA.0010.000.000	Consolidated Payroll	125.24	0006416	8/02/2023
Colonial Total						<u>125.24</u>		
County Waste - Clifton Park			1743					
	8/02/2023	32734209W910		AA.7180.400.000	Spec Rec Fac CE - Contracts	25.00		
	8/02/2023	32734209W910		AA.1640.400.000	Central Garage CE - Contracts	242.00		
	8/02/2023	32734209W910		AA.3412.406.000	Union Fire Dept CE - Other	60.00		
	8/02/2023	32734209W910		AA.3411.406.000	E.M.L. Fire Edpt CE - Other	60.00		
County Waste - Clifton Park Total						<u>387.00</u>		
Curtis Lumber Company, Inc.			1767					
	7/10/2023	2307-295627		AA.7140.404.000	Playgrounds/Kelly Park CE - Repair & Maint	26.49		
	7/10/2023	2307296409		AA.7140.404.000	Playgrounds/Kelly Park CE - Repair & Maint	4.00		

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	7/12/2023	2307-05105		AA.3120.404.000	Police CE - Repairs & Maint.	18.99		
	7/19/2023	2307-036050		AA.3120.404.000	Police CE - Repairs & Maint.	17.99		
	7/19/2023	2307-036132		GG.8140.400.000	Storm Sewer Drainage CE	174.80		
	8/01/2023	2308-094669		GG.8140.404.000	Storm Sewer Drainage CE - Repairs & Main	97.90		
	8/04/2023	2308-113438		AA.5110.404.000	Street Administration CE - Repairs & Mai	119.60		
		<u>Curtis Lumber Company, Inc. Total</u>	1716			<u>459.77</u>		
		<u>Daigle Cleaning Systems, Inc</u>				345.00		
	8/01/2023	22440		AA.1620.400.000	Buildings CE - 66 Front St. - Contracts	345.00		
		<u>Daigle Cleaning Systems, Inc Total</u>				<u>345.00</u>		
		<u>Dehn'S Flowers</u>	1863			26.00		
	6/05/2023	019490		AA.8510.400.000	Community Beautification CE	26.00		
	8/02/2023	0195579		AA.8510.400.000	Community Beautification CE	193.93		
	8/02/2023	019571		AA.8510.400.000	Community Beautification CE	185.57		
	8/02/2023	019580		AA.8510.400.000	Community Beautification CE	51.17		
	8/02/2023	019581		AA.8510.400.000	Community Beautification CE	40.78		
	8/02/2023	019582		AA.8510.400.000	Community Beautification CE	41.60		
	8/02/2023	019583		AA.8510.400.000	Community Beautification CE	41.60		
	8/02/2023	019584		AA.8510.400.000	Community Beautification CE	83.20		
		<u>Dehn'S Flowers Total</u>				<u>663.85</u>		
		<u>Dival Safety Equipment, Inc</u>	1696			277.25		
	7/24/2023	3324086 fire hooks		AA.3410.405.000	Fire Chiefs CE - Supplies	277.25		
	7/24/2023	3324088		AA.3412.405.000	Union fire Dept CE - Supplies	559.00		
	7/27/2023	3326376		AA.3412.405.000	Union fire Dept CE - Supplies	594.00		
	7/28/2023	3327158		AA.3412.405.000	Union fire Dept CE - Supplies	10,308.00		
	8/02/2023	3329656		AA.3412.405.000	Union fire Dept CE - Supplies	1,026.00		
		<u>Dival Safety Equipment, Inc Total</u>				<u>12,764.25</u>		
		<u>EFPR Solutions</u>	1827			3,600.00		
	7/31/2023	343272		AA.1325.400.000	Treasurer CE	3,600.00		
		<u>EFPR Solutions Total</u>				<u>3,600.00</u>		
		<u>Emerich Sales & Service</u>	1794			95.86		
	7/13/2023	663603 union lawn mower		AA.3412.404.000	Union Fire Dept CE - Repairs & Maint.	95.86		
		<u>Emerich Sales & Service Total</u>				<u>95.86</u>		

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F.W. Webb Company	7/13/2023	81410236-2	1778	AA.8340.420.000	Transmission & Distribution - CE - Spec	5,030.00		
	7/27/2023	81710670		AA.8340.404.000	Transmission & Distribution - CE - Repair	1,127.00		
<u>F.W. Webb Company Total</u>						<u>6,157.00</u>		
Ferguson Waterworks	7/20/2023	1172990	1796	AA.8340.405.000	Transmission & Distribution - CE - Suppl	42.96		
<u>Ferguson Waterworks Total</u>						<u>42.96</u>		
Fleet Pride	6/27/2023	108856001	1622	AA.5110.404.000	Street Administration CE - Repairs & Mai	-180.37	0006412	7/25/2023
	7/10/2023	109137312 TRUCK #8		AA.5110.404.000	Street Administration CE - Repairs & Mai	61.33		
	7/26/2023	109522192		AA.5110.404.000	Street Administration CE - Repairs & Mai	34.68		
<u>Fleet Pride Total</u>						<u>-84.36</u>		
G A Bove & Sons, Inc.	8/07/2023	JULY 2023	1810	AA.3410.403.000	Fire Chiefs CE - Fuel	705.37		
	8/07/2023	JULY 2023		AA.3412.403.000	Union Fire Dept CE - Fuel	525.73		
	8/07/2023	JULY 2023		AA.3412.403.000	Union Fire Dept CE - Fuel	63.76		
	8/07/2023	JULY 2023		AA.5110.403.000	Street Administration CE - Fuel	1,264.28		
	8/07/2023	JULY 2023		AA.3120.403.000	Police CE - Fuel	1,278.21		
	8/07/2023	JULY 2023		AA.3411.403.000	E.M.L. Fire Dept CE - Fuel	125.25		
	8/07/2023	JULY 2023		AA.3412.403.000	Union Fire Dept CE - Fuel	181.62		
<u>G A Bove & Sons, Inc. Total</u>						<u>4,144.22</u>		
Gawrys, Jeff	8/04/2023	20230804	1787	AA.5110.405.000	Street Administration CE - Supplies	68.92		
	8/04/2023	20230804		AA.8340.405.000	Transmission & Distribution - CE - Suppl	36.14		
	8/04/2023	20230804		AA.7180.405.000	Spec Rec Fac CE - Supplies	5.35		
	8/04/2023	20230804		AA.7110.405.000	PARKS - Wiswall & Iron Spring CE - Supplies	13.37		
<u>Gawrys, Jeff Total</u>						<u>123.78</u>		
Generations Bank CARDMEMBER	7/11/2023	1032.57	1870	AA.1325.400.000	Treasurer CE	487.92		
	7/11/2023	1032.57		AA.8340.406.000	Transmission & Distribution - CE - Other	220.00		

Village of Ballston Spa Abstract of Audited Vouchers

<u>Claimant</u>	<u>Invoice Date</u>	<u>Invoice Description</u>	<u>Voucher #</u>	<u>Distribution Acct</u>	<u>Account Description</u>	<u>A/P Owed</u>	<u>Chk #</u>	<u>Chk Date</u>
Kanopy Inc	7/31/2023	358476-ppu	1777	LL.7410.405.000	Library CE - Supplies	123.00		
Kanopy Inc Total						<u>123.00</u>		
Labella Associates, Dpc	6/26/2023	198885 SURVEY	1705	AA.0909.000.000	Fund Balance	1,360.00		
	6/28/2023	199230 ENGINEERING		AA.1440.400.000	Engineering - CE	3,703.57		
Labella Associates, Dpc Total						<u>5,063.57</u>		
Laberge Engineering & Consulting	3/21/2023	202203300002 water study	1699	AA.8340.400.000	Transmission & Distribution - CE - Contr	5,701.89		
Laberge Engineering & Consulting Group Ltd Total						<u>5,701.89</u>		
Mahoneynotify-Plus, Inc.	8/01/2023	0329092-IN	1871	AA.3412.406.000	Union Fire Dept CE - Other	28.50		
Mahoneynotify-Plus, Inc. Total						<u>28.50</u>		
Mangino Chevrolet, Inc	8/01/2023	89935	1808	AA.3410.404.000	Fire Chiefs CE - Repair & Maint.	74.95		
Mangino Chevrolet, Inc Total						<u>74.95</u>		
Mcqueen, Lindy	8/08/2023	20230808	1814	AA.1110.406.000	Justices - Other	220.00		
Mcqueen, Lindy Total						<u>220.00</u>		
MES Municipal Emergency Services	7/11/2023	IN1902290	1815	AA.3411.200.000	E.M.L. Fire Dept EQ	10,383.60		
	7/21/2023	IN1908050		AA.3411.400.000	E.M.L. Fire Dept CE - Contracts	344.66		
	7/27/2023	IN1910887		AA.3411.200.000	E.M.L. Fire Dept EQ	785.00		
	8/03/2023	IN1914567		AA.3411.200.000	E.M.L. Fire Dept EQ	1,237.65		
MES Municipal Emergency Services Total						<u>12,750.91</u>		
Midwest Tape	7/24/2023	504103699	1721	LL.7410.405.000	Library CE - Supplies	20.99		
	7/31/2023	504140704		LL.7410.405.000	Library CE - Supplies	131.20		
Midwest Tape Total						<u>152.19</u>		
Morris Ford-Mercury, Inc.	7/14/2023	225216	1780	AA.3120.404.000	Police CE - Repairs & Maint.	12.10		
	7/15/2023	224867		AA.8340.404.000	Transmission & Distribution - CE - Repair	46.97		

Village of Ballston Spa Abstract of Audited Vouchers

<u>Claimant</u>	<u>Invoice Date</u>	<u>Invoice Description</u>	<u>Voucher #</u>	<u>Distribution Acct</u>	<u>Account Description</u>	<u>A/P Owed</u>	<u>Chk #</u>	<u>Chk Date</u>
Morris Ford-Mercury, Inc. Total	7/25/2023	225348		AA.3120.404.000	Police CE - Repairs & Maint	118.36		
						<u>177.43</u>		
Motorola Solutions, Inc.			1713					
	7/08/2023	8281665270 balance of radios		AA.3411.402.000	E.M.L. Fire Dept CE - Phone & Internet	15,253.72		
						<u>15,253.72</u>		
Motorola Solutions, Inc. Total								
NAPA *Saratoga Auto Supply			1844					
	7/13/2023	954484		AA.1640.405.000	Central Garage CE - Supplies	-8.00		
	7/17/2023	955307		AA.3120.404.000	Police CE - Repairs & Maint.	196.62		
	7/19/2023	955868		AA.1640.405.000	Central Garage CE - Supplies	102.97		
	7/19/2023	955901		AA.3120.404.000	Police CE - Repairs & Maint.	330.51		
	7/19/2023	955902		AA.3120.404.000	Police CE - Repairs & Maint.	-48.16		
	7/20/2023	956257		AA.1640.405.000	Central Garage CE - Supplies	17.99		
	7/20/2023	956361		AA.3120.404.000	Police CE - Repairs & Maint.	13.66		
	7/21/2023	956667		AA.5110.404.000	Street Administration CE - Repairs & Mai	27.62		
	7/24/2023	957407		AA.3411.404.000	E.M.L. Fire Dept CE - Repairs & Maint.	30.16		
	8/01/2023	959580		AA.1640.405.000	Central Garage CE - Supplies	359.64		
	8/03/2023	960185		AA.5110.404.000	Street Administration CE - Repairs & Mai	312.87		
						<u>1,335.88</u>		
NAPA *Saratoga Auto Supply Total								
North Country Printing And Gra			1726					
	7/28/2023	7610 water bills 2023-2		AA.8340.405.000	Transmission & Distribution - CE - Suppl	1,773.48		
						<u>1,773.48</u>		
North Country Printing And Gra Total								
			1821					
	8/09/2023	20230809		AA.9060.800.000	Medical Insurance (Village Share) EB	25.00		
						<u>25.00</u>		
Pallette Stone Corporation			1839					
	7/24/2023	240886		AA.5110.404.000	Street Administration CE - Repairs & Mai	839.00		
	7/24/2023	537212		GG.8140.404.000	Storm Sewer Drainage CE - Repairs & Main	4,823.00		
	7/26/2023	537230		GG.8140.404.000	Storm Sewer Drainage CE - Repairs & Main	450.00		
	7/28/2023	537246		GG.8140.404.000	Storm Sewer Drainage CE - Repairs & Main	2,976.00		

Village of Ballston Spa Abstract of Audited Vouchers

<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>
	7/31/2023	241159		AA.8340.404.000	Transmission & Distribution - CE - Repair	248.02		
<u>Palette Stone Corporation Total</u>						<u>9,336.02</u>		
<u>Pitney Bowes Bank Inc</u>			1805					
	8/07/2023	20230807		AA.1410.405.000	Village Clerk CE - Other	465.21		
	8/07/2023	20230807		LL.7410.405.000	Library CE - Supplies	85.21		
	8/07/2023	20230807		AA.3620.405.000	Safety Inspection CE - Supplies	41.00		
	8/07/2023	20230807		AA.8340.405.000	Transmission & Distribution - CE - Suppl	34.00		
	8/07/2023	20230807		AA.3120.405.000	Police CE - Supplies	16.00		
	8/07/2023	20230807		AA.8010.405.000	Zoning CE - Supplies	71.24		
	8/07/2023	20230807		AA.1110.405.000	Justices - Supplies	123.21		
<u>Pitney Bowes Bank Inc Total</u>						<u>835.87</u>		
<u>Pompa Brothers, Inc.</u>			1781					
	7/17/2023	76576		AA.8340.404.000	Transmission & Distribution - CE - Repair	481.25		
	7/17/2023	76577		AA.8340.404.000	Transmission & Distribution - CE - Repair	130.61		
	7/24/2023	76598		AA.5110.404.000	Street Administration CE - Repairs & Mai	234.38		
	7/24/2023	76599		AA.5110.404.000	Street Administration CE - Repairs & Mai	360.94		
	7/24/2023	76600		AA.5110.404.000	Street Administration CE - Repairs & Mai	264.49		
<u>Pompa Brothers, Inc. Total</u>						<u>1,471.67</u>		
<u>Ringsquared Telecom LLC</u>			1878					
	8/04/2023	IN133095		AA.1620.402.000	Shared Services CE - Front-Phone/Inter	97.55		
	8/04/2023	IN133095		AA.1110.402.000	Justices CE - Phone & Internet	90.06		
	8/04/2023	IN133095		AA.7180.402.000	Spec Rec Fac CE - Phone & Internet	12.26		
	8/04/2023	IN133095		AA.3412.402.000	Union Fire Dept CE - Phone & Internet	123.08		
	8/04/2023	IN133095		LL.7410.402.000	Library CE - Phone & Internet	254.52		
	8/04/2023	IN133095		AA.3620.402.000	Safety Inspectors CE - Phone & Internet	111.92		
	8/04/2023	IN133095		AA.1640.402.000	Central Garage CE - Phone & Internet	137.98		
	8/04/2023	IN133095		AA.8340.402.000	Transmission & Distribution - CE - Phone	338.00		

Village of Ballston Spa Abstract of Audited Vouchers

<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>	
	8/04/2023	IN133095		GG.8120.402.000	Sanitary Sewers CE - Phone & Internet	33.88			
	8/04/2023	IN133095		AA.3120.402.000	Police CE - Phone & Internet	384.02			
	8/04/2023	IN133095		AA.3411.402.000	E.M.L. Fire Dept CE - Phone & Internet	109.63			
	<u>Ringsquared Telecom LLC Total</u>						<u>1,692.90</u>		
	<u>Seeley Office Systems</u>								
	7/14/2023	0111407.001	1718	LL.7410.405.000	Library CE - Supplies	178.54			
	7/19/2023	0111310-001		LL.7410.405.000	Library CE - Supplies	34.01			
	7/27/2023	0111543-001		LL.7410.405.000	Library CE - Supplies	142.83			
	7/27/2023	0111548-001		LL.7410.405.000	Library CE - Supplies	177.07			
	<u>Seeley Office Systems Total</u>						<u>532.45</u>		
	<u>SIENA FENCE CO</u>								
	7/26/2023	27426	1788	AA.5110.404.000	Street Administration CE - Repairs & Mai	130.00			
	<u>SIENA FENCE CO Total</u>						<u>130.00</u>		
	<u>Slack Chemical Company</u>								
	7/06/2023	458199	1795	AA.8340.404.000	Transmission & Distribution - CE - Repair	949.05			
	<u>Slack Chemical Company Total</u>						<u>949.05</u>		
	<u>Southern Adirondack Library Sy</u>								
	8/01/2023	2023-7 BAL	1775	LL.7410.406.000	Library CE - Other	917.52			
	<u>Southern Adirondack Library Sy Total</u>						<u>917.52</u>		
	<u>Spectrum - Charter Communications</u>								
	7/01/2023	131088001070123	1872	AA.3412.402.000	Union Fire Dept CE - Phone & Internet	204.98			
	8/01/2023	012705501080123 INTERNET SERVICES		AA.1620.402.000	Shared Services CE - Front-Phone/Inter	94.95			
	8/01/2023	012705501080123 INTERNET SERVICES		AA.8340.402.000	Transmission & Distribution - CE - Phone	94.95			
	8/01/2023	012705501080123 INTERNET SERVICES		AA.3120.402.000	Police CE - Phone & Internet	134.98			
	8/01/2023	012705501080123 INTERNET SERVICES		AA.3411.402.000	E.M.L. Fire Dept CE - Phone & Internet	94.95			
	8/01/2023	012705501080123 INTERNET SERVICES		AA.1640.402.000	Central Garage CE - Phone & Internet	89.98			
	8/31/2023	131088001080123		AA.3412.402.000	Union Fire Dept CE - Phone & Internet	204.98			
	<u>Spectrum - Charter Communications Total</u>						<u>919.77</u>		

Village of Ballston Spa Abstract of Audited Vouchers

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Sprint			1740					
	7/28/2023	155060087-256		AA.3620.402.000	Safety Inspectors CE - Phone & Internet	101.28		
	7/28/2023	155060087-256		AA.8340.402.000	Transmission & Distribution - CE - Phone	100.76		
	7/28/2023	155060087-256		AA.3413.402.000	Fire Police CE- Phone & Internet	50.64		
	7/28/2023	155060087-256		AA.3120.402.000	Police CE - Phone & Internet	207.92		
	7/28/2023	155060087-256		AA.5110.402.000	Street Administration CE - Phone & Internet	102.00		
Sprint Total						<u>562.60</u>		
T-Shirt Graphics			1712					
	7/14/2023	13286 pool		AA.7180.100.000	Spec Rec Fac PS	165.84		
T-Shirt Graphics Total						<u>165.84</u>		
Talmadge, Gail			1874					
	8/10/2023	2023081		AA.7010.400.000	Fund For the Arts	675.00		
Talmadge, Gail Total						<u>675.00</u>		
The Children'S Museum Saratoga			1809					
	8/04/2023	20230807		LL.7410.405.000	Library CE - Supplies	300.00		
The Children'S Museum Saratoga Total						<u>300.00</u>		
Tifco Industries			1793					
	3/03/2023	71846617		AA.1640.405.000	Central Garage CE - Supplies	57.38		
	3/31/2023	71855242		AA.1640.405.000	Central Garage CE - Supplies	51.65		
	6/07/2023	71875392		AA.1640.405.000	Central Garage CE - Supplies	80.50		
	7/06/2023	71884343		AA.1640.405.000	Central Garage CE - Supplies	124.66		
Tifco Industries Total						<u>314.19</u>		
Town Of Ballston			1739					
	8/01/2023	20230801		AA.5680.400.000	Transportation (Shuttle Bus) CE	45.46		
Town Of Ballston Total						<u>45.46</u>		
United Rentals (North America), Inc.			1701					
	6/09/2023	220569107-001 pool		AA.7180.404.000	Spec Rec Fac CE - Repairs & Maint	358.44		
United Rentals (North America), Inc. Total						<u>358.44</u>		
Verizon Wireless			1736					
	7/23/2023	9940436804		AA.3120.402.000	Police CE - Phone & Internet	151.96		
	7/24/2023	9940454133		AA.3412.402.000	Union Fire Dept CE - Phone & Internet	95.89		

Village of Ballston Spa Abstract of Audited Vouchers

<u>Claimant</u>	<u>Invoice Date</u>	<u>Invoice Description</u>	<u>Voucher #</u>	<u>Distribution Acct</u>	<u>Account Description</u>	<u>A/P Owed</u>	<u>Chk #</u>	<u>Chk Date</u>
	7/24/2023	9940454133		AA.3411.402.000	E.M.L. Fire Dept CE - Phone & Internet	95.89		
	7/24/2023	9940454133		AA.3410.402.000	Fire Chiefs CE - Phone & Internet	95.88		
	<u>Verizon Wireless Total</u>					<u>439.62</u>		
<u>W.B. Mason Co, Inc.</u>			1715					
	7/15/2023	CM1998663 credit		AA.1410.400.000	Village Clerk CE - Contracts	-24.00		
	7/19/2023	239812923		AA.1410.400.000	Village Clerk CE - Contracts	53.92		
<u>W.B. Mason Co, Inc. Total</u>			1698			<u>29.92</u>		
	7/31/2023	20230731 medical reimb		AA.9060.800.000	Medical Insurance (Village Share) EB	15.00		
	8/09/2023	20230809		AA.9060.800.000	Medical Insurance (Village Share) EB	15.00		
						<u>30.00</u>		
<u>Wells Fargo Financial Cap. Fin</u>			1711					
	7/19/2023	5025970309 PD copier		AA.3120.402.000	Police CE - Phone & Internet	107.35		
<u>Wells Fargo Financial Cap. Fin Total</u>						<u>107.35</u>		
<u>White Cap</u>			1830					
	7/27/2023	50023108042		GG.8140.404.000	Storm Sewer Drainage CE - Repairs & Main	180.00		
<u>White Cap Total</u>						<u>180.00</u>		
<u>Witmer Associates, Inc.</u>			1873					
	7/12/2023	inv288928		AA.3412.405.000	Union fire Dept CE - Supplies	40.45		
<u>Witmer Associates, Inc. Total</u>						<u>40.45</u>		
Total for Voucher Type: Regular						110,061.28		
Total:								
<none>						164.07		
Prepaid						27,158.35		
Prior Year						13,661.27		
Regular						110,061.28		
Total						<u>151,044.97</u>		

REQUEST TO PURCHASE - REQUISITION FORM (CONSENT AGENDA)

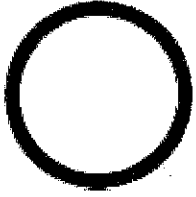
VILLAGE OF BALLSTON SPA
 66 Front Street, Ballston Spa, NY 12020 (518) 885-5711
 (Guidelines at the Bottom of Form)

Date: 8-8-23	Requisition #:				
FOR:	DEPARTMENT WATER AA 8340.4				
PURPOSE OR USE: replace old hydrants					
SOURCE: F. W. Webb Co. - Latham, NY					
REMARKS: (In the Budget)					
Line No.	Quantity	Item Number	Description	Date Needed	Estimated Costs
			SEE Attached QUOTE	8/25/23	
	5 ea		Fire Hydrants Slow-Edgdy 5 1/4" x 5 1/2"	\$3,645/ea	18,225⁰⁰
	1 ea		Valve box, 2 PC w/cover	1 ea	149⁰⁰
	1 ea		6" MJ Clow Valve	1 ea	1,035⁰⁰
	7 ea		Ductile iron Fittings, 6"	40/ea	280⁰⁰
	7 ea		Megalug mj sets	27/ea	189⁰⁰
			TOTAL	\$	19,878⁰⁰
Requested By: Jeff GAWRYS					
Department Approval:					
Purchase Order #:					

REQUEST TO PURCHASE GUIDELINES

FOR ALL REQUEST TO PURCHASE:

- At least **1-2 weeks prior** to ANY such purchase, please complete a **Request to Purchase Form** and submit it for **department approval** and forward the request to the Village Clerk.
- The Village Clerk will present your (and any other) **Request to Purchase Form** to the Village board of Trustees for approval at the next scheduled board meeting.
- The Village Clerk will report back to the requestor the **final approval**.



F.W. WEBB COMPANY
Water Works Division

7 Hemlock St
 Latham, NY 12110
 Phone: 518-785-5537 Fax: 518-785-5578

This is your **Quotation** from F.W. Webb Company.
 Please review the products listed on this quotation for accuracy and completeness.

81410236

Village Of Ballston Spa
 66 Front St
 Ballston Spa, NY 12020-1713
 518-885-5711

Village Of Ballston Spa
 66 Front St
 Ballston Spa, Ny 12020-1713
 518-885-5711

06/30/2023

141289

HYDRANT QUOTE

SLS763

06/30/2023

Quantity	Description	Net Price	Total
5	Clow Valve CLOF2640L-514X512 Fire Hydrnt 5-1/4"x5-1/2' Eddy W/drn O/I	\$3,645.000	\$18,225.00
1	General Foundaries GFIVBBFW-2636 Vlv Bx 2pc 5' Slid Btm Flg W/cvr Wtr	\$149.000	\$149.00
1	Clow Valve CLOF61002640L-6 Gate Vlv Ci 6" Mj Rslnt Wdg C509 O/I	\$1,035.000	\$1,035.00
7	Ductile Iron Fitting DIF6BNGPKMJBLUD Mj Blt Nut Gskt Pk 6" Sbr Blu Dom	\$40.000	\$280.00
7	EBAA EBA110600 Glnd Megalug 1100 6" Mj F/di Dom	\$27.000	\$189.00
		Subtotal	\$19,878.00
		Shipping	\$0.00
		Handling	\$0.00
		Tax	\$0.00
		Total	\$19,878.00

Thank you for the opportunity to provide product pricing to meet your business needs.
 Please visit our website for additional products or information <http://www.fwwebb.com>
 This Quotation is valid for 30 days after the above Quote Date.
 * Restocking fees may apply on any Special Order Items.

Please Note: This email was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/28/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Streever Agency Inc. 84 Milton Ave Ballston Spa NY 12020	CONTACT NAME: Jason R. Connors PHONE (A/C, No, Ext): (518) 885-6777 FAX (A/C, No): (518) 885-8250 E-MAIL ADDRESS: Jason@connorsandstreever.com
	INSURER(S) AFFORDING COVERAGE
INSURED Ballston Spa Business and Professional Association Po Box 386 Ballston Spa NY 12020	INSURER A: MESA UNDERWRITERS SPECIALTY INSURANCE
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:
	NAIC # 36838

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	MP0031003013554	9/30/2022	9/30/2023	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000					
						MED EXP (Any one person) \$ 5,000
						PERSONAL & ADV INJURY \$ 1,000,000
						GENERAL AGGREGATE \$ 2,000,000
						PRODUCTS - COMP/OP AGG \$ 1,000,000
						\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$
						BODILY INJURY (Per person) \$
						BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
						\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$
						AGGREGATE \$
						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			PER STATUTE OTH-ER
						E.L. EACH ACCIDENT \$
						E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

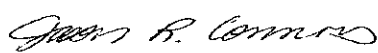
CERTIFICATE HOLDER IS INCLUDED AS ADDITIONAL INSURED.

EVENT: CONCERTS IN IRON SPRING PARK

EVENT TIME: THURSDAYS 6-8PM

EVENT DATE: 06/29/2023 thru 08/31/2023

CERTIFICATE HOLDER**CANCELLATION**

VILLAGE OF BALLSTON SPA 66 FRONT STREET BALLSTON SPA NY 12020	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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**Union Fire Company No. 2, Inc.
319 Milton Avenue
Ballston Spa, New York 12020**

July 27, 2023

Village of Ballston Spa
Attn: Village Clerk
66 Front Street
Ballston Spa, NY 12020

Attn: Board of Trustees

Union Fire Company has welcomed Mr. Joe Meunier back as to our rolls effective 07/10/2023. The purpose of this letter is to ensure he is added to the Village's firefighter roster and to the County Self-Insurance roles.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Geoffrey J. Miller", with a long horizontal line extending to the right.

Geoffrey J. Miller
U.F.C. #2 Recording Secretary

VLLAGE OF BALLSTON SPA SPECIAL EVENTS APPLICATION

Date of Notice: 8/2/23, prior application 4/13/23

EVENT INFORMATION:

Ashly Keating, Brigid Clare; VP & Sr. Live Event Producer,
ashly.keating@townsquaremedia.com;
brigid.clare@townsquaremedia.com 518.417.2161

Name, Title and contact information for Event: _____

Purpose of Event: food sampling and concert

Name of Event: Taste of Toga

Location of Event: Saratoga County Fairgrounds

Date of Event: September 23, 2023

Time of Event: 2-10pm

Date and Time for Set Up: Friday (8am-5pm), Saturday 730am-1pm

Date and Time for Take Down: Saturday 10pm, Monday 8am-3pm

Event Activities: Saratoga County restaurant sampling, entertainment (live music - Shake Rattle Roll, Travis Denning, Ja Rule & Ashanti)

(entertainment, vending, gaming, fireworks, etc. Please attach any additional information. Please be advised that all outside vendors and entertainment shall fill out a vendor permit application)

Name of Owner of Facilities or Property: Saratoga agricultural Society

Facilities Manager and contact information: Jennifer Flinton

Number of people expected to attend event: Capped at 8k

Will Alcoholic Beverages be served? Yes/No Sold? Yes/No

Does the Event require Fire/EMT equipment? Yes/No Yes; confirmed needs with Community Corps

Does the Event require DPW employees? Yes/No Yes/No officers requested-4

ADDITIONAL REQUIREMENTS:

Attach Site Map of event, which includes a sketch or map, schedule of events and/or parade routes showing street closures/barricades, booths, beer garden, stage set-up or any other activities relating to the event and event site. Please include street names, boundaries marked on map, placement of any barricades, fencing, tables, tents etc.

Attach other permits (DOH, SLA, etc)

Attach Certificate of Insurance

Attach Hold Harmless

Brigid Clare Senior Live Events Producer 8/2/2023

Event Coordinator Signature Date

Many of the items, we are bringing in ourselves and not requesting from the Village of Ballston Spa unless requested by Chief Bush, Chief Bashore or Executive Director Edwards. Attached is our SLA permit for beer, wine, and cider, our updated COI, and security plan with additional information.

SPECIAL EQUIPMENT/ SERVICES REQUESTED:

Item	Quantity	Details – locations, types, sizes, etc.
Police:		
Traffic control		We have a partnership with Boys & Girls Club for parking and traffic control to parking lots from Fairground ave & Prospect St.
Street Closings		No street closures requested
Security (company)	30	A&D Security LLC

Streets:		
Barricades		None requested, unless Chief Bush would like us to have
Stop signs		None requested, unless Chief Bush would like us to have
Traffic cones		None requested, unless Chief Bush would like us to have

Water:		
Water test		

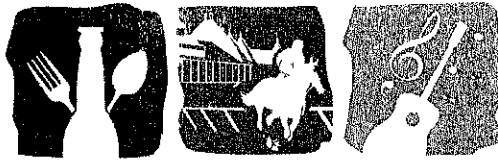
Sewer:		
Port-a-johns	60 + bathroom trailer	Coming from Rentals 2 Go
Grease barrels		10 grease barrels coming from Baker Commodities

Electric:		
Power needs	3	not requesting from Ballston Spa, renting from Sunbelt
Additional power		

Fire/ EMS:		
Fire-fighting equipment		Chief Bashore said they would have the little truck on-site
First aid needs		Community Corps said they would have an ambulance and EMT on site

Codes:		
Tents -(sizes, certified, stakes covered)		Renting our own tents - 30 (10x10) through Whalen & Sons, stakes to be covered and tagged
Access - crowd movement		

Parks:		
Trash cans		County waste providing 80 trash cans and dumpsters
Trash removal		County waste & NightRider Janitorial in charge of disposal
Parking		Saratoga County Fairgrounds parking lots
NYS DOT: Road Closure	N/A	



TASTE OF TOGA

Dear Resident,

Townsquare Media Albany (WGNA, Q1057, ESPN 104.5) is excited to bring Taste of Toga to the Saratoga County Fairgrounds! This is a first-year event taking place on **September 23rd**. As you may have heard we are Shake Rattle and Roll Dueling Pianos, Travis Denning, and Ja Rule & Ashanti playing at this year's event. The event will run 2-10pm and the stage will be in the Southeast corner of the midway.

We know this event affects you directly since we hold our event in the same area where you live and work. We wanted to make sure you get this information ahead of time so there aren't any surprises.

We are working with the Village of Ballston Spa and its agencies the Ballston Spa Police Department, Ballston Spa Fire Department, Community Emergency Corps and local organizations like the Boys and Girls Club of the Capital Region, the Trinity Alliance and others to host a safe and successful event. Our security and staff are working with the village to ensure our attendees do not interfere with your lives at home. We will work to ensure that everyone is safe and enjoys the event and is respectful of the neighborhood.

Event and Music Start and Stop Times:

- Saturday, September 23
 - Gates open 2pm
 - Music starts 3pm
 - Music stops and event ends: 10pm

Thank you so much for your patience with us for this event. We look forward to putting on a great event for everyone this year. We hope to see you there!

Thank you,

Taste of Toga Staff

Please email tasteoftoga@townsquaremedia.com for any questions or concerns.

TASTE OF TOGA '23 SECURITY AND CROWD MANAGEMENT PACKET

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Timeline

Friday, September 22nd:

- 7:00am – Townsquare Media to arrive and stage begins loading in via Fairgrounds Avenue
- 8:00am – Rentals begin loading in
- 9:00am – Vendor load in begins via Fairgrounds Avenue
- 5:30pm – Vendor load in ends
- 9:00pm – Overnight security arrives

Saturday, September 23rd:

- 8:00am – Townsquare Media to arrive on-site and overnight security departs
- 9:30am – Vendor load in begins, vehicle traffic at Prospect St.
- 1:00pm – Security to clear all vehicles to designated parking area for staff and vendors
- 2:00pm – VIP Gates Open
- 3:00pm – Shake Rattle Roll Music Begins; Food sampling begins
- 3:00pm – GA Gates Open
- 6:00pm – Concert Only Gates Open
- 6:45pm – Travis Denning
- 8:00 – Ja Rule & Ashanti
- 9:30pm – Last Call for Alcohol
- 10:00pm – The headliner Concludes

Monday, September 25th:

- 8:00am – Clean Up
- 1:00pm - Walk Through

Site Map

To zoom in closely, please use our interactive map. And click on the zoom options in the lower right-hand side

[Link to interactive map](#)

Safety Managers & Communication

Townsquare Media:

Brigid Clare (Brigid.clare@townsquaremedia.com) 518.417.2161

Ashly Keating (ashly.keating@townsquaremedia.com) 609-618-9607

Jake Demmin (jake.demmin@townsquaremedia.com) 508-737-2526

SECURITY

Ballston Spa Police Department:

D. Bush – Police Chief (518) 885-5033

Saratoga County Sheriff's Department:

Sheriff Michael Zurlo 518-885-2450

Festival will have one security company, contact information below:

A&D Security Solutions; Amanda Fagan – COO - 518-657-1790 (afagan@adsecurityllc.com)

On-Site Command Location:

Fairgrounds office

Communication:

- Townsquare Media will provide each Safety Manager with a radio
- Townsquare Media will assign radio channels to each Safety Manager
 - Security & Ballston Spa Police and Saratoga County Sheriff – Channel 1
 - Brigid Clare & Ashly Keating & Gary Mincer – Channel 2
- Townsquare will have group texting message with Head Officer and Fairgrounds to communicate
- If any Safety Manager becomes aware of a safety concern, go to each Safety Manager's radio channel to inform them to turn to Channel 7
- Managers can choose to meet at Command or communicate decisions through the radio
- Note that one member from Townsquare Media will suffice for decision making, but Townsquare Media may choose to require both Managers depending on the safety concern
- Townsquare will have group text message with Head Officer and Elodie to communicate any issues off-hand that need to be discussed. E.g.: ticket count, crowd control, staging, etc.

Locale Descriptions:

Manager may commonly label or describe certain areas in the festival as follows –

- Main Entrance – Gate 3
- Vendor Entrance – Gate 2
- Backstage
- Gate 5 – Emergency Exit
- Main Bar
- VIP

Emergency Response & Evacuation:

If a temporary or permanent evacuation is issued, the plan is to shelter attendees, staff and artists and await further instructions via radio and security personnel. When/if it is safe to return to the concert and resume; attendees will re-enter the festival area

Evacuation Triggers:

- Inclement Weather
- Active Shooter
- Crowding Issues or Entrances Breached
- Violence
- Terror Threat
- Concerning Intel
- Medical Threat
- Immediate Safety Concern determined by assigned Safety Managers (see page 3)

Inclement Weather Monitoring:

- Townsquare & Staff Manager are monitoring weather via Weather Ops. Weather Ops is instructed to call Townsquare Media if lightning strikes within a 20-mile radius as a precaution to start monitoring weather closely at that point.
- Weather is also monitored via internet connection on a laptop in the Production Trailer, on-site, backstage. With a laptop, we will be able to check weather conditions even in the event of a power outage.
- If either approaching thunderstorms (8-mile radius) or wind gusts over 50mph/sustained, an evacuation will take place.
- Please note some procedures may occur on stage, i.e. side screens are pulled down, but the show can/will continue if lightning strikes are not within the range and/or wind gusts do not reach the above evacuation levels
- Please note if winds gusts are sustained at 35mph, tents should be evacuated within a 35ft radius

Procedure & Information for all Safety Managers

- The On-site Command Location will act as the main hub for all emergency information and also the place for key event personnel to gather. When possible, communication should take place at least 15 minutes prior to the evacuation
- If the Evacuation Trigger is weather-related, the Production & Stage Manager will also be present in decision making with the Safety Managers
- Once all parties are notified and agree on evacuation – the following steps will take place:
 - Security to communicate effectively to all guards of where to send the public
 - BSPD to communicate to all officers of where to send the public
 - BSPD to issue text to emergency information alert system
 - Public: Proceed to their cars or to pavilions
 - Staff: cars or official offices
 - Artists: busses
 - Security & BSPD to stay at gates/on the premises throughout the evacuation

Communication to all patrons & vendors will be handled by Townsquare Media when appropriate for the trigger:

- Announcements on Stage
- Message on Stage Screens (if screens are up/winds are not strong)
- Social Media Updates
- Radio Messaging

- Text via the Emergency Information Alert System
- Notifications via App

Evacuation instructions will direct the public and vendors back to their cars or parking garage. Patrons should be told to check on social media for when/if it is safe to return.

Radio Communications

Channel 7

- Safety Manager alerts other Safety Managers to switch to Channel 7 by going to each of the Department's specific radio channels and saying the number 7. It will be repeated several times.
- When you switch to the channel, remain silent. It's important to leave the channel free of chatter so everyone can hear the instructions.
- A roll call will take place, to confirm each Manager is represented
- During an actual evacuation, all department heads and key personnel will stay on radio channel 7 to wait for instructions.

Levels of Weather Emergency Activation

- **Level 1: Warning of possible dangerous weather**
Safety Manager notifies department heads and key personnel via radio communication. Each department will communicate to their key personnel, which shall be established within each department
- **Level 2: Preparation for dangerous weather**
Safety Manager notifies department heads and key personnel via radio communication. This is a stronger warning and evacuation preparation should be taking place
- **Level 3: Emergency evacuation**
Safety Manager notifies department heads and key personnel via radio communication

Step by Step Evacuation Plan

Level 1 (Warning)

- Safety Manager makes radio call to each department head and key personnel to go to Channel 7.
- Roll Call will be taken to make sure each department is represented.
- Announce specific concerns. Department Heads will be asked to return to their normal radio channel after this announcement.
- No artists or their personnel will not be notified at this point.
- Safety Manager continues to radio communication updates.

Level 2 (Preparation)

- Safety Manager makes radio call to each department head and key personnel to go to Channel 7.
- Roll Call will be taken to make sure each department is represented.
- Announce specific concerns. Department Heads will be asked to return to their normal radio channel after this announcement.
- Safety Manager will notify the following personnel: sound, lights (including FOH mix Position), stage hand steward
- Sound, lights and electronics to cover equipment and prepare for possible weather evacuation

Level 3 (Evacuation)

- Safety Manager makes radio call to each department head and key personnel to go to Channel 7.
- Roll Call will be taken to make sure each department is represented
- Announce specific concerns. Department Heads **will stay on radio Channel 7 to wait for instructions.**
- Stage Managers to notify artists and execute procedure:
- Ask them to stop playing
- Ask them to return to tour buses

IMPORTANT: AUDIO & ELECTRICIAN WILL LEAVE THE SOUND SYSTEM POWER ON FOR EVACUATION ANNOUNCEMENTS. WE WILL NOT POWER DOWN AUDIO.

After the Evacuation (Weather)

- Once the weather emergency is over the Safety Manager will notify members of the security team.
- Safety Managers and key staff members will tour the site to assess and address damage and potential issues.
- Once all parties agree that the site is safe to resume, we will proceed with starting the event back up.
- Safety Manager makes radio call to each department head and key personnel to go to Channel 7.
- Roll Call will be taken to make sure each department is represented.
- Safety Manager lets Department Heads know that their departments can start operating again.
- When all Department Heads are ready, then the public will be allowed to re-enter

Additional Notes on Crowding or Entrances Breached:

- Event Capacity is 8000
- The gate capacity will be closely monitored (see page 9)

Risk Assessment to take place:

- Townsquare Media staff will alert all Safety Managers once the event is nearing 8,000 people through the gates
- Security staff will watch for signs of crowding throughout the event from the ground and will radio or text the group to be alerted of the situation and for team to take steps to alleviate the crowding such as, stop allowing attendees into the event, make a stage announcement for people to spread out, etcetera.
- Taste of Toga police to have drone monitoring the entrance areas to make sure there is no signs of crowding. If so, radio channel or text group to be alerted.
- When gates are starting to bottleneck or seem to be nearing long lines, security (A&D) and Townsquare staff will then move into place to let attendees know to have tickets out, make them aware of items not allowed into the event, and keep the line moving.
- Townsquare will have multiple lines set up with bike rack barriers to control the amount of people within one line. Each line will have stewards to keep the process moving along.
- If an entrance or emergency exit is breached, Security will alert all Safety Managers. We will temporarily pause all activity at entrances to focus on getting the breach under control

- All vendors will be alerted to shut down their stations and pause for action if breach occurs by Vendor Manager
- All live music during the event will be paused and announcement to be made
- Safety Managers will determine whether breach has been handled and its level of danger to then determine if gates can reopen
- If Safety Managers determine that the breach will put event attendees and staff in danger, then this will trigger an evacuation
 - If there is an evacuation all gate will open and announcement will be made that we are evacuating the event

Medical Attention in Crowd:

- Tour Managers will be briefed that our policy is that the artist should speak up on stage if they see a member in the crowd needing help or medical attention
- The Production Team will pause the show in order to make sure that person gets the necessary help they need
- Security will be present around stage in order to move the patron out of the crowd safely and quickly
- If urgent issue, police will let backstage managers know and then will be able to notify make announcement during performance.
- In the event a person or persons become injured in the crowd, the artist on stage will stop the show and point out where the injury or emergency is and will stop the performance until the situation has been handled. Security will make their way to the situation and will alert all Safety Managers of the situation and keep all Safety Managers updated on the situation. Security will assess the situation and make calls to EMS as needed or escort the person(s) involved out of the crowd and to the UC Health tent for medical attention is needed or EMS will come in and rush the person(s) involved off-site for medical attention depending on the injuries incurred.

Security Deployment Schedule

A&D will be covering Front of House and will be responsible for:

- Vendor Check In
- Bag checks on Saturday & Sunday

Deployment:

- Friday, September 22nd – Vendor load in
 - Gate 2 – 1-2 staff
 - Gate 6– 2-3 staff
- Saturday, September 23rd
 - Gate 3 (Main Gate) – 5-10 staff
 - Gate 1 (Vendor Gate) – 2 staff

- Gate 6 (Emergency Exit) – 1 staff
- Gate 5 (Emergency Exit) – 2 staff
- Gate 2 (Emergency Exit) – 2 Staff

A&D will also be covering Back of House and will be responsible for:

- Overnight Security
- Backstage security
- Emergency Exit security
- Crowd Control & Stage security
- Perimeter security
- VIP Tent security

A&D will have 14 guards for crowd control. Please see the Security Map 1 and Headliner maps for security deployment for during the event hours, and how it will change for when headliners are on stage.

Crowd Control: Gates

There are three total gates accessible to the general public:

- Main Entrance at Gate 3
- Vendor Entrance at Gate 1
- Concert

All entrances will have 1 - 4 mags depending on the gate's priority level, and wands will be provided to cover any outages and/or assist with line movement. The Main Gate will have a line queue that can be moved easily in case of an emergency. Please see diagram showing specific layouts for each entrance.

Placement:

Main (Gate 3) – There will be two entry tents, leaving a fire lane in the middle. The barricades will be closest to Mason, then the sponsor vehicles and line queue. Mags will be after the line queue and then the entry tents. ATM under fairgrounds owned tent.

Vendor Entrance (Gate 1) – The barricade will be placed near the business parking lot on Mountain, then the ATM. The sponsor vehicles will be parked to the left of the entrance. The line queue will come first, then the mags & then the entry tent.

Entry:

All attendees must enter at Gate 3 (Main Gate). This entrance will accept patrons who have a VIP pass, General Admission pass or Concert Only.

We will allow re-entry with a stamp but, we will not actively promote the re-entry policy.

Gate Count & Gate Manager:

Gate Manager Contact Information: Anna Cragan, 518-926-8770

The Gate Manager is responsible for the following:

- Training Gate Staff
- Monitoring gates for inefficiencies
- Making personnel adjustments as needed
- Ensuring scanning devices are charged and are working properly
- Keeping an accurate Gate Count that includes how many people have entered through each individual gate along with a combined total number
- Alerting Safety Manager & other key personnel when we are sold out

Sold Out Messaging:

When the Gate Manager provides the team with official word that the gates are sold out, the following messaging will go into effect:

- All Gates will be notified to immediately discontinue gate ticket sales
- Sold Out signage will be hung
- Cash boxes will be collected from each gate
- Festival website to be updated
- Social media post
- App notification
- Announcement to be made at Stage
- Security to be made aware & shift bag check guards to assisting with guests walking up that cannot buy tickets
- Fencing to be closed to prevent people from crowding the entrances

Prohibited Items:

- Weapons
- Outside Food & Drink
- Glass Bottles
- Coolers
- Drugs
- Kites, Frisbees, Balls
- Scooters, Skateboards or In Line Skates

Crowd Control: Concert

The midway area near the stage will be completely clear of any sponsor or vendor activations. The only obstruction will be the Production Companies' sound booth.

There will be a VIP tent to the left of the stage (stage right) and bike rack from the VIP tent to the front of a small portion of the stage to allow for reserved viewing. VIP will only be accessible to those with a specific wristband but will also act as the meeting place for any Meet & Greets.

Security will have guards manning backstage, the front of the stage, and roaming throughout the Saratoga County Fairgrounds & the concert area.

Safety Managers and Security will watch for overcrowding near the stage and Security will assist in having the crowd spread out to the bar and food sampling area near the Fairgrounds horse stalls.

Scrim will be on the fencing around the stage to prevent from crowding outside of our perimeter

Risk Assessment to take place:

- Bike racks in place to help crowding of front stage area to help with crowding with limit number of VIPs for access.
- All entry and exits will be managed and supervised
- Emergency exits in place to get attendee in help out of concert area quickly.
 - If emergency exits needed security to radio to the emergency gates to then open in order to get attendee out quickly and to safety

Watching crowd demographics and behaviors throughout the show to ensure safety throughout the event.

- If crowd seems to intensify security to step in and then radio to Taste of Toga police about the issue.
- If issue is emergency Taste of Toga police to locate and help solve with the attention of the security on site to then get them off site to handle to avoid crowding and add additional matters

Intoxication Mitigation

The liquor permit is held by Townsquare Lifestyle Events. Townsquare Media's Beverage Manager is Erica Chapman and Radio Channel 3 and Victoria Parent.

Erica Chapman and Victoria Parent will work together to monitor the crowd's behavior. Last call is set for 9:30pm.

If either party or a Safety Manager determines that the sale of alcohol is severely affecting the ability for A&D to manage the crowd control, then the bars will be closed down prior to the above time-frames.

Vendor Entry & Vehicular Traffic

Vehicles will be allowed on the festival grounds for load-in purposes on Friday, September 22nd. Vehicles will only be allowed during the following time-frames on Saturday.

On Friday, Townsquare will have staff at each gate to ensure a smooth load-in process.

Saturday, September 23rd –

Boys and Girls Club will have a team to flag and direct traffic to parking lots A & D and not on neighbors' lawns (unless neighbor is accepting any parking on their lots – we will not be responsible if they are allowing it on their private property). A&D Security will have 2 staffers supervising parking lots. Per Chief Bush at meeting on 8/1 – police will also be doing drive-bys to provide police presence.

Once crowd is cleared, estimating 10:30pm – A&D Security and Boys and Girls Club will still flag and direct traffic out of parking lots.

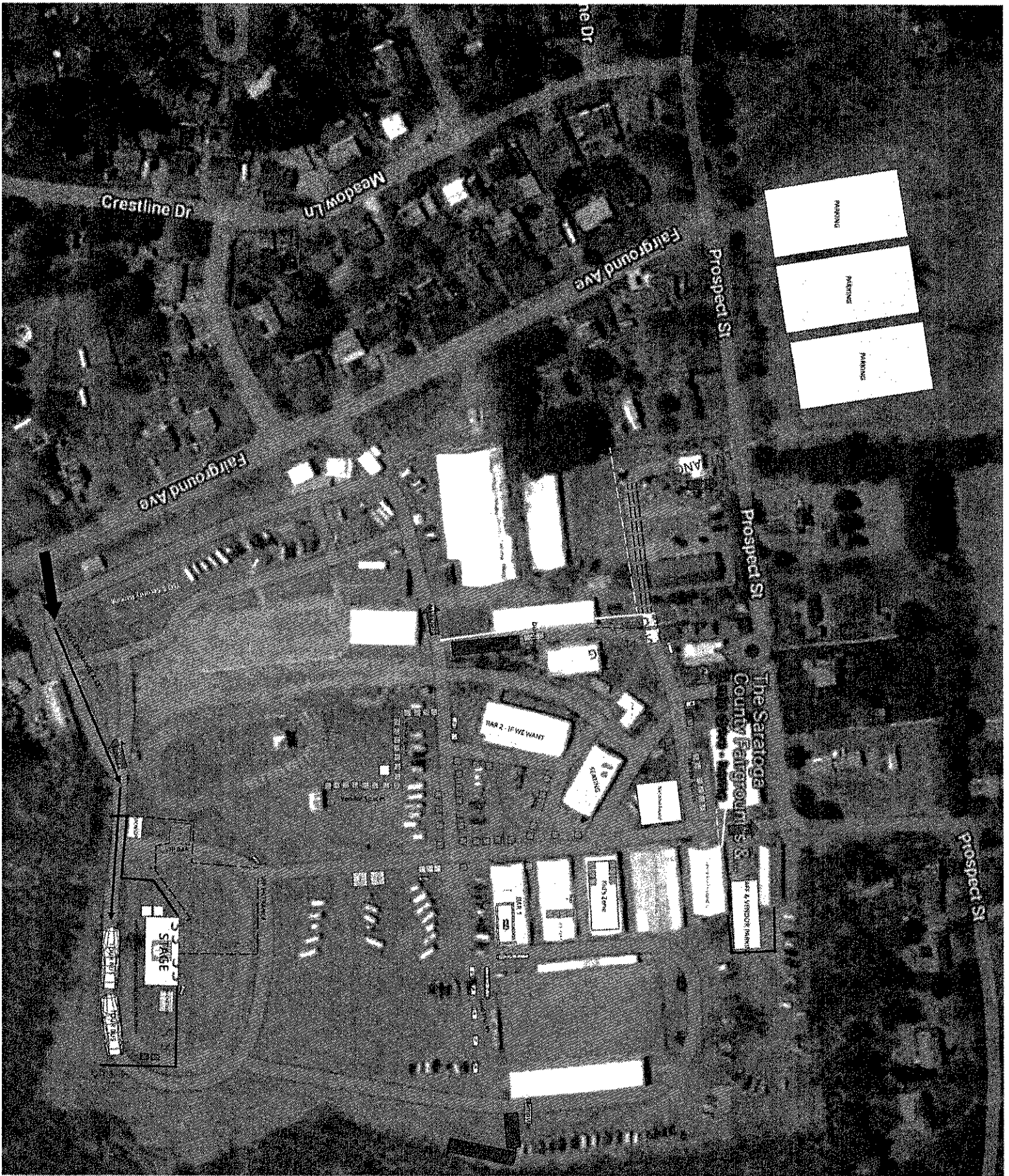
Any vendor staff who arrives after vendor load in, must enter at the Vendor Entrance (Gate 2 of the Fairgrounds). (See map). A&D will have a tent and will complete a bag check, check in the vendor & provide wristbands.

TSQ On-Site Contact List

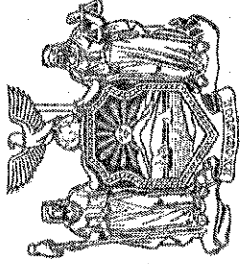
STAFF	RESPONSIBILITY	EMAIL	CELL
Brigid Clare	Event Director	Brigid.clare@townsquaremdia.com	518.417.2161
Jake Demmin	Safety Manager	Jake.demmin@townsquaremedia.com	508-737-2526
Ashly Keating	Safety Manager	ashly.keating@townsquaremedia.com	609-618-9607
Emily Gargiulo	Event Director	emily.gargiulo@townsquaremedia.com	518-926-8770
Erica Chapman	Vendor Coordinator	erica.chapman@townsquaremdia.com	440-231-4410
Anna Cragan	Gates Manager/ Coordinator	anna.cragan@townsquaremedia.com	407-256-0535
Jennifer Scheihing	Event Coordinator	jennifer.scheihing@townsquaremdia.com	
Shawn Horcherl	Stage Manager	shawn@showtimesoundllc.com	443-812-3009

First Aid

Community Emergency Corps – Ashley Edwards will have an ambulance and team on-site to provide medical assistance for first aid.



NEW YORK STATE LIQUOR AUTHORITY



PERMIT EFFECTIVE DATE: 09/23/2023

HOURS OF EVENT: FROM 1:00 PM TO 10:00 PM

NUMBER OF BARS: 3

TEMPORARY BEER, WINE AND CIDER PERMIT

Permission is granted to the permittee hereafter designated under Section 97 of the ABC Law, to purchase beer, cider and New York State manufactured wine from any New York State licensed brewer, winery or wholesaler.

TO BE USED AT A(N): Fair/Festival
TO BE HELD AT: Saratoga County Fairgrounds
162 Prospect St
Ballston Spa, NY 12020-1354

This permit and the exercise of the privileges granted hereunder is subject to the rules of the New York State Liquor Authority now or hereafter promulgated. This permit is valid for one point of sale only.

This certificate must be prominently displayed at the above event.

Townsquare Lifestyle Events
30 Gick Rd
Saratoga Springs, NY 12866-8517

Certificate No. TP820-23-02394

Vincent G. Bradley
Chairman



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/10/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Streever Agency Inc. 84 Milton Ave Ballston Spa NY 12020	CONTACT NAME: Jason R. Connors	FAX (A/C, No): (518) 885-8250
	PHONE (A/C, No, Ext): (518) 885-6777	
	E-MAIL ADDRESS: Jason@connorsandstreever.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: MESA UNDERWRITERS SPECIALTY INSURANCE	36838
INSURED Ballston Spa Business and Professional Association Po Box 386 Ballston Spa NY 12020	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	X	MP0031003013554	9/30/2022	9/30/2023	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
						MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					PERSONAL & ADV INJURY \$ 1,000,000
	OTHER:					GENERAL AGGREGATE \$ 2,000,000
						PRODUCTS - COMP/OP AGG \$ 1,000,000
						\$
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY				PROPERTY DAMAGE (Per accident) \$
						\$
	<input type="checkbox"/> UMBRELLA LIAB	<input type="checkbox"/> OCCUR				EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$
	<input type="checkbox"/> DED	<input type="checkbox"/> RETENTIONS \$				\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	N/A			E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER IS INCLUDED AS ADDITIONAL INSURED.

EVENT: CONCERTS IN IRON SPRING PARK

EVENT TIME: THURSDAYS 6-8PM

EVENT DATE: 09/07/2023

CERTIFICATE HOLDER**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

VILLAGE OF BALLSTON SPA
66 FRONT STREET
BALLSTON SPA

NY 12020

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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: August 10, 2023
- Date(s) of Event: Thursday, September 7, 2023
- Event Starting Time: 5:30
NOT BEFORE: 3:30pm
- Event Ending Time: 8pm
NOT AFTER 11:30pm
- Name of Event: **BSBPA Concert in the Park - Downtown Horns (Rescheduled from 8/10)**
- Location of Event: Old 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:
- Name, title and contact information of person filing application:
Dana Womer, Executive Administrator, BSBPA 518-887-2772 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: 100-500



April 25, 2023
May 30, 2023 – Rev1

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

Re: *Professional Services – DPW Garage Repairs*
31 Charlton Street DPW
Ballston Spa, NY 12020
LaBella Job #: 2222867.01

Dear Mayor Rossi:

LaBella appreciates the opportunity to submit this proposal for professional services associated with the planned repairs at the Village of Ballston Spa DPW Garage (subject structure) located at 31 Charlton Street, Village of Ballston Spa, Saratoga County (project site).

PROJECT UNDERSTANDING

We understand that you (Client/ Owner) would like us (LaBella) to prepare repair plans as summarized in our Structural Stability Assessment report dated March 18, 2023. We understand a vehicle impacted the subject structure damaging load bearing elements and wall / overhead door assemblies. We provided our recommendations in the assessment report including recommendations for temporary stabilization. We understand temporary shoring and enclosure walls have been installed and you would like us to advance construction level repair plans for bid, permit application and construction purposes.

We understand you would like Labella to prepare contract documents (front end specs + construction drawings) and support the Village with the public bidding process.

The following scope of services represents the tasks that you have requested, and that LaBella believes are necessary to accomplish your objectives.

Phase 0200 – Design Phase Services

Scope: LaBella will prepare bid documents and repair plans as recommended in the assessment report. This includes reconstruction of the damaged CMU wall and over-head door, re-supporting temporarily supported roof beams and repairs to damaged coping / flashing.

Deliverables: LaBella will provide the Client with contract documents including front end (bid) specifications and construction documents including repair plans, details and short form specifications. A copy of the contract documents be delivered electronically in portable document format (pdf).

Fee: \$8,600 lump sum

Invoices will be issued monthly for all services performed during that month and are payable upon receipt.

Schedule: Start: 2 weeks after authorization
Duration: 6 weeks



Phase 0300 – Bidding and Contract Award Phase Services

Scope - LaBella will provide a bid advertisement for publication by the Village of Ballston Spa and will coordinate bid document distribution to the bidders. LaBella will distribute Bid Documents on CDs to contractors, to save the Village costs associated with document reproduction. LaBella will also file the bid documents with the plan clearinghouses such as the Eastern Contractors Association. LaBella assumes that the Village will coordinate and pay for the cost of the legal notice in the local newspaper to advertise and place the project out to bid.

During the bid period, LaBella will respond to all queries from prospective bidders and prepare any necessary addenda to the Contract Documents in a timely manner. LaBella will participate in a “pre-bid” meeting, if requested, in advance of the bid opening.

Upon completion of the bid period, LaBella will attend the official bid opening. LaBella will review, tabulate and evaluate the bids received. The Village will be informed of any informality in the bids and if the bids are unbalanced or non-responsive. A background check will be completed by LaBella to verify the qualifications of the apparent lowest bidder. LaBella will provide the Village with a written recommendation for the award of a construction contract, along with the basis for this recommendation.

Upon the Village’s selection of the most responsive and responsible bidder, LaBella will prepare the necessary Agreements, Notice of Award and Notice to Proceed for execution by the Village and Contractor. LaBella will assist the Village and Villages’ Attorney in verifying the adequacy of the contractor submitted agreements, bonds and insurances. Upon execution, LaBella will provide original copies of the executed construction contract to both the Village and the selected contractor.

Fee: \$5,200 time and materials fee estimate

Phase 0400 – Limited Construction Phase Services

Scope: LaBella will provide limited professional services to help administer the construction phase (Construction Administration, CA) of the project. These services will be provided on an as-needed / on-call / hourly basis and may include:

- Review of submittals and shop drawings.
- Review and respond to requests for information (RFIs) related to clarifying the scope of work.
- Perform one site visit to verify the construction generally conforms to the project specifications and industry standard practices during construction and one punch list site visit at substantial completion.
- Correspond with the Authority Having Jurisdiction overseeing this project to relay our observations at project completion, if required.

Fee: \$4,800 time and materials fee estimate

We will bill for actual time spent and reimbursables such as milage and / or drawings reproduction. Invoices will be issued monthly for all services performed during that month and are payable upon receipt.

Limitations: Responding to RFIs or design of retrofits, repairs or corrections related to contractor deviations, field conditions or other variables outside of our control is not included but can be provided as an additional service if requested.



Phase 0500 - Hazardous Material Sampling

Scope: In conjunction with the preparation of building repair documents, LaBella's hazardous materials team will perform an assessment of impacted components for suspect hazardous building materials, including asbestos-containing materials (ACM), lead-based paint (LBP), and PCB-containing materials.

An estimate of the number of required samples has been prepared without detailed knowledge of the affected building systems. The final number of samples collected will be determined by the number of homogenous building materials identified in accordance with federal and state regulations and may therefore vary from the estimate provided. To establish an initial budget, the following sample analyses have been included in our budget estimate:

- i. 14 PLM friable (ELAP 198.1)
- ii. 14 PLM non-friable (ELAP 198.6)
- iii. 12 TEM (ELAP 198.4)
- iv. 4 LBP (EPA 7000B)
- v. 3 PCB (SW846 8082)

Deliverables: A final hazardous materials report will be prepared for the repair project. The report will list confirmed ACM(s) by homogeneous area, describe the locations and conditions of confirmed ACMs, and provide approximate quantities. The report will also provide a summary of lead-based painted components and PCB-containing materials identified during the assessment. Sample location drawings will be prepared to record the locations of ACM, although drawings may not be to scale. A photolog showing representative Site conditions and the general location of hazardous materials will also be provided.

Hazardous materials reports will be delivered electronically in portable document format (pdf).

Please note, testing of accessible materials is included in this scope of work. Sampling can compromise the integrity of enclosure systems. We assume if penetrations require professional repair prior to the intended construction project, that the owner will engage a contractor to advance those repairs.

Fee: \$3,500 time and materials estimate

Invoices will be issued monthly for all services performed during that month and are payable upon receipt.

Schedule: Start: 2 weeks after authorization
Duration: 4 weeks

Phase 0600 - Hazardous Material Abatement Plans

Scope: Once the results of the hazardous material sampling phase is complete, we can review the need and scope for hazardous material design plans. As additional services, and on an as-needed basis, LaBella can provide hazardous material design documents as well as abatement oversight during construction.

Fee: TBD (Will submit technical service change order after receipt of material sample reports)

Schedule: Start: after receipt of material sample reports from laboratory / authorization (whichever comes later)
Duration: 3 weeks



AUTHORIZATION

If accepted by the Village it is understood that this project assignment would be under LaBella's Engineering Services Term Agreement with the Village of Ballston Spa dated May 23, 2022. LaBella will invoice our services in accordance with our term contract. Receipt of a purchase order and / or this signed proposal will be our authorization to proceed with this work.

We look forward to continuing our work together, and if you have any questions, please do not hesitate to contact me at (518) 266-7329 or LCosh@LaBellaPC.com.

Sincerely,

A handwritten signature in cursive script that reads "Lanson A. Cosh".

Lanson A. Cosh, P.E., NYSCEEO
Senior Structural Engineer
cc: Joseph M. Lanaro, PE; Reuben Hull; file

Client Name (printed): _____

Client Signature / date: _____