

November 14, 2022

Treasurer's Report

I have been working with Don Traver as much as possible when he is here. We started with payroll and have been working together on that each Monday. He has helped add me to the Village bank accounts, and access the online accounts that we need. We will be working together tomorrow to process the check run. He has also been working with Tricia to help her with PO's and coding.

I met with Bob Cavanaugh last week and he gave me an overview of the water billing process.

The Mayor and I had a meeting with Bob Fox at EFPR to run through the AUD - what was included, and what the challenges were - especially with regard to Edmunds reporting.

I met with Tina and Shellie last week, to talk about monthly transactions and how we will work together. They will be working on our account this week to get ready for the month-end reporting and reconciliation for October. This week I will need to focus on journal entries.

Tina reiterated that we hope to go live with AccuFund on December 1, with payroll being transitioned January 1. This is going to require a lot of time and attention.

Healthcare proposal - will need to be decided soon for the December 1st open enrollment period. Julia's health insurance projection included a 10% increase beginning January 1st. (FY22 \$296,517, FY23 \$313,062)

TALKING POINTS WATER AND SEWER RATE MOTION H (11/14/22)- Trustee Raymond

1. We need to know how much revenue we have from water before arbitrarily raising water rates. To that end, we should be separating out water revenue into a dedicated water fund. Repeatedly at Board meetings the public has requested this be implemented. We should set a date, perhaps the beginning of the next billing cycle (~~Jan~~ ^{DEC} 1st?) to separate out water revenues from the general fund to determine if we need to raise water rates, and by how much, to address repairs already identified and future needs.
2. We also need to index our water billing by property rather than by meter. We currently have a stepped rate for those customers that are large, commercial users of our water. Large, commercial users that consume water above a certain threshold would pay an increased rate. Until we change the way we bill water to take advantage of this stepped rate we are potentially losing water revenue that could impact a general water rate increase. Trustee Kormos has already offered to perform this task, she just needs the water billing data.
3. Basic capital planning begins with conducting studies and assessments of existing infrastructure to determine level of repair or replacement needed, options available, with estimates of cost and life span to determine how much rates need to go up and for how long they will increase.
4. Currently, we don't have any information for estimating purposes regarding needs and possible options regarding water and sewer infrastructure. We have not received a report with analysis of options regarding John Street Water Tower from the engineering consultant we contracted to produce such a report months ago. The recent water tower inspection (issued two months ago) of the John Street Tower indicated we have 3-5 years to implement a course of action. Enough time to explore options, determine the best course of action, and then adjust rates based on that action.
5. Since sewer funds have already been separated out from the general fund, as water funds should be, I can see why it would make sense to raise rates for sewer ~~this~~ ^{Fall or} year. The sewer fund has been woefully underfunded in recent years and we have identified locations already in our sewer infrastructure as potentially needing to be repaired or replaced. However, we should not implement a multi-year rate increase until we have also specifically assessed these locations, developed cost estimates, then develop future rates based on that analysis.
6. With ARPA funds and our fund balance, we should be able to initiate an assessment program quickly.

Water Billing Data Request Statement

Trustees are responsible for the finances of the village and are not required to FOIL for village data. I requested water and sewer billing data in August of 2022 to analyze the financial impact of potentially changing our water and sewer fees and changing the rate structure which requires access to individual records of water use. As chair of the revenue committee in 2019 and 2020 I analyzed detailed billing data and recommended changes to our water and sewer codes many of which were adopted by the village board and resulted in increased revenues. Some of my earlier recommendations were postponed because of the high number of broken meters and individuals not reporting their water usage. Both issues are less prevalent now and because of that, a second look is warranted. I believe our water and sewer billing structure can be fairer for all residents. With proper analysis we may be able to structure our rates in a manner that puts less of a burden on residents, especially those that use low amounts of water like seniors.

On August 26, 2022 I requested two standard reports, provided to me in the past, for the August 2022 water/sewer billing cycle from our accounting system in excel format from the Treasurer: the Meter Reading and Billing Report and the Utility Address Report. I provided copies of previous report files received in the past so there would be no confusion as to what reports I requested. I emailed again on September 13th asking for a date I would receive those reports. On September 14, 2022 I received an email from the Treasurer, Julia Smith, stating "Sorry this has been prolonged. Since the request is for a report that is not in my normal duties, it's not a requirement to produce it if requested." Shortly after that, and before further questioning could take place of where this new directive came from, our entire accounting department quit.

I am bound by the Village of Ballston Spa Ethics code not to disclosure any confidential information contained in these files.

I consulted with NYCOM and they advised me to propose a motion calling for the data to be provided from the Village. Last week I requested this motion be put on tonight's agenda, which it was not. I consulted our attorney who informed me that the mayor has no authority to withhold motions requested by Trustees.

Motion made by Trustee _____, seconded by Trustee _____ that the Village provide the Meter Reading and Billing Report and the Utility Address Report in excel format to Trustees for the August 2022 water/sewer billing cycle no later than November 25, 2022. The following information will be provided: Meter Reading and Billing Report – For each meter as identified as Utm ID in and out of the village of Ballston Spa: Utm, Meter Num, Meter Group, Last Reading, Last Read Est Flag, Last Read Date, 2022/2-2022/2 Meter Usage, Water Cycle, 2022/2-2022/2 Water Usage, 2022/2-2022/2 Water Billed, MTR Billed, 2022/2-2022/2 Sewer Billed. For August 2022 Water/Sewer billing cycle the Utility Addresses Report – Utm Id, ~~Owner Name, Property Location~~, Water Cycle, Sewer Cycle, Map/Block/Lot.

Budget Amendment

FY2023

To Account	Describe	Amount	From Account	Describe	Amount			
11/15/2022	A -1640-004-04	Central Garage CE - Repair & Main	\$ 5,000.00	A -1640-002-07	Central Garage EQ	Building Impr	\$ (5,000.00)	Unexpected Lift Repair
	A -3412-004-05	Union Fire Dept CE - Supplies	\$ 10,000.00	A -3412-002-00	Union Fire Dept EQ		\$ (10,000.00)	Reallocate funds for additional small Equipment
	A -7550-004-09	Celebrations CE- Family Fun Day	\$ 13.12	A -2705-000-00	Gifts & Donations		\$ 13.12	Recognize Donations for Family Fun Day
	A -8170-004-00	Street Cleaning CE	\$ 200.00	A -5110-004-06	Street Administration CE - Other		\$ (200.00)	Contracted Street Sweeping Service
	G -8120-004-05	Sanitary Sewers CE - Supplies	\$ 800.00	G -8120-004-04	Sanitary Sewers CE - Repairs & Ma		\$ (800.00)	Reallocate Funds for Repair Expense

Hello BSBPA members!

In the Fall of 2019 the Village Board formed the Ballston Spa Committee on the Arts with the goals of enhancing our quality of life through art, and bringing visitors and residents to the Village. A component of our vision is to highlight Ballston Spa as a "day destination"....so at our core, we share that vision with each of you.

We encourage ALL village residents and businesses to become 'creators' by hosting, supporting, and participating in arts and creative activities. We started by hosting the Sounds of Summer concerts at Brookside and offering planters that businesses and residents could paint, plant, and display. We also oversee the placement of banners on our light poles in the Village. Now we're looking to expand our reach and our partnerships - this is where YOU come in.

Some examples of how YOU can help US:

- Host art (all forms) in your business or gallery. Many of you already have terrific art in your spaces.*
- Host music, poetry, storytelling events.*
- Host art creation or crafting events.*
- Consider designing streetlight banners highlighting a community organization.*
- Invite artists and crafters to use your space.*
- Participate in art projects in the Village.*

WE can help YOU by promoting these exhibits and events on our website (<https://www.ballstonspaarts.com/>) and social media outlets, providing connections to artists, and in some cases, linking you with resources or financial support.

Remember the Art Walk? We are looking to recreate the map, to attract residents and visitors to Ballston Spa businesses and parks. We'd like as MANY points on the map as possible and we need yours!

Contact arts@villageofballstonspa.org for further information and share your ideas.

Thanks very much for your ongoing support,

Ballston Spa Committee on the Arts members:

Katie Tiedemann, chair

Cathy Hackert

Ashley Bush

kate van buren



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: VILLAGE OF BALLSTON SPA
 66 FRONT ST
 FIRE DEPARMENTS
 BALLSTON SPA NY 12020-1713

CUSTOMER NUMBER

CONTACT

PRINT DATE

101585

KEVIN KROGH

11/01/22

ORDER NUMBER
 TH814 00

CUSTOMER PURCHASE ORDER
 CHIEFS BUDGET

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>
3	3		EA	XTXWHMYNA BW Gas Alert Max XT II portable detector % LEL, O2, CO, H2S PRICE PER NYS HIRES CONTRACT PC69018 *****	\$950.40000	\$2851.20

Quote Confirmation -

Not an Invoice

Total Line Items 1

* COMPLETE *

<u>Subtotal</u>	<u>Tax Pct</u>	<u>Sales tax</u>	<u>Total</u>
\$2851.20	.000		\$2851.20

Samuel P. Carlson

Cell phone

[il.com](#)

Job Experience

Montgomery County Sheriff's Office | Fultonville, NY

Deputy Sheriff Road Patrol – March 2021 – Present

- Assist the community by responding to complaints and other incidents
- Patrol County and State roads enforcing traffic safety
- Complete detailed reports using IMPACT and TRACS
- Deliver and serve Civil papers
- Community involvement

Canajoharie Police Department | Canajoharie, NY

Police Officer – November 2019 – Present

- Respond to 911 calls, to assist individuals with a number of different complaints
- Remain proactive, by patrolling the village to deter crime
- Work with different types of programs such as TRACS, SJS, Ejustice and live scan

Schoharie County Sheriff's Office | Howes Cave, NY

Corrections Deputy – March 2019 – May 2020

- Intake inmates, once dropped off at the facility, book them into the sally port system and transport them to other facilities
- Perform pat searches upon intake, and cell inspections when needed
- Complete other daily tasks given by administration

Securitas Critical Infrastructure Services | Schenectady, NY

Site Security Manger – December 2018 – March 2019

- Monitor Alarms / CCTV
- Access control
- Ensure proper ID for all employees
- Held a Department of Energy "Q" clearance

Education

Duanesburg High school | High school regents diploma

Schenectady County Community College | Completed 44 credits as a criminal justice major

Awards and Acknowledgments

Little Falls Police Academy Completion Certificate

Senator George A. Amedore, JR. Certificate of Merit for High Honor Roll

Western Athletic Conference Academic All-Star achievement

Named to the Dean's List for Schenectady County Community College for a GPA above 3.2

Skills

CPR and BLS

Able to adapt and learn quickly

Good at problem solving

Can work independently or with a team

Good social skills

Works effectively and efficiently

Proactive and dedicated

LEASE FINANCING PROPOSAL

Requested by

Vander Molen Fire Apparatus
Nick Catalino

Representing



Presented To (As Lessee)

Village of Ballston Spa, NY

Proposal Date:	November 7, 2022		
Equipment Description:	(1) New Sutphen Pumper		
Commencement Date:	December 15, 2022		
	<u>Option 1</u>	<u>Option 2</u>	<u>Option 3</u>
Equipment Cost:	\$935,000	\$935,000	\$935,000
Lessee Down Payment:			
Amount Financed:	\$935,000	\$935,000	\$935,000
Lease Term:	10 Years	12 Years	15 Years
First Payment Date:	3/15/2025	3/15/2025	3/15/2025
Payment Frequency:	Annual	Annual	Annual
Lease Rate:	5.73%	5.76%	5.79%
Payment Amount:	\$134,518.84	\$118,074.34	\$101,876.79
Payment Factor:	0.14387	0.12628	0.10896

Qualifications:

1. Pricing: This is a lease proposal for the payment stream(s) indicated above. If any of the information identified above are not correct, please advise us so that we can determine if a new proposal is required. Other important elements of this proposal are:

a) Rate Expiration: Due to the current increasing rate markets, this proposal is valid under the following circumstances:

- The award is received within 7 days of the Proposal Date.
- The transaction is closed within 30 days off the Proposal Date.

If you are unable to award within 7 days, please contact us prior to your decision meeting date and we will provide a current proposal.

b) Closing Costs: There will be no up-front costs of any kind charged by Lessor including closing costs, points, administrative costs, etc. Your attorney may charge you to review the lease documents and complete the opinion letter required with our lease documentation.

c) Fixed Rates: Rates for ten (10) years and under are fixed for the entire term. Terms over ten years have a one time rate adjustment after ten (10) years to the then current interest rates for the remaining term.

2. Type of Lease: This is a lease-purchase type of financing. After all the lease payments are made, Lessee will own the equipment without further cost.

3. Financial Reporting: All city, county and tax districts (including fire districts) will be expected to provide GAAP audited financial reports. All non-profit corporations (vfd's) will be expected to provide IRS 990 federal tax returns. If you do not maintain these types of financial reports, please contact us to discuss.

4. Vendor Payable / Escrow Account (where applicable): In the event that the truck(s) and/or equipment are not ready to be delivered, proceeds of this lease will be held in a vendor payable account until delivery/acceptance. This is a non-interest bearing account to Lessee.

5. Credit Approval and Documentation: This is a proposal only, and does not represent a commitment to lease. This financing is subject to credit review and approval and execution of mutually acceptable documentation, including the opinion of lessee's counsel opining that the agreement is legal, valid and binding, obligation of Lessee.

Financing by:

Leasing 2, Inc.

Contact:

Brad Meyers

Phone:

813-258-9888 x12

Email:

bmeyers@leasing2.com

Web:

www.leasing2.com



REQUEST TO PROCEED:

When you are ready to proceed with Leasing 2 towards finalizing this lease financing arrangement, please indicate so by signing below and completing the requested information. We will immediately email you our application. Thank you for your confidence and consideration.

Proposal date: November 7, 2022

Option Chosen: _____ (where applicable)

Upcoming Governing Body meeting date for lease approval: _____

Village of Ballston Spa, NY

Name of Lessee

Authorized Signature

Date

Title

Printed Name Of Authorized Signature

Last month of your budget year?

Contact Name
(If Different Than Authorized Signature)

Contact Phone

Contact Email

Financial Contact Name
(Can be Treasurer or Clerk)

Contact Phone

Contact Email

*Please complete the above information and fax or email all pages of the proposal to
813-258-9333 / bmeyers@leasing2.com*



**** Important: A Resolution will be required with the lease contract ****
In the event that you require board action to sign this proposal,
please call us so that we may forward the preferred form for the meeting.

Are you ready to move forward with Leasing 2?

Here is a quick overview on our process

- 1. Signed Proposal** - When you are ready to move forward with Leasing 2, email a scan of the completed and signed proposal back to Leasing 2.
- 2. Credit Application** - A credit application and request for current financial reports will be emailed to the designated contacts upon receipt of the signed proposal. The credit application should be completed and returned promptly to protect your quoted interest rates. Credit approval usually comes within a few days receipt of the completed credit application.
- 3. Financing Agreement** - Once credit approval is accomplished, the financing agreement will be emailed for review and signature. Once the contracts are signed and returned, we are ready for closing.

LEASE FINANCING PROPOSAL

Requested by
Rob Lewis

Representing



Presented To (As Lessee)
Village of Ballston Spa, NY

Proposal Date:	November 7, 2022	
Equipment Description:	(1) Pierce Pumper	
Commencement Date:	December 1, 2022	
	<u>Option 1</u>	<u>Option 2</u>
Equipment Cost:	\$951,300	\$951,300
Prepay Discount:	<u>\$44,500</u>	<u>\$44,500</u>
Amount Financed:	\$906,800	\$906,800
Lease Term:	12 Years	15 Years
First Payment Date:	10/1/2025	10/1/2025
Payment Frequency:	Annual	Annual
Lease Rate:	5.76%	5.79%
Payment Amount:	\$118,348.57	\$102,199.03
Payment Factor:	0.13051	0.11270

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Email: bmeyers@leasing2.com
Web: www.firetruckleasing.com



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Upcoming Governing Body meeting date for lease approval: _____

Village of Ballston Spa, NY

Name of Lessee

Authorized Signature

Date

Title

Printed Name Of Authorized Signature

Last month of your budget year?

Contact Name
(If Different Than Authorized Signature)

Contact Phone

Contact Email

Financial Contact Name
(Can be Treasurer or Clerk)

Contact Phone

Contact Email

*Please complete the above information and fax or email all pages of the proposal to
813-258-9333 / bmeyers@leasing2.com*



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- 3. Financing Agreement** - Once credit approval is accomplished, the financing agreement will be emailed for review and signature. Once the contracts are signed and returned, we are ready for closing.



FAMILY OWNED
SINCE 1890

**Prepayment Discount Options
For The
Eagle Matt Lee Fire Company**

11/7/2022

Current Bid Price **\$925,621.00**

Option 1 25%	For a prepayment in the amount of \$231,405.25 the discount would be \$7,086.79 for a total selling price of \$918,534.21
Option 2 50%	For a prepayment in the amount of \$462,810.50 the discount would be \$14,173.57 for a total selling price of \$911,447.43
Option 3 75%	For a prepayment in the amount of \$694,215.75 the discount would be \$21,260.36 for a total selling price of \$904,360.64
Option 4 100%	For a full prepayment, we offer a discount of \$28,347.14 for a final selling price of \$897,273.86

NOTE: For any option above, the prepayment would be due within 30
days of contract signing in order to receive the discounts listed.
Any remaining balance would be due at the time of delivery.

Sutphen Corporation

PO Box 158 • Amlin, OH 43002-0158
6450 Eiterman Road • Dublin, OH 43016-8711
Tel 614 889-1005 • Toll Free 800 848-5860 • Fax 614 889-0874
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