

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.

June 26, 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	254,955.20
<u>AA Fund Total</u>		<u>254,955.20</u>
GG - Sewer	000	2,033.29
<u>GG Fund Total</u>		<u>2,033.29</u>
LL - Library	000	4,106.64
<u>LL Fund Total</u>		<u>4,106.64</u>
TA - Trust & Agency	000	2,458.33
<u>TA Fund Total</u>		<u>2,458.33</u>
Grand Total		263,553.46

Village of Ballston Spa Abstract of Audited Vouchers

<u>Claimant</u>	<u>Invoice Date</u>	<u>Invoice</u>	<u>Voucher #</u>	<u>Description</u>	<u>Distribution Acct</u>	<u>A/P Owed</u>	<u>Chk #</u>	<u>Chk Date</u>
Voucher Type: Prepaid								
AFLAC	5/28/2023	208120	1332	may invoice	TA.0020.000.000	141.90	0006243	6/15/2023
AFLAC Total						<u>141.90</u>		
Ballston Two LLC	6/15/2023	20230615	1329	refund for 2022 taxes	AA.1001.000.000	38,994.76	0006244	6/15/2023
Ballston Two LLC Total						<u>38,994.76</u>		
Bush, David	6/15/2023	20230615	1331	uniform allowance	AA.3120.408.000	1,000.00	0006245	6/15/2023
Bush, David Total						<u>1,000.00</u>		
Empire Bluecross	6/01/2023	0202306302796	1335		TA.0020.000.000	2,316.43	0006246	6/15/2023
	6/01/2023	0202306302796			AA.9060.800.000	22,960.91	0006246	6/15/2023
	6/01/2023	0202306302796			GG.9060.800.000	1,847.43	0006246	6/15/2023
	6/01/2023	0202306302796			LL.9060.800.000	1,583.51	0006246	6/15/2023
	6/01/2023	0202306302796			AA.9089.800.000	18,566.24	0006246	6/15/2023
	6/01/2023	0202306302796			LL.9089.800.000	1,185.08	0006246	6/15/2023
	6/01/2023	0202306302796			AA.9060.800.000	-903.44	0006246	6/15/2023
Empire Bluecross Total						<u>47,556.16</u>		
Fischer, Charles	6/15/2023	20230615	1330	uniform allowance	AA.3120.408.000	625.00	0006247	6/15/2023
Fischer, Charles Total						<u>625.00</u>		
Pitney Bowes Bank Inc	5/15/2023	20230515	1083	postage	AA.1410.405.000	11.10	0006083	5/16/2023
Pitney Bowes Bank Inc Total						<u>11.10</u>		
Spectrum - Charter Communications	6/01/2023	012705501060123	1334	internet services for village	AA.1620.402.000	94.95	0006248	6/15/2023
	6/01/2023	012705501060123		internet services for village	AA.8340.402.000	94.95	0006248	6/15/2023
	6/01/2023	012705501060123		internet services for village	AA.3120.402.000	134.98	0006248	6/15/2023
	6/01/2023	012705501060123		internet services for village	AA.3411.402.000	94.95	0006248	6/15/2023
	6/01/2023	012705501060123		internet services for village	AA.1640.402.000	89.98	0006248	6/15/2023
	6/01/2023	131088001060123		union internet services	AA.3412.402.000	132.13	0006248	6/15/2023
Spectrum - Charter Communications Total						<u>641.94</u>		
Total for Voucher Type: Prepaid						88,970.86		
Voucher Type: Prior Year								
Dolomite Group-Crm Company	10/01/2022	1092030	1372	FY 2023	AA.5110.404.000	-896.62		
	5/27/2023	1116440		fy 2023	AA.5110.404.000	29,974.28		
	6/03/2023	1117477		fy 2023	AA.5110.404.000	44,081.28		
Dolomite Group-Crm Company Total						<u>73,158.94</u>		

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Ferguson Waterworks	6/09/2023	M188665	1379		AA.8340.404.000	38.95		
<u>Ferguson Waterworks Total</u>						38.95		
Monaco'S Automotive Services I	5/17/2023	0000262	1403	2000 FORD 150	AA.5110.404.000	21.00		
<u>Monaco'S Automotive Services I Total</u>						21.00		
Morris Ford-Mercury, Inc.	5/12/2023	224472	1384		AA.5110.404.000	35.74		
<u>Morris Ford-Mercury, Inc. Total</u>						35.74		
Pallette Stone Corporation	4/27/2023	536638	1375		GG.8120.404.000	152.00		
<u>Pallette Stone Corporation Total</u>						152.00		
Saratoga Flag Company	5/23/2023	PO523-5	1389		AA.7550.401.000	997.00		
<u>Saratoga Flag Company Total</u>						997.00		
Seasons Supply Co.	6/15/2023	T-M199107	1401		AA.7110.404.000	592.00		
	6/15/2023	T-M199107			AA.7140.404.000	185.00		
<u>Seasons Supply Co. Total</u>						777.00		
Total for Voucher Type: PriorYear						75,180.63		
Voucher Type: Regular								
A.S.C.C. Inc.	6/21/2023	20230621	1345		AA.7010.401.000	729.44		
	6/21/2023	20230621		BIRDHOUSE	AA.7010.401.000	751.07		
	6/21/2023	20230621-2			AA.7010.401.000	626.50		
	6/21/2023	20230621-3			AA.7010.401.000	179.76		
	6/21/2023	20230621-4			AA.7010.401.000	119.02		
	6/21/2023	20230621-5			AA.7010.400.000	968.89		
	6/21/2023	20230621-6			AA.7010.400.000	472.23		
	6/21/2023	20230621-7			AA.7010.400.000	267.08		
<u>A.S.C.C. Inc. Total</u>						4,613.99		
Access Compliance, LLC	5/17/2023	5/18/23	1352		AA.3410.406.000	4,635.00		
	5/23/2023	5/23/23			AA.3410.406.000	3,510.00		
<u>Access Compliance, LLC Total</u>						8,145.00		
Adirondack Tire Corp.	6/08/2023	1015433	1373		AA.3120.404.000	558.16		
<u>Adirondack Tire Corp. Total</u>						558.16		

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Airgas Usa, LLC	5/31/2023	9997160301	1376		AA.1640.405.000	159.52		
<u>Airgas Usa, LLC Total</u>						159.52		
Allied Universal Security Svcs	6/04/2023	14349484	1343		AA.1110.400.000	481.20		
<u>Allied Universal Security Svcs Total</u>						481.20		
<u>Amazon Business</u>			1364					
6/01/2023		1HPR-DRV1-1HDH			AA.1110.405.000	39.48		
6/13/2023		1VWC-WCLM-			AA.7140.404.000	21.98		
6/14/2023		1JMM-4WRT-			AA.7140.404.000	178.18		
6/15/2023		1TQL-QQ9F-JH3W			AA.3413.405.000	65.96		
6/19/2023		1GMC-H4W7-			AA.1410.405.000	123.70		
6/19/2023		1GMC-H4W7-			AA.1110.405.000	50.00		
<u>Amazon Business Total</u>						479.30		
<u>Baker & Taylor</u>			1355					
5/24/2023		5018364566			LL.7410.405.000	567.49		
<u>Baker & Taylor Total</u>						567.49		
<u>Bartlett, Pontiff, Stewart & Rhodes,</u>			1366					
5/22/2023		1409457			AA.1420.400.000	5,000.00		
<u>Bartlett, Pontiff, Stewart & Rhodes, P.C. Total</u>						5,000.00		
<u>BELSON</u>			1391					
6/21/2023		WQ 338238			AA.7110.400.000	1,063.29		
<u>BELSON Total</u>						1,063.29		
<u>Capital Region Chamber</u>			1339					
6/01/2023		687702		annual membership	AA.1010.400.000	195.00		
6/01/2023		687702		annual membership	AA.1210.400.000	195.00		
<u>Capital Region Chamber Total</u>						390.00		
<u>Cavanaugh, Robert</u>			1342					
6/21/2023		20230621		reimb	AA.1410.405.000	15.47		
<u>Cavanaugh, Robert Total</u>						15.47		
<u>Center Point Large Print</u>			1361					
6/01/2023		2017886			LL.7410.405.000	97.08		
<u>Center Point Large Print Total</u>						97.08		
<u>Clardon Pool Service, Inc.</u>			1386					
6/07/2023		INV-86098			AA.7180.404.000	79.95		
6/09/2023		INV-86185			AA.7180.404.000	159.90		
6/13/2023		INV-86346			AA.7180.404.000	31.90		
<u>Clardon Pool Service, Inc. Total</u>						271.75		
<u>De Lage Landen Financial Svce</u>			1358					
6/21/2023		80050576			LL.7410.406.000	137.49		
<u>De Lage Landen Financial Svce Total</u>						137.49		

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<u>Dival Safety Equipment, Inc</u>	6/05/2023	3298158	1402	EML	AA.3411.405.000	170.00		
<u>Dival Safety Equipment, Inc Total</u>						170.00		
<u>Evolution Construction Service</u>	5/30/2023	23-125-1	1369		AA.5110.404.000	38,942.90		
<u>Evolution Construction Service Total</u>						38,942.90		
<u>Ferguson Waterworks</u>	6/02/2023	1164496	1380		AA.1640.404.000	72.80		
<u>Ferguson Waterworks Total</u>						72.80		
<u>Gawrys, Jeff</u>	6/21/2023	20230621	1390	CLOTHING ALLOWANCE	AA.5110.406.000	287.49		
<u>Gawrys, Jeff Total</u>						287.49		
<u>Gawrys, Kate</u>	6/21/2023	20230621	1350	supplies	AA.7180.405.000	55.41		
<u>Gawrys, Kate Total</u>						55.41		
<u>Hoffman Car Wash, Inc</u>	5/31/2023	0026096-IN	1354		AA.3410.406.000	85.00		
<u>Hoffman Car Wash, Inc Total</u>						85.00		
<u>J & R Welding Supply Co.</u>	6/12/2023	2047275	1385		AA.1640.405.000	16.50		
<u>J & R Welding Supply Co. Total</u>						16.50		
<u>Kurbrick Construction</u>	5/19/2023	3444	1400	ARPA	AA.0915.000.000	16,919.50		
<u>Kurbrick Construction Total</u>						16,919.50		
<u>Labella Associates, Dpc</u>	4/30/2023	195439	1367	front st and wiswall	AA.1440.400.000	1,566.53		
	5/31/2023	198365			AA.0909.000.000	2,920.00		
<u>Labella Associates, Dpc Total</u>						4,486.53		
<u>Marshall And Sterling Ins.</u>	6/01/2023	2481866	1338	renewal corrections	AA.1910.400.000	273.00		
<u>Marshall And Sterling Ins. Total</u>						273.00		
<u>Midwest Tape</u>	6/05/2023	503886722	1359		LL.7410.405.000	146.94		
	6/09/2023	503908096			LL.7410.405.000	56.95		
<u>Midwest Tape Total</u>						203.89		
<u>Miraglia, Steven</u>	6/21/2023	20230621	1404	adopt a plot	AA.8510.400.000	165.00		
<u>Miraglia, Steven Total</u>						165.00		

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Morris Ford-Mercury, Inc.	6/07/2023	224715	1374		AA.5110.404.000	52.23		
<u>Morris Ford-Mercury, Inc. Total</u>						<u>52.23</u>		
National Grid #01688-15101	6/13/2023	20230621	1344		AA.1621.401.000	23.71		
<u>National Grid #01688-15101 Total</u>						<u>23.71</u>		
New Horizons Rubber Stamp Co	6/07/2023	MI8296	1340		AA.3620.400.000	87.90		
<u>New Horizons Rubber Stamp Co Total</u>						<u>87.90</u>		
O'Connor, Teri	6/21/2023	20230621	1341	med	AA.9060.800.000	30.00		
<u>O'Connor, Teri Total</u>						<u>30.00</u>		
OC SUPPLY, LLC	6/12/2023	20230621	1382		AA.1640.405.000	111.01		
<u>OC SUPPLY, LLC Total</u>						<u>111.01</u>		
Otten, Josh	6/08/2023	20230621	1348	reimb for course	AA.3410.406.000	293.49		
<u>Otten, Josh Total</u>						<u>293.49</u>		
Pace Analytical Service, LLC	6/12/2023	C081156	1381		AA.8340.405.000	103.00		
	6/19/2023	C081323			AA.8340.405.000	103.00		
<u>Pace Analytical Service, LLC Total</u>						<u>206.00</u>		
Pitney Bowes Bank Inc	6/28/2023	20230621	1337		AA.1410.405.000	100.00		
<u>Pitney Bowes Bank Inc Total</u>						<u>100.00</u>		
Ringsquared Telecom LLC	6/04/2023	IN116956	1346		AA.1620.402.000	100.57		
	6/04/2023	IN116956			AA.3412.402.000	123.41		
	6/04/2023	IN116956			AA.3620.402.000	111.06		
	6/04/2023	IN116956			AA.1640.402.000	133.50		
	6/04/2023	IN116956			GG.8120.402.000	33.86		
	6/04/2023	IN116956			AA.8340.402.000	334.82		
	6/04/2023	IN116956			AA.7180.402.000	12.26		
	6/04/2023	IN116956			LL.7410.402.000	254.54		
	6/04/2023	IN116956			AA.3120.402.000	384.04		
	6/04/2023	IN116956			AA.1110.402.000	93.08		
	6/04/2023	IN116956			AA.3411.402.000	109.52		
<u>Ringsquared Telecom LLC Total</u>						<u>1,690.66</u>		
Roemer Wallens & Gold Mineaux	6/21/2023	20230621	1368	MAY - OCT 2023	AA.1210.400.000	11,400.00		
<u>Roemer Wallens & Gold Mineaux Total</u>						<u>11,400.00</u>		

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Rudnick's Uniforms	5/10/2023	3547	1349	fp	AA.3413.405.000	1,150.00		
<u>Rudnick's Uniforms Total</u>						<u>1,150.00</u>		
Seeley Office Systems	6/14/2023	0110380-003	1356		LL.7410.405.000	-15.91		
	6/14/2023	0110754-002			LL.7410.405.000	93.47		
<u>Seeley Office Systems Total</u>						<u>77.56</u>		
Silly Car-Design	5/05/2023	00843	1351	website-domain	AA.3410.402.000	210.00		
<u>Silly Car-Design Total</u>						<u>210.00</u>		
Verizon Wireless	5/24/2023	9935718445	1347		AA.3410.402.000	102.55		
	5/24/2023	9935718445			AA.3412.402.000	102.55		
	5/24/2023	9935718445			AA.3411.402.000	102.56		
<u>Verizon Wireless Total</u>						<u>307.66</u>		
W.B. Mason Co, Inc.	6/02/2023	238845609	1362		AA.1410.400.000	3.99		
<u>W.B. Mason Co, Inc. Total</u>						<u>3.99</u>		
Total for Voucher Type: Regular						<u>99,401.97</u>		
Total:								
				Prepaid		88,970.86		
				Prior Year		75,180.63		
				Regular		99,401.97		
				Total		<u>263,553.46</u>		

Village Clerk

From: Frank Rossi Jr.
Sent: Tuesday, June 20, 2023 12:39 PM
To: Village Clerk
Subject: Fwd: Risk Management: Sidewalk Maintenance - Additional Information from NYMIR

Mayor Frank S. Rossi, II
66 Front Street
Ballston Spa, NY 12020
(518) 992-5122 (Cell)

Sent from my iPhone


Begin forwarded message:

From: Mary Lou Weil <mweil@marshallsterling.com>
Date: June 1, 2023 at 3:28:11 PM EDT
To: "Frank Rossi Jr." <mayor@villageofballstonspa.org>
Subject: re: Risk Management: Sidewalk Maintenance - Additional Information from NYMIR

Frank:

To piggy back the information Lorraine provided to you, please see the reply I received today from Henry van den Heever at NYMIR. He has always been insightful and provides good feedback when requested and he welcomes further discussion and meeting with you. If you would like me to set something up with him let me know dates/times of your availability and Ken would like to attend. Let me know and thank you for your patience while researching this matter further on your behalf. Have a wonderful evening!

Sincerely,

Mary Lou Weil, ACSR 

Sr. Commercial Client Manager

Marshall & Sterling Upstate, Inc.

125 High Rock Ave, Ste #206

Saratoga Springs, NY 12866

Ph: 518-587-1342 Ext:1063

Fax: 518-587-1348

Marshall & Sterling Upstate Insurance Agency, CA License #0D63146

mweil@marshallsterling.com



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From: Henry van den Heever
Sent: Thursday, June 1, 2023 1:28 PM
To: Mary Lou Weil; Karen Lockrow
Subject: RE: Village of Ballston Spa - Sidewalk Maintenance

Mary Lou,

I'm not sure if the village board is aware of this, but they already have several local laws that address this question. The way they are crafted provides very strong protection to the village against injuries caused by poorly maintained sidewalks. This is one of the strongest protections for any of the villages I personally deal with. I frequently cite Ballston Spa during my meetings with other mayors as to the way to limit a village's liability for sidewalks.

Of course, it is up to the board as to whether they want to diminish these protections by abrogating these laws. This would put them on a par with many villages that don't have similar laws. They would need to do this to avoid any legal conflicts in the event of a lawsuit.

That having been said, if they do decide to repeal these laws, the village will still have some protection for sidewalk injuries because of NYS Village Law § 6-628, This is the law that requires prior written notice for streets and sidewalk defects and then failure of the village to correct a reported defect within a reasonable time frame. There are some exceptions to this law, such as if the village creates the defect themselves. For instance, if the DPW pulls up a portion of a sidewalk to make repairs to an underground water line and somebody falls into the excavation.

I'd be happy to meet with the mayor in person if he wants to discuss this further.

The relevant laws are outlined below.

§ 174-1 Construction and repair of sidewalks.

[Amended 10-25-1999 by L.L. No. 8-1999]

Sidewalks not less than four feet in width and of cement, slate, brick, bluestone or similar substance shall be constructed on both sides of the street in said Village. Such sidewalks and all repairs to the same shall be made by the owners or occupants of the premises adjoining such walks under the supervision of the Street Superintendent and of such material as the Committee on Streets shall direct after receiving notice from such Superintendent and within the time

prescribed by the Board of Trustees, and, in case such owner or owners shall thereafter neglect so to do, the Street Superintendent shall construct or repair such walks, and the expense thereof may be collected by said Village against such owner or occupant in the manner prescribed by law.

§ 174-2 Reimbursement for sidewalks.

[Amended 9-13-1949; 5-13-1968; 10-25-1983 by L.L. No. 3-1983; 10-12-1998 by L.L. No. 2-1998; 11-10-2003 by L.L. No. 2-2003; 8-27-2007]

Whenever sidewalks are constructed on the streets of said Village with the consent of the Village Clerk, of approved material and of the width and cost provided by law, the owner or occupant of the premises adjoining such walk who shall have constructed the same will be paid, with approval of the Board of Trustees, the sum of \$2.50 for each square foot of such walk and the sum of \$2.50 for each linear foot of curbing. Receipts and bills of items of the cost thereof must accompany all claims for such payment.

§ 174-5 Removal of snow, ice and dirt; enforcement; liability.

[Amended 5-13-1996 by L.L. No. 1-1996; 7-26-2004 by L.L. No. 2-2004]

A.

It shall be unlawful for any owner of any house or building in the Village of Ballston Spa to permit the sidewalks or gutters in front of the premises owned by him to become in any manner obstructed by the accumulation of snow, ice and dirt thereon, and such owner shall remove the snow or ice from such sidewalk for the whole width thereof and from the gutters for the space of 20 inches from the curblines within eight hours after any fall of snow which shall cease in the daytime and before 12:00 noon of the day following any such fall of snow and before such fall of snow shall obtain the depth of 12 inches, or sooner should a hazardous condition be created and, in case the snow and ice becomes so congealed that the same cannot be removed without injury to the pavement, to cause such snow and ice to be sprinkled with fine ashes or sand and also at all other times to keep such sidewalks free and clear from all dirt, filth or other obstructions and encumbrances in order to allow and permit all persons to have the free and uninterrupted use of the same.

B.

Notice to remedy; removal by Village; costs.

(1)

In the event of a complaint received for the failure of the owner to comply with Subsection A hereof, the Mayor or his designee shall direct that a notice be delivered to the occupant of the premises that includes a copy of this section of the Village Code and notice that the condition must be remedied within 24 hours. Should the owner fail to comply, the Village shall then have the authority to perform the work and charge the owner four times the actual cost to the Village. In the event that the notice is not able, for whatever reason, to be delivered to the occupant, the Village is authorized to affix a copy of said notice to the premises. The affixation of the notice to the premises shall have the same effect as if served to the occupant.

(2)

In the event it is necessary for the Village to perform the work, the owner will be provided with a summary of cost and the amount due within 14 days. The owner shall then have 30 days to

make payment. In the event that the owner does not remit payment to the Village, the Village is hereby authorized to make said amount a lien against the property and collect the amount due as an assessment against the property in a like manner as collection of taxes.

C.

In the event that the owner of the adjoining premises fails to comply with the provisions of this section and, by reason of such failure, injuries to persons and damage to property result, then in such event such owner shall be liable for such injuries or damages.

§ 174-21 Maintenance of sidewalks and curbing; notice; action upon noncompliance.

[Added 8-11-1970]

A.

All sidewalks and curbing within said Village shall be kept and maintained in a safe and proper manner by the property owners adjacent to all such sidewalks and curbing.

B.

Whenever any said sidewalk or curbing shall, in the opinion of the Mayor and the Board of Trustees, be deemed by them to be unsafe or in a state of disrepair, the Mayor and the Board of Trustees shall so notify said adjacent landowner and direct said landowner to replace or repair any such sidewalk or curbing.

C.

Upon the failure of any adjacent landowner to replace or repair a defective or unsafe sidewalk and/or curbing within 30 days of receipt of written notice pursuant to Subsection B aforesaid, the Village of Ballston Spa shall replace or repair any such sidewalk and/or curbing, and the cost thereof shall be added to the next succeeding Village tax bill, and the same shall be a charge upon and lien upon said adjacent real property.

D.

Any repairs or replacements made pursuant to this chapter shall be made in conformity to the Zoning chapter of the said Village.¹¹

§ 174-22 Notice of defects; liability.

[Added 7-14-1990 by L.L. No. 1970]

A.

No civil action shall be brought or maintained against the Village of Ballston Spa for damages or injuries to person or property sustained in consequence of any street, highway, bridge, culvert, sidewalk or crosswalk being defective, out of repair, unsafe, dangerous or obstructed or in consequence of the existence or accumulation of snow or ice upon any street, highway, bridge, culvert, sidewalk or crosswalk unless written notice of the existence of such condition relating to the particular place had theretofore actually been given to the Board of Trustees of the Village of Ballston Spa and there had been a failure or neglect on the part of said Village to cause such condition to be corrected or such snow or ice to be removed or the place otherwise made reasonably safe within a reasonable time after the receipt of such notice.

B.

Nothing herein contained, however, shall be held to revive any claim or cause of action now barred by an existing requirement or statute of limitations nor to waive any existing limitation now applicable to any claim or cause of action against the Village of Ballston Spa.

Henry J. van den Heever, CSP, ARM
Senior Risk Control Specialist

New York Municipal Insurance Reciprocal (NYMIR)
Wright Public Entity
12 Metro Park Road, Suite 104
Colonie, NY 12205
Mobile: 518-424-2091
Fax: 518-437-1182
Email: hvandenheever@wrightinsurance.com



A Division of Brown & Brown

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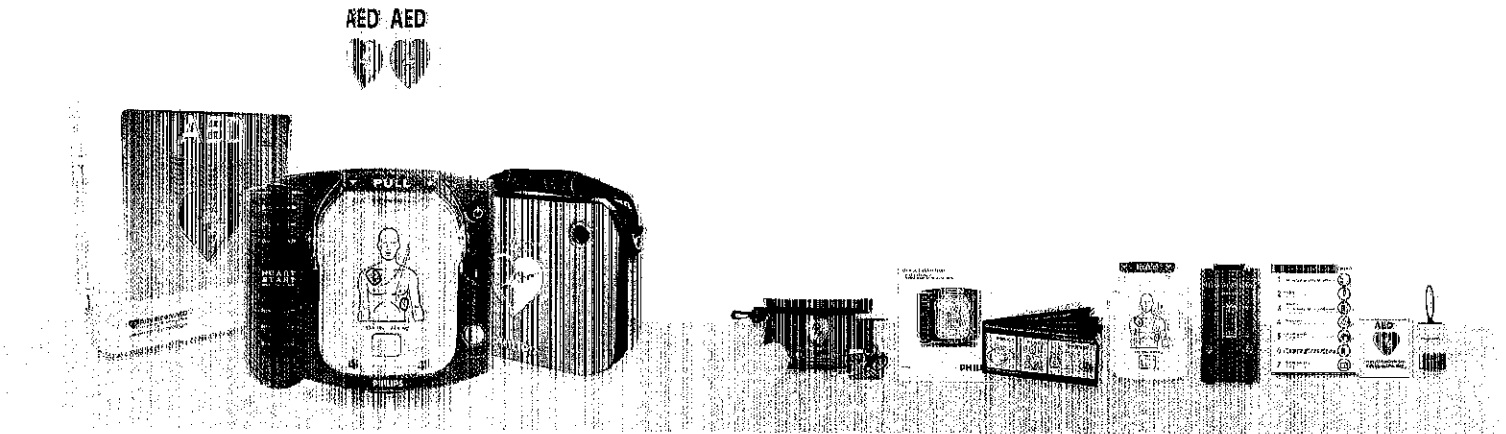
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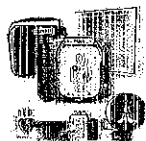
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- **1 FREE** Inspection / Maintenance Tag Details
- **2 FREE** AED "Equipped Facility" Decal / Sticker Details
- **1 Double Sided Flanged AED Sign**
- **1 Premium AED Storage Wall Cabinet**
- **1 AMERICAN AED Instructional Wall AED Poster** Details
- **AMERICAN AED Lifetime Maintenance Notification & Support**
- **FREE** FedEx Ground Shipping Details

<p>Choose Type of Wall Cabinet</p> <p>Premium Cabinet ▼</p>
<p>Do You Need Infant / Child Pads?</p> <p>No, I Do Not Need Infant / Child P ▼</p>
<p>Would You Like To Add CPR/AED Training?</p> <p>No, I Do Not Need CPR/AED Train ▼</p> <p>Clear</p>

~~\$1,791.99~~ **\$1,564.00**

Recommended Add Ons



Premium Trauma/First Aid Kit

Add for **\$199.00**

Chat



VILLAGE OF BALLSTON SPA

REQUISITION

VENDOR NAME: <i>American AED</i>	ORDERED DATE:	REQ #:
DEPARTMENT: <i>Library</i>	REQUESTED BY: <i>Andrea Simmons</i>	INITIALS:
FUND #:	SUBMITTED DATE: <i>6/23/23</i>	PHONE #: <i>518-885-5022</i>

Qty	Unit	Stock Number	Item Description	Unit Cost / Estimated	Subtotal
<i>1</i>			<i>American AED Church/Community Package</i>		<i>\$1,564.00</i>
				Total Cost:	<i>\$1,564.00</i>

NOTES:

DATE APPROVED:	APPROVED BY:	AMOUNT APPROVED:
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RULES OF PROCEDURE – VILLAGE OF BALLSTON SPA

Regular meetings are held the second and fourth Monday of the month at 7:00 PM in the Ballston Spa Library, 21 Milton Avenue. The schedule of meetings with any exceptions noted is approved annually at the Organizational meeting at the Library the first Monday in January, unless that is January 1st. April each year at 7:00 PM unless the Village changes its official year, at which point the Organizational meeting shall be held the first Monday in January. The official newspaper is notified of the schedule of meetings. The Clerk contacts Trustees and Department Heads if a meeting has to be cancelled due to lack of a quorum. The official newspaper is notified and said cancellation is posted in the Village Hall and on the Village website and social media pages.

The Mayor shall preside at meetings and in his/her/their absence the Deputy Mayor shall preside.

A quorum shall be required to conduct business. A quorum of the five (5) member Board of Trustees shall be three (3). Pursuant to Village Law each member of the Board shall have one vote. The Mayor may vote on any matter but must vote in case of a tie. An abstention or silence shall be considered a negative vote for the purpose of determining the final vote on a matter. Ayes or nays shall take a vote upon any question, and the names of the members present and their votes shall be entered in the minutes.

The presiding officer may debate, move and take other action that may be taken by other members of the Board.

The following shall apply to all Village Board of Trustee meetings including special and emergency meetings:

The presiding officer must recognize board members before making motions and speaking. A member, once recognized shall not be interrupted when speaking unless it is to call him/her to order. If a member, while speaking, were called to order, he/she should cease speaking until the question of order is determined, and, if in order, he/she shall be permitted to proceed.

There is no limit to the number of times a member may speak on a matter.

Motions and resolutions require a majority vote to be approved.

Special meetings are called by the Mayor or by any two (2) Board members. The Clerk contacts the members and if a quorum is available, notifies the official newspaper at least 24 hours in advance of the special meeting.

Emergency meetings are called by the Mayor or by any two (2) Board members. The Clerk contacts the members and if a quorum is available, notifies the official newspaper and posts a notice in the Village Hall.

Executive sessions shall be held in accordance with the NYS Public Officers Law 105. All executive sessions shall be commenced in a public meeting.

The agenda for Village Board meetings shall be set by noon on the Friday before the Monday meeting.

All members of the Board have the right to place items on the agenda provided same is presented to all board members by noon on the Thursday before the Friday meeting.

Each member of the Board shall have their own microphone.

The Clerk or his/her designee transcribes minutes of regular, special, emergency and executive meetings from audiotapes. They shall consist of: name of the Board, date, place and time of meeting, notation of presence or absence of Board members and time of arrival or departure if different from time of call to order or adjournment, name and title of other Village officials and employees present, brief summary of public comments, questions & concerns, record or summary of all motions, proposals, resolutions and other matters formally voted upon and the vote thereon, record of communications presented to the Board, record of reports made by Board or other village personnel, time of adjournment, and signature of Clerk or designee. Draft Minutes are placed in Board member mail slots or sent via official Village member email within ten business days with the exception of executive minutes, which are available within five days. The draft minutes shall also be placed on the Village website and shall be labeled "DRAFT." The minutes with any amendments are approved at the next Board meeting.

The Public shall be allowed to speak during any public comment period of the meeting or in the event a motion is made and up for discussion that has not been listed on the agenda. There shall be no public comment allowed for proposed amendments to motions that are listed on the agenda. Speakers shall be limited to a specific period of time as prescribed below. Speakers must give their name, address and organization, if any. ~~Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste. The only time in which additional public comment may be permitted is in the event a new motion in the opinion of the Presiding Officer is made that is not identified on the agenda. In those cases, Public Comment on only that motion only may be permitted, limited to 90 seconds per speaker after which the Board may vote on the motion. Where there is a public hearing, speakers are limited to five (5) minutes, and the minutes cannot be ceded to another speaker.~~

~~The Board recognizes the need for a non-threatening atmosphere in which legitimate discussion of issues may be pursued in a collegial manner. Inappropriate or offensive behavior by Board members, staff members or anyone in attendance at a meeting of the Ballston Spa Board of Trustees is strictly prohibited.~~

~~The following rules will be enforced. These rules will be posted at all board meetings and will be included on the printed agenda. One or more of the following rules, as relevant and appropriate, may be read by the Presiding Officer or a Trustee if requested by any Board member at any point in the meeting.~~

~~"The Board of Trustees welcomes Village residents, and other interested persons to its meeting. Community involvement at Board meetings is encouraged so that the Board can better understand and represent the views of its constituents. The following rules will apply:~~

- ~~1. Speakers will be called upon individually, and when recognized by the presiding officer please state your name and residence.~~
- ~~2. Statements are restricted to a maximum of five minutes, and speakers will be notified by the presiding officer when his/her time has expired.~~
- ~~3. All comments and questions from the public shall be directed to the Board only, not specific department heads, consultants or other members of the public, unless specifically permitted by the Presiding Officer.~~
- ~~4. Speakers will not make statements during the meeting that involve personal, impertinent, or slanderous attacks on any group, organization or individual, a member of the Board, an employee of the Village, a member of the audience or a member of the public regardless of whether the individual sought to be named is present. Speakers will not use profane, vulgar, threatening or racial or ethnic slurs and will at all times maintain a professional decorum.~~
- ~~5. No one will disrupt the meeting with loud outbursts or other disruptive conduct or behavior including, but is not limited to, obscenity, heckling, taunting/cheering, physical threats,~~

~~abusive language, etc. either during the Speaker's assigned time or at any other time during the meeting.~~

- ~~6. Violators of the rules will be warned of their first violation, warned at their second violation with an admonition if they violate the rule a third time they may be removed from the meeting and may be denied future requests to speak.~~
- ~~7. Speakers understand that a failure to comply with the foregoing rules may result in early termination of the Speaker's allotted time, a denial of future requests to speak, and any other actions deemed necessary by the presiding officer or by majority vote of the board."~~

Commented [eak1]: Can we prohibit a person from speaking and not have them removed from the meeting?

~~Board members may interrupt a speaker during their comments, but only for the purpose of clarification or information. Interested parties or their representatives may address the Board by written communications. All comments and questions from the public shall be directed to the Board only, not specific department heads, consultants or other members of the public unless specifically permitted by the Presiding Officer.~~

For the 2022-2023 year pursuant to the legislation S.50001/A.40001, meetings of the Board of Trustees may be held via video conference and such meetings shall be seen to meet the requirements of the New York State Open Meetings Law. In the event the Board holds virtual meetings or members of the Board appear virtually, they shall be on camera at all times during the videoconference with panelist authority unless there are extenuating circumstances. In accordance with the law, the public will be provided with the ability to view and participate in the meeting just as if the meeting were wholly in person. In addition to minutes, the Village shall prepare a transcript at a later date as required by the law. This procedure shall be effective until such time as the state of emergency is ended and the law repealed.

The agenda is the order of business for Village Board meeting and shall include:

- 1) Call to Order
- 2) Pledge to the Flag (Led by a Rotation of Board Members and/or Community Members)
- 3) Approval of Prior Meeting Minutes
- 4) Mayor Announcements
- 5) Liaison Reports
- 6) Treasurer's Report
- 7) Presentations
- 8) Old Business
- 9) New Business
- 10) Public Comment (3-3 Minutes per Speaker; limited to one comment time per Speaker per meeting)
- 11) Board Response to Public Comment
- 12) Agenda Items for Consideration/Vote
- 13) Other Business
- 14) Executive Session, if necessary
- 15) Adjournment/Voucher Audit

~~The only time in which additional public comment may be permitted is in the event a new motion in the opinion of the Presiding Officer is made that is not identified on the Agenda. In those cases, Public Comment on that motion only may be permitted, limited to 90 seconds per speaker after which the Board may vote on the motion.~~

~~Where there is a public hearing, speakers are limited to five (5) minutes, and the minutes cannot be added to another speaker.~~

All members of the public and all public officials are allowed to record public meetings with the exception of executive sessions. The recording shall be done in a manner which does not interfere with the meeting. The presiding officer may make a determination that the recording is being done in an intrusive matter and request an accommodation to avoid the interference and if not complied with the individual will be asked to leave the meeting room.

~~The board and the public shall comport themselves with decorum at all times, speaking one individual at a time. Comments and interjections shall not be permitted. The purpose of this is to make certain that all individuals are given the same amount of respect during speaking, and to allow the Clerk to properly record the minutes.~~

The above Rules of Procedures shall be the rules for the Village Board of Trustees.

The foregoing procedures may be amended from time to time by resolution of the Village Board.

Adopted:
April 4, 2022

Revised:
June 27, 2022

Revised:
July 11, 2022

Revised:
November 28, 2022

Village of Ballston Spa Committee Policy

Any committee, board, or other ad hoc group (hereafter collectively referred to as "committee"), that is not already described in Village code, including committees, boards, and ad hoc groups required for grants, or that is convened for the purpose of generating recommendations to the Village Board, or results in actions to be taken by the Village Board, but does not possess sovereign authority to act on behalf of the village on its own, shall have its membership and responsibilities determined by the Village Board as follows:

Recruiting Members:

1) Village staff will publicize via village email, the village web site, Facebook and social media that members are sought, with a description of purpose and duties. Postings will remain until the positions are filled. Posts will include a request with a link for interested residents to complete the Committee Interest Form. Completed forms will be distributed by the Village Administrator within five business days upon notice of a vacancy in a committee and will be sent to all board members, and to the chairs of the relevant committees of interest.

~~2) Potential committee members will provide to the village clerk a brief email or letter of interest that includes their background and why they want to be on the committee. People have ten business days from the posting to respond.~~

Board Responsibilities:

1) Village board majority will approve the purpose of committee, duties, and the maximum number of people on the committee

2) Each village board member gets to pick an equal number of committee members from the pool of applicants. If an odd number, extra picks go first to mayor, then board members in order of seniority. Members will be chosen based on qualifications.

3) Should a board member refuse to select one or more committee members then the selection will go, in order of seniority, to the other board members willing to pick committee members.

4) When a member resigns prior to the end of their term, the board member who appointed the person resigning will appoint a replacement. If that board member is no longer on the Village board, then the board member with the longest seniority will choose the replacement.

5) Village board liaisons to committees will be chosen by a majority vote of the Village board.

~~6)~~ The board, through majority vote, may alter the above procedure due to time constraints, the need for additional recruitment, or other pertinent reason(s) agreed to by the majority of the board. Grant-related committees formed using an expedited process due to time constraints will go through the standard process once the grant is awarded, and the duties and composition may be modified.

Committee Responsibilities

- 1) Committees shall have the right to appoint their own chair. If no chair is identified, then the village board will choose the chair by majority vote.
- 2) Committees will work with village hall staff to have their meetings posted on the website and on social media at least 72 hours ahead of the meeting. Committees will be open to the public and provide the opportunity for public comment. Agenda and minutes will be at the discretion of the committee. Committees must meet either in person or on Zoom.

Clarification - any Village Board member can form their own ad hoc committees, but these committees will serve no official Village Board function.”

The following suggested Scope of Services for a landscape architect to prepare a master plan for a small urban park in the Village of Ballston Spa, NY.

We understand that the project entails the following goals and objectives:

1. Relocate and improve design of a functional natural spring within the park
2. Remove an outdated gazebo,
3. Construct a pavilion that includes several 4-person tables and chairs for picnics and maybe chess/checkers
4. Explore if pavilion will accommodate a small stage. (do we want this?)
5. Construct pedestrian walkways, including to new spring location, as needed
6. Locate benches at appropriate locations in the park,
7. Create a small children's play space (for 2-5-year-olds)
8. Construct an informational kiosk, and
9. Develop a landscaping plan.

An outline Scope of Services to prepare such a Master Plan should include the following tasks by the landscape architect:

1. Obtain and review existing maps and other documents (historic photographs, aerial photographs, soils map, topographic map, and site survey – as available). Obtain Base Map from Peter Benepe.
2. Visit the park to observe existing conditions. While at the site visit meet with members of the Park and Tree Board to discuss project goals and objectives and initial ideas pertaining to the detailed park improvements.

(see #1)

3. Based on data and feedback already collected, develop a written statement of goals and objectives for the park including a detailed list of desired improvements, remedial actions, and anticipated park users/activities.

Take the existing sketch plan and create two eye-level, full-color diagrams, one for each potential spring location, that can be used to obtain public feedback.

4. Provide consultation on best methods for obtaining public feedback on diagrams.
5. Following public response, meet with the Park and Tree Board to review the comments and suggested revisions.
6. Based on Park and Tree Board Members comments and public response, prepare a Preferred Master Plan including preliminary construction cost budget and Phasing Plan and list of tasks that can be implemented with Village labor, volunteer labor or by contractor.
7. Identify design options/products and vendor sources for: the large pavilion, tables and chairs, spring pavilion, play space, informational kiosk, lighting, trash receptacles, bike stands and signage.
8. Create landscaping plan and planting design with specific plant materials)
9. Prepare a brief written summary report of the above.

The above work tasks should be achievable for a Design Fee not to exceed \$5000.

