



# CITY OF SARATOGA SPRINGS

## City Council Meeting



February 16, 2021

Via Zoom - Registration Required

: P.H. - Local Law No. 1 of 2021 -  
Defer Scheduled Payment of Taxes

06:55 PM P.H. - Amend Chapter 58 -  
Alarm Systems

 [Print](#)

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**7:00 PM**

### **CALL TO ORDER**

1. ZOOM REGISTRATION

### **ROLL CALL**

### **SALUTE TO FLAG**

### **PUBLIC COMMENT PERIOD / 15 MINUTES**

### **PRESENTATION(S):**

### **EXECUTIVE SESSION:**

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### **CONSENT AGENDA**

1. Approval of 1/19/2021 City Council Meeting Transcript
2. Approval of 1/26/2021 State of the City Minutes
3. Approval of 1/26/2021 State of the City Transcript
4. Approval of 2/1/2021 Pre-Agenda Meeting Transcript
5. Approval of 2/2/2021 City Council Meeting Minutes
6. Approval of the 2/1/2021 Pre-Agenda Meeting Minutes
7. Approve Transfers - Regular
8. Approve Amendments - Regular (Increases)
9. Approve Transfers - Revenue (Water Fund)
10. Approve Payroll 02/05/21 \$566,428.75
11. Approve Payroll 02/12/21 \$481,331.65
12. Approve Warrant 2020 20DEC6 \$174,822.24
13. Approve Warrant 2020 20MWDEC7 \$16,480.20
14. Approve Warrant 2021 21FEB2 \$191,683.76
15. Approve Warrant 2021 21MWFEB1 \$4,619.70

## **MAYOR'S DEPARTMENT**

1. Set Public Hearing: Capital Program and Budget Amendment: East and West Side Fields Annual Capital Contribution - School Cap Recreation IMP
  2. Discussion and Vote: COVID-19 Small Business Grant Program Award Recommendations
  3. Discussion and Vote: Authorization for Mayor to Sign Agreement with LiveBarn Inc.
  4. Discussion and Vote: Grant of License Agreement for Jill Fishon-Kovachick/184 Phila Street
  5. Discussion and Vote: Grant of License Agreement for Ballston Ave Partners, LLC/96 Ballston Ave
  6. Discussion and Vote: Zoning Amendment Request: Council Referral for the Marion Avenue Maple Dell PUD
  7. Update on Mayor's Department Food Drive Held on February 11-13
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## **ACCOUNTS DEPARTMENT**

1. Discussion: Resolution for Outdoor Seating to Begin March 15, 2021
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## **FINANCE DEPARTMENT**

1. Announcement: Matt McCabe Day - February 20, 2021
  2. Announcement: A Local Law to Defer Scheduled Payments of Taxes During the COVID-19 Emergency
  3. Announcement: Tax Payments at City Hall - New Drop Off Box
  4. Announcement: City Hall Department Addresses: Suite Numbers
  5. Update: Federal Fiscal Stimulus Funding
  6. Update: VLT Aid
  7. Discussion and Vote: Update City Fees: Recreation Department Open Gym
  8. Discussion and Vote: Authorization for Mayor to Sign Agreement with Carousel Industries for Maintenance on Avaya Telephone System
  9. Budget Transfers - Contingency
  10. Budget Transfers - Payroll
  11. Budget Transfers - Benefits
  12. Appointment: Climate Smart Committee
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## **PUBLIC WORKS DEPARTMENT**

1. Discussion and Vote: Authorization for Mayor to Sign Amendment #5 with Saratoga County Arts Council
  2. Discussion and Vote: SEQR Resolution for Loughberry Lake Dam Rehabilitation Project
  3. Discussion and Vote: Resolution Champlain Hudson Power Express Project
  4. Discussion and Vote: Approval to Pay Invoice #01012021 with Mahoney Notify Plus Inc in the Amount of \$1,450.00
  5. Discussion and Vote: Approval to Issue 2020 Funded Purchase Order in 2021 to Systems Management Planning Inc
  6. Discussion and Vote: Establish Title & Grade for Department of Public Works Welder/Fabricator
  7. Discussion and Vote: Approval for Employee to Withdraw Up To 127 Hours From Sick Bank
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## **PUBLIC SAFETY DEPARTMENT**

1. Announcement: COVID-19 Update

2. Discussion and Vote: Amend Chapter 58 of the City Code Entitled Alarm Systems
  3. Discussion and Vote: Authorization for Mayor to Sign Contract with NYS Master Contract for Grants
  4. Discussion and Vote: Accept donation from Martin, Harding and Mazzotti to purchase a new Police K-9
  5. Discussion and Vote: Resolution- Equity and Action
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## **SUPERVISORS**

1. Matthew Veitch
    1. Government Review & Efficiency Committee
    2. Buildings & Grounds Committee
    3. Public Hearing scheduled for Local Law for Food Delivery Services
  2. Tara Gaston
    1. COVID-19 Update
    2. Saratoga County Executive Order 203 Report & Survey
    3. Committee Updates
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## **ADJOURN**

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SARATOGA SPRINGS CITY COUNCIL MEETING

January 19, 2021

MEETING HELD VIA ZOOM

PRESENT:

Meg Kelly, Mayor  
Lisa Shields, Deputy Mayor  
Michele Madigan, Commissioner  
John P. Franck, Commissioner  
Anthony Scirocco, Commissioner  
Robin Dalton, Commissioner  
Matthew Veitch, Supervisor  
Tara Gaston, Supervisor  
Vincent DeLeonardis





1           MAYOR KELLY: Good evening. Welcome  
2           to city council meeting, Tuesday, January  
3           19 at 7 p.m.

4           Tonight, we do not have any public  
5           hearings, so we will go right to roll  
6           call, please.

7           SECRETARY TO CITY COUNCIL:  
8           Commissioner Franck?

9           COMMISSIONER FRANCK: Present.

10          SECRETARY TO CITY COUNCIL:  
11          Commissioner Madigan:

12          COMMISSIONER MADIGAN: Present.

13          SECRETARY TO CITY COUNCIL:  
14          Commissioner Scirocco?

15          COMMISSIONER SCIROCCO: Here.

16          SECRETARY TO CITY COUNCIL:  
17          Commissioner Dalton?

18          COMMISSIONER DALTON: Present.

19          SECRETARY TO CITY COUNCIL: Mayor  
20          Kelly?

21          MAYOR KELLY: Here. And we don't  
22          have the supervisors yet, correct?

23          DEPUTY MAYOR SHIELDS: That is  
24          correct.

25          MAYOR KELLY: Okay. Thank you.



1 Please rise for the Pledge of Allegiance.

2 IN UNISON: I pledge allegiance to  
3 the flag of the United States of America,  
4 and to the republic for which it stands,  
5 one nation, under God, indivisible, with  
6 liberty and justice for all.

7 Next on the agenda is the public  
8 comment period. I ask that you keep your  
9 comments brief to two minutes. There  
10 will be a bell to signify the end of your  
11 time. Public comment period will be up  
12 to fifteen minutes or shorter. Please be  
13 respectful to the speakers and address  
14 the council as a whole.

15 As a reminder, public comment is not  
16 a dialogue or a discussion with the  
17 council members. However, at the end of  
18 public comment, the council may respond  
19 to a comment.

20 Anyone who wishes to address the  
21 council may be so by raising their hand  
22 on Zoom and please state your name and  
23 address. Does anybody want to comment?

24 DEPUTY MAYOR SHIELDS: We have three  
25 members, I believe, from the public.



1 Darlene (ph.), Steve, and --

2 MAYOR KELLY: Teal (ph.)?

3 DEPUTY MAYOR SHIELDS: -- Teal.

4 MAYOR KELLY: Thanks, Teal. I don't  
5 know if you people can hear me, but if  
6 you want to comment, please raise your  
7 hand. There's a Zoom button there.

8 DEPUTY MAYOR SHIELDS: Or turn their  
9 camera on and --

10 MAYOR KELLY: Or turn your camera  
11 on. Unmute yourselves.

12 MS. MCGRAW: I would like to speak.

13 MAYOR KELLY: Are you going to  
14 speak, Darlene?

15 MS. MCGRAW: Yes.

16 MAYOR KELLY: Okay, go ahead. Go  
17 ahead.

18 MS. MCGRAW: I'm Darlene McGraw. I  
19 live here in the city of Saratoga  
20 Springs. I wanted to let the city know  
21 that I believe the city is being  
22 disrespectful to our country as I've  
23 noticed some of the city's flags that we  
24 have with the U.S. flag are not well lit  
25 up. They don't have lights. And at



1           nighttime, they're dark, which they  
2           shouldn't be. And the water here is  
3           beyond disgusting. I've said that  
4           before. I'd probably rather eat out of a  
5           dumpster than drink our water. That's  
6           why I don't drink it anymore.

7                   And I spoke with Public Safety, with  
8           an individual from Public Safety about  
9           the lack of accessibility of our  
10          sidewalks due to improper snow and ice  
11          removal. I was told that the city had to  
12          cut current hours and positions due to  
13          finances -- finances. Our city will have  
14          an even bigger financial woes if all  
15          property owners aren't treated equal as  
16          far as code enforcement goes. And if  
17          someone gets the federal government  
18          involved, our city will have even bigger  
19          woes.

20                   I believe our city council should  
21          take time to go to Disability Rights New  
22          York's YouTube page and check the  
23          sidewalk snow and ice removal. That  
24          would be a great help, I believe.

25                   Thank you for your time and have a



1 great night.

2 MAYOR KELLY: Thank you.

3 Anyone else like to speak? Turn  
4 your video on, please.

5 DEPUTY MAYOR SHIELDS: A couple of  
6 other people have joined, Mayor, so  
7 George, and also Matt.

8 MAYOR KELLY: Okay. Okay --

9 DEPUTY MAYOR SHIELDS: I'm going to  
10 turn Darlene's video off.

11 MAYOR KELLY: Yes. Thank you.

12 DEPUTY MAYOR SHIELDS: Okay. So let  
13 me ask George, Matt, and Steve, are  
14 you -- and Teal, are you here to comment  
15 for public comment?

16 MR. THURSTEN: Hi, it's Steve  
17 Thursten (ph.). I'm just here to observe  
18 from Foothills Business Daily. Thanks.

19 MAYOR KELLY: Thank you, Steve.

20 Okay, Teal, do you want to comment?

21 TEAL: No, I do not. I'm just here  
22 with Soroptimist of Saratoga County.

23 MAYOR KELLY: Okay, thank you.

24 Okay. Then, we're going to close the  
25 public -- George, do you want to comment?



1 I'm sorry.

2 COMMISSIONER MADIGAN: Well, I'd  
3 like to comment.

4 MAYOR KELLY: Yeah. I just want to  
5 make sure that we're done.

6 COMMISSIONER MADIGAN: Oh, you were  
7 looking for other people.

8 MAYOR KELLY: Yeah.

9 COMMISSIONER MADIGAN: Okay.

10 MAYOR KELLY: I'll get the council  
11 when we're done here, Commissioner.  
12 Thanks.

13 I think we're done. I'm not hearing  
14 anybody stepping in, so I will turn it  
15 over to the council. Thank you. Go  
16 ahead, Commissioner.

17 COMMISSIONER MADIGAN: You know, I  
18 just want to say that I drink city water  
19 every day. I don't buy bottled water.  
20 And I think it's fantastic, and I feel  
21 lucky and blessed to live in a city with  
22 such great water. And so thank you to  
23 DPW and to our water department, because  
24 you never see me without a water bottle  
25 or without a glass of water and it comes



1 right out of my tap. So thank you.

2 MAYOR KELLY: Thank you. I'd like  
3 to say the same thing. I grew up in  
4 Saratoga Springs. I've been drinking the  
5 water for now a very long time. I'm not  
6 going to tell you how long, but a really  
7 long time. And I just love the water  
8 here. So I don't have any issues with it  
9 either. I hope my entire family drinks  
10 it, too, right out of the tap.

11 Okay. Anything else?

12 COMMISSIONER SCIROCCO: That's the  
13 only thing I drink. No mystery.

14 MAYOR KELLY: Yeah, that's okay.  
15 So -- and we have such a great water  
16 plant. They do all the testing.  
17 Everything that they have to do. It's  
18 all mandated. So it's just -- it's very  
19 good.

20 So with that, I'll close the public  
21 comment period. And we don't have any  
22 presentations tonight, so we'll move  
23 right on to -- let's pull -- at this  
24 time, we're going to pull the resolutions  
25 that we have. One from Commissioner



1           Scirocco and one from Commissioner  
2           Madigan. We're going to pull those to  
3           the top of the agenda, so we'll do that  
4           now. I'm going to turn it over to  
5           Commissioner Scirocco and then to  
6           Commissioner Madigan.

7                   COMMISSIONER SCIROCCO: Thank you,  
8           Mayor.

9                   I'd like to read a resolution into  
10          the record. This is a resolution for  
11          Jim -- James A. Murphy, Jr. James Murphy  
12          passed away on January 5th of this year,  
13          or 2021. And I'd like to read the  
14          resolution into the record now.

15                 This is a resolution of the city of  
16          Saratoga Springs, in memoriam, James A.  
17          Murphy, Jr., 1937 to 2021. Whereas,  
18          James A. Murphy, Jr., attorney,  
19          philanthropist, and former mayor of  
20          Saratoga Springs, died on January 5th,  
21          2021. And whereas, Mayor Murphy served  
22          from 1966 to 1969. In the time he began  
23          serving, he was twenty-eight years old,  
24          the youngest mayor ever elected in New  
25          York at the time.





1           His years in office were a  
2           transitional period for our city when our  
3           standing as a vacation venue and the  
4           centerpiece of thoroughbred racing faced  
5           an uncertain future. He stood proudly  
6           among the many Saratogians who worked  
7           tirelessly to preserve our place as one  
8           of the greatest destinations in the  
9           world. And whereas, his work included  
10          his family scholarship fund that provides  
11          assistance to Williams College students,  
12          his service to Saratoga County YMCA, his  
13          support of a great number of local  
14          charitable and benevolent organizations.  
15          Now, therefore, be it resolved that the  
16          city council hereby honor the memory and  
17          service of James A. Murphy, Jr., and  
18          extend sympathy to his family.

19               And again, it's read into the  
20          minutes at the regular meeting of the  
21          city council on January 19, 2021.

22               And I'd like to extend my deepest  
23          sympathies to the family. As I know -- I  
24          knew the former mayor and also to Murphy  
25          and the family. It's not an easy thing



1 to lose a loved one. You know, it's  
2 something that I think -- I lost both my  
3 parents -- you got a lot memories. And  
4 hopefully, they have a lot of memories.

5 MAYOR KELLY: That's right.

6 COMMISSIONER SCIROCCO: Yeah. My  
7 deepest sympathies to them.

8 MAYOR KELLY: Right. And I'd like  
9 to reiterate that, too. My sympathies go  
10 out to the family. And I think we all on  
11 this call knew the family. So please  
12 know that you're in our thoughts and in  
13 our prayers, and hopefully, you know, you  
14 take away a lot of nice memories.

15 COMMISSIONER MADIGAN: I had no idea  
16 he was so young. And yes, my sympathies  
17 are with -- when he was elected mayor.

18 MAYOR KELLY: I know.

19 COMMISSIONER MADIGAN: And that's  
20 pretty amazing. And yes, my sympathies  
21 are absolutely with the family.

22 MAYOR KELLY: Great.

23 Okay, so we'll move right on to  
24 Commissioner Madigan, you can go right  
25 into your resolution.



1           COMMISSIONER MADIGAN: Thank you,  
2           Mayor. So this is in memoriam, Matthew  
3           W. McCabe, 1958 to 2021.

4           Whereas, Matthew W. McCabe, a  
5           musician, entrepreneur, and former  
6           Saratoga Springs Commissioner of Finance,  
7           died in Saratoga Springs on January 12,  
8           2021. And whereas, Commissioner McCabe  
9           served on the city council from 2004  
10          through 2007. He took the unconventional  
11          step of running and serving as an  
12          independent, one of only a few  
13          councilmembers to ever do so.

14          From the beginning of his service,  
15          he showed his exceptional skill as a  
16          listener, and was frequently instrumental  
17          in finding common ground in council  
18          discussions.

19          He improved the transparency of the  
20          budget process and other procedures and  
21          policies in the Finance Department and  
22          developed the position of Director of  
23          Finance.

24          And whereas, his enthusiasm for our  
25          city was contagious. He was a skilled



1 and popular musician who owned and  
2 operated his guitar and music business  
3 for more than twenty-five years. And he  
4 was unsurpassed in his support of local  
5 small businesses.

6 Today, there are many Saratogians  
7 who benefited greatly from his  
8 generosity, his experience, and his  
9 advice.

10 And whereas, on February 20th, and  
11 Café Lena, his life and work will be the  
12 subject of a virtual presentation and  
13 celebration. Information about this  
14 event may be found at [cafelena.org](http://cafelena.org).

15 Now, therefore, be it resolved that  
16 the city council hereby honors the memory  
17 and the service of Commissioner Matthew  
18 W. McCabe and extends sympathy to his  
19 family. And be it further resolved that  
20 this council hereby declares February  
21 20th, 2021 as Matt McCabe day.

22 Thank you, council, for allowing me  
23 this time to present this. And with  
24 that, I just have a short personal story.

25 I also believe that Matt McCabe was



1 a Plattsburgh alum. There are many of us  
2 in the city of Saratoga Springs including  
3 myself.

4 But my last story, and it's a very  
5 recent story -- I don't want to get too  
6 caught up -- my husband dropped off a  
7 guitar there about a year ago. And since  
8 then, we had our home phone number  
9 disconnected. And he was just having the  
10 guitar restrung. And Matt had been  
11 calling and calling and calling. And in  
12 early December, my son, Conan, walked  
13 into the store and he goes, Madigan, hey,  
14 you've had your guitar here for over a  
15 year. And, like, we couldn't find the  
16 guitar. We looked for the guitar. We  
17 thought somebody lost the guitar. And  
18 so, you know, that's my last story with  
19 Matt. It was only ten dollars to have  
20 that guitar restrung, and I'll probably  
21 cherish it forever.

22 So thank you and I don't know if  
23 anybody has any other words.

24 MAYOR KELLY: Sure, Commissioner  
25 Scirocco, do you have --



1 COMMISSIONER SCIROCCO: Yeah, you  
2 know, Matt was a great guy.

3 COMMISSIONER MADIGAN: Yeah.

4 COMMISSIONER SCIROCCO: I parked my  
5 vehicle in the back there, you might  
6 recall. His door is right there right  
7 off of -- back of the parking lot in  
8 back. And there's been a lot of days  
9 where, you know, he'd be outside and we  
10 would just chat about different things,  
11 we'd chat about politics, we'd chat about  
12 music, we'd chat about, you know, a bunch  
13 of things. And Matt was always pretty  
14 astute when it came to politics and the  
15 city. He cared about the city. He  
16 cared -- he cared so much about the city.  
17 And mostly, he cared about his family.  
18 And I think, you know, my understanding  
19 is he didn't run again because he cared  
20 more about his family and I guess it was  
21 taking time away from his family, the  
22 politics. Although his heart was always  
23 in the political venue of the city, and  
24 he always cared about -- like you said,  
25 Commissioner Madigan, he was involved in



1 businesses in the city.

2 The guy was all over the place.

3 UNIDENTIFIED SPEAKER:

4 (Indiscernible)

5 COMMISSIONER SCIROCCO: And I can't  
6 tell you how well liked he was. I don't  
7 think anybody has a bad word to say about  
8 him. I mean, I only knew him through,  
9 like you said, through the political  
10 scene, and then, of course, after he  
11 opened up a music store. I was in there  
12 a few times, and, you know, bought some  
13 strings and mostly for the conversation,  
14 mostly for that. And I guess I have a  
15 lot of memories with him, talking with  
16 him and sharing those -- sharing his  
17 thoughts.

18 So again, my sympathies go out to  
19 his family, and again, it's something  
20 that -- I was just shocked when I heard  
21 it.

22 MAYOR KELLY: Thank you,  
23 Commissioner.

24 Commissioner Franck, do you want to  
25 chime in?



1           COMMISSIONER FRANCK: Yeah, I was --  
2           my first two years were Matt's last two  
3           years in office. And as many of the  
4           councilmembers know, whoever you sit by,  
5           that's the person you talk to the most.  
6           And since I'm on the end of the table,  
7           it's always with the Commissioner of  
8           Finance. And Matt was always very level  
9           and easy-going. In politics, everybody  
10          goes after everybody. I never heard him  
11          say a negative thing about any politician  
12          ever. He was always just such a great  
13          guy.

14                 And to Commissioner Scirocco's  
15          point, back in 2005, Matt had the most  
16          votes in that election. And he was out  
17          spent, like, 5 to 1. And so in 2007, he  
18          was a shoo-in to win again as  
19          Commissioner of Finance. And I spoke  
20          with him the night before the  
21          endorsements and he was, like, John, I'm  
22          just going to give you the heads up, I'm  
23          not going to run. This is three -- my  
24          daughter was in school with Charlie.  
25          They were, like, eight, nine, ten,





1 eleven, twelve years old, in that range  
2 his three sons, and he said, I just -- as  
3 much as -- and he loved politics. And  
4 all of you know, he loved politics. And  
5 he chose to -- he wanted to spend time in  
6 little league and make sure his kids were  
7 on the right path. And I give him so  
8 much -- so much credit for that. And  
9 also, I'd like to reach out to the  
10 Finance Department because I know how  
11 close he was with Lynn and how close he  
12 was with Christine. And I know what a  
13 great -- he had nothing but great things  
14 always to say about them. And everybody  
15 in the department, especially those two  
16 because they're still there. So --

17 MAYOR KELLY: Right, thank you.

18 COMMISSIONER FRANCK: God bless his  
19 family.

20 MAYOR KELLY: Thank you,  
21 Commissioner.

22 Commissioner Dalton --

23 COMMISSIONER MADIGAN: It did hit  
24 the Finance Department very, very hard.  
25 It hit them very hard. Thank you,



1 Commissioner.

2 MAYOR KELLY: Commissioner Dalton,  
3 do you have any words that you want to  
4 say?

5 COMMISSIONER DALTON: So I would say  
6 I'm probably the only person in the city  
7 who did not know Matt personally. But  
8 reading about him and hearing about him,  
9 I mean, I just seen memories shared  
10 everywhere, and the things that stand out  
11 are kind of the things that you guys  
12 touched on. You know, he listened, he  
13 brought people together, he prioritized  
14 his family. I mean, he just --

15 MAYOR KELLY: Right.

16 COMMISSIONER DALTON: -- like,  
17 everything that we hope for this country  
18 right now, really hit the mark. So I  
19 regret that I wasn't able to ever know  
20 him personally, but it's great hearing  
21 everyone share their stories about him  
22 tonight.

23 MAYOR KELLY: Well, I personally had  
24 a more music relationship than political  
25 relationship with Matt through the years.



1 I -- it's a tough one. And he was just a  
2 friend to everybody. So God speed, my  
3 friend.

4 So at this time, I'd like to take a  
5 moment of silence for both James Murphy  
6 and Matt McCabe.

7 (Pause)

8 MAYOR KELLY: Okay, thank you.

9 I'm going to move right into our  
10 agenda. We're going to move into the  
11 consent agenda. I move that the city  
12 council approve the consent as included  
13 with this agenda. This is a motion. Is  
14 there a second?

15 COMMISSIONER FRANCK: Second.

16 MAYOR KELLY: Any discussion?

17 All those in favor say aye.

18 IN UNISON: Aye.

19 MAYOR KELLY: Any opposed?

20 The matter passes.

21 On to the Mayor's Department.

22 My first item is a proclamation to  
23 celebrate Soroptimist International - 100  
24 years of service for women and girls.  
25 And I'd like to read this into the



1 record.

2 "Whereas Soroptimist International  
3 is over 90,000 women strong, we'll  
4 celebrate 100 years of service as an  
5 organization for business and  
6 professional women who work to improve  
7 the lives of women and girls in local  
8 communities and throughout the world.

9 Whereas the city of Saratoga Springs  
10 is home to Soroptimist International of  
11 Saratoga County since 1979, it's goal is  
12 to build upon the mission of the national  
13 organization and to provide women and  
14 girls with success through education and  
15 training needed to achieve economic  
16 empowerment.

17 Whereas Saratoga International (sic)  
18 of -- Saratoga County unites with the  
19 greater community, you fundraise, mentor,  
20 and connect with the public to serve  
21 women and girls here in the city of  
22 Saratoga Springs and the surrounding  
23 areas and invites the community to  
24 celebrate in its continuing success.

25 And whereas hundreds of women and



1 girls have benefited by the programs  
2 offered by Saratoga International of  
3 Saratoga County such as Project Hope and  
4 Power, the club's keystone educational  
5 workshop located in the city of Saratoga  
6 Springs, designed to guide domestic  
7 violence survivors toward financial  
8 independence; Dream It, Be It, career  
9 support for secondary schools that  
10 provide access to professional role  
11 models, career education, the resources  
12 to set and achieve goals, overcome  
13 obstacles and move forward after setbacks  
14 or failures; Live Your Dream award,  
15 assist women with primary financial  
16 responsibility for their families in  
17 obtaining skills, training, and education  
18 and many other opportunities for women to  
19 get to their best."

20 Now, therefore, be it resolved that  
21 I, Meg Kelly, mayor of the city of  
22 Saratoga Springs, proclaim January  
23 through October 2021 as the ten-month  
24 celebration of Soroptimist International  
25 for it's 100th anniversary and express



1 appreciation to the Saratoga chapter for  
2 their many contributions to our  
3 community. And I invite all businesses  
4 and community members to join in the  
5 activities in commemoration with  
6 Soroptimist International of Saratoga  
7 County and to recognize its positive  
8 impact of service to the women and girls  
9 of our community.

10 And I would just like to say I've  
11 been involved with Soroptimist over the  
12 years as an invited guest to go to their  
13 events and they do wonderful work with a  
14 lot of the young women in our community  
15 and they're very, very supportive. It's  
16 a great group of women that just give  
17 back to this community that most of us  
18 never know about what all the great work  
19 that they do. So I'd like to  
20 congratulate them personally.

21 My next item is an announcement,  
22 State of the City address, 1/26/21. It's  
23 via live stream. The city council  
24 invites the public to watch the 2021  
25 State of the City address on Tuesday,



1 January 26 at 6 p.m. The council will  
2 present the overall status of city  
3 operations and accomplishments for 2020  
4 as well as the challenges, opportunities,  
5 goals, and objectives for the upcoming  
6 year. This will be a live stream event  
7 on the city website.

8 My next item is an announcement,  
9 Community Development Block Grant 2021  
10 program year, subgrantee application  
11 period is now open. The Community  
12 Development Department is currently  
13 accepting subgrantee applications for the  
14 2021 CDBG program year. The 2021  
15 entitlement grant from the U.S.  
16 Department of Housing and Urban  
17 Development is expected to be  
18 approximately 308,000 dollars. Completed  
19 applications will be due to the Office of  
20 Community Development via online  
21 submission by 4:30 p.m. Friday, March  
22 5th, 2021. Guidance and application  
23 materials are now available on the city's  
24 website.

25 My next announcement is UDO project



1           update. The UDO project has continued to  
2           move through draft 2 phase. I would to  
3           ask Vince DeLeonardis to give the council  
4           and the public another update on the  
5           project milestones and anticipated  
6           timelines.

7           Over to you.

8           MR. DELEONARDIS: Thank you, Mayor.  
9           Can you all hear me alright?

10          MAYOR KELLY: Yes.

11          MR. DELEONARDIS: So the first draft  
12          of the UDO was released to the public  
13          more than a year ago on January 7, 2020.  
14          The city's consultant, Comiros (ph.),  
15          made multiple presentations of that draft  
16          at a city council meeting, and  
17          thereafter, at public events held at  
18          Empire State College. Public comment for  
19          draft 1 was extended through February  
20          21st. And on March 3rd, I provided an  
21          update to the council and the public  
22          summarizing the comments that we had  
23          received and the recommendations of staff  
24          relative to those comments.

25          As we saw with draft 1, public





1 participation is critical in the process  
2 of developing this ordinance. It was  
3 through public engagement and public  
4 involvement that changes to the draft  
5 were made and ultimately incorporated  
6 into draft 2. Examples of this include  
7 eliminating the proposed reductions to  
8 certain lot sizes and lot widths,  
9 eliminating cottage courts or what were  
10 referred to as pocket neighborhoods from  
11 the use definitions and standards,  
12 eliminating certain uses from the use  
13 schedules such as RV parks in the RR  
14 District, modifying the height bonus  
15 opportunity, and modifying what would be  
16 allowed for a neighborhood commercial  
17 establishment.

18 Draft 2 was released on September  
19 15. And Comiros again provided  
20 presentations to the public and city  
21 council at a meeting on September 17, and  
22 to the Planning Board and DRC at a  
23 meeting held on September 24, and again,  
24 at three additional public presentations  
25 which were held between September 29th



1           and 30th. Thereafter, between October  
2           22nd and November 18th, city staff and  
3           Comiros held five separate Q and A  
4           workshops at various times, both  
5           virtually and in person, in order to  
6           allow an opportunity for public  
7           participation. Staff even met with  
8           individual groups separately to answer  
9           questions and provide guidance on the  
10          draft UDO.

11                 The public comment period for draft  
12          2 was extended through December 11. And  
13          we have received more than 180 comments  
14          from the public. Staff is currently  
15          sorting through all of those comments,  
16          and we expect that we will be able to  
17          provide a summary of those to the city  
18          council in the coming weeks, after which,  
19          we will work with Comiros toward  
20          developing draft 3, which we anticipate  
21          will be the final draft.

22                 Draft 3 will be presented to the  
23          public, and if council deems it has merit  
24          for review, will be submitted to the  
25          Planning Board for a formal advisory



1 opinion.

2 So that is where we currently stand.  
3 We've been working diligently on this  
4 important project, and I've been making  
5 every effort to encourage and allow for  
6 public participation.

7 I don't know if there are any  
8 questions. I'm happy to --

9 MAYOR KELLY: Vince, you just  
10 closed, so we missed that last sentence.

11 COMMISSIONER DALTON: I do have a  
12 question.

13 MR. DELEONARDIS: Yes, go ahead.

14 COMMISSIONER DALTON: I just have  
15 found, and I know how hard everyone is  
16 working, I know a lot of effort has been  
17 made to educate the public on this, but I  
18 think, with the last year we had and the  
19 amount of information the public has had  
20 to consume about the crisis that we're  
21 in, I have found that, by and large,  
22 there's a ton of people that still don't  
23 know that this is going on. And so I  
24 just wanted to know, especially with it  
25 being such a dense document, is there



1 anything extra or more we could be doing  
2 as we go on to this last phase to really  
3 engage the public and try to simplify it  
4 a bit and talk to the public about it?

5 MR. DELEONARDIS: So between the  
6 presentations provided by the consultant,  
7 the availability of staff, the Q and A  
8 sessions that we've had, there has never  
9 been a request from members of the public  
10 that has been refused in order to provide  
11 further elaboration and detail where  
12 available.

13 COMMISSIONER DALTON: Great.

14 MR. DELEONARDIS: Anybody that has  
15 questions is always welcome to ask those.  
16 So I'm not sure what you mean --

17 COMMISSIONER DALTON: I'm just  
18 saying it's a really dense topic. It's  
19 very hard to read or get your head  
20 around. So I think the -- kind of -- I  
21 don't know -- it's a difficult thing for  
22 the public to understand and educate  
23 themselves on, because really, you have  
24 to have like a significant amount of  
25 zoning knowledge and know-how to go



1 through that document, in my opinion.

2 MAYOR KELLY: I think I agree with  
3 you, Commissioner, but I don't think  
4 everybody would ever take the time to  
5 read that. So I do think that, looking  
6 at our new document, though, if you  
7 compare it to the old document, it's much  
8 more user-friendly.

9 MR. DELEONARDIS: Yeah.

10 MAYOR KELLY: So it will eliminate  
11 that. But our team has been working with  
12 a lot of the public that have been coming  
13 in. We get questions all the time, so  
14 they are reviewing it. The people that  
15 really want to see this, they're digging  
16 in deep and they're coming in with their  
17 questions.

18 So I know that my team has been  
19 meeting with people for the last two  
20 years on the UDO. But the whole document  
21 as a whole, Commissioner, is going to be  
22 a lot more user-friendly. That's the  
23 whole gist of what we're doing here. So  
24 the people can read that.

25 MR. DELEONARDIS: Yeah, and that --



1 Mayor, if I may, the biggest distinction  
2 between draft 2 and draft 1 was that  
3 draft 2 is a redline document. So people  
4 already would have followed it a little  
5 bit easier than they would have with  
6 draft 1 which was in itself a brand new  
7 document. But we would also, as staff,  
8 avail ourselves to meet with the  
9 individual council members to go over  
10 once we complete the process of going  
11 through all the public comments, that we  
12 can share those with you and get your  
13 input as we progress toward draft 3.

14 MAYOR KELLY: And I do think that we  
15 will summarize, Commissioner.

16 MR. DELEONARDIS: Yes.

17 MAYOR KELLY: So we're going to put  
18 a summary together, so that people will  
19 get the gist of the major changes.

20 COMMISSIONER DALTON: Yeah, I think  
21 that's basically what I'm asking. With  
22 regard, like, well, (indiscernible).

23 MAYOR KELLY: That will be -- we can  
24 summarize that in the key component. But  
25 I'm going to tell you, your neighborhood



1 watchdogs are out there now, and they are  
2 doing their due diligence in working with  
3 my staff. So I think that if you have  
4 anybody that hasn't met with us that  
5 wants to meet with us, please send them  
6 our way. Because we meet with people all  
7 the time about it. And it's good  
8 conversation.

9 COMMISSIONER DALTON: Right.  
10 Perfect. Thank you.

11 MAYOR KELLY: You're welcome.

12 Okay, anything else, Vince?

13 MR. DELEONARDIS: No.

14 MAYOR KELLY: Any comments from the  
15 council, any questions?

16 Thank you very much, Vince.

17 MR. DELEONARDIS: Thank you.

18 MAYOR KELLY: My next item is a  
19 discussion and vote, authorization for  
20 the mayor to sign 2021 intermunicipal  
21 agreement for animal shelter services.  
22 This is our annual agreement with the  
23 county -- with respect to the city's  
24 utilization of the county's animal  
25 shelter.



1 I move that the city council approve  
2 the mayor to sign the 2021 intermunicipal  
3 agreement for the animal shelter services  
4 as included with this agenda. This is a  
5 motion. Is there a second?

6 COMMISSIONER FRANCK: Second.

7 MAYOR KELLY: Any discussion?

8 All those in favor say aye.

9 IN UNISON: Aye.

10 MAYOR KELLY: Any opposed?

11 The matter passes.

12 My next item is discussion and vote,  
13 appointment to the City Center Authority  
14 Board. This evening, I'm happy to ask  
15 the council to appoint Joe Ogden to the  
16 City Center Authority Board. Joe will be  
17 completing a term made available upon the  
18 resignation of Rosemary Radcliff,  
19 effective today, expiring on 3/20/24.

20 Joe Ogden, as many of you know, was  
21 deputy mayor before I came in as deputy  
22 mayor. He currently now is working at  
23 the New York State Division of Budget.  
24 He's a graduate of Siena College with a  
25 B.A. in economics and a masters of art in





1 economics in the University of Albany.

2 So with that, I move that the city  
3 council appoint Joseph Ogden to the City  
4 Center Authority Board effective 1/19/21  
5 through 3/20/24. This is a motion. Is  
6 there a second?

7 COMMISSIONER DALTON: Second.

8 MAYOR KELLY: Any discussion?

9 COMMISSIONER SCIROCCO: Good choice,  
10 Mayor.

11 COMMISSIONER DALTON: Yeah, great  
12 choice.

13 MAYOR KELLY: Thank you.

14 COMMISSIONER MADIGAN: Yeah, very  
15 good.

16 MAYOR KELLY: I think it's -- you  
17 know -- in these times, to bring somebody  
18 on that understands budget is an  
19 important place right now. And I think  
20 that they'll be very happy when Joe  
21 joins.

22 All those in favor say aye.

23 IN UNISON: Aye.

24 MAYOR KELLY: Any opposed?

25 The matter passes.



1 I would like to add one item to my  
2 agenda. I move that the city council  
3 approve the addition of discussion and  
4 vote item for the extension of the  
5 William J. Keller (ph.) contract on  
6 Geyser Road Trail project. The reason to  
7 bring this tonight is to bring the  
8 agreement into alignment with the  
9 adjustments in private deadlines due to  
10 COVID. This is a motion. Is there a  
11 second?

12 COMMISSIONER MADIGAN: Second.

13 COMMISSIONER DALTON: Second.

14 MAYOR KELLY: Any discussion?

15 All those in favor say aye.

16 IN UNISON: Aye.

17 MAYOR KELLY: Any opposed?

18 The matter passes.

19 My next item is discussion and vote,  
20 approval for the mayor to sign no-cost  
21 extension of the William J. Keller  
22 contract as part of the Geyser Road Trail  
23 project.

24 The original contract time deadline  
25 was November 15th, 2020. There are two



1 outstanding items. The project will not  
2 be complete for reasons outside of  
3 control of the project team, prime  
4 contractor and the subcontractors. Due  
5 to COVID supply change issues, the  
6 delivery of materials for the traffic  
7 signal mast arms are more delayed.

8 Since the prime and subcontractors  
9 agreed to warranty the work, the prime  
10 contractor will inspect the work in the  
11 spring to assure that the crosswalks have  
12 adhered properly. This addendum 1 is  
13 supplemental to the original Geyser Road  
14 CR 43 Trail pin number 1759.83 agreement.  
15 It is incorporated and made part of those  
16 documents. This addendum does not  
17 increase the dollar limitation for this  
18 project.

19 I move that the city council approve  
20 the no-cost extension of the William J.  
21 Keller contract on Geyser Road Trail  
22 project. This is a motion. Is there a  
23 second?

24 COMMISSIONER MADIGAN: Second.

25 MAYOR KELLY: Any discussion?



1 All those in favor say aye.

2 IN UNISON: Aye.

3 MAYOR KELLY: Any opposed?

4 The matter passes.

5 And that concludes my agenda. Now,  
6 I'll turn it over to Commissioner Franck,  
7 of Accounts.

8 COMMISSIONER FRANCK: Thank you,  
9 Mayor. The first item is discussion and  
10 vote, authorization for mayor to sign  
11 contract with Adirondack Cabling, Inc.

12 This is an annual licensing and  
13 maintenance agreement for the city's  
14 security system. Funding is in line  
15 A3051414-54573.

16 Therefore, I move for the city  
17 council to authorize the mayor to sign  
18 the contract with Adirondack Cabling,  
19 Inc., as included with this agenda. And  
20 that's a motion.

21 MAYOR KELLY: Is there a second?

22 COMMISSIONER DALTON: Second.

23 MAYOR KELLY: Any discussion?

24 All those in favor say aye.

25 IN UNISON: Aye.



1 MAYOR KELLY: Any opposed?

2 The matter passes.

3 COMMISSIONER FRANCK: Thank you,  
4 Mayor. Item number 2 is discussion and  
5 vote, city council approval to pay  
6 invoice to JJ Keller for online classes  
7 for OSHA and Department of Labor.

8 This invoice for JJ Keller is in the  
9 amount of 5,995 dollars, is for the  
10 online learning of OSHA and DOL mandated  
11 classes during the pandemic. Funding is  
12 in line A3051414-54573.

13 Therefore, I move for the city  
14 council to authorize the payment of  
15 invoice from JJ Keller in the amount of  
16 5,995 dollars for online OSHA and DOL  
17 mandated classes during the pandemic.  
18 And that is a motion.

19 MAYOR KELLY: Is there a second?

20 COMMISSIONER DALTON: Second.

21 MAYOR KELLY: Any discussion?

22 All those in favor say aye.

23 IN UNISON: Aye.

24 MAYOR KELLY: Any opposed?

25 The matter passes.



1           COMMISSIONER FRANCK: Thank you,  
2           Mayor. The third item is an appointment  
3           for the Climate Smart Committee. I am  
4           reappointing Dan Baruch to the Climate  
5           Smart Committee. This is a three-year  
6           appointment and will run from 2/27/2021  
7           through 2/26/2024.

8           The fourth item is an award of bid  
9           that which is an extension of bid for  
10          horticulture supplies to Dehn's Flowers,  
11          Inc., upon the recommendation of the  
12          Department of Public Works. I move to  
13          extend the award of bid for horticulture  
14          supplies to Dehn's Flowers, Inc., for an  
15          additional year under the same terms,  
16          conditions, and prices as listed in bid  
17          2018-48. And that's a motion.

18         MAYOR KELLY: Is there a second?

19         COMMISSIONER SCIROCCO: Second.

20         MAYOR KELLY: Any discussion?

21         All those in favor say aye.

22         IN UNISON: Aye.

23         MAYOR KELLY: Any opposed?

24         The matter passes.

25         COMMISSIONER FRANCK: Thank you,



1 Mayor. Item number 5 is award of bid,  
2 extension of bid to New York State  
3 Department of Health Certified Instructor  
4 Coordinator Art Breault.

5 Upon the recommendation of the  
6 Department of Public Safety, I move to  
7 extend the award of bid for New State --  
8 NYSDOH Certified Instructor Coordinator  
9 to Art Breault, EMS Concepts under the  
10 same terms, conditions, and prices as  
11 listed in bid 2020-02. And that's a  
12 motion.

13 MAYOR KELLY: Is there a second?

14 COMMISSIONER DALTON: Second.

15 MAYOR KELLY: Any discussion?

16 All those in favor say aye.

17 IN UNISON: Aye.

18 MAYOR KELLY: Any opposed?

19 The matter passes.

20 COMMISSIONER FRANCK: And number 6,  
21 the last item for this evening, is the  
22 award of bid for the proposed Fire  
23 Station Number 3 design services to CHA  
24 Consulting. I move to award the bid for  
25 the proposed Fire Station Number 3 design



1 services upon the recommendation of the  
2 Department of Public Safety and the  
3 approval of the city attorney to CHA  
4 Consulting for an amount not to exceed  
5 300,000 dollars. And that's a motion.

6 MAYOR KELLY: Is there a second?

7 COMMISSIONER DALTON: Second.

8 MAYOR KELLY: Any discussion?

9 All those in favor say aye.

10 IN UNISON: Aye.

11 MAYOR KELLY: Any opposed?

12 The matter passes.

13 COMMISSIONER FRANCK: Thank you,

14 Mayor. That concludes my agenda.

15 MAYOR KELLY: Thank you,

16 Commissioner. On to Public Works. On to

17 Finance, sorry.

18 COMMISSIONER MADIGAN: Thank you,

19 Mayor. So we completed, I believe, the

20 first item on my agenda. We moved that

21 up.

22 MAYOR KELLY: Um-hum.

23 COMMISSIONER MADIGAN: The second

24 item is an announcement, New York State

25 2021 State of the State. The governor





1 announced his 11th 2021 State of the  
2 State agenda entitled Reimage, Rebuild,  
3 Renew.

4 This was described in a four-part  
5 series of live-streamed events between  
6 January 11th and January 14th. I've  
7 included the entire 322-page book as well  
8 as a summary that was posted on the  
9 governor's New York State web site.

10 The book includes four parts. Part  
11 1, Conquering COVID and Reimagining  
12 Public Health; part 2, Reopening and  
13 Revitalizing New York Businesses; part 3,  
14 Building the Green Economy; part 4,  
15 Building a New New York.

16 It is a substantial document  
17 outlining an ambitious plan with  
18 substantial goals and programs to improve  
19 the state going forward. Simply glancing  
20 at the table of contents of the book as  
21 well as the summary will provide an  
22 excellent sense of the governor's  
23 direction for the next twelve months as  
24 well as the influences on the priorities  
25 and choices displayed and the executive



1 budget choices.

2 My item number 3 is an announcement,  
3 New York State 2022 fiscal year budget.

4 Governor Cuomo's basis for the  
5 fiscal year 2022 New York State budget --  
6 well, the governor state budget projected  
7 a 63-billion-dollar four-year revenue  
8 loss in April of 2020. It now projects a  
9 39-billion-dollar loss over the next four  
10 years, including losses of 11.5 billion  
11 fiscal year 2021, and 9.8 billion in  
12 fiscal year 2022.

13 The governor has stated that the  
14 federal government needs to deliver the  
15 15 billion dollars that he has requested,  
16 that he needs this to close the deficit  
17 so New York State can afford even base  
18 line investments. Unlike the federal  
19 government, it cannot print money and  
20 must balance its budget. Just like the  
21 city, every spending decision is zero  
22 sum. Any area where it doesn't reduce  
23 spending means deeper reductions  
24 somewhere else or somewhere down the line  
25 if money doesn't come forward.



1           If the 15 billion in federal funding  
2           does materialize, the tax increases that  
3           will make New York less competitive and  
4           the spending reductions that hurt New  
5           Yorkers go away.

6           If they fail to act, the state  
7           predicts that its ability to meet even  
8           the most basic funding needs will be cut  
9           for universities, affordable college --  
10          for university and affordable college  
11          programs, child care, combating  
12          homelessness, and much more.

13          Governor believes that the odds have  
14          improved that the federal government will  
15          approve federal aid to the states in  
16          2021, following the election of Joseph R.  
17          Biden as president, and a change in party  
18          control in the United States Senate.

19          The president elect takes office  
20          tomorrow, January 20th, 2021, and he has  
21          already outlined a 1.9-trillion-dollar  
22          plan to stimulate economic recovery and  
23          control the COVID-19 pandemic.

24          The draft plan includes 350 billion  
25          in direct aid to states and localities to



1 maintain essential services that are at  
2 risk as governments contend with  
3 traumatic losses in tax receipts.  
4 However, the timing and amount of the new  
5 federal aid, if any, will ultimately  
6 determine the level of spending cuts and  
7 tax increases that must be enacted by the  
8 state in fiscal year 2022.

9 Again, the governor has asked the  
10 Congress for 15 billion in COVID relief  
11 aid to maintain the state financial plan.  
12 The requested aid would replace less than  
13 forty percent of the state's estimated  
14 receipts losses through fiscal year 2024.

15 Until definitive information is  
16 available, the Department of Budget must  
17 incorporate a cautious estimate for  
18 potential new federal aid. Again, this  
19 city takes a very similar position.

20 The fiscal year 2022 executive  
21 budget includes difficult spending cuts  
22 in local aid and agency operations. It  
23 also does include tax increases.

24 If the governor's full 15-billion-  
25 dollar aid request is approved, the state



1 would be able to reverse or modify many  
2 of these difficult proposals.

3 The executive budget includes a  
4 contingency appropriation to enable these  
5 restorations in the event the federal  
6 government provides the full amount of  
7 aid requested by the governor. He  
8 essentially sort of put out two budgets.

9 Specific reductions, VLT aid has  
10 been eliminated. So we budgeted fifty  
11 percent, or 1.163 million was included in  
12 our 2021 budget, and that is a total  
13 loss.

14 Per state aid, also known as AIM, he  
15 is predicting a 2.5 percent to twenty  
16 percent reduction based on reliance. We  
17 are most likely in that twenty percent  
18 reduction, which is what we saw end 2020.

19 In terms of CHIPS aid, we will most  
20 likely follow suit. But -- so for AIM,  
21 we budgeted the full amount, though,  
22 because we wanted to be in agreement with  
23 NICOM and all of the mayor's letters to  
24 budget director to keep the full amount  
25 of AIM funding in the budget. So we can



1 estimate potentially a 330,000-dollar  
2 loss in 2021 if the state doesn't get its  
3 15 billion dollars.

4 For CHIPS, we didn't budget  
5 anything. So whatever we get, we'll end  
6 up just doing a budget amendment.  
7 Usually, I think, we would have budgeted  
8 around -- well, we received 873,000 in  
9 2020. We've included zero in 2021. And  
10 again, we'll amend the budget upon  
11 receipt of any award.

12 And that's sort of my summary of the  
13 governor's executive budget which he  
14 presented today.

15 Item number -- I don't know if  
16 anybody has any questions. I know I move  
17 through these things pretty quickly.  
18 Just interrupt me if you do.

19 Item number 4 is an update on city  
20 finances. As I stated at the first  
21 meeting of 2021, this will just be a  
22 recurring topic, most of the 2021 council  
23 meetings. I just want to make sure the  
24 message is being heard, that we're  
25 talking about city finances. I really



1 don't have anything new to report. I  
2 just want to keep us aware of the amounts  
3 of actual cash on hand at all times as we  
4 make decisions on essential services and  
5 departmental plans and priorities and the  
6 expenditures that these things require.

7 We have borrowed 11.3 million  
8 dollars. We will pay that back. This is  
9 a burden on future administrations,  
10 generations, and it's based on pandemic-  
11 related financial choices.

12 So again, the federal government has  
13 released, basically, a 2 trillion COVID-  
14 19 package, which does include aid to  
15 states and local government. It's not  
16 clear what those funds are going to be or  
17 how they're going to be designated or  
18 what they'll be designated toward, and  
19 what the disbursement will be. But I  
20 remain hopeful that there will be  
21 something in there for the city of  
22 Saratoga Springs. And I've already  
23 reviewed the governor's executive budget.  
24 So that sort of sums up our financial  
25 situation.



1           Oh, I do like to point out that we  
2           are still looking at selling property.  
3           Hopefully, we'll have an update on that  
4           in the next few weeks for both the  
5           council and the public. We are working  
6           hard on getting grant reimbursements.  
7           The big one that's still sitting out  
8           there is the Geyser Road Trail grant. It  
9           seems like that project is just about  
10          wrapped up and that's about 1.6 to 1.7  
11          million, maybe two million at this point  
12          in time. So as those funds come in,  
13          those things help with cash flow.

14                 So selling property, getting our  
15          grants reimbursed will help with our cash  
16          flow projections, and I will be sure to  
17          update the council as I know more.

18                 My remaining items are budget  
19          transfers and amendments. And the water  
20          and sewer budgets are being amended to  
21          reflect wage amounts based on 2020  
22          employee contracts.

23                 So item number 5 is a discussion and  
24          vote, Budget Transfers - Payroll. Lines  
25          1 through 2, move funds from the amounts





1 budgeted for the administrator who has  
2 retired earlier than expected to a senior  
3 planner in the amount of 61,912 dollars.  
4 This is in the Mayor's Department. This  
5 is in an effort to reorganize her  
6 department.

7 I move that the city council approve  
8 the Budget Transfers - Payroll as  
9 included with the agenda. This is a  
10 motion.

11 MAYOR KELLY: Is there a second?  
12 Second.

13 Any discussion?

14 All those in favor say aye.

15 IN UNISON: Aye.

16 MAYOR KELLY: Any opposed?

17 The matter passes.

18 COMMISSIONER MADIGAN: Item number 6  
19 is a discussion and vote, budget  
20 amendments for water 2021 adjustments.

21 These budget amendments -- and I  
22 don't need to read that. Lines 1 through  
23 29 adjust amounts for wages, Social  
24 Security, dental, retirement, and  
25 hospitalization benefits, increasing the



1 use of the water budget fund balance.  
2 Amounts expected from sales and dental  
3 reimbursements in the amount of  
4 \$48,285.39.

5 I move that the city council approve  
6 the budget amendments - water as included  
7 with the agenda. And when I said water,  
8 it's the water funds fund balance. This  
9 is a motion.

10 MAYOR KELLY: Is there a second?

11 COMMISSIONER SCIROCCO: Second.

12 MAYOR KELLY: I didn't hear that.

13 Is there a second?

14 COMMISSIONER SCIROCCO: Second.

15 MAYOR KELLY: Okay, thank you.

16 All those in favor say aye.

17 IN UNISON: Aye.

18 MAYOR KELLY: Any opposed?

19 The matter passes.

20 COMMISSIONER MADIGAN: Item number 7  
21 is a discussion and vote, budget  
22 amendments for the sewer budget. These  
23 are 2021 adjustments.

24 Lines 1 through 26 adjust amounts  
25 for wages, Social Security, dental,



1 retirement, and hospitalization benefits,  
2 increasing the use of the sewer budget  
3 fund balance. Amounts expected from  
4 sales and dental reimbursements in the  
5 amount of \$58,700 (audio interference) --

6 MAYOR KELLY: Commissioner, you  
7 froze.

8 COMMISSIONER DALTON: I think the  
9 internet now works. It just like  
10 overwhelmed the service. This has been  
11 happening a lot in the last few days.

12 COMMISSIONER MADIGAN: Hey, did I  
13 freeze up?

14 MAYOR KELLY: Yes, you did.

15 COMMISSIONER MADIGAN: Can everybody  
16 hear me?

17 COMMISSIONER DALTON: Yeah, you  
18 froze.

19 COMMISSIONER MADIGAN: All right.  
20 So where did you --

21 MAYOR KELLY: Start right over on  
22 that pleading that motion.

23 COMMISSIONER FRANCK: You were on  
24 700.

25 COMMISSIONER MADIGAN: Okay. I move



1           that the city council approve the budget  
2           amendments - sewer as included with the  
3           agenda. This is a motion.

4           MAYOR KELLY: Is there a second?

5           COMMISSIONER SCIROCCO: Second.

6           MAYOR KELLY: Any discussion?

7           All those in favor say aye.

8           IN UNISON: Aye.

9           MAYOR KELLY: Any opposed?

10          The matter passes.

11          COMMISSIONER MADIGAN: Thank you,  
12          Mayor. That completes my agenda.

13          MAYOR KELLY: Thank you,  
14          Commissioner. On to Public Works.

15          COMMISSIONER SCIROCCO: Thank you,  
16          Mayor. First item on my agenda is  
17          discussion and vote. This is approval to  
18          reimburse employee number 358 for  
19          commercial pesticide applicator  
20          renewal/recertification in the amount of  
21          450 dollars.

22                 This reimbursement for employee  
23          number 358 in the amount of 450 dollars  
24          is for a three-year renewal of their DEC  
25          pesticide applicator/technician



1 renewal/recertification.

2 There was an interoffice processing  
3 issue, and the reimbursement exceeded the  
4 thirty-day submission for the purchasing  
5 policy. Therefore, I move for the  
6 approval to reimburse employee number 358  
7 for commercial pesticide applicator  
8 renewal/recertification in the amount of  
9 450 dollars, and I put that in form of  
10 motion.

11 MAYOR KELLY: Is there a second?

12 COMMISSIONER FRANCK: Second.

13 COMMISSIONER DALTON: Second.

14 MAYOR KELLY: Any discussion?

15 All those in favor say aye.

16 IN UNISON: Aye.

17 MAYOR KELLY: Any opposed?

18 The matter passes.

19 COMMISSIONER SCIROCCO: Second item  
20 on my agenda is discussion and vote.

21 This is approval to reimburse employee  
22 number 1792 for the purchase of  
23 Caterpillar CAT Turbo Charger wastegate  
24 actuator for the tub grinder in the  
25 amount of \$34.90.



1           My employee number 1792 purchased  
2           wastegate actuator for the tub grinder  
3           off eBay in the amount of \$34.90. Again,  
4           there was an interoffice processing issue  
5           and a submission for the reimbursement  
6           exceeded the thirty days according to the  
7           purchasing policy. Therefore, I move for  
8           approval to reimburse employee number  
9           1792 for the purchase of Caterpillar CAT  
10          Turbo Charger wastegate actuator for the  
11          tub grinder in the amount of \$34.90. And  
12          I put that in form of motion.

13               MAYOR KELLY: Is there a second?

14               COMMISSIONER FRANCK: Second.

15               MAYOR KELLY: Any discussion?

16               All those in favor say aye.

17               IN UNISON: Aye.

18               MAYOR KELLY: Any opposed?

19               The matter passes.

20               COMMISSIONER SCIROCCO: Third item

21               on my agenda is discussion and vote.

22               This is approval to pay December 2020

23               monthly invoice in the amount of 3,963

24               dollars to CNA Environmental, LLC for the

25               water treatment plant.



1           In August of 2020, the governor  
2           adopted new standards in monitoring  
3           requirements for PFOA, PFOS, and 1 and 4  
4           dioxane monitoring. These new standard  
5           require -- the new standard required us  
6           to start testing these contaminants by  
7           October, 24, 2020. Therefore, these new  
8           testing requirements that were put in  
9           place in the last quarter of 2020 were  
10          not budgeted. Therefore, I move for  
11          approval to pay December, 2020 monthly  
12          invoice in the amount of 3,963 dollars to  
13          CNA Environmental, LLC for the water  
14          treatment plant. And I put that in form  
15          of motion.

16          MAYOR KELLY: Is there a second?

17          Second.

18          COMMISSIONER FRANCK: Second.

19          MAYOR KELLY: Any discussion?

20          All those in favor say aye.

21          IN UNISON: Aye.

22          MAYOR KELLY: Any opposed?

23          The matter passes.

24          COMMISSIONER SCIROCCO: Thank you.

25          Fourth item on my agenda is discussion



1 and vote to accept a donation in the  
2 memory of Constance Lloyd for the city's  
3 Flower Beautification Program in the  
4 total amount of 150 dollars.

5 Constance Lloyd passed away October  
6 21st, 2020. She was a proud life-long  
7 resident of Saratoga Springs. Connie  
8 loved life and enjoyed spending time in  
9 her garden.

10 Her family asks, in lieu of flowers,  
11 a donation could be made to the Flower  
12 Beautification Project for the city of  
13 Saratoga Springs. To date, the city has  
14 received 150 dollars in memory of Connie.  
15 Therefore, I move to accept the donation  
16 in memory of Constance Lloyd to the  
17 city's Flower Beautification Program in  
18 the total amount of 150 dollars. And I  
19 put that in form of motion.

20 MAYOR KELLY: Is there a second?

21 Second.

22 COMMISSIONER FRANCK: Second.

23 MAYOR KELLY: Any discussion?

24 All those in favor say aye.

25 IN UNISON: Aye.





1 MAYOR KELLY: Any opposed?

2 The matter passes.

3 COMMISSIONER SCIROCCO: Fifth item  
4 on my agenda, discussion and vote,  
5 authorization for the mayor to sign a  
6 contract with Dehn's Flowers,  
7 Incorporated for horticulture supplies.

8 This renewal contract is for  
9 horticulture supplies related to the  
10 city's beautification program. Included  
11 in the contract are the bulbs, pots,  
12 hanging baskets, and flowers that keep  
13 our downtown core of the city beautiful  
14 for residents and visitors.

15 Therefore, I move for the mayor to  
16 sign a contract with Dehn's Flowers,  
17 Incorporated for horticulture supplies  
18 not to exceed unit bid price for proposal  
19 dated 12/26/18. Put that in form of  
20 motion.

21 MAYOR KELLY: Is there a second?

22 IN UNISON: Second.

23 MAYOR KELLY: Any discussion?

24 All those in favor say aye.

25 IN UNISON: Aye.



1 MAYOR KELLY: Any opposed?

2 The matter passes.

3 COMMISSIONER SCIROCCO: Number 6 is  
4 discussion and vote, authorization for  
5 the mayor to sign an agreement with the  
6 New York State Unified Court System.

7 This is an annual renewal agreement  
8 between the city and the State of New  
9 York Unified Court System. The renewal  
10 period is from April 1st, 2020 through  
11 March 31st, 2021.

12 The proposed budget is 52,352  
13 dollars. This budget is based on a  
14 reimbursement for services rendered for  
15 cleaning, minor repairs, and maintenance  
16 by the DPW staff. Therefore, I move to  
17 authorize the mayor to sign the renewal  
18 agreement with the New York State Unified  
19 Court System for the period of April 1st,  
20 2020 to March 31st, 2021 in the amount of  
21 52,352 dollars. And I put that in form  
22 of motion.

23 MAYOR KELLY: Is there a second?

24 Second.

25 Any discussion?



1 All those in favor say aye.

2 IN UNISON: Aye.

3 MAYOR KELLY: Any opposed?

4 The matter passes.

5 COMMISSIONER SCIROCCO: Seventh item

6 on my agenda is an announcement. This is

7 to accept street for snow plowing only.

8 This is the extension of Julian's Way.

9 The developer of Julian's Way has

10 completed the winter road service

11 construction for snow plowing.

12 Therefore, the Department of Public Works

13 will accept Julian's Way for snow plowing

14 only.

15 The eighth item on my agenda is

16 discussion and vote, approval to accept

17 urban and community forestry project tree

18 inventory and community forest management

19 plan grant.

20 The Department of Public Works with

21 the assistance of the city arborist,

22 Steve Lashomb, has been awarded grant

23 funding from the DEC Urban and Community

24 Forestry Grant Program in the amount of

25 50,000 dollars for the tree inventory and



1 community forest management plan.

2 This grant does not require a match.  
3 The benefit of this grant is to conduct a  
4 comprehensive inventory of the city trees  
5 as well as develop a forestry management  
6 plan. This will also allow the city  
7 arborist to apply for future grant  
8 funding, which could be tree planting and  
9 tree maintenance.

10 I'd like to thank Sustainable  
11 Saratoga for their assistance and  
12 continued support.

13 Therefore, I move to accept the  
14 urban and community forestry project tree  
15 inventory and community forest management  
16 plan grant in the amount of 50,000  
17 dollars. And I put that in form of  
18 motion.

19 MAYOR KELLY: Is there a second?

20 COMMISSIONER FRANCK: Second.

21 MAYOR KELLY: Any discussion?

22 All those in favor say aye.

23 IN UNISON: Aye.

24 MAYOR KELLY: Any opposed?

25 The matter passes.



1           COMMISSIONER SCIROCCO: Ninth item  
2           on my agenda is discussion and vote,  
3           authorization for the mayor to sign a  
4           contract with Morton Salt, Incorporated  
5           for rock salt. This contract with Morton  
6           Salt is a piggyback off a Saratoga County  
7           contract for rock salt.

8           Therefore, I move for the mayor to  
9           sign a contract with Morton Salt,  
10          Incorporated for rock salt in the amount  
11          not to exceed unit bid price per  
12          proposal. And I put that in form of  
13          motion.

14          MAYOR KELLY: Is there a second?

15          IN UNISON: Second.

16          MAYOR KELLY: Any discussion?

17          All those in favor say aye.

18          IN UNISON: Aye.

19          MAYOR KELLY: Any opposed?

20          The matter passes.

21          COMMISSIONER SCIROCCO: Tenth item  
22          on my agenda is discussion and vote.  
23          This is approval to pay invoices number  
24          5402221752, number 5402223642, number  
25          5402225536, number 5402226556, and number



1           5402227864 in the total amount of  
2           \$24,004.22 to Morton Salt, Incorporated  
3           for rock salt.

4           These five invoices are the result  
5           of rock salt being purchased prior to a  
6           contract being in place with Morton Salt.  
7           Therefore, I move for approval to pay  
8           Morton Salt, Incorporated invoices in the  
9           amount of \$24,004.22. And I put that in  
10          form of motion.

11          MAYOR KELLY: Is there a second?

12          COMMISSIONER FRANCK: Second.

13          MAYOR KELLY: Any discussion?

14          All those in favor say aye.

15          IN UNISON: Aye.

16          MAYOR KELLY: Any opposed?

17          The matter passes.

18          COMMISSIONER SCIROCCO: The eleventh  
19          item on my agenda is discussion and vote.  
20          This is approval to pay invoices number  
21          564345, number 564732, number 564735, and  
22          number 564737 in the total amount of 260  
23          dollars to Absolute Pest Control for  
24          integrated pest management services.

25          These four invoices with Absolute



1           Pest Control exceeded the August to  
2           December, 2020 PO in the amount of 260  
3           dollars.

4           Therefore, I move for approval to  
5           pay invoices number 564345, number  
6           564732, number 564735, and number 564737  
7           in the total amount of 260 dollars to  
8           Absolute Pest Control for integrated pest  
9           management services. And I put that in  
10          form of motion.

11          MAYOR KELLY: Is there a second?

12          COMMISSIONER FRANCK: Second.

13          MAYOR KELLY: Any discussion?

14          All those in favor say aye.

15          IN UNISON: Aye.

16          MAYOR KELLY: Any opposed?

17          The matter passes.

18          COMMISSIONER SCIROCCO: Thank you.

19          That concludes my agenda, Mayor.

20          MAYOR KELLY: Thank you,  
21          Commissioner. On to Public Safety.

22          COMMISSIONER DALTON: Thank you,  
23          Mayor. The first item on my agenda is an  
24          announcement of COVID-19 information.

25          Just to quickly go over the metrics



1 of where we are right now in the county  
2 and the city. In the last seven days,  
3 we've had 1,429 new cases. Currently in  
4 the county, we have 3,883 active cases.  
5 In the city of Saratoga Springs, we have  
6 540 active cases.

7 The good news is the seven-day  
8 rolling average for the positivity rate  
9 has dropped in the last ten days from  
10 11.3 to 8.8 percent, which is terrific.  
11 However, our hospitalizations have almost  
12 doubled in the last ten days. We  
13 currently have 106 people hospitalized as  
14 opposed to 51 ten days ago. So really  
15 just representative of the lagging nature  
16 of these metrics. Some people get sick  
17 versus one who needs to be hospitalized.

18 Then also, I just wanted to briefly  
19 go over the situation with the  
20 vaccinations. I know Supervisor Gaston  
21 is likely, as this is well in her county  
22 updates. But I just wanted to  
23 acknowledge that we do not have nearly  
24 enough vaccines to really be rolling out  
25 large-scale vaccine sites locally, and





1 get as many people vaccinated as we want  
2 to have vaccinated.

3 Right now, there are 43,000 people  
4 in the county who are eligible for a  
5 vaccine. And we have -- we get a tiny,  
6 tiny amount every week. And so -- I know  
7 people are really frustrated getting  
8 access to these appointments and I've had  
9 them travel very far -- to Osbourn to  
10 UniPath (ph.), and I just want to say we  
11 know that. We are working on it. This  
12 is a imperfect system that we are trying  
13 to work within, and we're trying to  
14 address the needs as we see them come up  
15 and arising. I just wanted to  
16 acknowledge with everyone that we are  
17 also frustrated. We also know that this  
18 is not happened nearly as fast as we want  
19 it to happen. But we are working on it.  
20 And everyone who wants a vaccine will get  
21 a vaccine.

22 So just -- you are (indiscernible)  
23 anxious about it. We know people are  
24 feeling very anxious about it. Just  
25 remind yourselves, everyone who wants a



1 vaccine will get a vaccine.

2 If you go on our Facebook page or  
3 website, I have broken out the three  
4 different channels through which you  
5 could try to find an available  
6 appointment right now for a vaccine. The  
7 first is through the state's website,  
8 which has the large-scale state-run  
9 testing sites on it. The second is  
10 through the county. The county has a  
11 link right at the top of their home page  
12 where you can click to see if they have  
13 any available appointments. The third  
14 area is through private direct  
15 (indiscernible) and pharmacies. That's a  
16 little trickier because you have to go  
17 their individual sites like CVS online or  
18 Rite Aid or Walgreens, to see if they  
19 might have any availabilities.

20 So it's a frustrating process, a  
21 long process, but will be streamlined in  
22 the coming weeks and refined and we'll  
23 get vaccines in peoples' arms and get  
24 back to being healthier as quickly as  
25 possible.



1           MAYOR KELLY: Commissioner, I just  
2           want to add to that, because I found this  
3           out today because my sister is disabled  
4           and she's in her fifties and I had her  
5           signed up at Rite Aid. And they called  
6           me today and they are not giving any  
7           vaccines to anybody younger than sixty-  
8           five.

9           So that is something that everybody  
10          needs to know, that you're not going to  
11          get in if you're under sixty-five even  
12          though you fit into 1b.

13          COMMISSIONER DALTON: It is  
14          really -- yes, thank you for pointing  
15          that out. I know there have been  
16          situations like that and there's nothing  
17          worse than getting your hopes up and  
18          getting a vaccine scheduled, to then find  
19          out your appointment has been cancelled  
20          and you have no vaccine in sight.

21          MAYOR KELLY: Yeah, but I gave my  
22          appointment away to an eighty-five-year-  
23          old, so I'm good.

24          COMMISSIONER DALTON: Oh, that's  
25          great.



1 MAYOR KELLY: Yes, I think.

2 COMMISSIONER DALTON:

3 (Indiscernible) if you have lost your  
4 appointment, you can usually change the  
5 name of the person who is getting the  
6 vaccine --

7 MAYOR KELLY: (Indiscernible).

8 COMMISSIONER DALTON: -- appointment  
9 with the state site. You can't change  
10 the name. It seems you have to cancel it  
11 and it's just --

12 MAYOR KELLY: Yeah, yeah.

13 COMMISSIONER DALTON: So it's  
14 really -- it's really rough. But we  
15 should have an update fairly soon with  
16 President Biden's new plan. He has a  
17 very -- totally different plan for  
18 distributing the vaccine, so hopefully  
19 that will increase the supply chain and  
20 we can get back to being healthy as  
21 quickly as possible.

22 Anyone have any questions?

23 No? Okay.

24 Second item on my agenda is  
25 discussion and vote, authorization for



1 the mayor to sign a contract with Art  
2 Breault.

3 I make a motion to authorize the  
4 mayor to sign a contract with Art  
5 Breault. This is a motion.

6 MAYOR KELLY: Is there a second?

7 COMMISSIONER SCIROCCO: Second.

8 MAYOR KELLY: Any discussion?

9 All those in favor say aye.

10 IN UNISON: Aye.

11 MAYOR KELLY: Any opposed?

12 The matter passes.

13 COMMISSIONER DALTON: Thank you.

14 That concludes my agenda.

15 MAYOR KELLY: Thank you. I'm going  
16 to turn it at this time back over to  
17 Commissioner Madigan who wants to add an  
18 item.

19 COMMISSIONER MADIGAN: Yeah, I  
20 apologize. I'm only just becoming aware  
21 of it. So it's time-sensitive due to a  
22 contract that has been approved. The  
23 item is a discussion and vote. It's a  
24 budget transfer from contingency. I move  
25 that the city council approve the



1 addition of an item to my agenda  
2 entitled, "Discussion and Vote, Budget  
3 Transfers - Contingency". This is a  
4 motion.

5 MAYOR KELLY: Is there a second?

6 COMMISSIONER FRANCK: Second.

7 MAYOR KELLY: Any discussion?

8 All those in favor say aye.

9 IN UNISON: Aye.

10 MAYOR KELLY: Any opposed?

11 The matter passes.

12 COMMISSIONER MADIGAN: Thank you.

13 So discussion and vote, Budget Transfer -  
14 Contingency, lines 1 through 2. Transfer  
15 3,000 dollars from contingency to finance  
16 professional services to fund a variable  
17 government services contract with Bolton-  
18 St. Johns.

19 Amounts in contingency prior to this  
20 amendment are 250,000 dollars. Amounts  
21 remaining after are 247,000.

22 I move that the city council approve  
23 the addition of an item -- I already did  
24 that. I move that we approve the  
25 transfer from contingency. This is a



1 motion.

2 MAYOR KELLY: Is there a second?

3 COMMISSIONER DALTON: Second.

4 MAYOR KELLY: Any discussion?

5 All those in favor say aye.

6 IN UNISON: Aye.

7 MAYOR KELLY: Any opposed?

8 The matter passes.

9 COMMISSIONER MADIGAN: Thank you  
10 very much. That completes my transfer in  
11 contingency. Thank you.

12 MAYOR KELLY: Great. Thank you.  
13 Okay, off to the supervisors, Supervisor  
14 Veitch.

15 You're muted, Supervisor Veitch.

16 I can't hear you yet.

17 Can't hear you yet.

18 Can you sit where Supervisor Gaston  
19 is? Are you in the same area? Can you  
20 use her computer?

21 COMMISSIONER MADIGAN: You do look  
22 muted.

23 SUPERVISOR GASTON: Supervisor,  
24 you're welcome to come here and use it.  
25 We were in separate rooms to prevent



1 feedback. So he can come here and use  
2 it.

3 MAYOR KELLY: So let him come over  
4 and just do his --

5 SUPERVISOR GASTON: Absolutely.

6 MAYOR KELLY: Yup.

7 I can't hear him.

8 SUPERVISOR VEITCH: All right. A  
9 little musical chairs here.

10 MAYOR KELLY: That's okay. I can  
11 hear you.

12 SUPERVISOR VEITCH: Yeah, sorry  
13 about that. It was -- I was actually  
14 using a county computer, so I guess that  
15 explains a lot. I know.

16 All right. First on my agenda, just  
17 very quickly is just a recap of the  
18 committee assignments for next year.

19 So at our January 6 meeting at the  
20 Board of Supervisors, we received our  
21 committee assignments from the chairman  
22 of the board. And just for me, I just  
23 want to announce that I have been  
24 appointed to the chairman of the  
25 Buildings and Grounds Committee, which





1 I've served on for the last two years and  
2 I'm glad to be on that committee again.  
3 I've also been appointed the chair of a  
4 new committee called the Government  
5 Review and Efficiency Committee. And  
6 that committee has been charged with  
7 looking at the county's policies,  
8 procedures, local laws, county code,  
9 reviewing the rules of the Board of  
10 Supervisors, looking at how county  
11 departments can work better or to find  
12 duplicate efforts to try to eliminate  
13 them, and take suggestions from other  
14 departments for efficiency and other  
15 items to make the county operation run a  
16 little bit better if we can.

17 Also, I was appointed a membership  
18 to the Law and Finance Committee, the HR  
19 and Insurance Committee, and also to the  
20 Technology and Resiliency Committee.  
21 I've also been appointed, which is a  
22 continuing appointment from last year, on  
23 the NYRA Local Advisory Board, the  
24 Capital Resource Corporation. I'm  
25 continuing in NYSAC as the Public Safety



1 vice chairman, the NACO Community  
2 Economic and Workforce Development  
3 Committee, and the vice chair of the  
4 International Economic Development Task  
5 Force at NACO.

6 So those are my committee  
7 assignments for this year. And there are  
8 still a few chairman appointments that  
9 haven't been done yet, so there may be  
10 some more that come up as the year goes  
11 on. But I'm looking forward to a good  
12 year this year and working on these  
13 committees at the county.

14 And then, second on my agenda is  
15 just to announce and report again that we  
16 are participating here today, tonight on  
17 the Presidential Inaugural Committee  
18 COVID-19 Memorial. All the lights are on  
19 here at the county and we're still here,  
20 so I know that for a fact that the lights  
21 are on here in memory of those who have  
22 died from the COVID pandemic. We were  
23 alerted to it from the National  
24 Association of Counties, and we were able  
25 to participate in that. And again, we



1 appreciate being a part of that for  
2 tonight.

3 So with that, I will conclude my  
4 agenda and thank you.

5 COMMISSIONER DALTON: You know,  
6 Supervisor Veitch, I'm glad you brought  
7 that up because the city is also  
8 participating and I failed to mention  
9 that in my update, but --

10 SUPERVISOR VEITCH: Yes.

11 COMMISSIONER DALTON: -- I want to  
12 wanted to thank the Department of Public  
13 Works for keeping all the lights on in  
14 city hall and lighting it up in  
15 remembrance of those we've lost. We have  
16 lost thirty-three Saratoga Springs  
17 residents to the COVID-19 pandemic, which  
18 is a tragedy. And I'm glad we were able  
19 to remember them tonight and always  
20 moving forward.

21 SUPERVISOR VEITCH: All right.  
22 Thank you, so I'll move out of the seat  
23 here and --

24 MAYOR KELLY: Thank you.  
25 Supervisor Gaston.



1           SUPERVISOR VEITCH:  -- have you  
2           speak to Supervisor Gaston.

3           SUPERVISOR GASTON:  Thank you.  I  
4           guess one of the benefits of both being  
5           stuck here after the county meeting.

6           The first item on my agenda is  
7           regarding COVID-19.  Commissioner Dalton,  
8           I gave a pretty good rundown of the  
9           numbers as I understand them right now.  
10          The update for today is not up yet.  It  
11          can sometimes take a little bit for the  
12          state to provide some of the numbers that  
13          we need in order to calculate.

14          Although that is one thing that the  
15          county did approve today in our board  
16          meeting is a contract to move forward  
17          with a company that will be assisting us  
18          in changing our dashboard.  We will be  
19          using state data methodology, which will  
20          minimize confusion for many people, but  
21          as well, also make it more accessible.  
22          And we'll have more of the information  
23          that people are requesting on a regular  
24          basis, including the number of vaccines,  
25          percentage by population, hospital beds,



1 et cetera. So we're looking forward to  
2 that. That, I think, will make the  
3 dashboard a lot clearer.

4 Additionally, we moved forward a  
5 resolution to hire temporary personnel to  
6 staff a call center. As we are all very  
7 much aware, the state's hotline that was  
8 put out has been overwhelmed and they are  
9 not capable of handling the traffic.  
10 Additionally, all the towns -- and I know  
11 the city hall is getting a lot of phone  
12 calls regarding vaccination, testing, et  
13 cetera. So this will be staffed by hires  
14 from the county in order to answer those  
15 questions, and in order to ideally assist  
16 with a new plan that we are looking on  
17 vetting through the state and getting  
18 permission that will allow us to operate  
19 a list system. Currently, we have been  
20 directed by New York State Department of  
21 Health that we are not allowed to accept  
22 appointments outside the system that they  
23 have put forward.

24 Failure to follow that system and  
25 use those links can lead to the loss of



1 medical license of our public health  
2 personnel, in addition to fines on the  
3 county and the ability to obtain any  
4 further vaccine doses.

5 So unfortunately, it takes a bit of  
6 a process, but in working with our IT  
7 department and the commissioner of  
8 health, we are hopefully tomorrow  
9 solidifying a process that we can put  
10 forward that will ease that a little bit.

11 Our call center will have access to  
12 that in order to help with people who are  
13 having problems accessing appointments on  
14 line. It can be very difficult. Given  
15 the small number of doses, these  
16 appointments go very quickly.

17 To that end, it's important to  
18 remember that we do have to follow the  
19 guidelines as put forward in New York  
20 state.

21 The Saratoga County Public Health  
22 Services is not making the decision on  
23 who we believe should be vaccinated. And  
24 the decisions from the state do not match  
25 the priority levels that our public



1 health services would put forward.

2 Under the directive of New York  
3 State, all hospital personnel or  
4 individuals who would otherwise be  
5 classified as phase 1a must be vaccinated  
6 at hospitals or federally qualified  
7 health centers. Local health departments  
8 cannot vaccinate them and neither can  
9 pharmacies.

10 Individuals who are eligible by  
11 virtue of age, so they are sixty-five and  
12 older and do not fit any of these other  
13 categories must obtain a vaccination from  
14 a pharmacy. Local health departments  
15 cannot vaccinate them and nor can  
16 hospitals and federally qualified health  
17 centers.

18 Local health departments are limited  
19 and may only vaccinate at this time  
20 individuals who meet one of the essential  
21 worker groups including police, fire,  
22 public transit, front-facing grocery  
23 store workers, or K through 12 and  
24 college in-person educators, as well as  
25 support personnel that work in those



1 particular areas.

2 We have been given the directive we  
3 are not allowed to step outside of that.

4 On occasion, we have obtained  
5 permission, if there are a couple of  
6 doses left that have to be used in an  
7 evening, to provide it to other  
8 individuals who are eligible, but that is  
9 very rare indeed, and we cannot make any  
10 appointments for it. And we do have to  
11 obtain dispensation from the state in  
12 order to do that.

13 That is not our preference either as  
14 a board of supervisors or the preference  
15 of our public health services.

16 We have indicated that we disagree  
17 with this and that we are seeking at  
18 least what flexibility and adjustments we  
19 can in it. We are also working with the  
20 New York State Association of Counties  
21 and the New York State Association of  
22 County Health Officials to guide the  
23 chamber into more flexibility and local  
24 control so that we can have access to  
25 these doses and provide them where our





1 public health department believes they  
2 are most needed.

3 COMMISSIONER DALTON: Can I ask a  
4 question?

5 SUPERVISOR GASTON: Yes.

6 COMMISSIONER DALTON: So if you're  
7 sixty-five or older, can you call the  
8 county's hotline or call center that  
9 you're setting up to book a drug store  
10 appointment, or do you have to contact  
11 the drug store directly?

12 SUPERVISOR GASTON: You have to  
13 contact the drug store directly.  
14 However, the part of the proposal that  
15 we're putting -- or part of the plan that  
16 we're working to hopefully solidify it  
17 tomorrow will allow us to collect that  
18 information for individuals who are  
19 seeking an appointment and provide that  
20 to the pharmacy to help assist that.  
21 Because we know that a lot of people are  
22 going to call us anyhow. And they may  
23 not be able to keep calling a pharmacy or  
24 that may be an additional barrier. So we  
25 are hoping to help smooth that as much as



1 we can.

2 COMMISSIONER DALTON: That would be  
3 great because not all virtually no local  
4 pharmacy or drug store is doing that that  
5 I can find. I mean, most of them are in  
6 (indiscernible) or they are in Queensbury  
7 and there's just so many older people who  
8 can't travel to that extent. I'm trying  
9 to get them a drug store visit. Even if  
10 they could travel, it's like virtually  
11 impossible. And so I just -- you  
12 know -- it's a whole demographic of  
13 people, I just don't know what to tell  
14 them.

15 MAYOR KELLY: What I did is I  
16 actually -- I did -- I took a list of  
17 eighty-plus year-olds, and I asked them  
18 their name and their birth date. And I  
19 sit up there like you, Commissioner  
20 Dalton --

21 COMMISSIONER DALTON: Yeah.

22 MAYOR KELLY: -- at 2 in the morning  
23 and we book. I book appointments. Then,  
24 they don't have an internet connection or  
25 even know what a computer is. So I have



1 to print out the forms and I drive them  
2 out to their house. And then we have to  
3 get them transportation to the site. I  
4 mean, it is insane. It's insane. To  
5 think that, you know, this is the way  
6 we're doing it. It is insane.

7 SUPERVISOR GASTON: I do not  
8 disagree with you. It is particularly  
9 frustrating. Our office of emergency  
10 services, our sheriff and our public  
11 health services had actually set up a  
12 plan to go this week with the doses that  
13 we have available to go into the homes of  
14 individuals who are on the special needs  
15 sheriff list. So they are going to be  
16 generally seniors or individuals who have  
17 medical conditions that would prohibit  
18 them from leaving. However, because of  
19 this directive which came out after 5  
20 p.m. on Friday, we are now no longer  
21 allowed to do that. That is not to say  
22 that that plan has been removed.

23 One thing that's important, we did  
24 approve a contract to hold and use the  
25 Saratoga Springs City Center as a mass



1       vaccination site in the event that  
2       sufficient doses are received to use  
3       that.

4               That's a part of the plan to make  
5       sure that we have, honestly, as many  
6       options as possible. If the governor  
7       lands 10,000 vaccines in our seat  
8       tomorrow, they're going to go out  
9       immediately. That's -- you know -- that  
10      could be the City Center. We have plans  
11      to deliver vaccines directly to homes. I  
12      am working with those plans and also with  
13      the Office of Aging and Veteran Services  
14      to see what transportation is available,  
15      what contracts we already have to make  
16      sure that that's not a barrier for  
17      individuals.

18             I've also requested information.  
19      Obviously, Supervisor Veitch and myself  
20      are familiar with the city, and I did  
21      send an email requesting any responses  
22      from commissioners if they had any, and  
23      the mayor.

24             Additionally, every supervisor has  
25      been requested to provide locations in



1       their community that can be used as  
2       distribution points as well as particular  
3       populations in the area. We are keeping  
4       very close track of senior living  
5       facilities, communities where maybe at  
6       higher risk including shelters, either  
7       from the unhoused, domestic violence,  
8       rehab, other areas so that we make sure  
9       that all of these populations are  
10      reached.

11               Unfortunately, it --

12               COMMISSIONER DALTON:

13               (Indiscernible) -- I'm sorry.

14               SUPERVISOR GASTON: Commissioner  
15      Dalton?

16               COMMISSIONER DALTON: I just want to  
17      ask one more question. If we are going  
18      to open up like the Civic Center site,  
19      would someone who is sixty-five or older  
20      be able to go there or are they still  
21      going to have to go to a drug store?

22               SUPERVISOR GASTON: It would depend  
23      on what guidance is in play at that time.  
24      I would imagine if we have sufficient  
25      doses to open up the City Center, we're

1           going to be looking at a broad population  
2           that's going to be able to access it.  
3           Additionally, there's also options that  
4           we could work with. If it turns out that  
5           we are not allowed to, we can bring in a  
6           pharmacy and we can ask if they can bring  
7           in their personnel and like, okay, this  
8           is the pharmacy part of the City Center,  
9           this is the whatever part. We are -- our  
10          goal is to be as flexible and creative as  
11          possible to make sure that we get people  
12          vaccinated as quickly as possible.

13                 COMMISSIONER DALTON: Is that one of  
14                 the obstacles for a new -- this new  
15                 administration with President Biden with  
16                 his plan for speeding up the supply chain  
17                 and getting us, you know, more vaccines  
18                 to give out, I mean, then?

19                 SUPERVISOR GASTON: I don't think  
20                 it's possible to sit where we are right  
21                 now and not have some optimism, because,  
22                 otherwise, I don't know how you sit back  
23                 in the seat again.

24                 COMMISSIONER DALTON: Right.

25                 SUPERVISOR GASTON: I will say that



1           there are a number of concerns after  
2           Secretary Azar indicated that the supply  
3           that we believed existed of second doses  
4           is not there. I do -- I am hopeful with  
5           certain actions from the governor and  
6           that President-elect Biden have indicated  
7           that they would use outside-of-the-norm  
8           measures such as contracting directly  
9           with manufacturers, or engaging the  
10          Defense Production Act. It is still  
11          going to take some time. This is not  
12          going to get over -- we're not going to  
13          be able to vaccinate everybody in the  
14          next few weeks. It's going to be a long  
15          while, and --

16          COMMISSIONER DALTON: Oh, when the  
17          second doses arrive, it's like I can't  
18          even imagine if all these first-time  
19          doses are now ineffective because the  
20          federal government didn't organize  
21          properly. That was (indiscernible)--

22          SUPERVISOR GASTON: No, I know  
23          there's discussion about second doses and  
24          whether they will be available or not.  
25          There is data being collected right now



1 to determine how long efficacy will be,  
2 and whether we should prioritize first  
3 doses over second doses or what that is.

4 When you obtain your first dose, you  
5 have approximately seventy-five to eighty  
6 percent immunity at least for that month-  
7 long period until you get your second  
8 dose. The question is, how quickly does  
9 that fall and when.

10 Some vaccines that are looking for  
11 approval, they've had a longer window  
12 before immunity falls. So the question  
13 is is it more beneficial to vaccinate  
14 first doses as many people as possible  
15 and then go back when they can or not?  
16 That is a question far above my pay grade  
17 and education. So I leave that to public  
18 health professionals. But that is  
19 certainly a concern with -- you know --  
20 if we're not going to have these doses  
21 that we expected, how are we going to  
22 make sure?

23 We have been told by New York State  
24 that they are tracking and they will make  
25 sure that the second doses arrive on





1 time. And currently, we've been advised  
2 we don't have to count that in our  
3 allocation. So the allocation we get  
4 will just be for first doses.

5 With these guidelines being as  
6 strict as they are, we additionally do  
7 not have any guidance from New York State  
8 on which if any medical conditions which  
9 may cause complications upon contracting  
10 COVID-19 are eligible for vaccination.  
11 They are also not included in current  
12 guidance as to where they should be  
13 vaccinated. So I know that technically  
14 they are eligible under 1b, however, we  
15 do not have that guidance. We do know  
16 that our guidance is exclusive, so we are  
17 only allowed to vaccinate these  
18 populations, not -- we can also vaccinate  
19 others as long as we prioritize these.

20 COMMISSIONER DALTON: Well, let's  
21 just think on the pre-existing conditions  
22 have not been prioritized and have been  
23 eligibility-wise? I get that question a  
24 lot.

25 SUPERVISOR GASTON: Right. There



1 has not been guidance from New York State  
2 on which medical conditions would be  
3 qualified under that. We expect it will  
4 likely be things like heart disease,  
5 diabetes, any lung ailment, but that's  
6 unclear at this time. And hopefully,  
7 that will be obtained soon.

8 Part of the problem is eligibility  
9 is so broad right now and the supply is  
10 so limited it leads to major issues. We  
11 are hoping to solve some of that with the  
12 call center. That will allow us to reach  
13 out to people when vaccines are available  
14 as well. And it will also allow us to  
15 sort by eligibility so that as things  
16 change, we can assist people in getting  
17 information to them.

18 So hopefully, in the next day or  
19 two, we will be able to put information  
20 out about that. Obviously, once that is  
21 available, that will be on the front page  
22 of our county website. Links to all  
23 vaccination sites much as you mentioned  
24 are also on that site -- on the front  
25 page of the county website. You don't



1 have to go to the public health part of  
2 it any more. And we are also making sure  
3 to include links to pharmacies as we are  
4 aware that they are providing vaccines.  
5 Some pharmacies have them, but not in our  
6 county. So we're trying to make sure  
7 that people have access to that.

8 The good news is is that Saratoga  
9 County is one of the highest-performing  
10 local health departments in New York  
11 State. And using the vaccines that have  
12 been allocated to us, administering them  
13 with great speed, and in taking vaccine  
14 doses that other places do not have the  
15 ability to administer, either because  
16 they've run out of eligible persons or  
17 due to time, and making sure they get  
18 into arms. I know the governor is  
19 (indiscernible).

20 MAYOR KELLY: Supervisor, I'm going  
21 to just ask you to wrap it up because all  
22 that information, we don't have vaccines.  
23 So let's just -- can we just move along?  
24 Because I'm getting more confused the  
25 more you talk. So I think that the



1 public is, too. You know, it's just a  
2 lot of information. And, you know, I  
3 just don't -- we just need the vaccine  
4 and we don't have it. So we have to wait  
5 and see. Is that fair?

6 SUPERVISOR GASTON: I understand  
7 that. I do think it's important that the  
8 public has information on where they can  
9 get a vaccine.

10 MAYOR KELLY: Well, they can go to  
11 your website, right? And you just said  
12 you're putting stuff up tomorrow on your  
13 website? I don't know.

14 SUPERVISOR GASTON: There's already  
15 some links and information. Not everyone  
16 goes to websites.

17 MAYOR KELLY: (Indiscernible) keep  
18 circling around here.

19 COMMISSIONER DALTON: We can hear a  
20 lot of Q and A later week (indiscernible)

21 SUPERVISOR GASTON: My directive  
22 under the city charter is to provide the  
23 information I think is necessary from the  
24 county. I'm only providing that  
25 information that has been directed from



1 the Commissioner of Health that is  
2 important for individuals in our  
3 community to receive. If you wish for me  
4 to not provide that information --

5 MAYOR KELLY: It's received. It's  
6 received. I'm just saying, we're at  
7 twenty minutes into this. I mean, it's  
8 twenty minutes of -- I think it's just  
9 getting over done. That's all I'm  
10 saying. I'd ask you to wrap it up.

11 SUPERVISOR GASTON: Due to the  
12 performance of our public health  
13 services, we do have 6.5 percent of our  
14 population has been vaccinated. Combined  
15 with those who have recovered, we have  
16 approximately ten percent of the county  
17 population that has some level of  
18 immunity, which is good, and we are on  
19 the top-end of that. So I look forward  
20 to continuing to support that works.

21 We did pass those resolutions in  
22 addition to support that effort. And all  
23 individuals with any concerns or  
24 questions are welcome to contact me.  
25 They can call me either (518) 934-1944 or



1           they can email me at  
2           tngaston@saratogacountyny.gov. I am  
3           happy to assist any individual with  
4           providing them information. And  
5           additionally, we will be delivering to  
6           all elected officials throughout the  
7           county an FAQ tomorrow or either this  
8           evening or tomorrow morning that will  
9           have information that you can provide any  
10          constituents that reach out to you as  
11          well on locations and eligibility groups  
12          and requirements.

13                 The other item on my agenda is just  
14          regarding the --

15                 COMMISSIONER MADIGAN: I'm sorry.

16                 SUPERVISOR GASTON: Yes,  
17          Commissioner?

18                 COMMISSIONER MADIGAN: Did you say  
19          all elected officials are going to get  
20          this FAQ?

21                 SUPERVISOR GASTON: Yes, I will be  
22          making sure this is available to  
23          everyone. I know that all of you and all  
24          electeds around the county are getting  
25          questions, and I want to make sure that



1       you have the information you need, and  
2       also, where you can go to get more if you  
3       need it.

4               COMMISSIONER MADIGAN: So thank you.

5               SUPERVISOR GASTON: Yes, absolutely.

6               The second item on my agenda is an  
7       update on committee assignments. I had  
8       the honor on January 6th to be appointed  
9       the chair of both the Health and Social  
10      Services Committee of the Board of  
11      Supervisors and the newly-formed  
12      Technology and Resiliency Committee.  
13      These have obviously been interests and  
14      concerns of mine that I've been working  
15      on for a while with the county, and I  
16      appreciate the support of the chairman in  
17      appointing me to those.

18              As a result of any individual,  
19      either any commissioner here or any  
20      member of the public, has anything that  
21      they think should be considered as a  
22      topic of concern for us, with the  
23      Technology and Resiliency Committee, we  
24      will be looking at improving public  
25      access, improving our website, improving



1 access to our county meetings, including  
2 live streaming which Supervisor Veitch  
3 has been working on through Buildings and  
4 Grounds for a while. And we will also be  
5 having some public engagement in forums  
6 and surveys to make sure that we know  
7 what people are interested in having and  
8 what they want to see from their  
9 government.

10 As always, these meetings are open.  
11 And one of the things that we did do this  
12 year is make sure that all of our agendas  
13 and supporting documents go online prior  
14 to the meeting. So everyone will be able  
15 to view them, read what's going on, and  
16 be able to participate in their  
17 government. And I look forward to the  
18 Technology and Resiliency Committee  
19 continuing to move that forward on that  
20 path.

21 And that concludes my agenda.

22 MAYOR KELLY: Thank you.

23 Any other comments from the council?

24 Then we are adjourned. Good night.

25 (Meeting adjourned)





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C E R T I F I C A T I O N

I, Paul T. Abramson, certify that the  
foregoing transcript is a true and  
accurate record of the proceedings.



Paul T. Abramson

eScribers

352 Seventh Avenue, Suite #604

New York, NY 10001

Date: January 28, 2021

Approved:

Vote:





January 26, 2021

**CITY OF SARATOGA SPRINGS**  
State of the City

**6:00 PM**  
(via zoom)

**6:00 PM**

**CALL TO ORDER**

**ROLL CALL**

**SALUTE TO FLAG**

**MAYOR'S DEPARTMENT**

1. State of the City Address

**ACCOUNTS DEPARTMENT**

1. State of the City Address

**FINANCE DEPARTMENT**

1. State of the City

**PUBLIC WORKS DEPARTMENT**

1. State of the City

**PUBLIC SAFETY DEPARTMENT**

1. State of the City

**SUPERVISORS**

Matt Veitch

1. State of the City

Tara Gaston

1. State of the City

**ADJOURN**



January 26, 2021

## CITY OF SARATOGA SPRINGS

State of the City

6:00 PM

(via Zoom)

**PRESENT:**

Meg Kelly, Mayor  
Michele Madigan, Commissioner of Finance  
John Franck, Commissioner of Accounts  
Anthony Scirocco, Commissioner of DPW  
Robin Dalton, Commissioner of DPS

**STAFF PRESENT:**

Lisa Shields, Deputy Mayor  
Deirdre Ladd, Deputy Commissioner of Finance  
Maire Masterson, Deputy Commissioner, Accounts  
Joe O'Neill, Deputy Commissioner, DPW  
Eileen Finneran, Deputy Commissioner, DPS

Vincent DeLeonardis

Matthew Veitch, Supervisor  
Tara Gaston, Supervisor

### RECORDING OF PROCEEDING

The proceedings of this meeting were taped for the benefit of the secretary. Because the minutes are not a verbatim record of the proceedings, the minutes are not a word-for-word transcript.

### CALL TO ORDER

Mayor Kelly called the meeting to order at 6:00 p.m.

### MAYOR'S DEPARTMENT

Mayor Kelly welcomed everyone to this year's State of the City. She stated this is the fourth year her fellow Council members and the supervisors will be joining her in presenting the State of the City. Last year, 2020 provide to be full of challenges including COVID-19; still they worked together and in the best interest of Saratoga Springs. The challenges are not behind us; rather the focus for 2021 will be the health of our residents and our economy.

Mayor Kelly asked for a moment of silence for all who lost their lived due to the pandemic.

Most recreation programs came to a stop with the pandemic. The Recreation Department, with the help of the Office of Risk & Safety and the Fire Department, they were able to put the proper protocols in place for a safe and successful Camp Saradac.

The Offices of Planning and Building have returned to City Hall on the third floor. The Geyser Road Trail will open to the public this spring and the City's first Natural Resource Inventory was adopted in 2020. The COVID-19 Emergency Housing Assistance Program prevented homelessness for thirteen Saratoga Springs households. Community Development worked with Judge Vero and Transitional Services Association to help establish 'homeless court' for individuals charged with non-violent offenses, which also facilitates the connection to human service providers. Significant progress has been made towards the adoption of the Unified Development Ordinance. The planning staff worked with the Deputy Mayor Lisa Shields to implement workflow automation in their application tracking system, including project communication with the applicant, engineering and the building staff. Last year there were two hundred fifteen new applications before the land use boards and 178 decisions were issued. All property files were digitized prior to moving back into City Hall. Residents can visit the City's website to identify the status of their building application. Complete applications are accepted and reviewed on a first-come, first-served basis. While access to one's application status does not predict a date a permit will be issued, it does increase visibility to our permitting process.

## **ACCOUNTS DEPARTMENT**

Commissioner Franck stated he has had the privilege of serving as Commissioner of Accounts since 2006. This year he is completing his 8th term and this is his 16<sup>th</sup> State of the City Address. He thanked Mayor Kelly for her graciousness this evening in giving him the opportunity to share the City's Accounts Department community initiatives. He also thanked his family and wife Stephanie for her patience.

The past year was a tough year for all of us, especially as a community. His department found as many ways as possible to take the opportunity to make something positive out of it. With the assistance of Risk and Safety, the City Attorney, the Department of Public Safety, the Department of Public Works, and of course the downtown community, we expanded outdoor seating for the local restaurants to keep them in business during the pandemic. We are already working on putting the program back into place to be ready for the 2021 season.

One of the main areas his department focused on during the pandemic was to become as electronic as possible. This was necessary, as in-person interactions were limited by the pandemic. The assistant purchasing agent set up a system using an existing program, which allows for scanning, recording and filing of all purchasing documents by year and vendor. This has increased transparency within City Hall for all employees. The City Clerk's Office turned the permit process into an electronic format to keep it moving forward and set up marriage appointments.

In addition to the Office of Risk & Safety being one of the City's main contacts for the pandemic, they worked in partnership with the City Safety Committee, the Saratoga Countywide Emergency Preparedness Committee, and the Saratoga County Local Emergency Planning Committee to develop protocols for various programs. These programs include Communitywide Hazard Mitigation, Community Emergency Preparedness, Community Response, Pandemic Resource Procedures for Personal Protective Equipment or PPE, FEMA Funding for COVID-19 Pandemic, Pandemic Operational Programming Initiatives per NYS Mandate. This office was also instrumental in completing and closing out the claims for 211 Division Street and 474 Broadway. We had fires in both places. All monies collected from the insurance carrier were returned to the City's reserve account.

The Assessment Department also worked hard to scan records to reduce paper and make the retrieval of records more efficient. Due to the pandemic, the New York State Legislature signed into law the COVID-19 Emergency Eviction and Foreclosure Prevention Act. This requires all local governments to carry over senior citizen homeowner exemptions and disabled exemptions from the 2020 assessment roll to the 2021 assessment roll at the same level.

The Records Retention arm of the Accounts Department was successful in the completion of scanning all Planning Board case files from 1946 to 2018. They worked on and will continue to work on in 2021 the scanning of files in the Finance Department and the Mayor's Office including zoning records, design review

records, civil service records, and tax sales records. This will reduce the amount offsite storage currently required.

His Accounts' Team makes every dollar you earn and pay in taxes a working "number" for you. Streamlining government to make it as efficient by becoming as electronic as possible helps all of us.

## **FINANCE DEPARTMENT**

Commissioner Madigan stated tonight marks her 10th State of the City address. She is proud of her department's (Finance & IT) resiliency. The majority of the Finance Department staff has been working at City Hall for over 5 years, some over 10 and a few for over 20 years.

Despite a move back into City Hall in the midst a global pandemic, they persevered. Despite an unprecedented health crisis, which led to an unprecedented budget-crisis, which, in turn, resulted in some furloughs, lockdowns and the need for a number of special services for our local businesses and essential employees, we persevered. They met all these challenges and we still found time to improve processes and gain efficiencies.

Last year was especially challenging due to the shortage of business revenue, state aid, and not being able to enjoy our typical summer tourist seasons. This resulted in much lower sales tax, occupancy tax, service fees and other City revenues declining. However, on November 30<sup>th</sup>, in the middle of the COVID crisis, they adopted a balanced 2021 budget.

In August of 2020, they had the opportunity to refund \$7 million in outstanding bonds. This provided an aggregate budgetary savings of \$1.2 million. Likewise, the 2011 and 2012 bonds that were also refinanced provided savings. In 2021, the City will refund the 2013 Bonds for an additional estimated budgetary savings. She estimated all the refinancing has resulted in over \$5 million dollars in savings.

"Mask Up, Saratoga Springs!" was created to raise awareness. It also ended up raising community spirit and included PSA's, coloring Pages, posters, lawn signs and social media posts and promotional collaborations. We are still getting very positive feedback from this customized Saratoga marketing effort.

Commissioner Madigan estimates the solar park has saved the City upwards of \$80,000 in electricity cost and plan to expand solar energy cost saving efforts by applying accumulated solar credits to more City-owned buildings, further reducing our electrical costs. Recently the City contracted with the NY Power Authority to implement its energy-conserving LED streetlight conversion initiative. In addition, the City contracted with Sifi Fiber Networks to begin putting fiber in the ground and hope that that will start this spring.

Commissioner Madigan again thanked her staff, the Council and the community.

## **PUBLIC WORKS DEPARTMENT**

Commissioner Scirocco stated like every other department, the Department of Public Works had a challenging 2020. A year ago, he was planning a large community celebration for the Canfield Casino's 150<sup>th</sup> anniversary, having no clue what the year would actually bring. DPW delivered routine and emergency services to the public every single day and implemented COVID protocols to keep the work force, employees, and the public safe.

DPW was able to plan and complete major projects during COVID such as: completing the City Hall renovation project, moving all employees back into City Hall, completed the Katrina Trask Stairway Project and installed new sidewalks, and paved 12 main roads and intersections.

The City was recognized again as a Tree City USA, thanks to the efforts of our arborist and urban forestry division. Also, DPW has partnered with the Downtown Special Assessment District to create a Broadway Master Design Plan. This will incorporate many ideas in one cohesive plan that recognizes the welcoming historic charm of our downtown, while acknowledging the growing community and business expectations for public spaces.

Sadly, in 2020, the Civil War memorial in Congress Park was senselessly damaged by vandals; but their efforts were in vain, as the Civil War Memorial will return to the park this spring better than ever. A ceremony will be held to celebrate the return and installation of the statue back to Congress Park.

DPW will continue its focus on improving the City's infrastructure in 2021 including major water infrastructure work. The construction of a new water intake at the water treatment plant will update the oldest portion of the treatment plant, dating back to the 1870's. In 2020, the utilities crew completed replacement of over two hundred linear feet of sewer line on Long Alley. DPW plans to continue upgrading the City's pump stations and identifying problematic sewer lines this year. This year, the Utilities Department will be providing digital billing and communication to water and sewer customers. The initial stages of this improvement are being worked through now, with the goal of allowing customers to receive their bills through email.

Commissioner Scirocco thanked the public for their continued confidence and working with DPW during through these challenging times.

## **PUBLIC SAFETY DEPARTMENT**

Commissioner Dalton stated that despite the tragedy of this pandemic and the horrific toll it has taken, one of the few bright spots in all of this has been seeing how the department responded to the biggest public health threat in our City's history.

On March 13th, a state of emergency was declared in Saratoga Springs and the City began operating in accordance with its Emergency Management Plan, putting public safety in charge of managing our pandemic response. Protecting the front-line workers in our Fire and Police Departments was critically important. This included everything from making sure we had sufficient amounts of PPE to working with infectious disease experts in analyzing models to predict what community spread and surges in infections would look like for our emergency services. We addressed a near constant stream of new and unexpected areas of concern, such as, finding our police officers and fire fighters a place to quarantine in the event of exposure, so they did not have to risk the health of family members or others in their home. She thanked Steve Sullivan and Longfellows, who worked with them so that the department had access to a hotel room at a moment's notice- to quarantine.

Communication to City residents was of the utmost importance. They needed to educate Saratogians on what risks the virus posed and how to keep themselves and their families safe and healthy. Examples of their communication efforts include: designing and publishing over 50 infographics as a public awareness and educational campaign-shared online, via email & with community partners; establishment of a system to hand deliver information about COVID-19 to homebound residents and do welfare checks on behalf of concerned family members, neighbors and friends; and hosting dozens of live-streamed question and answer sessions, on a variety of topical issues, including a special series addressing mental health and well-being. She is proud to say that education and warnings were enough in almost all instances for people to change their behavior.

Commissioner Dalton advised the department faced a dramatic budget shortfall and worked to cut millions of dollars from their budget, while maintaining essential services. They also in the midst of an extensive inventory and review of policies and practices in the Police Department, to grow with the community and respond to calls for social justice, while delivering the best possible law enforcement for Saratoga Springs.

Commissioner Dalton thanked her staff and the City Council for making this very challenging first year bearable.

## **SUPERVISORS**

### Matt Veitch

Supervisor Veitch stated 2020 was a difficult year for the County. The pandemic dominated everything they did. He stayed focused on the committee assignments, namely the chairmanship of the Buildings & Grounds Committee.

The new public safety building was completed and they successfully moved Probation and Public Health Departments from where they were to the new building. They also provided the Woodlawn Avenue building as an overflow location for Code Blue.

In 2021, he will continue as the Buildings & Grounds Committee Chairman. The Committee's goals for 2021 include upgrading facilities wherever possible to provide for appropriate space and a good working environment for employees, but also with a focus on improving connections to constituents.

A new committee was established this year at the organizational meeting of the Board of Supervisors called the Government Review and Efficiency Committee. He will be chairing this Committee, which has a broad responsibility to look at the County's laws, policies and procedures, appointed boards and committees, as well as reviewing each departmental operation. They will be looking for ways to improve operations. They will look find outdated items, redundant process, duplicated work; and to look at how each department relates to each other, not only to make County government work better and more efficiently for itself, but also for County residents.

Other committees he has been appointed to this year include the County's Human Resources & Insurance Committee, the new Technology & Resiliency Committee, the Long Range Capital Planning Committee, and the Law & Finance Committee. He will continue to serve as Treasurer of the Saratoga County Capital Resource Corporation, and remain on the NYRA Local Advisory Board.

Supervisor Veitch looks forward to working with all the City Council members, as well as his fellow colleague, Supervisor Gaston, to continue to serve the residents of Saratoga Springs at the County level. He thanked the mayor for some time today on her agenda.

### Tara Gaston

Supervisor Gaston thanked Mayor Kelly and the rest of the Council, for this opportunity to share some of her work at the County.

At this time last year, Saratoga County's priority was ensuring that every resident was counted in the 2020 Census. Her goal in that work was to make sure that traditionally underserved populations, such as agricultural workers and those who are chronically unhoused, were counted and their needs heard.

March 7, 2020 was the day that the County's priorities began to shift. The basic functions of Saratoga County government continued, but that day, supervisors were advised of the first instance of COVID-19 in Saratoga County. Saratoga County Public Health Services immediately marshaled the resources of the county as a whole under the supervisors' supervision to answer questions, contact trace, issue press releases, delivery food and masks to quarantine persons, and interpret the evolving guidance from scientists and elected leaders. IT had to build a remote-work system from scratch overnight.

The 2021 budget process revealed some of the biggest changes. Upon her request, the budget, as introduced included recommendations for the 2021 budget as well as amounts requested by departments in

a line-by-line comparison with the 2020 budget as passed. She also worked with other supervisors to include funding to improve technology in the boardroom, which will support live streaming of meetings and increased public engagement, as well as funding for a public information position to improve the frequency and quality of information from the County.

Supervisor Gaston was appointed Chair of the new Technology & Resiliency Committee and chair of the Health & Social Services Committee. She was also appointed to the new Government Review & Efficiency Committee, and the Law & Finance and Economic Development Committees.

Mayor Kelly thanked the residents for the opportunity to be their mayor. She also thanked her staff and her family.

## **ADJOURNMENT**

There being no further business, Mayor Kelly adjourned the meeting at 7:06 p.m.

Respectfully submitted,

Lisa Ribis  
Clerk

Approved:  
Vote:





January 26, 2021

**CITY OF SARATOGA SPRINGS**  
**State of the City Address**

**6:00 PM**  
(via Zoom)

**6:00 PM**

**CALL TO ORDER**

**ROLL CALL**

**SALUTE TO FLAG**

**MAYOR'S DEPARTMENT**

1. State of the City Address

**ACCOUNTS DEPARTMENT**

1. State of the City Address

**FINANCE DEPARTMENT**

1. State of the City

**PUBLIC WORKS DEPARTMENT**

1. State of the City

**PUBLIC SAFETY DEPARTMENT**

1. State of the City

**SUPERVISORS**

Matt Veitch

1. State of the City

Tara Gaston

1. State of the City

**ADJOURN**



January 26, 2021

## CITY OF SARATOGA SPRINGS

State of the City Address

6:00 PM

(via Zoom)

**PRESENT:** Meg Kelly, Mayor  
Michele Madigan, Commissioner of Finance  
John Franck, Commissioner of Accounts  
Anthony Scirocco, Commissioner of DPW  
Robin Dalton, Commissioner of DPS

**STAFF PRESENT:** Lisa Shields, Deputy Mayor  
Deirdre Ladd, Deputy Commissioner, Finance  
Maire Masterson, Deputy Commissioner, Accounts  
Joe O'Neill, Deputy Commissioner, DPW  
Eileen Finneran, Deputy Commissioner, DPS

Vincent DeLeonardis

Matthew Veitch, Supervisor  
Tara Gaston, Supervisor

**Transcriber's note:** this meeting is being conducted in accordance with Executive Order 202.1 and is a full transcript of the meeting.

**Transcript begins at 6:00 p.m.**

**Mayor Kelly:** Good evening. Welcome to our City Council meeting January 26, 2021 special City Council meeting – State of the City. Roll call please.

**Secretary to the City Council:** Commissioner Franck.

**Commissioner Franck:** Present.

**Secretary to the City Council:** Commissioner Madigan.

**Commissioner Madigan:** Present.

**Secretary to the City Council:** Commissioner Scirocco.

**Commissioner Scirocco:** Here.

**Secretary to the City Council:** Commissioner Dalton.

**Commissioner Dalton:** Here.

**Secretary to the City Council:** Mayor Kelly.

**Mayor Kelly:** Here.

**Secretary to the City Council:** Supervisor Veitch.

**Supervisor Veitch:** Here.

**Secretary to the City Council:** Supervisor Gaston.

**Supervisor Gaston:** Here.

**Mayor Kelly:** Please rise for the Pledge of Allegiance.

**All:** "I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."

**Mayor Kelly:** Good evening and welcome to the 2021 State of the City Address for Saratoga Springs. I am Mayor Meg Kelly. I appreciate the opportunity every January to reflect on the previous year. And what a year it was...2020 will soon - not soon be forgotten. For the fourth year, my fellow City Council members and our County Supervisors will join me in this presentation tonight. Throughout the year of challenges, including COVID-19 Pandemic, we have strived to work collaboratively, and always in the best interests of Saratoga Springs. Normally at this time, I would recognize the current and former officials who would join us at a venue like the City Center. Instead, we are on a Zoom meeting for the sake of everyone's health, so I welcome all who are joining us via livestream.

There was a time when we thought we had faced a once-in-a-lifetime occurrence: the lightning strike that closed City Hall in 2018. This extraordinary event tested us, took us out of the safety and comfort of our workplaces, and relocated us to the Recreation Center for almost two years.

At our last State of the City address, the highly anticipated move back to the newly renovated City Hall was atop the list of a very full schedule of projects and activities. Obviously, 2020 unfolded in a very unexpected ways. We had to pivot and work remotely, social distance, and meet in Zoom rooms. City Hall business and City services did not stop however. Projects moved forward, new initiatives were launched, and the Council came together to overcome the tremendous challenges of the City's budget, finding ways to save jobs and maintain service levels.

The challenges are not all behind us, as we know, and I imagine that our concerns are shared with most cities in New York State, across the country and around the world. The health of our residents and the local economy are my primary focus for 2021, and more than ever before, the factors that are critical to our success are not entirely within our control. Still, the incredible people in this City inspire me, and I know that the team on this City Council will work to meet the challenges and be stronger together.

At this time, I would like to take a moment of silence for all who have passed during this horrible pandemic. Thank you.

I will leave the full discussion of the City's response to the pandemic for Commissioner Dalton in Public Safety and to our County Supervisors. And I expect that Commissioner Madigan will provide us with the comments about the financial outlook for the City. In another year of uncertainty, our city employees will persevere. It is a privilege to say for the second year in a row "hats-off, and endless thanks to the employees of the City of Saratoga Springs".

Now, I am pleased to present the highlights from each of the Mayor's departments. My presentation centers on the work of recreation, planning and building, but as we all know very well, every department relies heavily on Vince DeLeonardis, Tony Izzo and Robin McFee in our Legal Department, and Christy Spadaro and Nicole Kommer in Human Resources. We appreciate everything you do.

I must comment on the resiliency of our Recreation Department. They literally had the “hardwood floor” pulled out from underneath them when City Hall offices took over the Rec Center after the lightning strike in 2018. Fast forward and return to City Hall was just underway when COVID-19 hit and halted most recreation programs. As summer approached, the state released new guidelines, and the Rec Department worked with the Fire Department and the Office of Risk & Safety to ensure all protocols were in place for a safe and successful Camp Saradac.

Thank you to the leadership of our Recreation Department, John Hirliman, and the support staff Kathy Lanfear, Doug June, Jill Ramos and Wesley Clark, and the guidance from our Recreation Commission. The Recreation Department has recreated programs to stay in compliance with the state protocols and offer much-needed sports and leisure activities. Let it be known, that our rinks are ready for hockey when we are approved by New York State. Pickle ball and racquetball have returned to the Rec Center already.

The offices that provide services in support of development and construction in our City, otherwise known as the Planning and Building Departments, are now located on the beautiful office space on the third floor in City Hall. I am always so impressed when I have a chance to look at the range of services provided by this talented group of professionals.

Tina Carton leads the City’s planning work in the areas of parks, open space, sustainability and historic preservation. We are proud to report that the Saratoga Greenbelt Geyser Road Trail will open to the public after final touches at the Route 50 intersection. The Geyser Trail is an eight-foot wide, 2.8 mile-long three-season trail that follows Geyser Road, from Milton town line to the Saratoga Spa State Park. We are so excited to celebrate its opening with the community, and we look forward to the ribbon cutting this spring. Progress continues on other sections of the Greenbelt Trail, including the downtown connector, and Crescent Avenue from South Broadway to Nelson Avenue. The City’s first Natural Resource Inventory was adopted in 2020 and will help to identify and document key natural resources throughout the city. It will provide guidance for critical land use planning, development and conservation initiatives that will help the City sustain its most important resources for generations to come. March of 2020 makes us think of COVID. It is also notable because the City of Saratoga Springs became a bronze certified Climate Smart Community. Certified communities are the foremost leaders in the state.

Lindsey Connors leads the Community Development Programs. As COVID-19 caused new economic hardships, we were positioned well to deliver several new federally funded programs, including five hundred forty thousand in CDBG-CV funding to local services, the COVID-19 Small Business Grant Program, and the COVID-19 Emergency Housing Assistance Program. The latter has prevented homelessness for thirteen Saratoga Springs households at this writing. Working with Judge Vero and Transitional Services Association, we helped establish ‘homeless court’ for individuals charged with non-violent offenses, which also facilitates the connection to human service providers. More than four hundred ninety thousand in Block Grant funding assisted three-thousand households, and the Economic Revolving Loan Program was expanded to include job retention loans, in addition to job creation loans. CDBG funding is supporting various affordable housing projects, which will provide up to five hundred and ten new units.

Significant progress has made towards the adoption of the Unified Development Ordinance, which will align the Zoning Ordinance with the Comprehensive Plan. Draft one and two were released in 2020, and we anticipate the release of the final draft in the next month or so.

The dedicated, volunteer members of our three land use boards are remarkable. First, we asked them to review applications online instead of on paper, then we asked them to run their bi-monthly meetings on Zoom, and they have mastered this too. The land use board members committed - commitment is invaluable service to development of Saratoga Springs. This year alone, I appointed seven new members in 2020.

The planning staff worked with the Deputy Mayor Lisa Shields to implement workflow automation in their application tracking system, including project communication with the applicant, engineering and the building staff too. This is giving us more timely status and reporting data and helping us to identify how to improve our processes. Last year there were two hundred fifteen new applications before the land use boards, they

issued one hundred seventy-eight decisions. Currently, there are ninety-six active applications in the review process. With the recent retirement of Brad Birge, Amanda Tucker is working with both the Design Review Commission and Zoning Board of Appeals until we have hired a replacement planner to join the team with Susan Barden. Lisa Shields is providing managerial oversight for the department while we continue to assess the best way to organize and allocate duties in the Planning and Building Departments. The team in the Building Department is responsible for issuing construction permits, performing inspections and enforcing compliance with New York State Building Codes. Patrick Cogan, Duane Miller, Jeanna Fritz, John Barney, Rich Tiersch and Katie Farone all work closely with the planning staff in reviewing all applications for zoning compliance.

The project to digitize all property files was critical for the department's move back into City Hall, in order to reduce its footprint. The IT department works closely with us to import files into the Laserfiche archive system. We expect this project to continue through most of this year, as building staff resources have to be prioritized for inspections and permit reviews.

We took advantage of the two and a half month construction 'pause' to further implement our permit tracking system with workflow automation and create an online inspection scheduling. While COVID gave everyone more at-home time and another reason to move into Saratoga Springs out of the big city, it also led to an increase in new and residential construction projects.

We have received permit applications for over one hundred million estimated construction value since January 2020, which translates to additional property tax revenues when the projects are completed, and is on par with 2018 levels. About forty-nine million or half remains in the queue right now at various stages. We know that permit turnaround times are unsustainable. We do understand the impact it has on jobs in the construction industry, on access to financing and on our local economy as a whole. We do hear you.

It's important to understand that the current workload demands on the Building Department represents an average workload of one thousand one hundred seventy seven hours, which translates to seven inspectors. With our five inspectors, we can only deliver eight hundred hours a month. Even considering that larger commercial projects often pay for the City's designated engineers to do the review; there is still zoning review and additional time required by one of these five inspectors for the application. So "Where is Your Permit?" Visit our website for a real-time status of where your application is, relative to other applications that are in the queue. Complete applications are accepted and reviewed on a first-come, first-served basis. While access to your application's status does not predict a date your permit will be issued, we think it does increase your visibility to our permitting process and to the 'busyness' of our City.

At this time, I will now turn it over to my fellow Council member, Commissioner John Franck of Accounts.

**Commissioner Franck:** Thank you mayor. Good evening fellow Saratogians. I have had the privilege of serving as your Commissioner of Accounts since 2006. This year I am completing my eighth term and this is my sixteenth State of the City Address. I would like to thank Mayor Kelly for her graciousness this evening in giving me the opportunity to share the City's Accounts Department community initiatives with you. As always, I would like to thank my family and my wife Stephanie for her patience. It is not an easy task being married to a politician, as all the other members here know.

Twenty-twenty was a tough year for all of us, especially as a community. My department found as many ways as possible to take the opportunity to make something positive out of it. With the assistance of Risk and Safety, the City Attorney, the Department of Public Safety, the Department of Public Works, and of course the downtown community, we expanded outdoor seating for the local restaurants. With the installation of jersey barriers, we were able to help the restaurants expand their seating area outdoors to help keep them in businesses during COVID. We also took the opportunity to turn the permit process into an electronic format to keep it moving forward and not miss a beat. The outdoor seating project proved to be very successful and it resulted in a number of extensions right to the end of the year before we had the big storm. Therefore, we are already working on putting this program back into place to be ready for the 2021 season.

As I mentioned, one of the positives my department took out of the pandemic was moving towards becoming as electronic as possible. This was necessary, as in-person interactions have been limited by the pandemic. If you have any questions on licensing procedures, please call or e-mail the City Clerk's Office. They will guide you through the process to complete licensing and/or schedule an appointment for a marriage application.

The Purchasing Department has also gone fully electronic. They have tailored our internal voucher and requisition system; cutting the cost of paper and in-person handling. The assistant purchasing agent has also set up a system using an existing program, which allows for scanning, recording and filing of all purchasing documents by year and vendor. This has increased transparency within City Hall for all employees.

Twenty-twenty proved to be especially challenging for the Office of Risk and Safety. In addition to being one of the City's main contacts for the pandemic, they worked in partnership with the City Safety Committee, the Saratoga Countywide Emergency Preparedness Committee, and the Saratoga County Local Emergency Planning Committee to develop protocols for the following programs: Communitywide Hazard Mitigation, Community Emergency Preparedness, Community Response, Pandemic Resource Procedures for Personal Protective Equipment or PPE, FEMA Funding for COVID-19 Pandemic, Pandemic Operational Programming Initiatives per NYS Mandate.

The Office of Risk and Safety was also instrumental in completing and closing out the claims for 211 Division Street and 474 Broadway. As the mayor mentioned earlier, we had fires in both places. All monies collected from the insurance carrier were returned to the City's reserve account. Enhanced and expanded the City's security systems in accordance with the needs of Public Safety and Public Works. And, the Office of Risk and Safety completed the City's contract database, which has improved interdepartmental efficiencies. This too is a completely electronic system.

In 2021, the Office of Risk and Safety will continue to be a resource to the City's Climate Smart Committee and other departments to integrate risk management in the City's programs and with the Safety Committee, they will continue to work with the City's Complete Streets team and the community to implement health and safety measures and expand pedestrian opportunities.

As you can tell by now, the theme through 2020 in the Accounts Department is electronic and efficient. The Assessment Department also worked hard to scan the records to reduce paper and make the retrieval of records more efficient. Due to the pandemic, the New York State Legislature signed into law the COVID-19 Emergency Eviction and Foreclosure Prevention Act. This requires all local governments to carry over senior citizen homeowner exemptions and disabled exemptions from the 2020 assessment roll to the 2021 assessment roll at the same level.

The Records Retention arm of the Accounts Department was successful in the completion of scanning all Planning Board case files from 1946 to 2018. They worked on and will continue to work on in 2021 the scanning of files in the Finance Department and the Mayor's Office including zoning records, design review records, civil service records, and tax sales records. This will reduce the amount offsite storage currently required.

In 2021, the records retention team will continue to identify records with historical research value to permanently retain these records according to Section 57.25 of the Arts and Cultural Affairs Law; and continue to work closely with IT to identify routine daily processes that can be automated to reduce the accumulation of paper moving forward.

In conclusion, the Accounts Department team is composed of eight professionals who manage a variety of tasks. My charge is leadership, based upon transparency. We are driven by the needs of the community, and together we are committed to excellent service.

My Accounts' Team makes every dollar you earn and pay in taxes a working "number" for you. Streamlining government to make it as efficient by becoming as electronic as possible helps all of us. I'm always open to

your suggestions and your concerns. You are important to each of us as elected officials. We try our best given the resources we have to serve you and your family's needs each and every day.

God Bless all of you, God Bless America and most importantly God Bless Saratoga Springs. Thank you mayor.

**Mayor Kelly:** Thank you commissioner. Now we'll go on to the Commissioner of Finance, Michele Madigan.

**Commissioner Madigan:** Thank you. I just need a moment to get this....I think it's sharing now. Yes? Alright. Good evening. Tonight marks my tenth State of the City address. I have now been the Commissioner of Finance now for an entire decade and that has me feeling a whole slew of emotions – reflective, optimistic, confident, but mostly, I'm feeling very proud of our department's resiliency - both the Finance Department and the Information Technology Department. With that, I would also like to thank Mayor Meg Kelly for sharing the stage for tonight's State of the City. Thanks you mayor. I've just gotta figure out how to move my slides. Okay.

The Finance/IT Dept. handles everything from cash flow to budgeting, from City Hall payroll to City-wide taxes, from systems management to cyber security, and from web and some social media to mail and phone communications. In the past two years alone, the Finance/IT Dept. has dealt with whatever has been thrown at it really without skipping a beat. How? Because of their incredible dedication, experience and expertise.

The majority of our Finance Department staff has been working at City Hall for over five years, some over ten and a few for over twenty - I am so grateful and appreciative of their many years of public service they've provided. Despite a catastrophic lightning strike that caused all three-hundred plus City employees to have to move out of City Hall to the Rec Center; we persevered. Despite a move back into City Hall in the midst a global pandemic, creating the need for IT systems to be up and running, not just at City Hall, but also at the Casino and the Music Hall; we persevered. And, despite an unprecedented health crisis, which led to an unprecedented budget-crisis, which, in turn, resulted in some furloughs, lockdowns and the need for a number of special services for our local businesses and essential employees, we persevered. Yes, we met all these challenges and we still found time to improve processes and gain efficiencies, in order to achieve both short and long term cost-savings. And, that is because the state of our City is very strong.

As the custodian of all City monies, I am ultimately responsible for trying to ensure our revenues and expenses are well managed. Whether it be the purchase of new computers, Zoom licenses, dashcams, ransomware, emergency vehicles, backup servers, etc. – the money the public has entrusted us with has always remained in financial balance. This has been especially challenging due to the shortage of business revenue and state aid this year. Not enjoying our typical summer tourist seasons, such as when we have concerts at the Saratoga Performing Arts Center and thoroughbred horseracing, meant much lower sales tax, occupancy tax, service fees and other City revenues declining. And yet, on November 30th in the middle of the COVID crisis, we did manage to adopted a balanced 2021 budget.

Our department is also responsible for managing our City debt - making sure our bond approval rates remain strong to maintain borrowing confidence. In August of 2020, we had the opportunity to refund seven million dollars in outstanding bonds. This provided an aggregate budgetary savings of one point two million dollars. Likewise, the 2011 and 2012 bonds that were also refinanced provided savings. In 2021, the City will refund the 2013 Bonds for an additional estimated budgetary savings. I estimate having done all this refinancing the Finance Department did has resulted in over five million dollars in savings from refinancing on bonded debt funds.

In January 2020, I stood before you, in-person, within six feet of my fellow Council members without wearing a mask. What a difference. At that time, I outlined our plans for the upcoming year. I restated our commitment to a variety of community collaborations, including our partnership with Saratoga Performing Arts Center in support of their global tourist marketing effort. Additionally, I discussed the continuation of our relationship with Sustainable Saratoga in support of their many programs, including the City's annual

purchase of trees. At that time, our focus was to also remain true to our SMART City efforts and I reviewed our plans for Community Choice Aggregation and our citywide fiber network project.

But, then in March 2020, just three months after that State of the City address we had to pivot. As the first wave of COVID hit, we had to begin thinking about how we were going to amend the budget in order to keep jobs and maintain services with revenues on a decline. Then in the fall, during COVID's second wave, our job maintenance and service level concerns intensified and in the end, they became the primary goals of the 2021 Budget.

With no SPAC or track season, our community partnership focus was also redirected toward our downtown. We worked hard to help bolster retail sales and outside dining by joining forces with the Chamber of Commerce, Discover Saratoga, the Saratoga City Center, and the Downtown Business District to develop and promote a successful, Saratoga-themed, health-safety campaign.

Mask Up, Saratoga Springs! It was created to raise awareness; however, it also ended up raising community spirit at a much-needed time. It included PSA's, coloring Pages, posters, lawn signs and social media posts and promotional collaborations. We are still getting very positive feedback from this customized Saratoga marketing effort.

And, we did not lose sight of our SMART City commitments. This due-diligence paid off in spades. As of now, we estimate that the solar park, which went live in August 2017, has saved the city upwards of eighty thousand dollars in electricity costs; that corresponds to two hundred eighty two gallons of fuel or the powering of three hundred twenty thousand homes. In fact, we plan to expand our solar energy cost saving efforts by applying accumulated solar credits to more City-owned buildings, further reducing our electrical costs.

In January of 2020, it seemed focusing on being a SMART, tech-savvy, energy-efficient City was more of a vision, but in 2021, I'm proud to say it is becoming a reality. We are well on our way to using technology to not only save the City money, but to help generate it. Recently we contracted with the NY Power Authority to implement its energy-conserving LED streetlight conversion initiative. In addition, we've contracted with Sifi Fiber Networks to begin putting the fiber in the ground and we hope that that will start this spring. This will significantly increasing Wifi speed and connectivity issues in our downtown. We no doubt believe this will attract more businesses.

On a smaller scale, we continue to reap the cost-saving benefits of paper-reduction. Finance still remains on track with the help of the Accounts Department to be the first paperless department in City Hall via our digitization and scanning efforts.

At this time last, I committed to joining forces with the Mayor and the Commissioner of Public Safety to fight for the restoration...at this time last year – I'm sorry – I committed to joining the forces with the mayor and the Commissioner of Public Safety to fight for the restoration of VLT Aid. I'm happy to report those efforts were successful and I'm also happy to report we will be back again to restore aid for the 2021 budget. Likewise, we will keep working on Complete Streets initiatives. We know improving the walkability of our downtown makes complete sense (s-e-n-s-e and c-e-n-t-s). I have no doubt that bringing our many SMART and sophisticated partnerships to fruition will help us manage though the pandemic economy and into recovery.

Pictured here is the new, historically-renovated Finance Office, a true asset within our City's historical assets. I look forward to seeing it filled with happy and healthy City residents once again. Right now there are eleven thousand tax notices getting ready to go into the mail, sitting in the finance office.

In closing, I'd like to reiterate my deep appreciation for my department and my staff. Specifically, I'd like to take this opportunity to thank my Director of Finance, Christine Gillmet-Brown for her twenty-five years of public service. I could never have had such a successful decade as Commissioner without her two-and-a-half decades of dedication and expertise. I also extend my gratitude to the Council and the community for helping us stay stronger together as we face the Finance and IT challenges we know that are in store for us



in 2021. I promise I will not only mask up, but I will keep my sleeves rolled up to serve this City as best as I can and ensure that the state of our City is strong. Thank you.

**Mayor Kelly:** Thank you commissioner. Let's turn it right over to the Commissioner of Public Works, Skip Scirocco.

**Commissioner Scirocco:** Thank you mayor. I'd like to talk a little bit about 2020 and 2021. Like every other department of the City, the Department of Public Works had a challenging 2020. As I reviewed my remarks for last year's state of the City, one item immediately jumped out. Twenty-twenty was the one hundred and fiftieth anniversary of the Canfield Casino, and a year ago I was planning a large community celebration for our City's most treasured landmark. In those early years of 2020, we had no clue what the year would actually bring.

But in the midst of the COVID-19 pandemic, DPW was still able to accomplish a great deal. While much of normal life was interrupted, DPW delivered routine and emergency services to the public every single day. We implemented COVID protocols to keep our work force, employees, and the public safe. The work and services the public has relied upon from DPW continued, and our employees answered the call to serve without hesitation.

While a significant amount of time was dedicated to the COVID response, DPW was able to plan and complete major projects during COVID. The City Hall renovation and restoration project is an example of that. In the middle of moving employees back to work in City Hall, COVID shut down everything. It shut down the job site for two weeks while we assessed New York State guidelines for allowable construction. Once reopened, the project was completed, the rec center vacated, the employees returned to City Hall. Unfortunately, COVID prevented a ribbon cutting to recognize this significant project and the public has not fully experienced the beautifully renovated building. But I hope to welcome the public and show off city hall this year.

In Congress Park, the Katrina Trask Stairway renovation project was completed, and new sidewalks were installed around the small pond to increase access and solve some drainage problems in the park. For the Canfield Casino, the parlor area restoration continued and the chandeliers enjoyed restoration and structural reinforcement; in addition to renovations for old wiring, lighting, and an upgraded sound system for events.

In 2020, DPW worked diligently to provide a thorough paving program in a reduced time frame. Although CHIPs funding were uncertain from the state, under the guidance of Deputy Commissioner Joe O'Neill, DPW was able to spend \$481,958 to pave twelve main roads and intersections including Walton Street, Adams Road, Eureka Road, Eureka Avenue, West Circular Street, Regent Street, Excelsior Avenue, Marion Avenue, Madison Avenue, Henning Road, Julians Way, Vista Drive, and Kaydeross Avenue East.

The City was once again recognized as a Tree City USA, thanks to the efforts of our arborist and urban forestry division. Downtown looked beautiful and welcoming as a result of our downtown beautification work. And DPW's recreation crews stepped up to provide options for recreation programming even with COVID restrictions.

Through the challenges of 2020, I want to thank the DPW employees for their continuous dedication to the public. I also want to thank the Council for all their efforts working through these hard times. We have faced challenges unmatched by many councils before us and we continue working for the public first. Heading into 2021 there are a number of projects and initiatives that our residents and businesses will be interested in knowing more about for DPW.

DPW has partnered with the Downtown Special Assessment District to create a Broadway Master Design Plan. This will incorporate many ideas in one cohesive plan that recognizes the welcoming historic charm of our downtown, while acknowledging the growing community and business expectations for public spaces. The approach to develop this plan will be to work with the Special Assessment District, a city designated engineer firm, and create a working group to provide input on the design plan. More information about this initiative will be forthcoming, and I anticipate participation by the Council and other interested parties to

develop this plan. I'm excited to undertake this endeavor with the Special Assessment District to make certain that Broadway continues to be an award-winning destination enjoyed by visitors, residents, and our business community.

Continuing our dedication to the maintenance and protection of our City's urban forest, the urban forestry division received a DEC grant to perform a tree inventory to assess the composition of our urban forest. This will be a year for analysis, review of the urban forest master plan, and planning for what the urban forest will look like into the future.

The Urban and Community Forest Master Plan was adopted in 2013, and has been a great success to date. It's one of the reasons why the City has been recognized by the Arbor Day Foundation as a Tree City USA recipient. But now is a good time to review this plan, and update it as necessary for the good of the urban forest.

Sadly, in 2020 the Civil War memorial in Congress Park was senselessly damaged by vandals. The statue, donated by local members of the 77<sup>th</sup> Regiment who fought during the Civil War, experienced significant damage. A community outpouring of support demonstrated how much care exists for our history, public spaces, and our City.

The vandals' efforts were in vain, as the Civil War Memorial will return to the park this spring better than ever. The preservation firm has nearly completed the restoration, and the statue is in excellent shape. The repairs were covered by insurance, and additional costs will be incurred for new security cameras and improvements to the site. I'm planning a ceremony to celebrate the return and installation of the statue back to Congress Park. I look forward to showcasing the great restoration work that had been completed so that the public can appreciate having the soldier back in our treasured park.

DPW will continue its focus on improving the City's infrastructure in 2021. This includes major water infrastructure work. The construction of a new water intake at the water treatment plant will update the oldest portion of the treatment plant, dating back to the 1870's. This will improve water flows and controls into the plant. Engineering design is currently underway for the four-year, greater than four million dollar phased water infrastructure improvement plan to upgrade undersized water mains identified in an engineered water model. It is anticipated that the first phase of construction will begin by the end of this year, and start the construction phase for over eighteen thousand linear feet of water mains.

For our sewer infrastructure, plans continue on upgrading the City's pump stations and identifying problematic sewer lines. In 2020, the utilities crew completed replacement of over two hundred linear feet of sewer line on Long Alley, an area that experienced significant failures over the last few years. Our utilities crew and Deputy Commissioner Joe O'Neill will continue to identify these localized issues that can be repaired with the City's work force.

Another project undertaken by the utilities department this year will be providing the availability for digital billing and communication to water and sewer customers. The initial stages of this improvement are being worked through now, with the goal of allowing customers to receive their bills through email. Another benefit will be an improved method of communication to customers, such as notifications for repairs or unexpected services disruptions. It also provides a new tool for the department to contact residents in an emergency situation.

These outlined improvements are just some of the critical water and sewer projects that continue the multiple million dollar improvements the City has undertaken to these critical aspects of our infrastructure.

In DPW, we turn to 2021 with optimism and hope for a return to normalcy. I'm confident that DPW employees and the work force will rise to any unexpected challenge while exceeding the expectations of our community. I personally look forward to working with the City Council to accomplish both our individual and collective goals. I've said it before and I'll say it again, this council has dealt with and solved an unparalleled number of problems.

I want to thank the public for their continued confidence, and for working with us through these challenging times. Thank you.

**Mayor Kelly:** Okay. On to the Department of Public Works, Commissioner Robin Dalton.

**Commissioner Dalton:** So, Department of Public Safety. Thank you all, thank you Mayor Kelly. Good evening to those joining us tonight. I'm Commissioner Robin Dalton and I oversee the Public Safety Department of Saratoga Springs, which includes: Police Department- made up of patrol, investigations, parking enforcement/animal control, dispatch and traffic maintenance, The Fire Department which includes code enforcement, fire prevention and EMS, and an administrative unit in City Hall that includes the deputy and commissioner positions.

Typically, the State of the City address for public safety would be a review of the various departments, their responsibilities; personnel and items like call volumes and demand. However, because of the uniqueness that was 2020, instead I will be going over some of the extraordinary efforts made by the Public Safety Department in response to the pandemic crisis this past year. Everything that would have been included in the traditional state of the city address for DPS can be found in our annual report, which will be published and shared on the City website and social media channels.

I'd like to begin by saying that despite the tragedy of this pandemic and the horrific toll it has taken, one of the few bright spots in all of this has been seeing how our department responded to the biggest public health threat in our city's history. Under unfathomable stress, they not only rose to the occasion, they went above and beyond to protect the health and welfare of every Saratogian and the City itself.

Over the last almost eleven months, preparation, adaptability and communication have been the hallmarks of our COVID-19 response. This journey started on March 13th, when a state of emergency was declared in Saratoga Springs and the City began operating in accordance with our Emergency Management Plan, effectively putting public safety in charge of managing our pandemic response. As Public Safety Commissioner, I lead our response along with incident commander SSFD Chief Joe Dolan and the support of a COVID-19 task force, in consultation with the City Council. This gave the city the critical ability to respond to the viral outbreak with a streamlined, efficient and direct response.

In the early weeks of the pandemic, Chief Dolan and I worked hand in hand with the task force to prepare for every possible eventuality that could arise from a widespread viral outbreak. Protecting the front-line workers in our Fire and Police Department was also critically important – This included everything from making sure we had sufficient amounts of PPE to working with infectious disease experts in analyzing models to predict what community spread and surges in infections would look like for our emergency services. In addition to making sure we had adequate equipment and policies to protect our front-line workers, we addressed a near constant stream of new and unexpected areas of concern. For example, finding our police officers and fire fighters a place to quarantine in the event of exposure, so they did not have to risk the health of family members or others in their home. To that end I would like to thank Steve Sullivan and Longfellows who worked with the chiefs and I such that our department had access to a hotel room at a moment's notice- to quarantine for fourteen days and not have to worry about putting a loved one at risk. We did not publicize this at the time, but I wanted to take this opportunity to thank Steve and the entire staff at Longfellows for their generosity in accommodating our needs, they exemplify the best of what our community is about.

Communications - The magnitude of this public health crisis made communication to city residents of the utmost importance- to educate Saratogians on what risks the virus posed and how to keep themselves and their families safe and healthy - through the various stages of New York State on PAUSE, to New York Forward and re-opening phases and as 2020 concluded, vaccination information and eligibility. Some examples of our communication efforts include: designing and publishing over 50 infographics as a public awareness and educational campaign-shared online, via email & with community partners; establishment of a system to hand deliver information about COVID-19 to homebound residents and do welfare checks on behalf of concerned family members, neighbors and friends; we hosted dozens of live-streamed question and answer sessions, on a variety of topical issues, including a special series addressing mental health and well-being; we delivered thousands of masks to vulnerable populations, establishment of free face mask pick

up spots; we hand delivered reopening guidelines, New York State Safety Plan templates and additional resources to businesses; we participated in neighborhood association meetings via Zoom to address specific concerns and worries about COVID-19; we went neighborhood to neighborhood checking in on families and residents with the SSPD's Mounted Patrol; we compiled a variety of resources online from takeout directories, to fitness classes and museum exhibitions to assist residents online while they were in quarantine.; we organized community moments of unity, like 'Clap Because We Care' to thank our frontline workers at Saratoga Hospital and foster a sense of connection between residents.

Compliance - Compliance with New York State has been equally crucial to support our efforts throughout this pandemic, for both the health and welfare of our residents and the health of our ailing business community. Compliance with our businesses, retailers, and restaurants and bars has been exclusively handled by our code enforcement office, which is led by Assistant Chief of the Fire Department Aaron Dyer and includes Jack Donnelly and Julian Fonseca. Our three-person Code Enforcement Department had their workload increase exponentially by COVID-19, but have risen to the occasion and then some. They were responsible for following up on nearly every complaint or violation reported in the city, from non-compliance with face masks, to reports of gatherings, to keeping every business compliant with reopening guidelines and every mandate from NY State and while restarting major areas like youth sports programs.

Not only was their diligent approach necessary to mitigate the public health risk, but with the extremely fragile state of our economy, a fine from the state for non-compliance or loss of a liquor license could easily shut down a business permanently - to that end, education and warnings are always our first step in enforcement, when opportunities to put more stringent enforcement in place arose, we did. Like in March, when we took steps to work with the governor's executive order specific to maintaining social distance and a ban on mass gatherings and with our own city code, were able to put together fines to enforce both mandates. We rescheduled or postponed every special event and continue to do so, but when we could, facilitated new, reimagined COVID compliant events – like December's Victorian Stroll or the upcoming Chowderfest.

After an avalanche of calls, emails and messages in the spring, reporting violations for not distancing and face mask non-compliance have dropped considerably, and in the summer months were replaced with calls about re-opening phases and guidelines. I am proud to say that education and warnings were enough in almost all of these instances for people to change their behavior – the numbers confirm our widespread compliance and effectiveness of our code enforcement office. In total, only a very small handful of citations have been issued in Saratoga Springs by the state, none of which to date have resulted in closure or loss of license of a business.

Our department also worked within the city code to when at all possible, accommodate new and creative ways to entice customers in the COVID-19 landscape. This prompted initiatives like the expanded outdoor dining for downtown restaurants and other creative approaches to help businesses survive. Together, with the department of accounts and public works department, we created an expedited process for approvals and permits that was put in place less than two weeks after outdoor dining was re-opened this June in the Capital Region.

These are just some of the countless efforts we have taken and continue to take to respond to the current pandemic. The department also faced a dramatic budget shortfall and so we worked together to cut millions of dollars from our budget. While we have maintained essential services, the effects of the budget cuts and ongoing financial crisis will be felt by the city. We are also in the midst of an extensive inventory and review of our policies and practices in the police department, to grow with the community and respond to calls for social justice, while delivering the best possible law enforcement for Saratoga Springs.

In conclusion, to the residents of our city, know that the depth of talent and passion in your Public Safety Department is second to none. And in all the doubt and fear and uncertainty that has come along with this pandemic, you should always feel confident knowing that no matter the circumstances, we will always be here for you in your time of need.

We honor and grieve the tragic loss of life of forty members of our community to COVID-19 and will continue to do everything possible to usher Saratoga Springs to brighter days ahead.

I want to give a special thank you to SSPD Assistant Chief John Catone, who worked around the clock throughout this pandemic, taking the lead on several massive re-opening efforts and in countless other areas – his experience and expertise guided us through the stormy waters of 2020, and I am deeply appreciative. Thank you to my Deputy Commissioner Eileen Finneran, our Fire Chief Joe Dolan and Assistant Fire Chief Aaron Dyer and our Police Chief Shane Crooks for their patience, leadership and camaraderie, as well as our outstanding administrative staff and last but not least, the men and women of our Fire and Police Departments.

Thank you to the City Council for making this very challenging first year bearable and thank you to Mayor Kelly. That concludes the Public Safety Department's State of the City for 2020.

**Mayor Kelly:** Thank you commissioner; the Commissioner of Public Safety, I want to say that again. Robin Dalton. On to the County supervisors, Matthew Veitch.

**Supervisor Veitch:** Okay. Thank you, mayor. Thank you Mayor Kelly, for giving me some time at the State of the City address to share some of what I have been working on as supervisor. I'm proud to be able to represent this great City at the County level, and to serve our constituents in my capacity as supervisor.

First, I will review 2020. Twenty-twenty was a difficult year at the County overall, and the pandemic dominated everything we did at Saratoga County last year. That was the main focus. And at the Board of Supervisors as a whole, there were at times, different factions and some issues, that made for some long, contentious and controversial meetings and actions last year. As for me, I stayed focused on the committee assignments I had, namely the chairmanship of the Buildings & Grounds Committee. The new public safety facility at the County Farm Road complex is now complete and in use, and the final closeout of the various construction contracts is occurring. We successfully moved both the Probation and Public Health Departments from where they were to the new building. We continued our progress on implementing changes at the County Airport and accomplished many smaller projects at County facilities last year. We also provided for the Code Blue overflow location, at the Woodlawn Avenue building for Shelters of Saratoga, and it is currently being used for that purpose until the end of the Code Blue season in early April. Small things like updating on-site parking regulations, that had not been looked at since 1978, were recently updated and approved.

For 2021, I will continue as the Buildings & Grounds Committee Chairman, and the goals for 2021 include upgrading our facilities wherever we can, to provide for appropriate space and a good working environment for our employees, but also with a focus on improving our connections to our constituents. As we all know, the current method for listening to County Board meetings during this pandemic has been not very good, dismal at best. The lack of good technology in the Board of Supervisors' meeting rooms has been an issue since I was elected supervisor in 2008. Until now-it never seemed to be much of an issue with the Board, and there was no desire to make improvements. With that, I had proposed an amendment to our 2021 budget and got approved \$350,000 for technology improvements to our Board meeting rooms, as well as better improvements overall, such as installing public Wi-Fi in appropriate areas, so the public can have connections when they are getting their service from the various County departments. Our on-complex directional signs for people doing business at the County appear to be the original ones since the 1950's when our complex was built. Many times, I arrive at the County and find residents confused as to where various departments are located. The plan is to redesign all of that, to improve the experience of our constituents and get them to their appropriate department easily. And lastly, from buildings and grounds, the plan for 2021 is to sell the Woodlawn Avenue building after the Code Blue season is over.

At this year's organizational meeting of the Board of Supervisors, a new committee was established called the Government Review and Efficiency committee. This Committee has a very broad responsibility of looking at all of the County's laws, policies, and procedures, our appointed boards and committees, as well as reviewing each departmental operation, to see if there are ways, we can improve our operations. I have been asked to Chair this committee in its first year, and our work will be to begin to break down and review

our County process, to find outdated items, redundant process, duplicated work; and to look at how each department relates to each other, not only to make County government work better and more efficiently for itself, but also for County residents. Everything we do at Saratoga County should consider how it impacts our residents, and will be a priority for this committee.

I will continue to advocate for the needs of City and County residents at both the state and national levels as a member of the New York State Association of Counties, and the National Association of Counties. I serve as the vice-chairman of the Public Safety Committee at the State level, and in that capacity we work as a committee to make sure that the State addresses issues like mental health in Jails, the impacts of criminal justice reform, improving technology in the criminal courts, addressing the shortage of emergency volunteers in more rural fire and ambulance departments. At the national level, I serve on the Community, Workforce, and Economic Development Steering Committee, where we advocate for things like continued funding for the CDBG program, better federal policies to more easily construct affordable housing, and looking at ways the workforce can be developed to meet the needs of modern business. I also serve as vice-chairman of the International Economic Development Task, and the IT Standing Committee at the National Association.

Last year at the State of the City, I talked about the goal of finally getting AirBnB under the umbrella of being subject to occupancy tax. The pandemic derailed the progress on this, as focus was shifted to public health response. I hope to bring this back up again in 2021. The County will need to get a home-rule legislation passed at the state in order to begin collecting the occupancy tax from the Online AirBnB type operators.

My other assignments this year include serving on the County's Human Resources & Insurance Committee, the new Technology & Resiliency Committee, and the Long Range Capital Planning Committee. I have also been appointed again to the Law & Finance Committee, and I am proud to represent my City on the County's top committee. I will continue to serve as Treasurer of the Saratoga County Capital Resource Corporation, and remain on the NYRA Local Advisory Board as well. Some of the Board Chairman's appointments have not yet been made, so I will keep the public posted as we learn more about those appointments.

There is a lot to do, and I am looking forward to many accomplishments in 2020. I look forward to working with all the City Council members, as well as my fellow colleague, Supervisor Gaston, to continue to serve the residents of Saratoga Springs at the County level. Thank you mayor for some time today on your agenda.

**Mayor Kelly:** Thank you supervisor. I'll turn it over to the County Supervisor Tara Gaston.

**Supervisor Gaston:** Thank you to Mayor Kelly, and the rest of the Council, for this opportunity to share some of my work at the County on behalf of the City of Saratoga Springs over the past year. One year ago the view from this seat was, quite literally, very different and not from this seat.

At this time one year ago, Saratoga County's priority was ensuring that every resident was counted in the 2020 Census. With ever-changing direction from the federal government and the need to prevent any reduction in state or federal representation — much less government funding — we expected this heavy but necessary lift to be the focus of our year's work. My goal in this work was to make sure that traditionally underserved populations, such as our agricultural workers and those who are chronically unhoused, were counted and their needs heard.

At this time one year ago, at the start of my third year on the Board of Supervisors, my focus was on building the resiliency of County government to respond to stresses, especially climate chaos, and increasing transparency and accessibility through use of technology. I would like to say that I had some special foresight - I even mentioned vector-borne illnesses and coronaviruses in last year's address — but these are honestly long- standing issues for governments across the state and nation that had simply not been placed at the top of the list of County priorities.

March 7, 2020 was the day that the County's priorities began to shift. The basic functions of Saratoga County government — maintaining roads, encouraging Census response, taxes, the DMV, and running elections — they all continued. But that day supervisors were informed of the first instance of COVID-19 in

Saratoga County, and the actions taken — or not — by County government in the time since March 7th have had many repercussions.

It was clear early on that the response to coronavirus would require the effort and focus of the entire County. As a partial service Public Health Department, with no epidemiologist or biostatistician on board, Saratoga County Public Health Services immediately marshaled the resources of the county as a whole under the supervisors' supervision to answer questions, contact trace, issue press releases, delivery food and masks to quarantine persons, and interpret the ever-evolving guidance from scientists and elected leaders alike. Administration attended each control room and monitored the Governor's press conferences for modifications — a job in itself, a full time job, while the treasurer's office kept abreast of changes in revenue. Public Works made sure buildings were safe and clean for those who had to be in the buildings, and IT had to build a remote-work system from scratch overnight. And, of course, the entire time, the Board continued to meet and oversee everything from money for COVID response and a lease for Shelters of Saratoga to use the old public health building on Woodlawn through this upcoming March, to a legislative agenda and holding our first entirely online real property auction.

In all this, we did lose some familiar faces around Saratoga County, with Director of Public Health Cathi Duncan and Commissioner of Public Works Keith Manz both leaving for, at the least, calmer days. We were fortunate that we did not have to look far for someone to take on the lead of the Department of Public Works, with former Deputy Administrator Chad Cooke taking the helm a few weeks ago and already getting in some fun challenges.

We also welcomed the County's first Commissioner of Saratoga County Public Health Services, our own Saratoga Springs resident Dr. Daniel Kuhles, who jumped feet-first into the pandemic fire and will help build this department into a full-service Department of Health. We also welcomed new County Administrator Steve Bulger.

While most of the resolutions that passed through the Board this year resembled those of years prior, the 2021 budgeting process revealed some of the biggest changes. On my request, for the first time in years the budget, as introduced included not only the recommendations for the 2021 budget, but also amounts as requested by departments and in a line-by-line comparison with the 2020 budget as passed. Additionally, I worked with other supervisors to include funding to improve technology in the boardroom, which will support live streaming of meetings and increased public engagement, as well as funding for a public information position to improve the frequency and quality of information from the County.

Lessons learned over the past year continued to present as changes at the Board's 2021 meeting — starting with my own election as temporary chair to run the meeting, the first member of the minority party to hold the gavel. While the position was only temporary, it did allow me to preside over the first open election of a chairperson for the Board. After that, we passed new rules of the Board, codifying many advancements I have sought since my first day as a supervisor. These include removing the notice requirement for public comment at Board meetings, and requiring — not just recommending — agendas with supporting documents for all meetings to be released well in advance. No longer can supervisors raise motions from the floor with resolutions to be drafted in secret after — instead, items that have not gone through the committee process must be raised in the form of a complete resolution for transparency. Each of these actions, along with the public information and technology improvements funded in the budget, support my goal of increased transparency and accountability.

In recognition of my work towards these and other aims in county government, though often behind the scenes in the past three years, I was named chair of two committees for the upcoming year. First, I was appointed Chair of the newly created Technology & Resiliency Committee. We will work on technology advancements throughout the County, building on the work of Supervisor Veitch, including the county website, access to meetings, IT infrastructure, public Wi-Fi, and supporting the development of a remote work policy for the County. The committee will also work with all county departments and committees to build the county's resiliency dividend, or the ability to respond to stressors such as changes in revenue, natural disasters, and, well, pandemics.

Second, I was appointed Chair of the Health & Social Services Committee, which will — as the name suggests — oversee much of the COVID-19 response in the upcoming year, as well as many aspects of the recovery as well. Public education, vaccination, and advocating for our community with state and federal leaders is all essential, as is the work of mental health as the needs of the community increase with the length and impact of the pandemic. The transition into a full-service health department will continue as we reorganize the department, hire personnel, and educate the community about the new role, including with our businesses.

To that end, I am delighted to also serve on the newly formed Government Review & Efficiency Committee, chaired by Supervisor Veitch, as well as the Law & Finance and Economic Development Committees. I continue to serve my community on the Mental Health & Public Health Committee, as well as on the Climate Resiliency Advisory Board, of the New York State Association of Counties, and on the National Association of Counties's Energy, Environment, and Land Use Committee as a vice-chair, and on Resilient Counties Advisory Board leadership, as well as a member on the Immigration Reform and GIS Task Forces. It will be in 2021, as one might say, a busy year.

The past year has been full of challenges, and some mistakes were made — including by me — but I have never been more honored to represent my City, and oversee our incredible and committed County staff. I look forward to continuing to work for the people of Saratoga Springs, and am thankful each day for the opportunity. Thank you mayor.

**Mayor Kelly:** Thank you Supervisor. In closing, I'd like to thank you for the opportunity to be your Mayor. I would like to thank my office staff: Susanna Combs, my Executive Assistant; and Lisa Shields, my Deputy Mayor.

Most importantly, I thank my family Doug, Egan, and her husband David. Not only has my family enabled me to give my very best to the City of Saratoga Springs, they have galvanized me to give even more.

Thank you to our engaged residents, business and volunteers. Community engagement is outstanding in Saratoga Springs. We sincerely thank you for taking your time to reach out, speak up, advise and serve!

I would like to acknowledge my fellow Council members and supervisors. We do not agree on everything all of the time, but I believe that we are all here to serve our residents together. Collaboration and building consensus has never been more critical. Creating opportunities to work more efficiently is essential during times such as these.

I am proud to serve this city, one of the best cities in New York State. We have made adversity our friend, and I know that by continuing to work together, we will achieve the goals so important to our future. We have more to accomplish, and I look forward to doing so as your leader and public servant.

This concludes this year's State of the City presentation. Is there any other comments by the Council? Then we are adjourned. Thank you for joining us this evening.

**Transcription ended at 7:06 p.m.**

**Lisa Ribis, City Clerk**

Approved:  
Vote:





February 1, 2021

**CITY OF SARATOGA SPRINGS**  
**City Council Pre-Agenda Meeting**

**10:00 AM**

(via Zoom)

**10:00 AM**

**CALL TO ORDER**

**ROLL CALL**

**SALUTE TO FLAG**

**MAYOR'S DEPARTMENT**

1. State of the City Address

**ACCOUNTS DEPARTMENT**

1. State of the City Address

**FINANCE DEPARTMENT**

1. State of the City

**PUBLIC WORKS DEPARTMENT**

1. State of the City

**PUBLIC SAFETY DEPARTMENT**

1. State of the City

**SUPERVISORS**

Matt Veitch

1. State of the City

Tara Gaston

1. State of the City

**ADJOURN**



February 1, 2021

CITY OF SARATOGA SPRINGS  
City Council Pre-Agenda Meeting

10:00 AM

(via Zoom)

**PRESENT:** Meg Kelly, Mayor  
Michele Madigan, Commissioner of Finance  
John Franck, Commissioner of Accounts  
Anthony Scirocco, Commissioner of DPW

**STAFF PRESENT:** Lisa Shields, Deputy Mayor  
Deirdre Ladd, Deputy Commissioner, Finance  
Maire Masterson, Deputy Commissioner, Accounts  
Eileen Finneran, Deputy Commissioner, DPS

Vincent DeLeonardis

**EXCUSED:** Robin Dalton, Commissioner of DPS

Joe O'Neill, Deputy Commissioner, DPW

Matthew Veitch, Supervisor  
Tara Gaston, Supervisor

**Transcriber's note:** this meeting is being conducted in accordance with Executive Order 202.1 and is a full transcript of the meeting.

**Transcript begins at 10:00 a.m.**

**Mayor Kelly:** Good morning. Welcome to pre-agenda, Monday, February 1<sup>st</sup>. It's 10 a.m. We have first...tomorrow evening we will have no public hearings, no presentations. And, as of now, there is no executive sessions. Are there any edits to the Consent Agenda?

**Commissioner Madigan:** No. Not on my end.

**Mayor Kelly:** Okay. Thank you. On to the Mayor's Department. My first item is discussion and vote: to accept the Saratoga Springs Recreation Department donation from Mayor Scott Johnson. And I'm going to ask John Hirliman to tell us a little bit about this.

**John Hirliman:** Good morning. Thank you mayor. So we received a donation...we're able to receive a donation from former Mayor Scott Johnson and Julie Johnson and they are looking to donate fitness equipment to go to the Recreation Center. The total value is estimated about 62...\$6700 dollars. There is a universal weight station; there is a fitness treadmill, and a pre-core rower machine. So with help from the Department of Public Health...I'm sorry, with the Department of Public Works, we are going to pick up the equipment and install it over at the Rec Center in the game room area. Then afterwards we're going to establish some protocols and procedures so that the public would have access to that area.

**Mayor Kelly:** Great. Thank you John. My second item is an announcement the mayor's food drive to benefit Franklin Community Center and Mother Susan Anderson Women and Children's Emergency Shelter. The Mayor's Office will host a drive through food drive at Vanderbilt Avenue Recreation Center February 11<sup>th</sup> through the 13<sup>th</sup>. Food drive will benefit the Franklin Community Center and Mother Anderson Shelter. Those who wish to contribute items to the food drive may arrive at the Rec Center, 15 Vanderbilt Drive at the following drop-off hours: 2 – 6 p.m. Thursday, February 11<sup>th</sup>, 2-6 Friday, February 12<sup>th</sup>, and 9-12 Saturday, February 13<sup>th</sup>. COVID protocols will be in place. Please wear a mask. Details including requested donation are on the City website.

My third item is discussion and vote: authorization for the Community Development Planner to execute HUD mandated environmental reviews as certified officer. For the past three years, the City's Community Development Planner, Lindsay Connors, has successfully completed dozens of environmental reviews for the CDBG funding project as required by the federal regulations. Given the recent retirement of her immediate supervisor, we are requesting that the Council authorize Ms. Connors to act as certifying officer for these environmental reviews.

My fourth item is discussion and vote: authorization for the mayor to sign Saratoga County Office for Aging transportation agreement 2021. These two agreements are agreements with the County's Office of Aging for transportation and nutrition programs for seniors in Saratoga Springs.

My next item is discussion and vote: approval for mayor to sign Saratoga County Office for the Aging nutrition agreement 2021.

And that concludes my agenda. I'll turn it over to Commissioner Franck of Accounts.

**Commissioner Franck:** Thank you mayor. The....I have three award of bids for tomorrow night. The first is award of bid bond counsel to Walsh and Walsh. The second is an award of bid for fiscal advisory services to Fiscal Advisory and Marketing. And the third award of bid is resilient wedge gate valve to Blaire Supply Corp. That's all I have for tomorrow.

**Mayor Kelly:** Thank you commissioner. On to finance, Commissioner Madigan.

**Commissioner Madigan:** Thank you mayor. The first is an announcement – City Hall departments' addresses and suite numbers. We've implemented a new way to have the mail delivered. We thought it was a good way to this during COVID. I'll have a brief announcement about that and what it entails. The second is my standard update on City finances. There's not much change since the last meeting or the meeting before that at this time.

Third item is discussion and vote: the 2021 tax resolution. Each year we are required to vote on the tax resolution that confirms the County and City tax rates, tax levy totals, as well as special assessment districts information. Twenty twenty-one tax bills have already been generated. They're being processed and then most people should receive them sometime during that first week of February.

Second item...fourth item is a discussion and vote: authorization for the mayor to sign an agreement Walsh and Walsh, LLP for bond counsel services. Fifth item, discussion and vote: authorization for mayor to sign an agreement with Fiscal Advisors and Marketing, Inc. for fiscal advisory services. Sixth item, discussion and vote: authorization for the mayor to sign an agreement with CivicPlus for website design and maintenance. This is an extension of our original agreement with CivicPlus. We want to do some revision, second phase to the City website, because it is been about six years since we've done the first full blown one revision.

Item number seven is a discussion and vote: budget transfers – payroll. Item number eight is budget transfers contingency. And I believe that concludes the agenda. I don't think I have anything additional to add. If I do, it's not because I didn't know right now. Okay. Thank you. That completes my agenda.

**Mayor Kelly:** Thank you commissioner. On to the Department of Public Works, Commissioner Scirocco.

**Commissioner Scirocco:** Thank you mayor. I have three items on my agenda. The first item is discussion and vote: this is authorization for the mayor to sign a contract with Blaire Supply Corporation for resilient wedge gate valves. These are two – twenty-four inch gate valves that are replacing two aging gear operated valves on North Broadway. We know one doesn't work and the other one is 87 years old. So I think it's time to replace those two. It will give us control if we ever had to shut the water down, especially in that area.

The next two items are –number 2 discussion and vote: authorization for the mayor to sign the Tree City USA application.

The third item is discussion and vote: authorization to sign award application. Again, these are both with the Arbor Day Foundation. I'll have more information on that tomorrow night. And that concludes my agenda.

**Mayor Kelly:** Thank you commissioner. On to public safety and Commissioner Dalton is not feeling well this morning so I will read her agenda. The first item is an announcement: COVID-19 update. The second item is set a public hearing to amend chapter 58 of the City Code entitled Alarm Systems. The third item is discussion and vote: authorization for the mayor to sign agreement with HIXNY. The fourth item is discussion and vote: authorization for the mayor to sign contract with CHA Consulting, Inc. for architectural design services. The fifth item is discussion and vote: authorization for mayor to sign contract with CHA Consulting, Inc. for civil engineering design services. The sixth item is discussion and vote: authorization for the mayor to sign contract with Heuber-Bruer Construction, Inc. for consultant support services. I know we have Aaron Dyer on the line. So Aaron, can you just join us for a moment - just give us an overview of what these three contracts are?

**Aaron Dyer:** Yes. This is for the design services phase of the station three. We are only planning on going through the first phase of the design services, which is schematic design. That way we can seek any potential grants to help offset the cost of this project going forward. The design...the civil service...the civil design component is part of the schematic design portion and the consultant with Heuber-Bruer is just that. He is a consultant to help guide the City and CHA through schematic design portion only.

**Mayor Kelly:** Okay. Does anyone have any questions? Great. So, that concludes, thank you chief. I appreciate that. That concludes Commissioner Dalton's agenda for now.

Supervisor Veitch has Building and Grounds Committee. Supervisor Gaston has COVID-19 update, Health Committee report, Technology and Resiliently – Resiliency Committee report.

Any other business from the Council?

**Commissioner Madigan:** Nope.

**Mayor Kelly:** Nice to see you. We're getting snow today so let's everybody stay safe. Have a good day. We're adjourned.

**Transcription ended at 10:08 a.m.**

**Lisa Ribis, City Clerk**

Approved:  
Vote:



February 2, 2021

**CITY OF SARATOGA SPRINGS**  
**City Council Meeting**

**7:00 PM**  
(via zoom)

**7:00 PM**

**CALL TO ORDER**

**ROLL CALL**

**SALUTE TO FLAG**

**PUBLIC COMMENT PERIOD / 15 MINUTES**

**PRESENTATION**

**CONSENT AGENDA**

1. Approval of 1/19/2021 City Council Meeting Minutes
2. Approval of 1/19/2021 Pre-Agenda Meeting Transcript
3. Approval of 1/19/2021 Pre-Agenda Meeting Minutes
4. Approval of 1/5/2021 City Council Meeting Transcript
5. Approve Resolution for Use of Insurance Reserve #1
6. Approve Resolution for Use of Insurance Reserve #2
7. Approve Resolution for Use of Insurance Reserve #3
8. Approve Budget Amendment – Insurance Reserve #1
9. Approve Budget Amendment – Insurance Reserve #2
10. Approve Budget Amendment – Insurance Reserve #3
11. Approve Budget Transfers - Regular
12. Approve Payroll 1/29/2021 \$871,580.84
13. Approve Payroll 1/22/2021 \$548,048.61
14. Approve Mid-Warrant – 2021 21MWJAN3 \$668,726.71
15. Approve Mid-Warrant 2020 20MWDEC6 \$15,376.85
16. Approve Warrant – 2020 20DEC5 \$237,044.23
17. Approve Warrant – 2021 21FEB1 \$112,105.16

**MAYOR'S DEPARTMENT**

1. Discussion and Vote: Accept the Saratoga Springs Recreation Center Donation from Mayor Scott Johnson
2. Announcement: Mayor's Food Drive to Benefit Franklin Community Center and Mother Susan Anderson Women & Children's Emergency Shelter
3. Discussion and Vote: Authorization for Community Development Planner to Execute HUD Mandated Environmental Reviews as a Certifying Officer
4. Discussion and Vote: Authorization for Mayor to Sign Saratoga County Office for the Aging Transportation Agreement 2021
5. Discussion and Vote: Approval for Mayor to Sign Saratoga County Office for the Aging Nutrition Agreement 2021

### **ACCOUNTS DEPARTMENT**

1. Award of Bid: Bond Counsel to Walsh & Walsh
2. Award of Bid: Fiscal Advisory Services to Fiscal Advisors & Marketing
3. Award of Bid: Resilient Wedge Gate Valve to Blaire Supply Corp.

### **FINANCE DEPARTMENT**

1. Announcement: American Heart Association Go Red for Women – National Wear Red Day February 5, 2021
2. Announcement: City Hall Department Addresses: Suite Numbers
3. Update: City Finances
4. Discussion and Vote: 2021 Tax Resolution
5. Discussion and Vote: Authorization for Mayor to Sign Agreement with Walsh & Walsh, LLP for Bond Counsel Services
6. Discussion and Vote: Authorization for Mayor to Sign Agreement with Fiscal Advisors & Marketing, Inc. for Fiscal Advisory Services
7. Discussion and Vote: Authorization for Mayor to Sign Agreement with Civic Plus for Website and Design Maintenance
8. Discussion and Vote: Budget Transfers – Payroll
9. Budget Transfers – Contingency
10. Set Public Hearing – Local Law #1 of 2021: A Local Law to Defer Scheduled Payments of Taxes During the COVID-19 Emergency

### **PUBLIC WORKS DEPARTMENT**

1. Discussion and Vote: Authorization for Mayor to Sign Contract with Blair Supply Corp. for Resilient Wedge Gate Valve
2. Discussion and Vote: Authorization for Mayor to Sign Tree City USA Application
3. Discussion and Vote: Authorization for Mayor to Sign Tree City USA Growth Award Application

### **PUBLIC SAFETY DEPARTMENT**

1. Announcement: COVID-19 Update
2. Set Public Hearing: Amend Chapter 58 of the City Code Entitled Alarm Systems
3. Discussion and Vote: Authorization for Mayor to Sign Agreement with HIXNY
4. Discussion and Vote: Authorization for Mayor to Sign Contract with CHA Consulting, Inc. for Architectural Design Services
5. Discussion and Vote: Authorization for Mayor to Sign Contract with CHA Consulting, Inc. for Civil Engineering Design Services
6. Discussion and Vote: Authorization for Mayor to Sign Contract with Hueber-Breuer Construction Co., Inc. for Consultant Support Services
7. Announcement: Retirements

### **SUPERVISORS**

Matt Veitch

1. Building and Grounds Committee

Tara Gaston

1. COVID-19 Update
2. Health Committee Report
3. Technology & Resiliency Committee Report

### **ADJOURN**



February 2, 2021

## CITY OF SARATOGA SPRINGS

### City Council Meeting

7:00 PM

(via Zoom)

#### PRESENT:

Meg Kelly, Mayor  
Michele Madigan, Commissioner of Finance  
John Franck, Commissioner of Accounts  
Anthony Scirocco, Commissioner of DPW  
Robin Dalton, Commissioner of DPS

#### STAFF PRESENT:

Lisa Shields, Deputy Mayor  
Deirdre Ladd, Deputy Commissioner of Finance  
Maire Masterson, Deputy Commissioner, Accounts  
Joe O'Neill, Deputy Commissioner, DPW  
Eileen Finneran, Deputy Commissioner, DPS

Vincent DeLeonardis

Matthew Veitch, Supervisor  
Tara Gaston, Supervisor

#### RECORDING OF PROCEEDING

The proceedings of this meeting were taped for the benefit of the secretary. Because the minutes are not a verbatim record of the proceedings, the minutes are not a word-for-word transcript.

#### CALL TO ORDER

Mayor Kelly called the meeting to order at 7:00 p.m.

#### PUBLIC COMMENT

**Mayor Kelly said the public comment period is limited to a total of 15 minutes and individuals are limited to two minutes.**

Mayor Kelly opened the public comment period at 7:01 p.m.

Claudia Braymer stated she is representing residents on the east side who are opposed to the third fire station location. She is asking the Council from voting on and moving forward with award the bid for the design services. There has not been an environmental impact statement done to date. They would like to have that done before moving forward.

Hollyday Hammond stated she is speaking to ask the Council to support the police reform task force. The task force released a survey last week. She asked the Council to complete the survey and take an active

interest now in the issues being addressed and not wait until the recommendations are in front of them. The lack of visible interest indicates this task force and its mission are not important.

Darlene McGraw of Saratoga Springs stated she has been trying to discuss with the City that we have a water problem. She found we have coli form bacteria in the water system.

Commissioner Dalton stated she takes exception to Claudia Braymer saying she represents the residents of the east side. She lives on that side of town and she is not be represented by Claudia. In regards to the task force, she does watch all the meetings. Just because she cannot always watch them live does not mean she does not take an interest.

Commissioner Scirocco stated the water in the City is safe. He will send someone to check out her water to be sure there are no issues.

Commissioner Madigan stated we did not have any layoffs in the City; we ran a furlough program. Our bonding capacity remains healthy, which is what the EMS project would be. In regards to the task force, she is interested in what's going and does watch the meetings. It is not always appropriate to have the City Council show up at a meeting.

Mayor Kelly stated the task force was created to be an independent group to work without the influence of the Council.

Mayor Kelly closed the public comment period at 7:07 p.m.

**Commissioner Dalton moved and Mayor Kelly seconded to add an announcement regarding Black History Month. (21-031)**

**Ayes - All**

Announcement: Black History Month

Commissioner Dalton stated Black History Month started yesterday. The community is working on a number of events for Black History Month. She encouraged the City Council to appoint someone to the outreach committee to be involved in celebrating Black History Month.

## **CONSENT AGENDA**

**Mayor Kelly moved and Commissioner Dalton seconded to approve the consent agenda as follows:**

1. Approval of 1/19/2021 City Council Meeting Minutes
2. Approval of 1/19/2021 Pre-Agenda Meeting Transcript
3. Approval of 1/19/2021 Pre-Agenda Meeting Minutes
4. Approval of 1/5/2021 City Council Meeting Transcript
5. Approve Resolution for Use of Insurance Reserve #1
6. Approve Resolution for Use of Insurance Reserve #2
7. Approve Resolution for Use of Insurance Reserve #3
8. Approve Budget Amendment – Insurance Reserve #1
9. Approve Budget Amendment – Insurance Reserve #2
10. Approve Budget Amendment – Insurance Reserve #3
11. Approve Budget Transfers - Regular
12. Approve Payroll 1/29/2021 \$871,580.84
13. Approve Payroll 1/22/2021 \$548,048.61
14. Approve Mid-Warrant – 2021 21MWJAN3 \$668,726.71
15. Approve Mid-Warrant 2020 20MWDEC6 \$15,376.85



16. Approve Warrant – 2020 20DEC5 \$237,044.23
17. Approve Warrant – 2021 21FEB1 \$112,105.16

**Ayes – All**

## **MAYOR'S DEPARTMENT**

Discussion and Vote: Accept the Saratoga Springs Recreation Center Donation from Mayor Scott Johnson (21-032)

Mayor Kelly advised the donation is for fitness equipment with a value of \$6,700. She thanked former Mayor Scott and Julie Johnson.

**Mayor Kelly moved and Commissioner Franck seconded to accept the donation for the Saratoga Springs Recreation Center from Mayor Scott Johnson.**

**Ayes - All**

Announcement: Mayor's Food Drive to Benefit Franklin Community Center and Mother Susan Anderson Women & Children's Emergency Shelter

Mayor Kelly announced there is a drive thru food drive to benefit Franklin Community Center and Mother Susan Anderson Women & Children's Emergency Shelter February 11 – 13, 2021 at the Recreation Center. Additional information is on the City's website.

Discussion and Vote: Authorization for Community Development Planner to Execute HUD Mandated Environmental Reviews as a Certifying Officer (21-033)

Mayor Kelly advised Lindsay Connor has successfully completed dozens of environment reviews for CDBG funded projects. With the retirement of her immediate supervisor, she is requesting the Council to authorize Ms. Connor as a certifying officer for environmental reviews.

**Mayor Kelly moved and Commissioner Franck seconded to authorize the City Community Development Planner to execute the HUD mandated environmental reviews as a certifying officer.**

**Ayes – All**

Discussion and Vote: Authorization for Mayor to Sign Saratoga County Office for the Aging Transportation Agreement 2021 (21-034)

**Mayor Kelly moved and Commissioner Franck seconded to authorize the mayor to sign the Saratoga County Office for the Aging Transportation agreement 2021.**

**Ayes – All**

Discussion and Vote: Approval for Mayor to Sign Saratoga County Office for the Aging Nutrition Agreement 2021 (21-035)

**Mayor Kelly moved and Commissioner Madigan seconded to authorize the mayor to sign the Saratoga County Office for the Aging Nutrition agreement 2021.**

**Ayes – All**

## **ACCOUNTS DEPARTMENT**

Award of Bid: Bond Counsel to Walsh & Walsh (21-036)

**Commissioner Franck moved and Commissioner Dalton seconded to award the bid for Bond Counsel to Walsh & Walsh as included with this agenda.**

**Ayes – All**

Award of Bid: Fiscal Advisory Services to Fiscal Advisors & Marketing (21-037)

**Commissioner Franck moved and Commissioner Madigan seconded to award the bid for Fiscal Advisory Services to Fiscal Advisors & Marketing as included with this agenda.**

**Ayes – All**

Award of Bid: Resilient Wedge Gate Valve to Blaire Supply Corp. (21-038)

**Commissioner Franck moved and Commissioner Scirocco seconded to award the bid for Resilient Wedge Gate Valve to Blaire Supply Corp. in the amount not to exceed \$43,730.**

**Ayes - All**

## **FINANCE DEPARTMENT**

Announcement: American Heart Association Go Red for Women – National Wear Red Day February 5, 2021

Commissioner Madigan announced Friday, February 5, 2021 is Go Red for Women Day. She encouraged everyone to wear red that day to raise awareness of heart disease in women.

Announcement: City Hall Department Addresses: Suite Numbers

Commissioner Madigan announced suite numbers have been added to all the office addresses. All the suite numbers are posted on the City's website.

Update: City Finances

Commissioner Madigan advised New York State Office of the State Comptroller will be on site for a 2021 budget audit regarding the impact of COVID-19. We are well prepared for this audit. We have borrowed \$11.3 million dollars. The governor's executive budget has removed VLT aid and AIM aid. The federal government is working on a stimulus that will provide aid for local governments.

Discussion and Vote: 2021 Tax Resolution (21-039)

Commissioner Madigan advised 2021 tax bills went in the mail today.

The resolution is as follows:

2021 Tax Resolution  
February 2, 2021

RESOLVED, that the City of Saratoga Springs, New York, on this 2<sup>nd</sup> day of February, 2021 at 7:00 p.m. adopt and confirm the 2021 Tax Roll carrying a levy on the inside district of \$11,551,594.78 for the City and \$7,013,111.88 for the County; total Inside District levy \$18,564,706.66. Levy on the Outside District of \$9,590,168.20 for the City and \$5,877,979.61 for the County; total Outside District

levy of \$15,468,147.81 making a total tax levy of \$34,032,854.47 and that the Commissioner of Finance be authorized to collect such levy computed at the following rates per one thousand dollars of assessed valuation.

INSIDE DISTRICT RATES  
City \$6.4331  
County \$3.897426

OUTSIDE DISTRICT RATES  
City \$6.3714  
County \$3.897426

FURHTER RESOLVED, that the City Council of the City of Saratoga Springs, New York, adopt and confirm the relevy of the 2020 Utility Tax in the amount of 575,794.57.

FURTHER RESOLVED, that the City Council of the City of Saratoga Springs, New York adopt and confirm the 2021 Omitted Tax in the amount of \$13,875.23 for the City and \$7,777.27 for the County; total Omitted Tax of \$21,652.50.

FURHTER RESOLVED, that the City Council of the City of Saratoga Springs, New York adopt and confirm the 2021 Saratoga Lake Special Improvement Tax for the Saratoga Lake Improvement District in the amount of \$109,448.14.

FURHTER RESOLVED, that the City Council of the City of Saratoga Springs, New York adopt and confirm the 2021 Special Assessment Tax for the Saratoga Springs Special Assessment District in the amount of \$138,262.02.

FURHTER RESOLVED, that the City Council of the City of Saratoga Springs, New York adopt and confirm the 2021 West Avenue Special Tax District for the Saratoga Springs West Ave Special District in the amount of \$51,003.03.

FURHTER RESOLVED, that the City Council of the City of Saratoga Springs, New York adopt and confirm the 2021 Gilbert Road Water District Tax for the Saratoga Springs Gilbert Road Water District in the amount of \$17,342.00.

FURHTER RESOLVED, that the City Council of the City of Saratoga Springs, New York adopt and confirm the 2021 Gilbert Road II Water District Tax for the Saratoga Springs Gilbert Rd II Water District in the amount of \$3,015.00.

TOTAL 2021 TAX ROLL \$34,949,371.73

**Commissioner Madigan moved and Mayor Kelly seconded to approve the 2021 tax resolution as included with the agenda.**

**Ayes - All**

Discussion and Vote: Authorization for Mayor to Sign Agreement with Walsh & Walsh, LLP for Bond Counsel Services (21-040)

Commissioner Madigan advised Walsh & Walsh is a local law firm and very familiar with the City.

**Commissioner Madigan moved and Commissioner Franck seconded to authorize the mayor to sign an agreement with Walsh & Walsh, LLP for bond counsel services as included with the agenda.**

**Ayes – All**

Discussion and Vote: Authorization for Mayor to Sign Agreement with Fiscal Advisors & Marketing, Inc. for Fiscal Advisory Services (21-041)

Commissioner Madigan advised this firm also has a local office and works well with Walsh & Walsh. This is a 3 year contract.

**Commissioner Madigan moved and Commissioner Dalton seconded to authorize the mayor to sign agreement with Fiscal Advisors & Marketing, Inc. for fiscal advisory services as included with the agenda.**

**Ayes – All**

Discussion and Vote: Authorization for Mayor to Sign Agreement with Civic Plus for Website and Design Maintenance (21-042)

Commissioner Madigan advised Civic Plus has supported the web page for several years. They are looking for an additional year of maintenance and service.

**Commissioner Madigan moved and Commissioner Franck seconded to authorize the mayor to sign an agreement with Civic Plus for website design and maintenance as included with the agenda.**

**Ayes – All**

Discussion and Vote: Budget Transfers – Payroll (21-043)

**Commissioner Madigan moved and Mayor Kelly seconded to approve the budget transfers – payroll as included with the agenda.**

**Ayes – All**

Budget Transfers – Contingency (21-044)

Commissioner Madigan advised this transfer is to cover a contract with eScribers for transcription services. The amount being transferred is \$2,364.17. The current balance in contingency is \$250,000 and \$244,635.83 will remain after the transfer.

**Commissioner Madigan moved and Commissioner Franck seconded to approve the budget transfers – contingency as included with the agenda.**

**Ayes - All**

Set Public Hearing – Local Law #1 of 2021: A Local Law to Defer Scheduled Payments of Taxes During the COVID-19 Emergency

Commissioner Madigan set a public hearing for Tuesday, February 16, 2021 at 6:55 p.m.

## **PUBLIC WORKS DEPARTMENT**

Discussion and Vote: Authorization for Mayor to Sign Contract with Blair Supply Corp. for Resilient Wedge Gate Valve (21-045)

Commissioner Scirocco advised this is to replace 2 gear operated valves in the water system.

**Commissioner Scirocco moved and Commissioner Franck seconded to authorize the mayor to sign contract with Blair Supply Corp. for resilient wedge gate valve in the amount not to exceed unit bid price proposal.**

**Ayes – All**

Discussion and Vote: Authorization for Mayor to Sign Tree City USA Application (21-046)

Commissioner Scirocco advised the City of Saratoga Springs has been recognized as a Tree City USA Community.

**Commissioner Scirocco moved and Mayor Kelly seconded to authorize the mayor to sign Tree City USA application.**

**Ayes – All**

Discussion and Vote: Authorization for Mayor to Sign Tree City USA Growth Award Application (21-047)

Commissioner Scirocco advised this award is presented by the Arbor Day Foundation.

**Commissioner Scirocco moved and Mayor Kelly seconded to authorize the mayor to sign a Tree City USA Growth Award application.**

**Ayes - All**

**Commissioner Scirocco moved and Commissioner Dalton seconded to add an item to his agenda regarding an announcement for VLT aid. (21-048)**

**Ayes – All**

Announcement: VLT Aid

Commissioner Scirocco stated he believes the City needs to be vigilant in fighting for VLT aid. They should also bring in their colleagues at the Board of Supervisors and other municipalities in to fight for this. They are stronger in numbers.

Commissioner Madigan stated they have been on this. She welcomed Commissioner Scirocco to testify. She has sent a letter and the mayor has sent a letter.

Mayor Kelly advised including the County is a great idea.

Supervisor Gaston stated the County is working on a letter to advocate for this.

Mayor Kelly asked the supervisors to each send a letter.

## **PUBLIC SAFETY DEPARTMENT**

Announcement: COVID-19 Update

Commissioner Dalton advised she is turning this update over to Supervisor Gaston for this evening.

Set Public Hearing: Amend Chapter 58 of the City Code Entitled Alarm Systems

Commissioner Dalton set a public hearing for Tuesday, February 16, 2021 at 6:55 p.m.

Discussion and Vote: Authorization for Mayor to Sign Agreement with HIXNY (21-049)

Commissioner Dalton advised this is Healthcare Information Exchange of New York (HIXNY). This agreement will allow the paramedics to access patient records with the patient's permission. This will allow paramedics additional health history to prepare in advance for treatment. This is at no cost to the City.

**Commissioner Dalton moved and Commissioner Franck seconded to authorize the mayor to sign an agreement with HIXNY.**

**Ayes – All**

Discussion and Vote: Authorization for Mayor to Sign Contract with CHA Consulting, Inc. for Architectural Design Services (21-050)

Commissioner Dalton advised this is for the schematic design of the 3<sup>rd</sup> fire station.

**Commissioner Dalton moved and Commissioner Franck seconded to authorize the mayor to sign a contract with CHA Consulting for architectural design services.**

**Ayes – All**

Discussion and Vote: Authorization for Mayor to Sign Contract with CHA Consulting, Inc. for Civil Engineering Design Services (21-051)

Commissioner Dalton advised this is for civil engineering design for the 3<sup>rd</sup> fire station.

**Commissioner Dalton moved and Commissioner Franck seconded to authorize the mayor to sign a contract with CHA Consulting for civil engineering design services.**

**Ayes – All**

Discussion and Vote: Authorization for Mayor to Sign Contract with Hueber-Breuer Construction Co., Inc. for Consultant Support Services (21-052)

Commissioner Dalton advised this agreement is to help guide us through the schematic and civil design services.

**Commissioner Dalton moved and Commissioner Scirocco seconded to authorize the mayor to sign a contract with Hueber-Breuer for consultant support services.**

**Ayes – All**

Announcement: Retirements

Commissioner Dalton announced the following retirements: Lt. Mark Bellantoni from the Fire Department and Tom Armstrong of the Traffic Maintenance Department.

**SUPERVISORS**

Matt Veitch

Building and Grounds Committee

Supervisor Veitch reported they met yesterday and will be meeting again on Monday. They plan to renew the lease with the Gateway House of Peace in Milton. They sent out a bid for an auctioneer to sell a County building.

Tara Gaston

COVID-19 Update

Supervisor Gaston reported their dashboard is up and will be replaced with a new one soon. The County now has 121 deaths, 58 hospitalizations, and 22,000 residents have received the first half of the vaccine. Today the governor expanded the people who can receive the vaccine to restaurant workers and taxi drivers.

Health Committee Report

Supervisor Gaston reported a lot of their work is focused on COVID-19. Suicide rates have dropped in the County but the rate of overdose deaths has doubled. The County received \$6.8 million from the U.S. Treasury to provide support for renters who have suffered financial hardships due to COVID. The County is waiting for the state to complete their application portal to be sure it adequately serves the County.

Technology & Resiliency Committee Report

Supervisor Gaston reported the County is looking at an upgrade of technology in the amount of \$600,000.

**ADJOURNMENT**

There being no further business, Mayor Kelly adjourned the meeting at 8:13 p.m.

Respectfully submitted,

Lisa Ribis  
Clerk

Approved:  
Vote:

DRAFT



February 1, 2021

**CITY OF SARATOGA SPRINGS**  
**City Council Pre-Agenda Meeting**

**10:00 AM**

(via Zoom)

**PRESENT:**

Meg Kelly, Mayor  
Michele Madigan, Commissioner of Finance  
John Franck, Commissioner of Accounts  
Anthony Scirocco, Commissioner of DPW

**STAFF PRESENT:**

Lisa Shields, Deputy Mayor  
Deidre Ladd, Deputy Commissioner, Finance  
Maire Masterson, Deputy Commissioner, Accounts  
Eileen Finneran, Deputy Commissioner, DPS

Vince DeLeonardis, City Attorney

**EXCUSED:**

Robin Dalton, Commissioner of DPS

Joe O'Neill, Deputy Commissioner, DPW

Matthew Veitch, Supervisor  
Tara Gaston, Supervisor

**CALL TO ORDER**

Mayor Kelly called the meeting to order at 10:00 a.m.

**CONSENT AGENDA**

1. Approval of 1/19/2021 City Council Meeting Minutes
2. Approval of 1/19/2021 Pre-Agenda Meeting Transcript
3. Approval of 1/19/2021 Pre-Agenda Meeting Minutes
4. Approval of 1/5/2021 City Council Meeting Transcript
5. Approve Resolution for Use of Insurance Reserve #1
6. Approve Resolution for Use of Insurance Reserve #2
7. Approve Resolution for Use of Insurance Reserve #3
8. Approve Budget Amendment – Insurance Reserve #1
9. Approve Budget Amendment – Insurance Reserve #2
10. Approve Budget Amendment – Insurance Reserve #3
11. Approve Budget Transfers - Regular
12. Approve Payroll 1/29/2021 \$871,580.84
13. Approve Payroll 1/22/2021 \$548,048.61
14. Approve Mid-Warrant – 2021 21MWJAN3 \$668,726.71
15. Approve Mid-Warrant 2020 20MWDEC6 \$15,376.85
16. Approve Warrant – 2020 20DEC5 \$237,044.23
17. Approve Warrant – 2021 21FEB1 \$112,105.16

No comments.



## **MAYOR'S DEPARTMENT**

Discussion and Vote: Accept the Saratoga Springs Recreation Center Donation from Mayor Scott Johnson

John Hirliman, director of recreation, advised the donation from former Mayor Scott & Julie Johnson is for fitness equipment for a total value of \$6,700.

Announcement: Mayor's Food Drive to Benefit Franklin Community Center and Mother Susan Anderson Women & Children's Emergency Shelter

Mayor Kelly announced the food drive will be held at the Recreation Center on February 11 – 13, 2021.

Discussion and Vote: Authorization for Community Development Planner to Execute HUD Mandated Environmental Reviews as a Certifying Officer

Mayor Kelly advised that with the recent retirement of Brad Birge, she will be asking the Council to authorize Lindsay Connors as a certifying officer for environmental reviews.

Discussion and Vote: Authorization for Mayor to Sign Saratoga County Office for the Aging Transportation Agreement 2021

Mayor Kelly advised this is an annual agreement.

Discussion and Vote: Approval for Mayor to Sign Saratoga County Office for the Aging Nutrition Agreement 2021

Mayor Kelly advised this is an annual agreement.

## **ACCOUNTS DEPARTMENT**

Award of Bid: Bond Counsel to Walsh & Walsh

No comments.

Award of Bid: Fiscal Advisory Services to Fiscal Advisors & Marketing

No comments.

Award of Bid: Resilient Wedge Gate Valve to Blaire Supply Corp.

No comments.

## **FINANCE DEPARTMENT**

Announcement: City Hall Department Addresses: Suite Numbers

No comments.

Update: City Finances

No comments.

Discussion and Vote: 2021 Tax Resolution

Commissioner Madigan stated the Council is required to vote on this each year. This confirms the City and County tax rates as well as special assessment districts information.

Discussion and Vote: Authorization for Mayor to Sign Agreement with Walsh & Walsh, LLP for Bond Counsel Services

No comments.

Discussion and Vote: Authorization for Mayor to Sign Agreement with Fiscal Advisors & Marketing, Inc. for Fiscal Advisory Services

No comments.

Discussion and Vote: Authorization for Mayor to Sign Agreement with Civic Plus for Website and Design Maintenance

Commissioner Madigan advised this is an extension of original agreement with Civic Plus. They want to do revisions to the website.

Discussion and Vote: Budget Transfers – Payroll

No comments.

Budget Transfers – Contingency

No comments.

**PUBLIC WORKS DEPARTMENT**

Discussion and Vote: Authorization for Mayor to Sign Contract with Blair Supply Corp. for Resilient Wedge Gate Valve

Commissioner Scirocco advised these valves are replacing 2 aging valves on Broadway.

Discussion and Vote: Authorization for Mayor to Sign Tree City USA Application

No comments.

Discussion and Vote: Authorization for Mayor to Sign Tree City USA Growth Award Application

No comments.

**PUBLIC SAFETY DEPARTMENT**

Mayor Kelly read Commissioner Dalton's agenda into the record in her absence.

Announcement: COVID-19 Update

No comments.

Set Public Hearing: Amend Chapter 58 of the City Code Entitled Alarm Systems

No comments.

Discussion and Vote: Authorization for Mayor to Sign Contract with CHA Consulting, Inc. for Architectural Design Services

Chief Dyer advised this item and the next 2 relate to the design services phase of station 3. They plan to go through the first phase only to determine what the cost will be. Hueber-Breuer will be consulting only.

Discussion and Vote: Authorization for Mayor to Sign Contract with CHA Consulting, Inc. for Civil Engineering Design Services

No comments.

Discussion and Vote: Authorization for Mayor to Sign Contract with Hueber-Breuer Construction Co., Inc. for Consultant Support Services

No comments.

**SUPERVISORS**

Mayor Kelly read the supervisors' agendas into the record as follows:

Matt Veitch: Building and Grounds Committee.

Tara Gaston: COVID-19 Update; Health Committee Report; and Technology & Resiliency Committee Report.

**ADJOURN**

Mayor Kelly adjourned the meeting at 10:08 a.m.

Respectfully submitted,

Lisa Ribis  
Clerk

Approved:  
Vote:

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CITY OF SARATOGA SPRINGS LIVE  
BUDGET AMENDMENTS JOURNAL ENTRY PROOF

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LN	ORG ACCOUNT	OBJECT PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET	ERR
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY	AMEND		
2021	02	8 02/16/2021	BUDGET	CCM 021621	BUA TRANS-REG	1	1		
1	A3567144 54672		RECREATION EXPENSES	CS	CREDIT CARD FEES		2,000.00	5,300.00	7,300.00
	A -35-6-7140-4-54672 -				REDISTRIBUTE FUNDS FOR CC FEES 02/16/2021				
2	A3567144 54600		RECREATION EXPENSES	CS	ADVERTISING		3,000.00	-1,000.00	2,000.00
	A -35-6-7140-4-54600 -				REDISTRIBUTE FUNDS FOR CC FEES 02/16/2021				
3	A3567324 54781		BOYS BASKETBALL	CS	SUPERVISION		14,150.00	-4,300.00	9,850.00
	A -35-6-7320-4-54781 -				REDISTRIBUTE FUNDS FOR CC FEES 02/16/2021				
7	A3051414 54573		COMM OF ACCOUNTS	CS	RISK-SAFETY PROGRAMMING		68,805.00	7,650.00	76,455.00
	A -30-5-1410-4-54573 -				REVERSE 020221 TRAN-ESCRIBER 02/16/2021				
8	A3051414 54720		COMM OF ACCOUNTS	CS	SERVICE CONTRACTS - PROF SERV		10,014.17	-7,650.00	2,364.17
	A -30-5-1410-4-54720 -				REVERSE 020221 TRAN-ESCRIBER 02/16/2021				
					** JOURNAL TOTAL		0.00		

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CITY OF SARATOGA SPRINGS LIVE  
BUDGET AMENDMENT JOURNAL ENTRY PROOF

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YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2021 2 8									
BUA A3567144-54672	02/16/2021	TRANS-REG	BUDGET	CCM	021621	CREDIT CARD FEES	5	5,300.00	
BUA A3567144-54600	02/16/2021	TRANS-REG	BUDGET	CCM	021621	REDISTRIBUTE FUNDS FOR CC FEES	5		1,000.00
BUA A3567324-54781	02/16/2021	TRANS-REG	BUDGET	CCM	021621	ADVERTISING	5		
BUA A3051414-54573	02/16/2021	TRANS-REG	BUDGET	CCM	021621	REDISTRIBUTE FUNDS FOR CC FEES	5		4,300.00
BUA A3051414-54720	02/16/2021	TRANS-REG	BUDGET	CCM	021621	SUPERVISION	5		
	02/16/2021	TRANS-REG	BUDGET	CCM	021621	REDISTRIBUTE FUNDS FOR CC FEES	5	7,650.00	
	02/16/2021	TRANS-REG	BUDGET	CCM	021621	RISK-SAFETY PROGRAMMING	5		
	02/16/2021	TRANS-REG	BUDGET	CCM	021621	REVERSE 020221 TRAN-ESCRIBER	5		7,650.00
	02/16/2021	TRANS-REG	BUDGET	CCM	021621	SERVICE CONTRACTS - PROF SERV	5		
	02/16/2021	TRANS-REG	BUDGET	CCM	021621	REVERSE 020221 TRAN-ESCRIBER			
JOURNAL 2021/02/8							TOTAL	.00	.00

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CITY OF SARATOGA SPRINGS LIVE  
BUDGET AMENDMENT JOURNAL ENTRY PROOF

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FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
FUND TOTAL					.00	.00

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CITY OF SARATOGA SPRINGS LIVE  
BUDGET AMENDMENTS JOURNAL ENTRY PROOF

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LN	ORG ACCOUNT	OBJECT	PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION	PREV	BUDGET	BUDGET	AMENDED	
					LINE DESCRIPTION	EFF DATE	BUDGET	CHANGE	BUDGET	ERR
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY	AMEND			
2021 02	91	02/16/2021	BUDGET	CCM 021621	BUA AMEND-REG	1	2			
1	A113	43077	DPW STATE AID		URBAN FORESTRY GRANT			.00	-50,000.00	-50,000.00
	A	-11-3-0000-0-43077	-		URBBAN & COMM FOR GRANT AWARD	02/16/2021				
2	A3537534	54720	FORSETRY GRANT		FORESTRY GRANT - PROF SERV			.00	50,000.00	50,000.00
	A	-35-3-7530-4-54720	-		URBAN & COMM FOR GRANT AWARD	02/16/2021				
					** JOURNAL TOTAL			0.00		

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CITY OF SARATOGA SPRINGS LIVE  
BUDGET AMENDMENT JOURNAL ENTRY PROOF

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YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2021 2 91									
BUA A113-43077						URBAN FORESTRY GRANT	5		50,000.00
	02/16/2021	AMEND-REG	BUDGET	CCM	021621	URBBAN & COMM FOR GRANT AWARD			
BUA A3537534-54720						FORESTRY GRANT - PROF SERV	5	50,000.00	
	02/16/2021	AMEND-REG	BUDGET	CCM	021621	URBAN & COMM FOR GRANT AWARD			
								.00	.00
BUA A-2960						APPROPRIATIONS			50,000.00
	02/16/2021	AMEND-REG	BUDGET	CCM	021621				
BUA A-1510						ESTIMATED REVENUES		50,000.00	
	02/16/2021	AMEND-REG	BUDGET	CCM	021621				
						SYSTEM GENERATED ENTRIES TOTAL		50,000.00	50,000.00
						JOURNAL 2021/02/91 TOTAL		50,000.00	50,000.00



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CITY OF SARATOGA SPRINGS LIVE  
BUDGET AMENDMENT JOURNAL ENTRY PROOF

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FUND	YEAR	PER	JNL	EFF	DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT								
A GENERAL FUND	2021	2	91	02/16/2021				
A-1510					ESTIMATED REVENUES	50,000.00		
A-2960					APPROPRIATIONS			50,000.00
					FUND TOTAL	50,000.00		50,000.00

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CITY OF SARATOGA SPRINGS LIVE  
BUDGET AMENDMENTS JOURNAL ENTRY PROOF

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LN	ORG ACCOUNT	OBJECT	PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET	ERR
					LINE DESCRIPTION	EFF DATE			
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY	AMEND		
2021	02	75	02/16/2021	BUDGET	CCM 021621	BUA	TRANS-REVV	1	1
1	F013	40511	PROPERTY TAX		USE OF RESTRICTED FUND BALANCE	-104,461.56	-191,230.75	-295,692.31	
	F	-01-3-0000-0-40511	-		CORRECT 011921 PER GASBE	54	02/16/2021		
2	F013	40599	PROPERTY TAX		USE UNASSIGNED FUND BALANCE	-191,230.75	191,230.75	.00	
	F	-01-3-0000-0-40599	-		CORRECT 011921 PER GASBE	54	02/16/2021		
					** JOURNAL TOTAL		0.00		

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CITY OF SARATOGA SPRINGS LIVE  
BUDGET AMENDMENT JOURNAL ENTRY PROOF

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YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2021 2 75									
BUA F013-40511						USE OF RESTRICTED FUND BALANCE 5			191,230.75
	02/16/2021	TRANS-REVIEW BUDGET CCM 021621				CORRECT 011921 PER GASBE 54			
BUA F013-40599						USE UNASSIGNED FUND BALANCE 5		191,230.75	
	02/16/2021	TRANS-REVIEW BUDGET CCM 021621				CORRECT 011921 PER GASBE 54			
						JOURNAL 2021/02/75 TOTAL		.00	.00

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CITY OF SARATOGA SPRINGS LIVE  
BUDGET AMENDMENT JOURNAL ENTRY PROOF

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FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
FUND TOTAL					.00	.00

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CITY OF SARATOGA SPRINGS LIVE  
PURCHASE ORDER LIQUIDATION/RECEIVING REPORT

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CLERK: u101 BATCH: 3326

PO	LN	VENDOR	QUANTITY ORDERED	PREVIOUS RECVD/CANC	CURRENT RECEIVED	REMAINING PO QTY	STA CD	DESCRIPTION
	180906	001 FITZGERALD MORRIS BA	1.00	0.00	0.00	1.00	9	LANDFILL ADDEDNUM 3 CCA 12/5/18
	190013	001 C T MALE ASSOCIATES	1.00	0.00	0.00	1.00	9	ADDENDUM TWO NOT TO EXCEED CCA 12/
	200003	001 MILLER, MANNIX , SCH	1.00	0.00	0.00	1.00	8	LAND USE BOARD COUNCEKL THRU 12/31/
	200011	001 C T MALE ASSOCIATES	1.00	0.00	1.00	0.00	0	ADDENDUM THREE LANDFILL MONITORING T
	200014	001 SCS ENGINEERS	1.00	0.00	0.00	1.00	8	LANDFILL O & M ADDENDUM TWO NOT TO
	200041	001 STONE INDUSTRIES	1.00	0.00	0.00	1.00	8	PORTABLE TOLIET RENTALS
	200051	001 GARRETT W TRERISE	1.00	0.00	1.00	0.00	0	2020 INTERIOR & EXTERIOR PLANTING AN
	200158	001 MOHAWK ARMY & NAVY	1.00	0.00	1.00	0.00	0	PANTS POLICY JANET POWERS NOT TO E
	200338	001 DR. JASON BERNAD	1.00	0.00	1.00	0.00	0	MEDICAL DIRECTOR THRU 3/31/2020 NO
	200414	001 STILSING ELECTRIC IN	1.00	0.00	1.00	0.00	0	STILSING PROPOSAL WASHINGTON & FRANK
	200418	001 STILSING ELECTRIC IN	1.00	0.00	1.00	0.00	0	RELOCATE PEDESTRIAN POLE AND PUSH-BU
	200509	001 WELLNESS FARM	12.00	0.00	12.00	0.00	0	MONTHLY HORSE BOARDING
	200519	001 KRUEGER INTERNATIONAL	1.00	0.00	1.00	0.00	0	FURNITURE LYNN/MICHELE
	200566	001 EBERL IRON WORKS INC	1.00	0.00	1.00	0.00	0	AS FOLLOWS:
	200577	001 BARTON & LOGUIDICE	1.00	0.00	0.00	1.00	8	PB#20200383 FADEN WEST AVE NOT TO E
	200590	001 SOUTHWORTH-MILTON IN	1.00	0.00	0.00	1.00	8	CATERPILLAR PARTS PER PO C18
	200601	001 CDW GOVERNMENT INC	1.00	0.00	1.00	0.00	0	COLOR 11X17 PRINTER WITH TONER PER
	200626	001 PURE TECHNOLOGIES, I	1.00	0.00	0.00	1.00	8	LARGE VALVE CONDITION ASSESSMENT AND
	200630	001 HILL & MARKES INC	10.00	0.00	0.00	10.00	8	PALLETS OF SNO PLOW ICE MELT
	200743	001 FASTSIGNS OF SARATOG	1.00	0.00	1.00	0.00	0	PER QUOTE 14021

113	00000	BARTON & LOGUIDI	182345 115109	200577	183658	20DEC6	185.00	.00	1,447.62	
CASH A 2020/13 INV 02/10/2021 SEP-CHK: N DISC: .00 A3031444 54725 185.00 1099:										
ACCT 1200 DEPT 3000 DUE 02/16/2021 DESC:539.85.001										
443 ELECTRONICS PARKWAY LIVERPOOL NY 13088										
8463	00000	DR. JASON BERNAD	182346 2020 FEE	200338	183659	20DEC6	10,000.00	.00	.00	
CASH A 2020/13 INV 02/10/2021 SEP-CHK: N DISC: .00 A3244014 54290 10,000.00 1099:										
ACCT 1200 DEPT 4000 DUE 02/16/2021 DESC:MEDICAL DIRECTOR										
4 PLUM POPPY COURT MALTA NY 12020										
2948	00001	CDW GOVERNMENT I	182348 7354864		183661	20DEC6	375.41	.00	.00	
CASH A 2020/13 INV 02/10/2021 SEP-CHK: N DISC: .00 A3021692 52230 375.41 1099:										
ACCT 1200 DEPT 2000 DUE 02/16/2021 DESC:6731216										
75 REMITTANCE DRIVE STE.1515 CHICAGO IL 60675-1515										
2948	00001	CDW GOVERNMENT I	182349 5840655	200601	183662	20DEC6	1,155.95	.00	.00	
CASH A 2020/13 INV 02/10/2021 SEP-CHK: N DISC: .00 A3031442 52200 1,155.95 1099:										
ACCT 1200 DEPT 3000 DUE 02/16/2021 DESC:6731216										
75 REMITTANCE DRIVE STE.1515 CHICAGO IL 60675-1515										
1289	00000	CREATIVE BRICK &	182351 7159792		183665	20DEC6	44.20	.00	.00	
CASH A 2020/13 INV 02/10/2021 SEP-CHK: N DISC: .00 A3537114 54180 44.20 1099:										
ACCT 1200 DEPT 3000 DUE 02/16/2021 DESC:SARATOGA SPR										
2920 99TH STREET STURTEVANT WI 53177										
137	00000	C T MALE ASSOCIA	182352 87615	190013	183666	20DEC6	3,457.50	.00	3,825.00	
CASH A 2020/13 INV 02/10/2021 SEP-CHK: N DISC: .00 A3638184 54720 3,457.50 1099:										
ACCT 1200 DEPT 3000 DUE 02/16/2021 DESC:08.8149										
50 CENTURY HILL DRIVE LATHAM NY 12110										
137	00000	C T MALE ASSOCIA	182353 87615-2	200011	183667	20DEC6	2,000.00	.00	.00	
CASH A 2020/13 INV 02/10/2021 SEP-CHK: N DISC: .00 A3638184 54720 2,000.00 1099:										
ACCT 1200 DEPT 3000 DUE 02/16/2021 DESC:08.8149										
50 CENTURY HILL DRIVE LATHAM NY 12110										

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u101 | 20DEC6

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CLERK: u101 BATCH: 3326

NEW INVOICES

VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
4623	00000 CUTTING EDGE EQU	182354 0031748		183668	20DEC6	189.98	.00	.00		
CASH A	2020/13	INV 02/10/2021	SEP-CHK: N	DISC: .00		A3537114	54330	189.98	1099:	
ACCT 1200	DEPT 3000	DUE 02/16/2021	DESC:0030158							
447	STATE RTE#29	GREENWICH NY 12834								
8751	00000 ALISON DEVRIES	182355 182355		183669	20DEC6	500.00	.00	.00		
CASH A	2020/13	INV 02/10/2021	SEP-CHK: N	DISC: .00		A063	42411	500.00	1099:	
ACCT 1200	DEPT 3000	DUE 02/16/2021	DESC:CASINO REIMB							
11	SCHUYLER DRIVE	SARATOGA SPRINGS NY 12866								
6007	00000 DRB BUSINESS INT	182356 6857	200519	183670	20DEC6	2,518.08	24.64	.00		
CASH A	2020/13	INV 02/10/2021	SEP-CHK: N	DISC: .00		H3031492	52000 1141	2,493.44	1099:	
ACCT 1200	DEPT 2000	DUE 02/16/2021	DESC:6856			A3021314	54110	24.64	1099:	
153	REGENT STREET	SARATOGA SPRINGS NY 12866								
2196	00000 DUNKIN DONUTS	182357 NOV-DEC 2020		183671	20DEC6	67.16	.00	.00		
CASH A	2020/13	INV 02/10/2021	SEP-CHK: N	DISC: .00		A3143124	54850	67.16	1099:	
ACCT 1200	DEPT 4000	DUE 02/16/2021	DESC:SSPD							
207	SOUTH BROADWAY	SARATOGA SPRINGS NY 12866								
4782	00001 EBERL IRON WORKS	182358 206467	200566	183672	20DEC6	4,130.00	.00	.00		
CASH A	2020/13	INV 02/10/2021	SEP-CHK: N	DISC: .00		A3143314	54961	4,130.00	1099:	
ACCT 1200	DEPT 4000	DUE 02/16/2021	DESC:SARASPRI							
128	SYCAMORE STREET	BUFFALO NY 14204-1492								
8752	00000 ESTATE OF MARY P	182359 182359		183673	20DEC6	337.02	.00	.00		
CASH A	2020/13	INV 02/10/2021	SEP-CHK: N	DISC: .00		A093	42682	337.02	1099:	
ACCT 1200	DEPT 1000	DUE 02/16/2021	DESC:HEALTH INS REIMB							
ATTN: MARY BRUNDAGE, TRUSTEE	156 EAST AVENUE	SARATOGA SPRINGS NY 12866								
8006	00000 FASTSIGNS OF SAR	182360 INV-14021	200743	183674	20DEC6	600.00	.00	.00		
CASH A	2020/13	INV 02/10/2021	SEP-CHK: N	DISC: .00		A3143414	54270	600.00	1099:	
ACCT 1200	DEPT 4000	DUE 02/16/2021	DESC:02/02/2021							
30	GICK ROAD	SARATOGA SPRINGS NY 12866								

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NEW INVOICES

VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
1	00001 COMMISSIONER OF	182361 2020 SNOWPLOWING		183675	20DEC6	10,000.00	.00	.00		
	CASH A 2020/13 INV 02/10/2021 SEP-CHK: Y DISC: .00 ACCT 1200 DEPT 2000 DUE 02/16/2021 DESC:DPW CITY HALL - 474 BROADWAY SARATOGA SPRINGS NY 12866						P3426424 54181	10,000.00	1099:	
4899	00000 FITZGERALD MORRI	182363 74471	180906	183677	20DEC6	240.50	.00	30,005.92		
	CASH A 2020/13 INV 02/10/2021 SEP-CHK: N DISC: .00 ACCT 1200 DEPT 3000 DUE 02/16/2021 DESC:ADDENDUM 3 P.O. BOX 2017 GLENS FALLS NY 12801						A3638184 54719	240.50	1099:7	
376	00001 GAZETTE NEWSPAPE	182364 2418831,2418833,2418		183678	20DEC6	8,804.10	.00	.00		
	CASH A 2020/13 INV 02/10/2021 SEP-CHK: N DISC: .00 ACCT 1200 DEPT 2000 DUE 02/16/2021 DESC:2418866, 90122 P O BOX 1090 2345 MAXON ROAD SCHENECTADY NY 12301-1090						A3021694 54720	8,804.10	1099:	
190	00000 GENERAL CODE PUB	182366 CMS0022593		183680	20DEC6	22,114.00	.00	.00		
	CASH A 2020/13 INV 02/10/2021 SEP-CHK: N DISC: .00 ACCT 1200 DEPT 2000 DUE 02/16/2021 DESC:SA0110 PO BOX 772511 DETROIT MI 48277-2511						A3021694 54720 A3021692 52230	14,977.75 7,136.25	1099: 1099:	
8750	00000 THE HAWLEY FOUND	182368 182368		183682	20DEC6	18,215.00	.00	.00		
	CASH A 2020/13 INV 02/10/2021 SEP-CHK: N DISC: .00 ACCT 1200 DEPT 6000 DUE 02/16/2021 DESC:REFUND PO BOX 1017 SARATOGA SPRINGS NY 12866						A056 42005	18,215.00	1099:	
6100	00001 HENRY SCHEIN, IN	182369 88685483		183683	20DEC6	282.98	.00	.00		
	CASH A 2020/13 INV 02/10/2021 SEP-CHK: N DISC: .00 ACCT 1200 DEPT 4000 DUE 02/16/2021 DESC:2534048 P.O. BOX 371952 PITTSBURGH PA 15250-7952						A3143414 54150	282.98	1099:	
211	00000 HILL & MARKES IN	182370 182370	200630	183684	20DEC6	3,666.67	.00	1,571.43		
	CASH A 2020/13 INV 02/10/2021 SEP-CHK: N DISC: .00 ACCT 1200 DEPT 3000 DUE 02/16/2021 DESC:7694 1997 STATE HIGHWAY 5S AMSTERDAM NY 12010						A3031654 54610 A3537114 54610 A3567194 54610 3000 A3638184 54610	1,047.62 523.81 1,047.62 1,047.62	1099: 1099: 1099: 1099:	



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## NEW INVOICES

VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS	PO BY	PO BALANCE	CHK/WIRE	ERR
2439	00001 HOME DEPOT PRO	182371 594162505		183685	20DEC6	45.00		.00	.00		
CASH A 2020/13 INV 02/10/2021 SEP-CHK: N DISC: .00 A3143124 54140 45.00 1099:											
ACCT 1200 DEPT 4000 DUE 02/16/2021 DESC:712642											
13924 COLLECTION CENTER DRIVE CHICAGO IL 60693											
2439	00006 HOME DEPOT/MAINT	182372 2064401		183686	20DEC6	69.62		.00	.00		
CASH A 2020/13 INV 02/10/2021 SEP-CHK: N DISC: .00 A3143124 54180 69.62 1099:											
ACCT 1200 DEPT 4000 DUE 02/16/2021 DESC:DPS											
DEPT. 32-2504016258 PO BOX 78047 PHOENIX AZ 85062-8047											
2439	00006 HOME DEPOT/MAINT	182373 7025028		183687	20DEC6	92.52		.00	.00		
CASH A 2020/13 INV 02/10/2021 SEP-CHK: N DISC: .00 A3335014 54180 51.88 1099:											
ACCT 1200 DEPT 3000 DUE 02/16/2021 DESC:8024826 F3638354 54180 40.64 1099:											
DEPT. 32-2504016258 PO BOX 78047 PHOENIX AZ 85062-8047											
220	00000 GARRETT W TRERIS	182374 3RD 4TH QTR 2020	200051	183688	20DEC6	1,300.00		.00	.00		
CASH A 2020/13 INV 02/10/2021 SEP-CHK: N DISC: .00 E3577164 54720 1,300.00 1099:7											
ACCT 1200 DEPT 7000 DUE 02/16/2021 DESC:PLANTING SERVICE											
DBA:INNOVATIVE PLANT DESIGN 113 SPIER FALLS ROAD GREENFIELD CENTER NY 12833											
1980	00000 ROBERT JILLSON	182375 182375		183689	20DEC6	812.25		.00	.00		
CASH A 2020/13 INV 02/10/2021 SEP-CHK: N DISC: .00 A3143124 54971 812.25 1099:											
ACCT 1200 DEPT 4000 DUE 02/16/2021 DESC:TUITION REIMB											
8 PADDINGTON DRIVE SARATOGA SPRINGS NY 12866											
5966	00000 JOE JOHNSON EQUI	182376 182376		183690	20DEC6	7,336.14		.00	.00		
CASH A 2020/13 INV 02/10/2021 SEP-CHK: N DISC: .00 F3638354 54180 2,415.24 1099:											
ACCT 1200 DEPT 3000 DUE 02/16/2021 DESC:SARTAT001 A3335014 54180 1,311.14 1099:											
62 LAGRANGE AVENUE ROCHESTER NY 14613 A3031654 54330 314.89 1099:											
A3335014 54180 1,476.00 1099:											
A3031654 54330 1,818.87 1099:											
8186	00001 BLUE BOOK	182378 40525		183692	20DEC6	4,021.79		.00	.00		
CASH A 2020/13 INV 02/10/2021 SEP-CHK: N DISC: .00 A3335014 54510 4,021.79 1099:7											
ACCT 1200 DEPT 3000 DUE 02/16/2021 DESC:405417											
PO BOX 3 MANCHESTER NH 03105-1279											

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NEW INVOICES

VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS	PO BY	PO BALANCE	CHK/WIRE	ERR
4204	00001 MILLER, MANNIX ,	182379 114	200003	183693	20DEC6	1,122.00		.00	9,855.00		
CASH A	2020/13	INV 02/10/2021	SEP-CHK: N	DISC: .00			A3618684	54720 8020		1,122.00	1099:7
ACCT 1200	DEPT 1000	DUE 02/16/2021	DESC:11004								
HAFNER, LLC 15 NOTRE DAME STREET GLENS FALLS NY 12801											
4678	00001 MOHAWK ARMY & NA	182380	200158	183694	20DEC6	199.96		.00	.00		
2ORD-107874-01											
CASH A	2020/13	INV 02/10/2021	SEP-CHK: N	DISC: .00			A3537114	54160		199.96	1099:
ACCT 1200	DEPT 3000	DUE 02/16/2021	DESC:100044								
3080 NY ROUTE 50 SARATOGA SPRINGS NY 12866											
6512	00000 NATIONAL BUSINES	182381 70350892		183695	20DEC6	423.00		.00	.00		
CASH A	2020/13	INV 02/10/2021	SEP-CHK: N	DISC: .00			A3011474	54740		423.00	1099:
ACCT 1200	DEPT 1000	DUE 02/16/2021	DESC:70026666								
15 CORPORATE CIRCLE ALBANY NY 12203											
7507	00000 PACESETTER TACK	182382 159,160		183696	20DEC6	2,998.83		.00	.00		
CASH A	2020/13	INV 02/10/2021	SEP-CHK: N	DISC: .00			A3143124	54979		2,998.83	1099:
ACCT 1200	DEPT 4000	DUE 02/16/2021	DESC:161								
PO BOX 356 STABLE GATE SARATOGA SPRINGS NY 12866											
8755	00000 JOSEPHINE PASCIU	182383 20-83903		183697	20DEC6	192.53		.00	.00		
CASH A	2020/13	INV 02/10/2021	SEP-CHK: N	DISC: .00			A044	41640		192.53	1099:
ACCT 1200	DEPT 4000	DUE 02/16/2021	DESC:05/31/2020								
8679	00000 PURE TECHNOLOGIE	182384 PTUSPIN0006006	200626	183698	20DEC6	11,950.00		.00	11,200.00		
CASH A	2020/13	INV 02/10/2021	SEP-CHK: N	DISC: .00			H3638332	52000 1260		11,950.00	1099:
ACCT 1200	DEPT 3000	DUE 02/16/2021	DESC:PUN2457NY2189								
8920 STATE ROUTE 108, SUITE D COLUMBIA MD 21045											
5607	00000 NANCY RAVENA	182385 NOV 2020		183699	20DEC6	400.00		.00	.00		
CASH A	2020/13	INV 02/10/2021	SEP-CHK: N	DISC: .00			P3426424	54711		400.00	1099:7
ACCT 1200	DEPT 2000	DUE 02/16/2021	DESC:DEC 2020								
15 BALLSTON AVE. SARATOGA SPRINGS NY 12866											

VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS	PO BY	PO BALANCE	CHK/WIRE	ERR
5427	00000 SARATOGA AFFORDA	182386 182386		183700	20DEC6	1,976.00		.00	.00		
CASH A	2020/13	INV 02/10/2021	SEP-CHK: Y	DISC: .00			Y3618654	54962 454	1,976.00	1099:	
ACCT 1200	DEPT 1000	DUE 02/16/2021	DESC:2019 CDBG								
20 PROSPECT ST. BLDG #2 STE, #313 BALLSTON SPA NY 12020											
5427	00000 SARATOGA AFFORDA	182387 182387		183701	20DEC6	4,012.68		.00	.00		
CASH A	2020/13	INV 02/10/2021	SEP-CHK: Y	DISC: .00			Y3618664	54962 472	4,012.68	1099:	
ACCT 1200	DEPT 1000	DUE 02/16/2021	DESC:2019 CDBG	ALLEN DR							
20 PROSPECT ST. BLDG #2 STE, #313 BALLSTON SPA NY 12020											
7574	00000 SARATOGA CAR REN	182388 19727		183702	20DEC6	2,495.00		.00	.00		
CASH A	2020/13	INV 02/10/2021	SEP-CHK: N	DISC: .00			A3335014	54510	2,495.00	1099:	
ACCT 1200	DEPT 3000	DUE 02/16/2021	DESC:19620								
5 COMMERCE PARK DRIVE WILTON NY 12831											
7574	00001 SARATOGA CAR REN	182389 2195,2232		183703	20DEC6	1,156.25		.00	.00		
CASH A	2020/13	INV 02/10/2021	SEP-CHK: N	DISC: .00			A3335014	54510	1,156.25	1099:	
ACCT 1200	DEPT 3000	DUE 02/16/2021	DESC:1866,2290								
300 MAPLE AVENUE SARATOGA SPRINGS NY 12866											
6943	00000 SARATOGA CLEANER	182390 VN-12-001225		183704	20DEC6	56.00		.00	.00		
CASH A	2020/13	INV 02/10/2021	SEP-CHK: N	DISC: .00			A3143124	54720	56.00	1099:	
ACCT 1200	DEPT 4000	DUE 02/16/2021	DESC:VN-12-001226								
228 WASHINGTON STREET SARATOGA SPRINGS NY 12866											
16	00002 SARATOGA COUNTY	182392 AUG-DEC 2020		183706	20DEC6	120.00		.00	.00		
CASH A	2020/13	INV 02/10/2021	SEP-CHK: N	DISC: .00			A3143014	54300	120.00	1099:	
ACCT 1200	DEPT 4000	DUE 02/16/2021	DESC:8 TICKETS								
MUNICIPAL CENTER 25 WEST HIGH STREET BALLSTON SPA NY 12020											
5427	00000 SARATOGA AFFORDA	182393 182393		183707	20DEC6	3,449.00		.00	.00		
CASH A	2020/13	INV 02/10/2021	SEP-CHK: Y	DISC: .00			Y3618654	54962 454	3,449.00	1099:	
ACCT 1200	DEPT 1000	DUE 02/16/2021	DESC:2019 CDBG								
20 PROSPECT ST. BLDG #2 STE, #313 BALLSTON SPA NY 12020											

VENDOR REMIT NAME			DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS	PO BY	PO BALANCE	CHK/WIRE	ERR
7852	00000	SCS ENGINEERS	182394 0393639	200014	183708	20DEC6	3,350.00		.00	3,700.00		
CASH A 2020/13 INV 02/10/2021 SEP-CHK: N DISC: .00							A3638184	54720		3,350.00	1099:	
ACCT 1200 DEPT 3000 DUE 02/16/2021 DESC:0396039												
AR DEPT., 3900 KILROY AIRPORT WAY, SUITE 100 LONG BEACH CA 90806-6816												
8206	00000	SRI FIRE SPRINKL	182395 61234		183709	20DEC6	3,904.48		.00	.00		
CASH A 2020/13 INV 02/10/2021 SEP-CHK: N DISC: .00							A3567194	54610	3000	3,904.48	1099:7	
ACCT 1200 DEPT 3000 DUE 02/16/2021 DESC:61233												
1060 CENTRAL AVENUE ALBANY NY 12205												
2237	00001	STAPLES BUSINESS	182396 3462985074		183710	20DEC6	74.70		.00	.00		
CASH A 2020/13 INV 02/10/2021 SEP-CHK: N DISC: .00							A3051414	54110		74.70	1099:	
ACCT 1200 DEPT 5000 DUE 02/16/2021 DESC:1005296												
PO BOX 70242 PHILADELPHIA PA 19176-0242												
2234	00001	STILSING ELECTRI	182397 4618-2	200418	183711	20DEC6	1,490.00		.00	.00		
CASH A 2020/13 INV 02/10/2021 SEP-CHK: N DISC: .00							A3143314	54332		1,490.00	1099:	
ACCT 1200 DEPT 4000 DUE 02/16/2021 DESC:SARACI												
P O BOX 27 RENSSELAER NY 12144												
2234	00001	STILSING ELECTRI	182398 4618-1	200414	183712	20DEC6	8,420.00		.00	.00		
CASH A 2020/13 INV 02/10/2021 SEP-CHK: N DISC: .00							A3041934	54775		8,420.00	1099:	
ACCT 1200 DEPT 5000 DUE 02/16/2021 DESC:SARACI												
P O BOX 27 RENSSELAER NY 12144												
403	00000	SUNNYSIDE GARDEN	182400 95689		183714	20DEC6	2,194.00		.00	.00		
CASH A 2020/13 INV 02/10/2021 SEP-CHK: N DISC: .00							P3426424	54182		2,194.00	1099:	
ACCT 1200 DEPT 2000 DUE 02/16/2021 DESC:01/08/2021												
345A CHURCH STREET SARATOGA SPRINGS NY 12866												
5560	00001	SYSTEMS MANAGEME	182401 V2420630A		183715	20DEC6	4,915.35		.00	.00		
CASH A 2020/13 INV 02/10/2021 SEP-CHK: N DISC: .00							A3051464	54110		4,044.00	1099:	
ACCT 1200 DEPT 2000 DUE 02/16/2021 DESC:SMP-COS003							A3021692	52230		871.35	1099:	
PO BOX 404398 ATLANTA GA 30384-4398												

VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS	PO BY	PO BALANCE	CHK/WIRE	ERR
8754	00000 TOWN OF COLONIE	182402 182402		183716	20DEC6	850.00		.00	.00		
CASH A 2020/13 INV 02/10/2021 SEP-CHK: N DISC: .00 A3143634 54747 850.00 1099: ACCT 1200 DEPT 4000 DUE 02/16/2021 DESC:09/17/2020 CALL 534 NEW LOUDEN ROAD LATHAM NY 12110											
8749	00000 BRIAN WAGHORN	182405 182405		183719	20DEC6	200.00		.00	.00		
CASH A 2020/13 INV 02/10/2021 SEP-CHK: N DISC: .00 A041 42110 200.00 1099: ACCT 1200 DEPT 1000 DUE 02/16/2021 DESC:ZONING REFUND 27 CENTRAL AVENUE SARATOGA SPRINGS NY 12866											
7275	00000 WELLNESS FARM	182406 NOV-DEC 2020	200509	183720	20DEC6	1,960.00		760.00	.00		
CASH A 2020/13 INV 02/10/2021 SEP-CHK: N DISC: .00 A3143124 54979 1,200.00 1099:7 ACCT 1200 DEPT 4000 DUE 02/16/2021 DESC:SSPD A3143124 54720 760.00 1099:7 2 RUGGLES ROAD SARATOGA SPRINGS NY 12866											
3346	00001 W B MASON CO INC	182534 216501942		183852	20DEC6	19.95		.00	.00		
CASH A 2020/13 INV 02/10/2021 SEP-CHK: N DISC: .00 A3143124 54180 19.95 1099: ACCT 1200 DEPT 4000 DUE 02/16/2021 DESC:C2650013 P O BOX 981101 BOSTON MA 02298-1101											
1851	00001 CUDNEY'S LAUNDER	182535 182535		183853	20DEC6	10.00		.00	.00		
CASH A 2020/13 INV 02/10/2021 SEP-CHK: N DISC: .00 A3567144 54740 10.00 1099: ACCT 1200 DEPT 6000 DUE 02/16/2021 DESC:AL2207 5 ALETTA STREET SARATOGA SPRINGS NY 12866											
2421	00001 G A BOVE & SONS	182537 182537		183855	20DEC6	172.69		.00	.00		
CASH A 2020/13 INV 02/10/2021 SEP-CHK: N DISC: .00 A3638564 54520 172.69 1099: ACCT 1200 DEPT 3000 DUE 02/16/2021 DESC:16765 PO BOX 397 WELLS NY 12190											
8703	00000 KPM RESTORATION	182539 2485		183858	20DEC6	1,575.00		.00	.00		
CASH A 2020/13 INV 02/10/2021 SEP-CHK: N DISC: .00 A3031624 54720 1,575.00 1099:7 ACCT 1200 DEPT 3000 DUE 02/16/2021 DESC:12/29/2020 211 MAPLE AVE. SARATOGA SPRINGS NY 12866											

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NEW INVOICES

VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
386	00001 SOUTHWORTH-MILTO	182540 SCR0352597	200590	183859	20DEC6	4,328.22	.00	1,242.96		
CASH A	2020/13	INV 02/10/2021	SEP-CHK: N	DISC: .00			A3638194 54510	4,328.22	1099:	
ACCT 1200	DEPT 3000	DUE 02/16/2021	DESC: INV2069671							
P O BOX 3851	BOSTON MA 02241-3851									
386	00001 SOUTHWORTH-MILTO	182541 182541		183860	20DEC6	7,127.73	.00	.00		
CASH A	2020/13	INV 02/10/2021	SEP-CHK: N	DISC: .00			A3335014 54510	2,055.87	1099:	
ACCT 1200	DEPT 3000	DUE 02/16/2021	DESC: 6017550				A3638194 54510	353.00	1099:	
P O BOX 3851	BOSTON MA 02241-3851						F3638354 54510	742.59	1099:	
							A3335014 54510	3,976.27	1099:	
806	00000 STONE INDUSTRIES	182542 182542	200041	183861	20DEC6	1,118.00	.00	2,524.90		
CASH A	2020/13	INV 02/10/2021	SEP-CHK: N	DISC: .00			A3567144 54720 3000	1,118.00	1099:	
ACCT 1200	DEPT 3000	DUE 02/16/2021	DESC: R214285							
4305 ROUTE 50	SARATOGA SPRINGS NY 12866									
59 APPROVED UNPAID INVOICES				TOTAL		174,822.24				
59 INVOICE(S)				REPORT POST TOTAL		174,822.24				

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# ACCOUNT DISTRIBUTION SUMMARY

YR/PER	ORG	ACCOUNT	DESCRIPTION	AMOUNT	REMAINING BUDGET
2020 13	A041	A	-04-1-0000-0-42110 -	ZONING FEES	200.00 REV .00
	A044	A	-04-4-0000-0-41640 -	AMBULANCE TRANS	192.53 REV .00
	A056	A	-05-6-0000-0-42005 -	SUMMER PROGRAM	18,215.00 REV .00
	A063	A	-06-3-0000-0-42411 -	RENTAL CASINO C	500.00 REV .00
	A093	A	-09-3-0000-0-42682 -	EMPLOYEE HOSPIT	337.02 REV .00
	A3011474	A	-30-1-1431-4-54740 -	SERVICE CONTRAC	423.00 252.81
	A3021314	A	-30-2-1310-4-54110 -	OFFICE SUPPLIES	24.64 175.40
	A3021692	A	-30-2-1681-2-52230 -	HARDWARE	8,383.01 4,395.77
	A3021694	A	-30-2-1681-4-54720 -	SERVICE CONTRAC	23,781.85 .00
	A3031442	A	-30-3-1440-2-52200 -	OFFICE EQUIPMEN	1,155.95 5,204.91
	A3031444	A	-30-3-1440-4-54725 -	SERVICE CONTRAC	185.00 7,731.25
	A3031624	A	-30-3-1620-4-54720 -	SERVICE CONTRAC	1,575.00 1,144.43
	A3031654	A	-30-3-1623-4-54330 -	REPAIRS & MAINT	2,133.76 2,523.67
	A3031654	A	-30-3-1623-4-54610 -	REPAIRS & MAINT	1,047.62 5,986.87
	A3041934	A	-30-4-1930-4-54775 -	SELF INSURANCE	8,420.00 .00
	A3051414	A	-30-5-1410-4-54110 -	OFFICE SUPPLIES	74.70 368.03
	A3051464	A	-30-5-1411-4-54110 -	OFFICE SUPPLIES	4,044.00 .00
	A3143014	A	-31-4-3010-4-54300 -	PARKING TICKET	120.00 1,380.00
	A3143124	A	-31-4-3120-4-54140 -	JANITORIAL SUPP	45.00 234.26
	A3143124	A	-31-4-3120-4-54180 -	OTHER SUPPLIES	89.57 664.92
	A3143124	A	-31-4-3120-4-54720 -	SERVICE CONTRAC	816.00 70.35
	A3143124	A	-31-4-3120-4-54850 -	MEALS PRISONERS	67.16 509.44
	A3143124	A	-31-4-3120-4-54971 -	TUITION REIMBUR	812.25 5,745.62
	A3143124	A	-31-4-3120-4-54979 -	HORSE CARE	4,198.83 749.64
	A3143314	A	-31-4-3310-4-54332 -	MATERIALS & REP	1,490.00 3,330.72
	A3143314	A	-31-4-3310-4-54961 -	SIGNS & POSTS	4,130.00 170.64
	A3143414	A	-31-4-3410-4-54150 -	EMS SUPPLIES	282.98 139.51
	A3143414	A	-31-4-3410-4-54270 -	FIRE PREVENTION	600.00 1,655.00
	A3143634	A	-31-4-3625-4-54747 -	AMBULANCE BILLI	850.00 8,066.81
	A3244014	A	-32-4-4010-4-54290 -	MEDICAL EXAMS	10,000.00 .00
	A3335014	A	-33-3-5010-4-54180 -	OTHER SUPPLIES	2,839.02 11,515.68
	A3335014	A	-33-3-5010-4-54510 -	REPAIRS & MAINT	13,705.18 9,322.47
	A3537114	A	-35-3-7110-4-54160 -	UNIFORMS	199.96 205.19
	A3537114	A	-35-3-7110-4-54180 -	OTHER SUPPLIES	44.20 8,044.66
	A3537114	A	-35-3-7110-4-54330 -	REPAIRS & MAINT	189.98 4,084.12
	A3537114	A	-35-3-7110-4-54610 -	REPAIRS & MAINT	523.81 2,040.64
	A3567144	A	-35-6-7140-4-54720 -3000	SERVICE CONTRAC	1,118.00 1,378.91
	A3567144	A	-35-6-7140-4-54740 -	SERVICE CONTRAC	10.00 4,220.37
	A3567194	A	-35-6-7181-4-54610 -3000	REPAIRS & MAINT	4,952.10 2,494.27
	A3618684	A	-36-1-8687-4-54720 -8020	SERVICE CONTRAC	1,122.00 .00
	A3638184	A	-36-3-8180-4-54610 -	REPAIRS & MAINT	1,047.62 747.81
	A3638184	A	-36-3-8180-4-54719 -	PROF SERVICES L	240.50 15,000.00
	A3638184	A	-36-3-8180-4-54720 -	SERVICE CONTRAC	8,807.50 10,614.92
	A3638194	A	-36-3-8185-4-54510 -	REPAIRS & MAINT	4,681.22 180.49
	A3638564	A	-36-3-8560-4-54520 -	GAS & OIL	172.69 1,202.35
	E3577164	E	-35-7-7160-4-54720 -	SERVICE CONTRAC	1,300.00 23,477.81
	F3638354	F	-36-3-8341-4-54180 -	OTHER SUPPLIES	2,455.88 71,689.02
	F3638354	F	-36-3-8341-4-54510 -	REPAIRS & MAINT	742.59 5,815.40
	H3031492	H	-30-3-1490-2-52000 -1141	CAPITAL PROJECT	2,493.44 .00
	H3638332	H	-36-3-8330-2-52000 -1260	CAPITAL PROJECT	11,950.00 .00
	P3426424	P	-34-2-6420-4-54181 -	SNOW PLOWING &	10,000.00 6,000.00

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# ACCOUNT DISTRIBUTION SUMMARY

YR/PER	ORG	ACCOUNT	DESCRIPTION	AMOUNT	REMAINING BUDGET
		P3426424 P -34-2-6420-4-54182 -	HOLIDAY DECORAT	2,194.00	306.00
		P3426424 P -34-2-6420-4-54711 -	ADMINISTRATION	400.00	2,500.00
		Y3618654 Y -36-1-8676-4-54962 -454	SARATOGA AFFORD	5,425.00	-10,190.17
		Y3618664 Y -36-1-8668-4-54962 -472	SARATOGA AFFORD	4,012.68	-18,944.73
REPORT TOTALS				174,822.24	



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YEAR PER SRC ACCOUNT	JNL	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2020 13	70									
API A3031444-54725		12/31/2020	W 20DEC6	000113	200577	182345	SERVICE CONTRACTS ENGINEERING 539.85.001		185.00	
POL A3031444-54725		12/31/2020	LIQ/INV	000113	200577	182345	SERVICE CONTRACTS ENGINEERING 4 539.85.001 2020			185.00
API A3244014-54290		12/31/2020	W 20DEC6	008463	200338	182346	MEDICAL EXAMS MEDICAL DIRECTOR		10,000.00	
POL A3244014-54290		12/31/2020	LIQ/INV	008463	200338	182346	MEDICAL EXAMS 4 MEDICAL DIRECTOR 2020			10,000.00
API A3021692-52230		12/31/2020	W 20DEC6	002948		182348	HARDWARE 6731216		375.41	
API A3031442-52200		12/31/2020	W 20DEC6	002948	200601	182349	OFFICE EQUIPMENT 6731216		1,155.95	
POL A3031442-52200		12/31/2020	LIQ/INV	002948	200601	182349	OFFICE EQUIPMENT 4 6731216 2020			1,155.95
API A3537114-54180		12/31/2020	W 20DEC6	001289		182351	OTHER SUPPLIES SARATOGA SPR		44.20	
API A3638184-54720		12/31/2020	W 20DEC6	000137	190013	182352	SERVICE CONTRACTS - PROF SERV 08.8149		3,457.50	
POL A3638184-54720		12/31/2020	LIQ/INV	000137	190013	182352	SERVICE CONTRACTS - PROF SERV 4 08.8149 2019			3,457.50
API A3638184-54720		12/31/2020	W 20DEC6	000137	200011	182353	SERVICE CONTRACTS - PROF SERV 08.8149		2,000.00	
POL A3638184-54720		12/31/2020	LIQ/INV	000137	200011	182353	SERVICE CONTRACTS - PROF SERV 4 08.8149 2020			2,000.00
API A3537114-54330		12/31/2020	W 20DEC6	004623		182354	REPAIRS & MAINTENANCE EQUIPMEN 0030158		189.98	
API A063-42411		12/31/2020	W 20DEC6	008751		182355	RENTAL CASINO CITY HALL DRINK CASINO REIMB		500.00	
API H3031492-52000-1141		12/31/2020	W 20DEC6	006007	200519	182356	CAPITAL PROJECT OUTLAY 6856	Y	2,493.44	
API A3021314-54110		12/31/2020	W 20DEC6	006007		182356	OFFICE SUPPLIES 6856		24.64	
POL H3031492-52000-1141		12/31/2020	LIQ/INV	006007	200519	182356	CAPITAL PROJECT OUTLAY 4 6856 2020			2,493.44
API A3143124-54850		12/31/2020	W 20DEC6	002196		182357	MEALS PRISONERS SSPD		67.16	
API A3143314-54961		12/31/2020	W 20DEC6	004782	200566	182358	SIGNS & POSTS SARASPRI		4,130.00	
POL A3143314-54961		12/31/2020	LIQ/INV	004782	200566	182358	SIGNS & POSTS 4 SARASPRI 2020			4,130.00
API A093-42682		12/31/2020	W 20DEC6	008752		182359	EMPLOYEE HOSPITALIZATION CONT HEALTH INS REIMB		337.02	
API A3143414-54270		12/31/2020	W 20DEC6	008006	200743	182360	FIRE PREVENTION SUPPLIES 02/02/2021		600.00	
POL A3143414-54270		12/31/2020	LIQ/INV	008006	200743	182360	FIRE PREVENTION SUPPLIES 4 02/02/2021 2020			600.00
API P3426424-54181							SNOW PLOWING & FLOWERS		10,000.00	

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YEAR PER JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
		12/31/2020 W	20DEC6	000001		182361	DPW			
API	A3638184-54719	12/31/2020 W	20DEC6	004899	180906	182363	PROF SERVICES LANDFILL LINE ADDENDUM 3		240.50	
POL	A3638184-54719	12/31/2020 LIQ/INV		004899	180906	182363	PROF SERVICES LANDFILL LINE ADDENDUM 3	4 2018		240.50
API	A3021694-54720	12/31/2020 W	20DEC6	000376		182364	SERVICE CONTRACTS - PROF SERV 2418866, 90122		8,804.10	
API	A3021694-54720	12/31/2020 W	20DEC6	000190		182366	SERVICE CONTRACTS - PROF SERV SA0110		14,977.75	
API	A3021692-52230	12/31/2020 W	20DEC6	000190		182366	HARDWARE SA0110		7,136.25	
API	A056-42005	12/31/2020 W	20DEC6	008750		182368	SUMMER PROGRAM REFUND		18,215.00	
API	A3143414-54150	12/31/2020 W	20DEC6	006100		182369	EMS SUPPLIES 2534048		282.98	
API	A3031654-54610	12/31/2020 W	20DEC6	000211	200630	182370	REPAIRS & MAINTENANCE BUILDING 7694		1,047.62	
API	A3537114-54610	12/31/2020 W	20DEC6	000211	200630	182370	REPAIRS & MAINTENANCE BUILDING 7694		523.81	
API	A3567194-54610-3000	12/31/2020 W	20DEC6	000211	200630	182370	REPAIRS & MAINTENANCE BUILDING 7694		1,047.62	
API	A3638184-54610	12/31/2020 W	20DEC6	000211	200630	182370	REPAIRS & MAINTENANCE BUILDING 7694		1,047.62	
POL	A3031654-54610	12/31/2020 LIQ/INV		000211	200630	182370	REPAIRS & MAINTENANCE BUILDING 7694	4 2020		1,047.62
POL	A3537114-54610	12/31/2020 LIQ/INV		000211	200630	182370	REPAIRS & MAINTENANCE BUILDING 7694	4 2020		523.81
POL	A3567194-54610-3000	12/31/2020 LIQ/INV		000211	200630	182370	REPAIRS & MAINTENANCE BUILDING 7694	4 2020		1,047.62
POL	A3638184-54610	12/31/2020 LIQ/INV		000211	200630	182370	REPAIRS & MAINTENANCE BUILDING 7694	4 2020		1,047.62
API	A3143124-54140	12/31/2020 W	20DEC6	002439		182371	JANITORIAL SUPPLIES 712642		45.00	
API	A3143124-54180	12/31/2020 W	20DEC6	002439		182372	OTHER SUPPLIES DPS		69.62	
API	A3335014-54180	12/31/2020 W	20DEC6	002439		182373	OTHER SUPPLIES 8024826		51.88	
API	F3638354-54180	12/31/2020 W	20DEC6	002439		182373	OTHER SUPPLIES 8024826		40.64	
API	E3577164-54720	12/31/2020 W	20DEC6	000220	200051	182374	SERVICE CONTRACTS - PROF SERV PLANTING SERVICE		1,300.00	
POL	E3577164-54720	12/31/2020 LIQ/INV		000220	200051	182374	SERVICE CONTRACTS - PROF SERV PLANTING SERVICE	4 2020		6,842.00
API	A3143124-54971	12/31/2020 W	20DEC6	001980		182375	TUITION REIMBURSEMENT TUITION REIMB		812.25	
API	F3638354-54180	12/31/2020 W	20DEC6	005966		182376	OTHER SUPPLIES SARTAT001		2,415.24	
API	A3335014-54180	12/31/2020 W	20DEC6	005966		182376	OTHER SUPPLIES SARTAT001		1,311.14	

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YEAR PER JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
API	A3031654-54330	12/31/2020 W	20DEC6	005966		182376	REPAIRS & MAINTENANCE EQUIPMEN SARTAT001		314.89	
API	A3335014-54180	12/31/2020 W	20DEC6	005966		182376	OTHER SUPPLIES SARTAT001		1,476.00	
API	A3031654-54330	12/31/2020 W	20DEC6	005966		182376	REPAIRS & MAINTENANCE EQUIPMEN SARTAT001		1,818.87	
API	A3335014-54510	12/31/2020 W	20DEC6	008186		182378	REPAIRS & MAINTENANCE VEHICLE 405417		4,021.79	
API	A3618684-54720-8020	12/31/2020 W	20DEC6	004204	200003	182379	SERVICE CONTRACTS - PROF SERV 11004		1,122.00	
POL	A3618684-54720-8020	12/31/2020 LIQ/INV	20DEC6	004204	200003	182379	SERVICE CONTRACTS - PROF SERV 11004	4 2020		1,122.00
API	A3537114-54160	12/31/2020 W	20DEC6	004678	200158	182380	UNIFORMS 100044		199.96	
POL	A3537114-54160	12/31/2020 LIQ/INV	20DEC6	004678	200158	182380	UNIFORMS 100044	4 2020		200.00
API	A3011474-54740	12/31/2020 W	20DEC6	006512		182381	SERVICE CONTRACTS - EQUIPMENT 70026666		423.00	
API	A3143124-54979	12/31/2020 W	20DEC6	007507		182382	HORSE CARE 161		2,998.83	
API	A044-41640	12/31/2020 W	20DEC6	008755		182383	AMBULANCE TRANSPORT CHARGES 05/31/2020		192.53	
API	H3638332-52000-1260	12/31/2020 W	20DEC6	008679	200626	182384	CAPITAL PROJECT OUTLAY PJN2457NY2189		11,950.00	
POL	H3638332-52000-1260	12/31/2020 LIQ/INV	20DEC6	008679	200626	182384	CAPITAL PROJECT OUTLAY PJN2457NY2189	4 2020		11,950.00
API	P3426424-54711	12/31/2020 W	20DEC6	005607		182385	ADMINISTRATION DEC 2020		400.00	
API	Y3618654-54962-454	12/31/2020 W	20DEC6	005427		182386	SARATOGA AFFORDABLE HOUSING IN 2019 CDBG	Y	1,976.00	
API	Y3618664-54962-472	12/31/2020 W	20DEC6	005427		182387	SARATOGA AFFORDABLE HOUSING IN 2019 CDBG ALLEN DR	Y	4,012.68	
API	A3335014-54510	12/31/2020 W	20DEC6	007574		182388	REPAIRS & MAINTENANCE VEHICLE 19620		2,495.00	
API	A3335014-54510	12/31/2020 W	20DEC6	007574		182389	REPAIRS & MAINTENANCE VEHICLE 1866,2290		1,156.25	
API	A3143124-54720	12/31/2020 W	20DEC6	006943		182390	SERVICE CONTRACTS - PROF SERV VN-12-001226		56.00	
API	A3143014-54300	12/31/2020 W	20DEC6	000016		182392	PARKING TICKET SUPPLIES 8 TICKETS		120.00	
API	Y3618654-54962-454	12/31/2020 W	20DEC6	005427		182393	SARATOGA AFFORDABLE HOUSING IN 2019 CDBG	Y	3,449.00	
API	A3638184-54720	12/31/2020 W	20DEC6	007852	200014	182394	SERVICE CONTRACTS - PROF SERV 0396039		3,350.00	
POL	A3638184-54720	12/31/2020 LIQ/INV	20DEC6	007852	200014	182394	SERVICE CONTRACTS - PROF SERV 0396039	4 2020		3,350.00
API	A3567194-54610-3000	12/31/2020 W	20DEC6	008206		182395	REPAIRS & MAINTENANCE BUILDING 61233		3,904.48	
API	A3051414-54110						OFFICE SUPPLIES		74.70	

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YEAR PER JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
		12/31/2020 W	20DEC6	002237		182396	1005296			
API	A3143314-54332	12/31/2020 W	20DEC6	002234	200418	182397	MATERIALS & REPAIRS TRAFFIC LT		1,490.00	
		12/31/2020 W	20DEC6				SARACI			
POL	A3143314-54332	12/31/2020 LIQ/INV		002234	200418	182397	MATERIALS & REPAIRS TRAFFIC LT 4			1,490.00
		12/31/2020 W	20DEC6				SARACI	2020		
API	A3041934-54775	12/31/2020 W	20DEC6	002234	200414	182398	SELF INSURANCE		8,420.00	
		12/31/2020 W	20DEC6				SARACI			
POL	A3041934-54775	12/31/2020 LIQ/INV		002234	200414	182398	SELF INSURANCE	4		8,420.00
		12/31/2020 W	20DEC6				SARACI	2020		
API	P3426424-54182	12/31/2020 W	20DEC6	000403		182400	HOLIDAY DECORATIONS		2,194.00	
		12/31/2020 W	20DEC6				01/08/2021			
API	A3051464-54110	12/31/2020 W	20DEC6	005560		182401	OFFICE SUPPLIES		4,044.00	
		12/31/2020 W	20DEC6				SMP-COS003			
API	A3021692-52230	12/31/2020 W	20DEC6	005560		182401	HARDWARE		871.35	
		12/31/2020 W	20DEC6				SMP-COS003			
API	A3143634-54747	12/31/2020 W	20DEC6	008754		182402	AMBULANCE BILLING CONTRACTED S		850.00	
		12/31/2020 W	20DEC6				09/17/2020 CALL			
API	A041-42110	12/31/2020 W	20DEC6	008749		182405	ZONING FEES		200.00	
		12/31/2020 W	20DEC6				ZONING REFUND			
API	A3143124-54979	12/31/2020 W	20DEC6	007275	200509	182406	HORSE CARE	Y	1,200.00	
		12/31/2020 W	20DEC6				SSPD			
API	A3143124-54720	12/31/2020 W	20DEC6	007275		182406	SERVICE CONTRACTS - PROF SERV		760.00	
		12/31/2020 W	20DEC6				SSPD			
POL	A3143124-54979	12/31/2020 LIQ/INV		007275	200509	182406	HORSE CARE	4		1,200.00
		12/31/2020 W	20DEC6				SSPD	2020		
API	A3143124-54180	12/31/2020 W	20DEC6	003346		182534	OTHER SUPPLIES		19.95	
		12/31/2020 W	20DEC6				C2650013			
API	A3567144-54740	12/31/2020 W	20DEC6	001851		182535	SERVICE CONTRACTS - EQUIPMENT		10.00	
		12/31/2020 W	20DEC6				AL2207			
API	A3638564-54520	12/31/2020 W	20DEC6	002421		182537	GAS & OIL		172.69	
		12/31/2020 W	20DEC6				16765			
API	A3031624-54720	12/31/2020 W	20DEC6	008703		182539	SERVICE CONTRACTS - PROF SERV		1,575.00	
		12/31/2020 W	20DEC6				12/29/2020			
API	A3638194-54510	12/31/2020 W	20DEC6	000386	200590	182540	REPAIRS & MAINTENANCE VEHICLE		4,328.22	
		12/31/2020 W	20DEC6				INV2069671			
POL	A3638194-54510	12/31/2020 LIQ/INV		000386	200590	182540	REPAIRS & MAINTENANCE VEHICLE 4			4,328.22
		12/31/2020 W	20DEC6				INV2069671	2020		
API	A3335014-54510	12/31/2020 W	20DEC6	000386		182541	REPAIRS & MAINTENANCE VEHICLE		2,055.87	
		12/31/2020 W	20DEC6				6017550			
API	A3638194-54510	12/31/2020 W	20DEC6	000386		182541	REPAIRS & MAINTENANCE VEHICLE		353.00	
		12/31/2020 W	20DEC6				6017550			
API	F3638354-54510	12/31/2020 W	20DEC6	000386		182541	REPAIRS & MAINTENANCE VEHICLE		742.59	
		12/31/2020 W	20DEC6				6017550			
API	A3335014-54510	12/31/2020 W	20DEC6	000386		182541	REPAIRS & MAINTENANCE VEHICLE		3,976.27	
		12/31/2020 W	20DEC6				6017550			
API	A3567144-54720-3000	12/31/2020 W	20DEC6	000806	200041	182542	SERVICE CONTRACTS - PROF SERV		1,118.00	
		12/31/2020 W	20DEC6				R214285			
POL	A3567144-54720-3000	12/31/2020 LIQ/INV		000806	200041	182542	SERVICE CONTRACTS - PROF SERV 4			1,118.00
		12/31/2020 W	20DEC6				R214285	2020		

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YEAR PER JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
GENERAL LEDGER TOTAL									174,822.24	.00
API A-2600							ACCOUNTS PAYABLE			133,848.65
12/31/2020 W	20DEC6		B 3326							
API E-2600							ACCOUNTS PAYABLE			1,300.00
12/31/2020 W	20DEC6		B 3326							
API F-2600							ACCOUNTS PAYABLE			3,198.47
12/31/2020 W	20DEC6		B 3326							
API H-2600							ACCOUNTS PAYABLE			14,443.44
12/31/2020 W	20DEC6		B 3326							
API P-2600							ACCOUNTS PAYABLE			12,594.00
12/31/2020 W	20DEC6		B 3326							
API Y-2600							ACCOUNTS PAYABLE			9,437.68
12/31/2020 W	20DEC6		B 3326							
POL A-1521							ENCUMBRANCES			46,663.84
12/31/2020 W	20DEC6		B 3326							
POL E-1521							ENCUMBRANCES			6,842.00
12/31/2020 W	20DEC6		B 3326							
POL H-1521							ENCUMBRANCES			14,443.44
12/31/2020 W	20DEC6		B 3326							
POL A-2963							BUDGETARY FUND BALANCE RES ENC		46,663.84	
12/31/2020 W	20DEC6		B 3326							
POL E-2963							BUDGETARY FUND BALANCE RES ENC		6,842.00	
12/31/2020 W	20DEC6		B 3326							
POL H-2963							BUDGETARY FUND BALANCE RES ENC		14,443.44	
12/31/2020 W	20DEC6		B 3326							
SYSTEM GENERATED ENTRIES TOTAL									67,949.28	242,771.52
JOURNAL 2020/13/70 TOTAL									242,771.52	242,771.52
2020 13 70										
API A-1522							EXPENDITURES		114,404.10	
12/31/2020 W	20DEC6		B 3326							
API E-1522							EXPENDITURES		1,300.00	
12/31/2020 W	20DEC6		B 3326							
API F-1522							EXPENDITURES		3,198.47	
12/31/2020 W	20DEC6		B 3326							
API H-1522							EXPENDITURES		14,443.44	
12/31/2020 W	20DEC6		B 3326							
API P-1522							EXPENDITURES		12,594.00	
12/31/2020 W	20DEC6		B 3326							
API Y-1522							EXPENDITURES		9,437.68	
12/31/2020 W	20DEC6		B 3326							
API A-2980							REVENUES		19,444.55	
12/31/2020 W	20DEC6		B 3326							

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CITY OF SARATOGA SPRINGS LIVE  
20DEC6

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YEAR	PER	JNL					ACCOUNT DESC	T	OB	DEBIT	CREDIT
SRC	ACCOUNT		JNL	DESC	REF 1	REF 2	REF 3	LINE	DESC		
A	GENERAL FUND					2020 13	70	12/31/2020			
	A-1521								ENCUMBRANCES		46,663.84
	A-1522								EXPENDITURES	114,404.10	
	A-2600								ACCOUNTS PAYABLE		133,848.65
	A-2963								BUDGETARY FUND BALANCE RES ENC	46,663.84	
	A-2980								REVENUES	19,444.55	
									FUND TOTAL	180,512.49	180,512.49
E	CITY CENTER AUTHORITY					2020 13	70	12/31/2020			
	E-1521								ENCUMBRANCES		6,842.00
	E-1522								EXPENDITURES	1,300.00	
	E-2600								ACCOUNTS PAYABLE		1,300.00
	E-2963								BUDGETARY FUND BALANCE RES ENC	6,842.00	
									FUND TOTAL	8,142.00	8,142.00
F	WATER FUND					2020 13	70	12/31/2020			
	F-1522								EXPENDITURES	3,198.47	
	F-2600								ACCOUNTS PAYABLE		3,198.47
									FUND TOTAL	3,198.47	3,198.47
H	CAPITAL PROJECTS FUND					2020 13	70	12/31/2020			
	H-1521								ENCUMBRANCES		14,443.44
	H-1522								EXPENDITURES	14,443.44	
	H-2600								ACCOUNTS PAYABLE		14,443.44
	H-2963								BUDGETARY FUND BALANCE RES ENC	14,443.44	
									FUND TOTAL	28,886.88	28,886.88
P	SPECIAL ASSESSMENT DISTRICT					2020 13	70	12/31/2020			
	P-1522								EXPENDITURES	12,594.00	
	P-2600								ACCOUNTS PAYABLE		12,594.00
									FUND TOTAL	12,594.00	12,594.00
Y	COMMUNITY DEVELOPMENT FUND					2020 13	70	12/31/2020			
	Y-1522								EXPENDITURES	9,437.68	
	Y-2600								ACCOUNTS PAYABLE		9,437.68
									FUND TOTAL	9,437.68	9,437.68

\*\* END OF REPORT - Generated by Stefanie Richards \*\*

CASH A	2020/13	INV 02/09/2021	SEP-CHK: N	DISC: .00	A3143124 54670	1,483.19	1099:
ACCT 1200	DEPT 4000	DUE 02/10/2021	DESC:642241256-00001				
P O BOX 408 NEWARK NJ 07101-0408							





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# ACCOUNT DISTRIBUTION SUMMARY

YR/PER	ORG	ACCOUNT	DESCRIPTION	AMOUNT	REMAINING BUDGET
2020 13	A3011474 A	-30-1-1431-4-54770 -	DISABILITY INSU	13.65	.40
	A3021314 A	-30-2-1310-4-54650 -	UTILITIES	8,484.24	4,453.90
	A3031624 A	-30-3-1620-4-54650 -	UTILITIES	535.28	.00
	A3031654 A	-30-3-1623-4-54650 -	UTILITIES	1,215.49	1,686.69
	A3051414 A	-30-5-1410-4-54573 -	RISK-SAFETY PRO	76.02	12,151.79
	A3051414 A	-30-5-1410-4-54671 -	PHONES & FAX	139.04	64.36
	A3143124 A	-31-4-3120-4-54670 -	PHONES	1,483.19	3,511.36
	A3335654 A	-33-3-5650-4-54650 -	UTILITIES	1,395.66	1,114.39
	A3567174 A	-35-6-7171-4-54650 -3000	UTILITIES	575.98	4,473.17
	A3719074 A	-37-1-9055-4-54770 -	DISABILITY INSU	250.25	9.10
	A3729074 A	-37-2-9055-4-54770 -	DISABILITY INSU	150.15	.00
	A3739074 A	-37-3-9055-4-54770 -	DISABILITY INSU	1,103.37	13.65
	A3749074 A	-37-4-9055-4-54770 -	DISABILITY INSU	368.55	250.25
	A3759074 A	-37-5-9055-4-54770 -	DISABILITY INSU	109.20	4.75
	A3769074 A	-37-6-9055-4-54770 -	DISABILITY INSU	68.25	55.00
	A3769074 A	-37-6-9055-4-54770 -3000	DISABILITY INSU	95.55	131.95
	F3739074 F	-37-3-9055-4-54770 -	DISABILITY INSU	253.59	90.87
	G3739074 G	-37-3-9055-4-54770 -	DISABILITY INSU	162.74	11.48
REPORT TOTALS				16,480.20	

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YEAR PER SRC ACCOUNT	JNL	ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2020 13		67									
API A3031624-54650			12/31/2020 W	20MWDEC7	006575		182303	UTILITIES 9828816109		535.28	
API A3031654-54650			12/31/2020 W	20MWDEC7	006575		182303	UTILITIES 9828816109		1,215.49	
API A3567174-54650-3000			12/31/2020 W	20MWDEC7	006575		182304	UTILITIES 6320436017		575.98	
API A3335654-54650			12/31/2020 W	20MWDEC7	000319		182305	UTILITIES 9828816109		1,395.66	
API A3021314-54650			12/31/2020 W	20MWDEC7	007721		182306	UTILITIES 1064		8,484.24	
API A3011474-54770			12/31/2020 W	20MWDEC7	000184		182307	DISABILITY INSURANCE D275951		13.65	
API A3719074-54770			12/31/2020 W	20MWDEC7	000184		182307	DISABILITY INSURANCE D275951		250.25	
API A3729074-54770			12/31/2020 W	20MWDEC7	000184		182307	DISABILITY INSURANCE D275951		150.15	
API A3739074-54770			12/31/2020 W	20MWDEC7	000184		182307	DISABILITY INSURANCE D275951		1,103.37	
API F3739074-54770			12/31/2020 W	20MWDEC7	000184		182307	DISABILITY INSURANCE D275951		253.59	
API G3739074-54770			12/31/2020 W	20MWDEC7	000184		182307	DISABILITY INSURANCE D275951		162.74	
API A3749074-54770			12/31/2020 W	20MWDEC7	000184		182307	DISABILITY INSURANCE D275951		368.55	
API A3759074-54770			12/31/2020 W	20MWDEC7	000184		182307	DISABILITY INSURANCE D275951		109.20	
API A3769074-54770			12/31/2020 W	20MWDEC7	000184		182307	DISABILITY INSURANCE D275951		68.25	
API A3769074-54770-3000			12/31/2020 W	20MWDEC7	000184		182307	DISABILITY INSURANCE D275951		95.55	
API A3143124-54670			12/31/2020 W	20MWDEC7	001831		182308	PHONES 642241256-00001		1,483.19	
API A3051414-54671			12/31/2020 W	20MWDEC7	001831		182309	PHONES & FAX 9871898269		31.51	
API A3051414-54671			12/31/2020 W	20MWDEC7	001831		182309	PHONES & FAX 9871898269		107.53	
API A3051414-54573			12/31/2020 W	20MWDEC7	001831		182309	RISK-SAFETY PROGRAMMING 9871898269		76.02	
GENERAL LEDGER TOTAL										16,480.20	.00
API A-2600			12/31/2020 W	20MWDEC7	B 3324			ACCOUNTS PAYABLE			16,063.87
API F-2600			12/31/2020 W	20MWDEC7	B 3324			ACCOUNTS PAYABLE			253.59
API G-2600								ACCOUNTS PAYABLE			162.74

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YEAR PER JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2020 13	API A-1522	12/31/2020	W 20MWDEC7	B	3324					
	API F-1522	12/31/2020	W 20MWDEC7	B	3324					
	API G-1522	12/31/2020	W 20MWDEC7	B	3324					
							SYSTEM GENERATED ENTRIES TOTAL		.00	16,480.20
							JOURNAL 2020/13/67 TOTAL		16,480.20	16,480.20
							EXPENDITURES		16,063.87	
							EXPENDITURES		253.59	
							EXPENDITURES		162.74	

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FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
A	GENERAL FUND	2020	13	67	12/31/2020			
	A-1522					EXPENDITURES	16,063.87	
	A-2600					ACCOUNTS PAYABLE		16,063.87
						FUND TOTAL	16,063.87	16,063.87
F	WATER FUND	2020	13	67	12/31/2020			
	F-1522					EXPENDITURES	253.59	
	F-2600					ACCOUNTS PAYABLE		253.59
						FUND TOTAL	253.59	253.59
G	SEWER FUND	2020	13	67	12/31/2020			
	G-1522					EXPENDITURES	162.74	
	G-2600					ACCOUNTS PAYABLE		162.74
						FUND TOTAL	162.74	162.74

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CITY OF SARATOGA SPRINGS LIVE  
PURCHASE ORDER LIQUIDATION/RECEIVING REPORT

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PO	LN	VENDOR	QUANTITY ORDERED	PREVIOUS RECVD/CANC	CURRENT RECEIVED	REMAINING PO QTY	STA CD	DESCRIPTION
	190768	001 THE LA GROUP PC	1.00	0.00	0.00	1.00	9	TRAIL GRAPHIC MAPS- CITY WAYFINDING
	200300	001 PASSPORT LABS, INC.	1.00	0.00	0.00	1.00	8	PARKING TICKET MANAGEMENT
	200385	001 RICOH USA, INC	1.00	0.00	0.00	1.00	8	2020 COPIERS LEASE AND USE
	200396	001 BOUND TREE MEDICAL L	1.00	0.00	1.00	0.00	0	EMERGENCY MEDICAL SUPPLIES
	200631	001 GOLDBERGER AND KREME	1.00	0.00	0.00	1.00	8	ADDENDUM TO CONTRACT THRU 3/6/2021
	200637	001 WALTONS SPORT SHOP	1.00	0.00	1.00	0.00	8	AS FOLLOWS:
	200748	001 NORTHEAST SIGNAL INC	1.00	0.00	1.00	0.00	0	AS FOLLOWS:
	200752	001 TAPCO	1.00	0.00	1.00	0.00	0	AS FOLLOWS:
	210001	001 BOLTON ST. JOHNS	1.00	0.00	0.00	1.00	8	ADDEDNUM THREE NOT TO EXCEED THRU
	210003	001 BPI MECHANICAL SERVI	1.00	0.00	0.00	1.00	8	PREVENTIVE MAINTENANCE ON ICE RINK C
	210004	001 CNA ENVIRONMENTAL IN	1.00	0.00	0.00	1.00	8	TESTING PER RFP 2020-06
	210013	001 SURPASS CHEMICAL COM	1.00	0.00	0.00	1.00	8	SODIUM HYPOCHLORITE PER IFB 2020-12
	210015	001 UNIFIRST CORPORATION	1.00	0.00	0.00	1.00	8	WALK OFF MATS, UNIFORMS AS QUOTED 12
	210019	001 CASELLA WASTE SERVIC	1.00	0.00	0.00	1.00	8	2021 CITY CENTER MONTHLY TRASH & REC
	210021	001 ADIRONDACK TIRE CORP	1.00	0.00	1.00	0.00	0	315/80R 22J GOODYEAR ENDURANCE MOUNT
	210024	001 CASELLA WASTE SERVIC	1.00	0.00	0.00	1.00	8	AS FOLLOWS:
	210029	001 CHEMUNG SUPPLY CO	1.00	0.00	0.00	1.00	8	CUTTING EDGES AS QUOTED 12/27/2020
	210031	001 ABSOLUTE PEST CONTRO	1.00	0.00	0.00	1.00	8	7 MONTHS MONTHLY PEST SERVICES PER R
	210034	001 STONE INDUSTRIES	1.00	0.00	0.00	1.00	8	AS FOLLOWS:
	210040	001 3 RINGS PTS, LLC	1.00	0.00	0.00	1.00	8	SECURITY FOR CITY CENTER PARKING GAR
	210043	001 MORTON SALT, INC	1.00	0.00	0.00	1.00	8	COARSE ROCK SALT PER 20-PWS-10R SAR
	210045	001 ADIRONDACK SECURITY	1.00	0.00	0.00	1.00	8	ANNUAL LICENSING AND MAINTENANCE CON
		001 ADIRONDACK SECURITY	1.00	0.00	0.00	1.00		ANNUAL LICENSING AND MAINTENANCE CON
	210052	001 ABSOLUTE PEST CONTRO	1.00	0.00	0.00	1.00	8	MONTHLY PEST SERVICE FOR FIRE STATI

## NEW INVOICES

VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS	PO BY	PO BALANCE	CHK/WIRE	ERR
APPROVED UNPAID INVOICES TO BE POSTED											
8027	00000 3 RINGS PTS, LLC	182408 451	210040	183722	21FEB2	3,000.00		.00	17,887.50		
CASH A	2021/02	INV 02/10/2021	SEP-CHK: Y	DISC: .00			E3475654	54720		3,000.00	1099:
ACCT 1200	DEPT 7000	DUE 02/16/2021	DESC:01/31/2021								
97 FT JOHNSON AVE FORT JONSON NY 12070											
7969	00000 ABSOLUTE PEST CO	182409 182409	210031	183723	21FEB2	385.00		.00	2,310.00		
CASH A	2021/02	INV 02/10/2021	SEP-CHK: Y	DISC: .00			A3031624	54720		80.00	1099:
ACCT 1200	DEPT 3000	DUE 02/16/2021	DESC:119331				A3031654	54610		45.00	1099:
12 WADE ROAD LATHAM NY 12110											
							A3537114	54720		60.00	1099:
							A3567174	54720	3000	60.00	1099:
							A3567194	54720	3000	140.00	1099:
7969	00000 ABSOLUTE PEST CO	182410 566568	210052	183724	21FEB2	206.00		.00	2,266.00		
CASH A	2021/02	INV 02/10/2021	SEP-CHK: Y	DISC: .00			A3143124	54720		80.00	1099:7
ACCT 1200	DEPT 4000	DUE 02/16/2021	DESC:566575,566573				A3143414	54720		126.00	1099:7
12 WADE ROAD LATHAM NY 12110											
7534	00001 ADIRONDACK CABLI	182411 52036	210045	183726	21FEB2	2,097.00		.00	6,291.00		
CASH A	2021/02	INV 02/10/2021	SEP-CHK: N	DISC: .00			A3051414	54573		2,097.00	1099:7
ACCT 1200	DEPT 5000	DUE 02/16/2021	DESC:CITY SAR								
10 PETRA LANE ALBANY NY 12205											
7534	00001 ADIRONDACK CABLI	182412 52035	210045	183727	21FEB2	31,315.47		.00	6,291.00		
CASH A	2021/02	INV 02/10/2021	SEP-CHK: N	DISC: .00			A3051414	54573		31,315.47	1099:7
ACCT 1200	DEPT 5000	DUE 02/16/2021	DESC:CITY SAR								
10 PETRA LANE ALBANY NY 12205											
5045	00000 ADIRONDACK SIGN	182413 23920		183728	21FEB2	535.00		.00	.00		
CASH A	2021/02	INV 02/10/2021	SEP-CHK: N	DISC: .00			P3426424	54930		535.00	1099:
ACCT 1200	DEPT 2000	DUE 02/16/2021	DESC:01/20/2021								
72 BALLSTON AVENUE SARATOGA SPRINGS NY 12866											

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NEW INVOICES

VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
2785	00001 ADIRONDACK TIRE	182414 0783830	210021	183729	21FEB2	2,748.00	.00	.00		
CASH A	2021/02	INV 02/10/2021	SEP-CHK: N	DISC: .00		A3143414	54510	2,748.00	1099:	
ACCT 1200	DEPT 4000	DUE 02/16/2021	DESC:S8575							
240 WASHINGTON STREET	SARATOGA SPRINGS	NY 12866								
2785	00001 ADIRONDACK TIRE	182415 0783858		183730	21FEB2	30.00	.00	.00		
CASH A	2021/02	INV 02/10/2021	SEP-CHK: N	DISC: .00		A3335014	54510	30.00	1099:	
ACCT 1200	DEPT 3000	DUE 02/16/2021	DESC:S1100							
240 WASHINGTON STREET	SARATOGA SPRINGS	NY 12866								
23	00000 ADIRONDACK TWO W	182416 172625		183731	21FEB2	296.50	.00	.00		
CASH A	2021/02	INV 02/10/2021	SEP-CHK: N	DISC: .00		A3335014	54510	296.50	1099:	
ACCT 1200	DEPT 3000	DUE 02/16/2021	DESC:01/22/2021							
291 FORT EDWARD ROAD	SOUTH GLENS FALLS	NY 12803								
5400	00001 AIRGAS EAST	182417 9976899267		183732	21FEB2	34.19	.00	.00		
CASH A	2021/02	INV 02/10/2021	SEP-CHK: N	DISC: .00		A3143314	54390	34.19	1099:	
ACCT 1200	DEPT 4000	DUE 02/16/2021	DESC:2581569							
P O BOX 734445	CHICAGO IL	60673-4445								
31	00001 ALLERDICE BUILDI	182418 182418		183733	21FEB2	57.69	.00	.00		
CASH A	2021/02	INV 02/10/2021	SEP-CHK: N	DISC: .00		A3143414	54200	53.20	1099:	
ACCT 1200	DEPT 4000	DUE 02/16/2021	DESC:220028			A3143624	54842	4.49	1099:	
41 WALWORTH STREET	SARATOGA SPRINGS	NY 12866								
31	00001 ALLERDICE BUILDI	182419 182419		183734	21FEB2	378.15	.00	.00		
CASH A	2021/02	INV 02/10/2021	SEP-CHK: N	DISC: .00		A3031654	54110	13.98	1099:	
ACCT 1200	DEPT 3000	DUE 02/16/2021	DESC:271			A3638564	54180	83.71	1099:	
41 WALWORTH STREET	SARATOGA SPRINGS	NY 12866				A3638564	54180	26.48	1099:	
						A3031654	54180	23.37	1099:	
						A3031594	54610	3.48	1099:	
						A3638564	54180	-43.47	1099:	
						A3335014	54180	25.99	1099:	
						A3031624	54180	121.10	1099:	
						A3335184	54750	9.00	1099:	
						A3031634	54180	7.96	1099:	
						A3031624	54180	10.78	1099:	
						G3638124	54180	11.90	1099:	

NEW INVOICES

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NEW INVOICES

VENDOR	REMIT NAME		DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS	PO BY	PO BALANCE	CHK/WIRE	ERR
7426	00000 BPI MECHANICAL S	182428 14647		210003	183743	21FEB2	129.00		.00	10,627.00		
CASH A	2021/02 INV 02/10/2021	SEP-CHK: N	DISC: .00	A3567194	54720	3000		129.00	1099:			
ACCT 1200	DEPT 3000 DUE 02/16/2021	DESC:CITSAR										
95 HUDSON RIVER ROAD WATERFORD NY 12188												
139	00001 CAPITOL DISTRICT	182429 182429			183744	21FEB2	292.69		.00	.00		
CASH A	2021/02 INV 02/10/2021	SEP-CHK: N	DISC: .00	F3638334	54180			148.73	1099:			
ACCT 1200	DEPT 3000 DUE 02/16/2021	DESC:3691		F3638334	54180			6.97	1099:			
252 WASHINGTON STREET SARATOGA SPRINGS NY 12866												
				A3031594	54610			66.81	1099:			
				F3638334	54180			57.23	1099:			
				F3638334	54180			12.95	1099:			
5555	00001 CAROUSEL INDUSTR	182430 2581796			183745	21FEB2	151.19		.00	.00		
CASH A	2021/02 INV 02/10/2021	SEP-CHK: N	DISC: .00	A3143124	54670			151.19	1099:			
ACCT 1200	DEPT 4000 DUE 02/16/2021	DESC:55229										
P.O. BOX 842084 BOSTON MA 02284-2084												
417	00001 CASELLA WASTE SE	182431 182431		210024	183746	21FEB2	2,602.45		.00	72,222.55		
CASH A	2021/02 INV 02/10/2021	SEP-CHK: N	DISC: .00	A3638184	54521			735.00	1099:			
ACCT 1200	DEPT 3000 DUE 02/16/2021	DESC:28-34321 0		A3638184	54700			1,867.45	1099:			
P.O. BOX 1372 WILLISTON VT 05495-1372												
417	00001 CASELLA WASTE SE	182432 2262725		210019	183747	21FEB2	59.84		.00	4,840.16		
CASH A	2021/02 INV 02/10/2021	SEP-CHK: Y	DISC: .00	E3577164	54720			59.84	1099:			
ACCT 1200	DEPT 7000 DUE 02/16/2021	DESC:28-25070 4										
P.O. BOX 1372 WILLISTON VT 05495-1372												
2948	00001 CDW GOVERNMENT I	182433 6503844			183748	21FEB2	22.04		.00	.00		
CASH A	2021/02 INV 02/10/2021	SEP-CHK: N	DISC: .00	A3021692	52230			22.04	1099:			
ACCT 1200	DEPT 2000 DUE 02/16/2021	DESC:6731216										
75 REMITTANCE DRIVE STE.1515 CHICAGO IL 60675-1515												
2948	00001 CDW GOVERNMENT I	182434 6763299			183749	21FEB2	24.50		.00	.00		
CASH A	2021/02 INV 02/10/2021	SEP-CHK: N	DISC: .00	A3021692	52230			24.50	1099:			
ACCT 1200	DEPT 2000 DUE 02/16/2021	DESC:6731216										
75 REMITTANCE DRIVE STE.1515 CHICAGO IL 60675-1515												

NEW INVOICES

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NEW INVOICES

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NEW INVOICES

VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
183	00000 FRANKLIN COMMUNI	182449 182449		183765	21FEB2	6,600.00	.00	.00		
CASH A	2021/02	INV 02/10/2021	SEP-CHK: N	DISC: .00		A3416314	54720	6,600.00	1099:	
ACCT 1200	DEPT 1000	DUE 02/16/2021	DESC:2021	BUDGET						
10 FRANKLIN STREET	SARATOGA SPRINGS NY	12866								
376	00001 GAZETTE NEWSPAPE	182450 2429109		183766	21FEB2	39.78	.00	.00		
CASH A	2021/02	INV 02/10/2021	SEP-CHK: N	DISC: .00		A3051414	54490	39.78	1099:	
ACCT 1200	DEPT 5000	DUE 02/16/2021	DESC:90122							
P O BOX 1090	2345 MAXON ROAD	SCHENECTADY NY 12301-1090								
190	00000 GENERAL CODE PUB	182451 CMS0022678		183767	21FEB2	453.00	.00	.00		
CASH A	2021/02	INV 02/10/2021	SEP-CHK: Y	DISC: .00		E3577164	54720	453.00	1099:	
ACCT 1200	DEPT 7000	DUE 02/16/2021	DESC:SA3895							
PO BOX 772511	DETROIT MI	48277-2511								
6207	00001 GLOBAL MONTELLO	182452 21036669		183768	21FEB2	5,921.56	.00	.00		
CASH A	2021/02	INV 02/10/2021	SEP-CHK: N	DISC: .00		A3143124	54520	3,404.66	1099:	
ACCT 1200	DEPT 3000	DUE 02/16/2021	DESC:2489244			A3567144	54520	191.06	1099:	
P.O. BOX 3372	BOSTON MA	02241				G3638124	54520	274.50	1099:	
						G3638114	54520	126.96	1099:	
						A3031444	54520	205.79	1099:	
						A3143414	54520	803.04	1099:	
						A3638194	54520	182.26	1099:	
						F3638334	54520	137.90	1099:	
						F3638344	54520	180.20	1099:	
						A3113624	54520	56.32	1099:	
						A3335124	54520	358.87	1099:	
7562	00000 GOLDBERGER AND K	182453 182453	200631	183769	21FEB2	1,813.50	.00	390.00		
CASH A	2021/02	INV 02/10/2021	SEP-CHK: N	DISC: .00		A3011424	54720	1,813.50	1099:7	
ACCT 1200	DEPT 1000	DUE 02/16/2021	DESC:JAN 2021							
39 NORTH PEARL ST., STE. 201	ALBANY NY	12207								
189	00002 GRAINGER	182454 182454		183770	21FEB2	963.40	.00	.00		
CASH A	2021/02	INV 02/10/2021	SEP-CHK: N	DISC: .00		A3537114	54180	91.80	1099:	
ACCT 1200	DEPT 3000	DUE 02/16/2021	DESC:800013294			A3031624	54180	238.06	1099:	
DEPT.800013294	PALATINE IL	60038-0001				A3537114	54180	92.24	1099:	
						A3537114	54140	541.30	1099:	

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NEW INVOICES

VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
6100	00001 HENRY SCHEIN, IN	182455 182455		183771	21FEB2	1,064.11	.00	.00		
CASH A	2021/02	INV 02/10/2021	SEP-CHK: N	DISC: .00		A3143414	54150	1,064.11	1099:	
ACCT 1200	DEPT 4000	DUE 02/16/2021	DESC:2534048							
P.O. BOX 371952	PITTSBURGH PA	15250-7952								
6154	00001 CRYSTAL CLEAN LL	182456 16616728		183772	21FEB2	135.00	.00	.00		
CASH A	2021/02	INV 02/10/2021	SEP-CHK: N	DISC: .00		A3031494	54720	135.00	1099:7	
ACCT 1200	DEPT 3000	DUE 02/16/2021	DESC:167151							
13621 COLLECTIONS CENTER DR	CHICAGO IL	60693-0136								
2439	00009 THE HOME DEPOT P	182457 596776336		183773	21FEB2	1,917.76	.00	.00		
CASH A	2021/02	INV 02/10/2021	SEP-CHK: N	DISC: .00		A3051414	54573	1,917.76	1099:	
ACCT 1200	DEPT 5000	DUE 02/16/2021	DESC:879234							
PO BOX 415133	BOSTON MA	02241-5133								
2439	00008 THE HOME DEPOT P	182458 182458		183774	21FEB2	31.27	.00	.00		
CASH A	2021/02	INV 02/10/2021	SEP-CHK: N	DISC: .00		A3143314	54390	31.27	1099:	
ACCT 1200	DEPT 4000	DUE 02/16/2021	DESC:886609							
PO BOX 404468	ATLANTA GA	30384-4468								
2439	00001 HOME DEPOT PRO	182459 594162505		183775	21FEB2	45.00	.00	.00		
CASH A	2021/02	INV 02/10/2021	SEP-CHK: N	DISC: .00		A3143124	54140	45.00	1099:	
ACCT 1200	DEPT 4000	DUE 02/16/2021	DESC:712642							
13924 COLLECTION CENTER DRIVE	CHICAGO IL	60693								
2439	00009 THE HOME DEPOT P	182460 182460		183776	21FEB2	186.82	.00	.00		
CASH A	2021/02	INV 02/10/2021	SEP-CHK: N	DISC: .00		A3143124	54140	186.82	1099:	
ACCT 1200	DEPT 4000	DUE 02/16/2021	DESC:712642							
PO BOX 415133	BOSTON MA	02241-5133								
2439	00009 THE HOME DEPOT P	182461 182461		183777	21FEB2	677.11	.00	.00		
CASH A	2021/02	INV 02/10/2021	SEP-CHK: N	DISC: .00		A3143414	54200	677.11	1099:	
ACCT 1200	DEPT 4000	DUE 02/16/2021	DESC:879234							
PO BOX 415133	BOSTON MA	02241-5133								



NEW INVOICES

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## NEW INVOICES

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VENDOR REMIT NAME		DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS	PO BY	PO BALANCE	CHK/WIRE	ERR
331	00003 PRICE CHOPPER	182486 182486		183803	21FEB2	347.75		.00	.00		
CASH A 2021/02 INV 02/10/2021 SEP-CHK: N DISC: .00							A3031934	54775		347.75	1099:
ACCT 1200 DEPT 5000 DUE 02/16/2021 DESC:CLAIM 74063											
GENERAL LIABILITY DEPT 461 NOTT STREET SCHENECTADY NY 12308											
4628	00001 PROSERVE SOLUTIO	182487 006378		183804	21FEB2	3,415.29		.00	.00		
CASH A 2021/02 INV 02/10/2021 SEP-CHK: N DISC: .00							A3051354	54740		3,415.29	1099:
ACCT 1200 DEPT 5000 DUE 02/16/2021 DESC:2188											
60 BRYANT WOODS SOUTH SUITE #2 AMHERST NY 14228											
223	00001 RICOH USA, INC	182488 5061313378		183805	21FEB2	16.50		.00	.00		
CASH A 2021/02 INV 02/10/2021 SEP-CHK: N DISC: .00							A3143124	54740		16.50	1099:
ACCT 1200 DEPT 4000 DUE 02/16/2021 DESC:4681158											
P O BOX 827577 PHILADELPHIA PA 19182-7577											
223	00002 RICOH USA, INC	182489 104620659		183806	21FEB2	50.32		.00	.00		
CASH A 2021/02 INV 02/10/2021 SEP-CHK: N DISC: .00							A3143124	54740		50.32	1099:
ACCT 1200 DEPT 4000 DUE 02/16/2021 DESC:104524473											
P O BOX 41564 PHILADELPHIA PA 19101-1564											
223	00001 RICOH USA, INC	182491 5061311571	200385	183808	21FEB2	58.98		.00	396.02		
CASH A 2021/02 INV 02/10/2021 SEP-CHK: N DISC: .00							A3051414	54740		58.98	1099:
ACCT 1200 DEPT 5000 DUE 02/16/2021 DESC:4659857											
P O BOX 827577 PHILADELPHIA PA 19182-7577											
223	00001 RICOH USA, INC	182492 506274609		183809	21FEB2	109.87		.00	.00		
CASH A 2021/02 INV 02/10/2021 SEP-CHK: N DISC: .00							A3143124	54740		59.33	1099:
ACCT 1200 DEPT 4000 DUE 02/16/2021 DESC:5061311340							A3143124	54740		50.54	1099:
P O BOX 827577 PHILADELPHIA PA 19182-7577											
223	00002 RICOH USA, INC	182493 104620663		183810	21FEB2	133.12		.00	.00		
CASH A 2021/02 INV 02/10/2021 SEP-CHK: N DISC: .00							A3011422	52200		133.12	1099:
ACCT 1200 DEPT 1000 DUE 02/16/2021 DESC:3232521023244A6											
P O BOX 41564 PHILADELPHIA PA 19101-1564											

NEW INVOICES

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VENDOR	REMIT NAME		DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS	PO BY	PO BALANCE	CHK/WIRE	ERR
4701	00000 SARATOGA PUBLISH		182501 182501		183818	21FEB2	70.99		.00	.00		
CASH A	2021/02	INV	02/10/2021	SEP-CHK: N	DISC:	.00		A3051414	54490		70.99	1099:
ACCT 1200	DEPT 5000	DUE	02/16/2021	DESC:4956								
5 CASE STREET SARATOGA SPRINGS NY 12866												
7574	00001 SARATOGA CAR REN		182502 2324		183819	21FEB2	495.00		.00	.00		
CASH A	2021/02	INV	02/10/2021	SEP-CHK: N	DISC:	.00		A3335014	54510		495.00	1099:
ACCT 1200	DEPT 3000	DUE	02/16/2021	DESC:01/19/2021								
300 MAPLE AVENUE SARATOGA SPRINGS NY 12866												
6059	00000 SHRIER-MARTIN PR		182503 46946		183820	21FEB2	252.65		.00	.00		
CASH A	2021/02	INV	02/10/2021	SEP-CHK: N	DISC:	.00		A3537114	54180		252.65	1099:
ACCT 1200	DEPT 3000	DUE	02/16/2021	DESC:1/11/2021								
1260 ROCHESTER STREET LIMA NY 14485												
907	00001 SIEWERT EQUIPMEN		182504 ROCH07375		183821	21FEB2	878.00		.00	.00		
CASH A	2021/02	INV	02/10/2021	SEP-CHK: N	DISC:	.00		F3638334	54180		878.00	1099:
ACCT 1200	DEPT 3000	DUE	02/16/2021	DESC:204426								
P.O. BOX 75976 BALTIMORE MD 21275-5974												
1336	00000 SPA.NET COMPUTER		182505 1754		183822	21FEB2	82.50		.00	.00		
CASH A	2021/02	INV	02/10/2021	SEP-CHK: Y	DISC:	.00		E3577164	54720		82.50	1099:
ACCT 1200	DEPT 7000	DUE	02/16/2021	DESC:FEB EMAIL								
112 S BROADWAY STE.4 SARATOGA SPRINGS NY 12866												
1336	00000 SPA.NET COMPUTER		182506 92866		183823	21FEB2	222.45		.00	.00		
CASH A	2021/02	INV	02/10/2021	SEP-CHK: Y	DISC:	.00		E3577164	54720		222.45	1099:
ACCT 1200	DEPT 7000	DUE	02/16/2021	DESC:FEB 2021								
112 S BROADWAY STE.4 SARATOGA SPRINGS NY 12866												
1336	00000 SPA.NET COMPUTER		182507 92863,92867		183824	21FEB2	380.00		.00	.00		
CASH A	2021/02	INV	02/10/2021	SEP-CHK: Y	DISC:	.00		E3475654	54720		380.00	1099:
ACCT 1200	DEPT 7000	DUE	02/16/2021	DESC:92864,92865								
112 S BROADWAY STE.4 SARATOGA SPRINGS NY 12866												

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VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
393	00001 SURPASS CHEMICAL	182514 353856	210013	183831	21FEB2	1,876.60	.00	15,183.40		
CASH A	2021/02	INV 02/10/2021	SEP-CHK: N	DISC: .00			F3638334 54141	1,876.60	1099:	
ACCT 1200	DEPT 3000	DUE 02/16/2021	DESC:353523							
1254 BROADWAY	ALBANY NY	12204-2623								
5677	00000 TAPCO	182515 i 688112	200752	183833	21FEB2	145.38	.00	.00		
CASH A	2021/02	INV 02/10/2021	SEP-CHK: N	DISC: .00			A3143314 54332	145.38	1099:	
ACCT 1200	DEPT 4000	DUE 02/16/2021	DESC:C24377							
5100 W BROWN	DEER ROAD	BROWN DEER WI	53223							
7292	00001 TOSHIBA BUSINESS	182516 5446247		183834	21FEB2	63.08	.00	.00		
CASH A	2021/02	INV 02/10/2021	SEP-CHK: Y	DISC: .00			A3011214 54740	63.08	1099:	
ACCT 1200	DEPT 1000	DUE 02/16/2021	DESC:TOBS6PA							
PO BOX 927	BUFFALO NY	14240-0927								
6290	00000 TRANE U.S. INC.	182517 311460493		183835	21FEB2	7,194.95	.00	.00		
CASH A	2021/02	INV 02/10/2021	SEP-CHK: Y	DISC: .00			E3577164 54720	7,194.95	1099:	
ACCT 1200	DEPT 7000	DUE 02/16/2021	DESC:3696657							
P.O. BOX 406469	ATLANTA GA	30384-6469								
320	00001 NATIONAL LAW ENF	182519 397205		183837	21FEB2	84.49	.00	.00		
CASH A	2021/02	INV 02/10/2021	SEP-CHK: N	DISC: .00			A3143124 54180	84.49	1099:	
ACCT 1200	DEPT 4000	DUE 02/16/2021	DESC:204012							
8770 TRADE STREET	LELAND NC	28451								
4146	00002 TYLER BUSINESS F	182520 56135		183838	21FEB2	1,169.75	.00	.00		
CASH A	2021/02	INV 02/10/2021	SEP-CHK: N	DISC: .00			A3021314 54110	1,169.75	1099:	
ACCT 1200	DEPT 2000	DUE 02/16/2021	DESC:166315							
P.O. BOX 681	TARRYTOWN NY	10591								
3256	00000 UNIFIRST CORPORA	182521 182521	210015	183839	21FEB2	186.22	.00	6,904.50		
CASH A	2021/02	INV 02/10/2021	SEP-CHK: N	DISC: .00			A3031654 54160	59.04	1099:	
ACCT 1200	DEPT 3000	DUE 02/16/2021	DESC:1269238				A3031654 54610	42.21	1099:	
PO BOX 650481	DALLAS TX	75265-0481					A3567174 54610 3000	84.97	1099:	

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VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
8757	00000 TRAINOR LAW	182547 182547		183866	21FEB2	200.00	.00	.00		
CASH A	2021/02	INV 02/10/2021	SEP-CHK: N	DISC: .00			A041 42110	200.00	1099:	
ACCT 1200	DEPT 1000	DUE 02/16/2021	DESC:ZBA REFUND 3	ELIZABETH LN						
2452 RT. 9	STE. 203	MALTA NY 12020								
1831	00001 VERIZON WIRELESS	182548 9872472433		183867	21FEB2	172.32	.00	.00		
CASH A	2021/02	INV 02/10/2021	SEP-CHK: N	DISC: .00			A3113624 54670	172.32	1099:	
ACCT 1200	DEPT 1000	DUE 02/16/2021	DESC:94201487600001							
P O BOX 408	NEWARK NJ 07101-0408									
126 APPROVED UNPAID INVOICES				TOTAL		191,683.76				
126 INVOICE(S)				REPORT POST TOTAL		191,683.76				

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# ACCOUNT DISTRIBUTION SUMMARY

YR/PER	ORG	ACCOUNT	DESCRIPTION	AMOUNT	REMAINING BUDGET
2021 02	A041	A	-04-1-0000-0-42110 -	ZONING FEES	200.00 REV .00
	A3011214	A	-30-1-1210-4-54740 -	SERVICE CONTRAC	63.08 2,436.92
	A3011422	A	-30-1-1420-2-52200 -	OFFICE EQUIPMEN	133.12 113.32
	A3011424	A	-30-1-1420-4-54110 -	OFFICE SUPPLIES	71.92 1,428.08
	A3011424	A	-30-1-1420-4-54720 -	SERVICE CONTRAC	1,813.50 10,000.00
	A3011424	A	-30-1-1420-4-54740 -	SERVICE CONTRAC	48.61 2,701.39
	A3011474	A	-30-1-1431-4-54570 -	TRAINING	174.00 1,816.00
	A3011474	A	-30-1-1431-4-54740 -	SERVICE CONTRAC	174.00 2,200.50
	A3021314	A	-30-2-1310-4-54110 -	OFFICE SUPPLIES	1,169.75 7,830.25
	A3021314	A	-30-2-1310-4-54720 -	SERVICE CONTRAC	1,000.00 .00
	A3021314	A	-30-2-1310-4-54740 -	SERVICE CONTRAC	305.54 1,994.46
	A3021692	A	-30-2-1681-2-52230 -	HARDWARE	46.54 29,694.21
	A3021694	A	-30-2-1681-4-54720 -	SERVICE CONTRAC	101.85 85,288.90
	A3021694	A	-30-2-1681-4-54740 -	SERVICE CONTRAC	4,456.52 195,147.15
	A3031444	A	-30-3-1440-4-54520 -	GAS & OIL	205.79 3,578.60
	A3031444	A	-30-3-1440-4-54740 -	SERVICE CONTRAC	900.00 550.20
	A3031494	A	-30-3-1490-4-54720 -	SERVICE CONTRAC	135.00 1,865.00
	A3031594	A	-30-3-1590-4-54610 -	REPAIRS & MAINT	98.79 6,155.82
	A3031624	A	-30-3-1620-4-54110 -	OFFICE SUPPLIES	268.80 -168.80
	A3031624	A	-30-3-1620-4-54140 -	JANITORIAL SUPP	197.60 7,802.40
	A3031624	A	-30-3-1620-4-54180 -	OTHER SUPPLIES	1,158.87 4,058.13
	A3031624	A	-30-3-1620-4-54720 -	SERVICE CONTRAC	108.50 12,303.00
	A3031634	A	-30-3-1621-4-54180 -	VC OTHER SUPPLI	7.96 292.04
	A3031634	A	-30-3-1621-4-54610 -	VC REPAIRS & MA	38.50 9,538.00
	A3031654	A	-30-3-1623-4-54110 -	OFFICE SUPPLIES	154.15 345.85
	A3031654	A	-30-3-1623-4-54160 -	UNIFORMS	59.04 2,962.88
	A3031654	A	-30-3-1623-4-54180 -	OTHER SUPPLIES	988.87 13,883.44
	A3031654	A	-30-3-1623-4-54610 -	REPAIRS & MAINT	87.21 16,634.08
	A3031934	A	-30-3-1930-4-54775 -	SELF INSURANCE	347.75 -2,347.75
	A3051354	A	-30-5-1355-4-54740 -	SERVICE CONTRAC	3,415.29 184.71
	A3051414	A	-30-5-1410-4-54490 -	GENERAL ADVERTI	110.77 8,837.36
	A3051414	A	-30-5-1410-4-54573 -	RISK-SAFETY PRO	35,575.67 20,893.33
	A3051414	A	-30-5-1410-4-54740 -	SERVICE CONTRAC	58.98 4,879.98
	A3113624	A	-31-1-3620-4-54520 -	GAS & OIL	56.32 1,330.80
	A3113624	A	-31-1-3620-4-54670 -	PHONES	172.32 2,577.68
	A3143014	A	-31-4-3010-4-54802 -	COMPLUS PARK TI	3,098.58 11,896.00
	A3143124	A	-31-4-3120-4-54140 -	JANITORIAL SUPP	245.80 4,254.20
	A3143124	A	-31-4-3120-4-54180 -	OTHER SUPPLIES	84.49 12,841.53
	A3143124	A	-31-4-3120-4-54230 -	DUES	365.00 835.00
	A3143124	A	-31-4-3120-4-54510 -	REPAIRS & MAINT	2,045.30 56,829.52
	A3143124	A	-31-4-3120-4-54520 -	GAS & OIL	3,431.25 75,949.13
	A3143124	A	-31-4-3120-4-54570 -	TRAINING	318.00 19,932.00
	A3143124	A	-31-4-3120-4-54670 -	PHONES	151.19 44,207.03
	A3143124	A	-31-4-3120-4-54720 -	SERVICE CONTRAC	338.57 81,785.93
	A3143124	A	-31-4-3120-4-54740 -	SERVICE CONTRAC	841.69 87,477.26
	A3143314	A	-31-4-3310-4-54332 -	MATERIALS & REP	4,527.81 44,943.57
	A3143314	A	-31-4-3310-4-54390 -	MAINTENANCE SUP	72.35 4,767.65
	A3143314	A	-31-4-3310-4-54510 -	REPAIRS & MAINT	61.20 4,938.80
	A3143314	A	-31-4-3310-4-54610 -	REPAIRS & MAINT	13.99 5,586.01
	A3143314	A	-31-4-3310-4-54713 -	PAVEMENT MARKIN	69.90 59,930.10
	A3143414	A	-31-4-3410-4-54150 -	EMS SUPPLIES	1,384.11 31,858.84

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# ACCOUNT DISTRIBUTION SUMMARY

YR/PER	ORG	ACCOUNT	DESCRIPTION	AMOUNT	REMAINING BUDGET
	A3143414	A -31-4-3410-4-54200 -	HOUSE SUPPLIES	730.31	8,695.71
	A3143414	A -31-4-3410-4-54330 -	REPAIRS & MAINT	127.83	13,896.20
	A3143414	A -31-4-3410-4-54471 -	EMS TRAINING	13,846.00	26,154.00
	A3143414	A -31-4-3410-4-54510 -	REPAIRS & MAINT	2,776.97	60,240.88
	A3143414	A -31-4-3410-4-54520 -	GAS & OIL	1,605.78	28,681.15
	A3143414	A -31-4-3410-4-54610 -	REPAIRS & MAINT	1,466.58	7,974.88
	A3143414	A -31-4-3410-4-54720 -	SERVICE CONTRAC	126.00	62,241.48
	A3143414	A -31-4-3410-4-54771 -	SERVICE CONTRAC	386.10	363.90
	A3143624	A -31-4-3620-4-54842 -	VIOLATIONS ENFO	4.49	995.51
	A3143634	A -31-4-3625-4-54747 -	AMBULANCE BILLI	4,648.32	70,351.68
	A3335014	A -33-3-5010-4-54180 -	OTHER SUPPLIES	1,860.85	67,519.70
	A3335014	A -33-3-5010-4-54400 -	SALT & SAND	14,069.89	1.78
	A3335014	A -33-3-5010-4-54510 -	REPAIRS & MAINT	10,581.49	143,567.99
	A3335014	A -33-3-5010-4-54520 -	GAS & OIL	6,441.04	83,404.51
	A3335124	A -33-3-5111-4-54400 -	SALT & SAND	14,362.83	.00
	A3335124	A -33-3-5111-4-54510 -	REPAIRS & MAINT	333.16	26,166.84
	A3335124	A -33-3-5111-4-54520 -	GAS & OIL	1,996.00	28,004.00
	A3335184	A -33-3-5182-4-54750 -	STREET LIGHTING	9.00	475,875.94
	A3416314	A -34-1-6310-4-54720 -	SERVICE CONTRAC	6,600.00	.00
	A3416784	A -34-1-6780-4-54720 -	SERVICE CONTRAC	1,502.00	4,506.00
	A3416794	A -34-1-6795-4-54720 -	SERVICE CONTRAC	1,502.00	4,506.00
	A3537114	A -35-3-7110-4-54140 -	JANITORIAL SUPP	541.30	5,458.70
	A3537114	A -35-3-7110-4-54180 -	OTHER SUPPLIES	628.72	14,336.08
	A3537114	A -35-3-7110-4-54510 -	REPAIRS & MAINT	184.73	1,815.27
	A3537114	A -35-3-7110-4-54610 -	REPAIRS & MAINT	105.50	7,621.02
	A3537114	A -35-3-7110-4-54720 -	SERVICE CONTRAC	60.00	5,419.50
	A3537214	A -35-3-7200-4-54610 -	REPAIRS & MAINT	38.50	338.00
	A3567144	A -35-6-7140-4-54180 -3000	OTHER SUPPLIES	61.53	15,875.90
	A3567144	A -35-6-7140-4-54520 -3000	GAS & OIL	280.26	6,197.91
	A3567144	A -35-6-7140-4-54740 -	SERVICE CONTRAC	42.43	3,157.57
	A3567174	A -35-6-7171-4-54610 -3000	REPAIRS & MAINT	84.97	12,314.21
	A3567174	A -35-6-7171-4-54720 -3000	SERVICE CONTRAC	137.00	10,962.82
	A3567194	A -35-6-7181-4-54180 -3000	OTHER SUPPLIES	368.67	6,113.81
	A3567194	A -35-6-7181-4-54720 -3000	SERVICE CONTRAC	337.50	8,249.20
	A3567244	A -35-6-7240-4-54720 -3000	SERVICE CONTRAC	184.00	297.48
	A3567324	A -35-6-7320-4-54170 -	SPORTS SUPPLIES	987.70	15,100.55
	A3618684	A -36-1-8687-4-54110 -	OFFICE SUPPLIES	69.45	2,930.55
	A3618684	A -36-1-8687-4-54230 -	DUES	421.00	959.00
	A3618684	A -36-1-8687-4-54720 -	SERVICE CONTRAC	56.87	2,443.13
	A3638184	A -36-3-8180-4-54521 -	TIPPING FEES	735.00	750.00
	A3638184	A -36-3-8180-4-54700 -	TRANSPORTATION	1,867.45	425.00
	A3638184	A -36-3-8180-4-54720 -	SERVICE CONTRAC	288.00	3,616.09
	A3638194	A -36-3-8185-4-54510 -	REPAIRS & MAINT	34.05	24,215.95
	A3638194	A -36-3-8185-4-54520 -	GAS & OIL	182.26	11,303.59
	A3638564	A -36-3-8560-4-54180 -	OTHER SUPPLIES	96.66	4,903.34
	A3638564	A -36-3-8560-4-54520 -	GAS & OIL	332.32	6,667.68
	E3475654	E -34-7-5650-4-54672 -	CREDIT CARD FEE	100.00	2,900.00
	E3475654	E -34-7-5650-4-54720 -	SERVICE CONTRAC	3,380.00	36,620.00
	E3577164	E -35-7-7160-4-54110 -	OFFICE SUPPLIES	194.35	2,805.65
	E3577164	E -35-7-7160-4-54120 -	POSTAGE	26.35	123.65
	E3577164	E -35-7-7160-4-54140 -	JANITORIAL SUPP	71.44	19,385.08

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# ACCOUNT DISTRIBUTION SUMMARY

YR/PER	ORG	ACCOUNT	DESCRIPTION	AMOUNT	REMAINING BUDGET
E3577164	E	-35-7-7160-4-54230 -	DUES	495.00	2,175.00
E3577164	E	-35-7-7160-4-54520 -	GAS & OIL	4.01	567.64
E3577164	E	-35-7-7160-4-54720 -	SERVICE CONTRAC	8,668.34	35,438.29
E3577164	E	-35-7-7160-4-54792 -	MISCELLANEOUS	28.00	4,926.76
F3638334	F	-36-3-8330-4-54110 -	OFFICE SUPPLIES	100.33	399.67
F3638334	F	-36-3-8330-4-54141 -	CHEMICALS	1,876.60	80,331.25
F3638334	F	-36-3-8330-4-54180 -	OTHER SUPPLIES	1,138.82	8,748.67
F3638334	F	-36-3-8330-4-54510 -	REPAIRS & MAINT	232.26	1,017.74
F3638334	F	-36-3-8330-4-54520 -	GAS & OIL	137.90	3,690.23
F3638334	F	-36-3-8330-4-54708 -	LAB TESTING	2,156.00	-3,391.00
F3638342	F	-36-3-8340-2-52201 -	METERS	2,437.42	44,020.18
F3638344	F	-36-3-8340-4-54510 -	REPAIRS & MAINT	289.85	2,210.15
F3638344	F	-36-3-8340-4-54520 -	GAS & OIL	180.20	7,319.80
F3638354	F	-36-3-8341-4-54520 -	GAS & OIL	348.92	14,462.75
G3638114	G	-36-3-8110-4-54520 -	GAS & OIL	429.57	3,570.43
G3638124	G	-36-3-8120-4-54180 -	OTHER SUPPLIES	61.05	3,853.31
G3638124	G	-36-3-8120-4-54520 -	GAS & OIL	334.17	5,437.01
G3638124	G	-36-3-8120-4-54610 -	REPAIRS & MAINT	1,065.00	-65.00
H3031652	H	-30-3-1623-2-52000 -1233	WELDING PAIN BO	493.84	7,352.98
H3517142	H	-35-1-7140-2-52000 -1251	CAPITAL PROJECT	73.75	.00
P3426424	P	-34-2-6420-4-54930 -	SPECIAL PROJECT	535.00	45,823.00
Y3618654	Y	-36-1-8676-4-54492 -482	MOTHER SUSAN AN	2,769.24	-2,769.24
REPORT TOTALS				191,683.76	

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YEAR PER JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2021 2 124	API E3475654-54720	02/16/2021 W 21FEB2		008027	210040	182408	SERVICE CONTRACTS - PROF SERV 01/31/2021		3,000.00	
	POL E3475654-54720	02/16/2021 LIQ/INV		008027	210040	182408	SERVICE CONTRACTS - PROF SERV 4 01/31/2021			3,000.00
	API A3031624-54720	02/16/2021 W 21FEB2		007969	210031	182409	SERVICE CONTRACTS - PROF SERV 119331		80.00	
	API A3031654-54610	02/16/2021 W 21FEB2		007969	210031	182409	REPAIRS & MAINTENANCE BUILDING 119331		45.00	
	API A3537114-54720	02/16/2021 W 21FEB2		007969	210031	182409	SERVICE CONTRACTS - PROF SERV 119331		60.00	
	API A3567174-54720-3000	02/16/2021 W 21FEB2		007969	210031	182409	SERVICE CONTRACTS - PROF SERV 119331		60.00	
	API A3567194-54720-3000	02/16/2021 W 21FEB2		007969	210031	182409	SERVICE CONTRACTS - PROF SERV 119331		140.00	
	POL A3031624-54720	02/16/2021 LIQ/INV		007969	210031	182409	SERVICE CONTRACTS - PROF SERV 4 119331			80.00
	POL A3031654-54610	02/16/2021 LIQ/INV		007969	210031	182409	REPAIRS & MAINTENANCE BUILDING 4 119331			45.00
	POL A3537114-54720	02/16/2021 LIQ/INV		007969	210031	182409	SERVICE CONTRACTS - PROF SERV 4 119331			60.00
	POL A3567174-54720-3000	02/16/2021 LIQ/INV		007969	210031	182409	SERVICE CONTRACTS - PROF SERV 4 119331			60.00
	POL A3567194-54720-3000	02/16/2021 LIQ/INV		007969	210031	182409	SERVICE CONTRACTS - PROF SERV 4 119331			140.00
	API A3143124-54720	02/16/2021 W 21FEB2		007969	210052	182410	SERVICE CONTRACTS - PROF SERV 566575,566573		80.00	
	API A3143414-54720	02/16/2021 W 21FEB2		007969	210052	182410	SERVICE CONTRACTS - PROF SERV 566575,566573		126.00	
	POL A3143124-54720	02/16/2021 LIQ/INV		007969	210052	182410	SERVICE CONTRACTS - PROF SERV 4 566575,566573			80.00
	POL A3143414-54720	02/16/2021 LIQ/INV		007969	210052	182410	SERVICE CONTRACTS - PROF SERV 4 566575,566573			126.00
	API A3051414-54573	02/16/2021 W 21FEB2		007534	210045	182411	RISK-SAFETY PROGRAMMING CITY SAR		2,097.00	
	POL A3051414-54573	02/16/2021 LIQ/INV		007534	210045	182411	RISK-SAFETY PROGRAMMING 4 CITY SAR			2,097.00
	API A3051414-54573	02/16/2021 W 21FEB2		007534	210045	182412	RISK-SAFETY PROGRAMMING CITY SAR		31,315.47	
	POL A3051414-54573	02/16/2021 LIQ/INV		007534	210045	182412	RISK-SAFETY PROGRAMMING 4 CITY SAR			31,315.47
	API P3426424-54930	02/16/2021 W 21FEB2		005045		182413	SPECIAL PROJECTS 01/20/2021		535.00	
	API A3143414-54510	02/16/2021 W 21FEB2		002785	210021	182414	REPAIRS & MAINTENANCE VEHICLE S8575		2,748.00	
	POL A3143414-54510	02/16/2021 LIQ/INV		002785	210021	182414	REPAIRS & MAINTENANCE VEHICLE 4 S8575			2,748.00
	API A3335014-54510						REPAIRS & MAINTENANCE VEHICLE 2021		30.00	

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YEAR PER JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
		02/16/2021	W 21FEB2	002785		182415	S1100			
API	A3335014-54510						REPAIRS & MAINTENANCE VEHICLE		296.50	
		02/16/2021	W 21FEB2	000023		182416	01/22/2021			
API	A3143314-54390						MAINTENANCE SUPPLIES		34.19	
		02/16/2021	W 21FEB2	005400		182417	2581569			
API	A3143414-54200						HOUSE SUPPLIES		53.20	
		02/16/2021	W 21FEB2	000031		182418	220028			
API	A3143624-54842						VIOLATIONS ENFORCEMENT		4.49	
		02/16/2021	W 21FEB2	000031		182418	220028			
API	A3031654-54110						OFFICE SUPPLIES		13.98	
		02/16/2021	W 21FEB2	000031		182419	271			
API	A3638564-54180						OTHER SUPPLIES		83.71	
		02/16/2021	W 21FEB2	000031		182419	271			
API	A3638564-54180						OTHER SUPPLIES		26.48	
		02/16/2021	W 21FEB2	000031		182419	271			
API	A3031654-54180						OTHER SUPPLIES		23.37	
		02/16/2021	W 21FEB2	000031		182419	271			
API	A3031594-54610						REPAIRS & MAINTENANCE BUILDING		3.48	
		02/16/2021	W 21FEB2	000031		182419	271			
API	A3638564-54180						OTHER SUPPLIES			43.47
		02/16/2021	W 21FEB2	000031		182419	271			
API	A3335014-54180						OTHER SUPPLIES		25.99	
		02/16/2021	W 21FEB2	000031		182419	271			
API	A3031624-54180						OTHER SUPPLIES		121.10	
		02/16/2021	W 21FEB2	000031		182419	271			
API	A3335184-54750						STREET LIGHTING		9.00	
		02/16/2021	W 21FEB2	000031		182419	271			
API	A3031634-54180						VC OTHER SUPPLIES		7.96	
		02/16/2021	W 21FEB2	000031		182419	271			
API	A3031624-54180						OTHER SUPPLIES		10.78	
		02/16/2021	W 21FEB2	000031		182419	271			
API	G3638124-54180						OTHER SUPPLIES		11.90	
		02/16/2021	W 21FEB2	000031		182419	271			
API	A3031624-54180						OTHER SUPPLIES		83.87	
		02/16/2021	W 21FEB2	000031		182419	271			
API	A3143414-54330						REPAIRS & MAINTENANCE EQUIPMEN		85.33	
		02/16/2021	W 21FEB2	000033		182420	FIRE			
API	A3051414-54573						RISK-SAFETY PROGRAMMING		245.44	
		02/16/2021	W 21FEB2	007550		182421	A1VOYW9NANCU0Y			
API	A3031624-54180						OTHER SUPPLIES		479.96	
		02/16/2021	W 21FEB2	007550		182422	1YJPQGCH1G3C			
API	A3335014-54180						OTHER SUPPLIES		38.00	
		02/16/2021	W 21FEB2	007550		182422	1YJPQGCH1G3C			
API	A3618684-54230						DUES		421.00	
		02/16/2021	W 21FEB2	000046		182423	207166			
API	A3021314-54720						SERVICE CONTRACTS - PROF SERV		1,000.00	
		02/16/2021	W 21FEB2	008435	210001	182424	2/1/2021			
POL	A3021314-54720						SERVICE CONTRACTS - PROF SERV 4			1,000.00
		02/16/2021	LIQ/INV	008435	210001	182424	2/1/2021	2021		

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YEAR PER JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
API	A3143414-54150	02/16/2021 W	21FEB2	004542	200396	182426	EMS SUPPLIES 205698		287.62	
API	A3143414-54150	02/16/2021 W	21FEB2	004542		182426	EMS SUPPLIES 205698		32.38	
POL	A3143414-54150	02/16/2021 LIQ/INV		004542	200396	182426	EMS SUPPLIES 205698	4		287.62
API	A3143414-54610	02/16/2021 W	21FEB2	007426		182427	REPAIRS & MAINTENANCE BUILDING CITSAR	2020	1,466.58	
API	A3567194-54720-3000	02/16/2021 W	21FEB2	007426	210003	182428	SERVICE CONTRACTS - PROF SERV CITSAR		129.00	
POL	A3567194-54720-3000	02/16/2021 LIQ/INV		007426	210003	182428	SERVICE CONTRACTS - PROF SERV CITSAR	4 2021		129.00
API	F3638334-54180	02/16/2021 W	21FEB2	000139		182429	OTHER SUPPLIES 3691		148.73	
API	F3638334-54180	02/16/2021 W	21FEB2	000139		182429	OTHER SUPPLIES 3691		6.97	
API	A3031594-54610	02/16/2021 W	21FEB2	000139		182429	REPAIRS & MAINTENANCE BUILDING 3691		66.81	
API	F3638334-54180	02/16/2021 W	21FEB2	000139		182429	OTHER SUPPLIES 3691		57.23	
API	F3638334-54180	02/16/2021 W	21FEB2	000139		182429	OTHER SUPPLIES 3691		12.95	
API	A3143124-54670	02/16/2021 W	21FEB2	005555		182430	PHONES 55229		151.19	
API	A3638184-54521	02/16/2021 W	21FEB2	000417	210024	182431	TIPPING FEES 28-34321 0		735.00	
API	A3638184-54700	02/16/2021 W	21FEB2	000417	210024	182431	TRANSPORTATION 28-34321 0		1,867.45	
POL	A3638184-54521	02/16/2021 LIQ/INV		000417	210024	182431	TIPPING FEES 28-34321 0	4 2021		735.00
POL	A3638184-54700	02/16/2021 LIQ/INV		000417	210024	182431	TRANSPORTATION 28-34321 0	4 2021		1,867.45
API	E3577164-54720	02/16/2021 W	21FEB2	000417	210019	182432	SERVICE CONTRACTS - PROF SERV 28-25070 4		59.84	
POL	E3577164-54720	02/16/2021 LIQ/INV		000417	210019	182432	SERVICE CONTRACTS - PROF SERV 28-25070 4	4 2021		59.84
API	A3021692-52230	02/16/2021 W	21FEB2	002948		182433	HARDWARE 6731216		22.04	
API	A3021692-52230	02/16/2021 W	21FEB2	002948		182434	HARDWARE 6731216		24.50	
API	A3143414-54771	02/16/2021 W	21FEB2	000136		182435	SERVICE CONTRACTS INS RECOVERY SSFD		386.10	
API	A3335014-54510	02/16/2021 W	21FEB2	001935	210029	182436	REPAIRS & MAINTENANCE VEHICLE CUTTING EDGES		6,854.00	
POL	A3335014-54510	02/16/2021 LIQ/INV		001935	210029	182436	REPAIRS & MAINTENANCE VEHICLE CUTTING EDGES	4 2021		6,854.00
API	E3577164-54520	02/16/2021 W	21FEB2	000128		182437	GAS & OIL STEWARTS		4.01	
API	F3638334-54708						LAB TESTING		2,156.00	

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YEAR PER JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
POL	F3638334-54708	02/16/2021	W 21FEB2	000149	210004	182438	TESTING			
API	F3638342-52201	02/16/2021	LIQ/INV	000149	210004	182438	LAB TESTING	4		2,156.00
API	A3143124-54230	02/16/2021	W 21FEB2	007682		182439	TESTING	2021		
API	E3577164-54792	02/16/2021	W 21FEB2	004871		182440	METERS		2,437.42	
API	A3143314-54332	02/16/2021	W 21FEB2	003203		182441	205549		365.00	
API	A3335014-54180	02/16/2021	W 21FEB2	002858		182442	DUES		28.00	
API	A3567144-54740	02/16/2021	W 21FEB2	002858		182443	DUES REIMB			
API	A3143414-54471	02/16/2021	W 21FEB2	000172		182444	MISCELLANEOUS		56.43	
API	A3031444-54740	02/16/2021	W 21FEB2	004589		182445	02/02/2021			
API	A3031624-54180	02/16/2021	W 21FEB2	004050		182446	MATERIALS & REPAIRS TRAFFIC LT		185.85	
API	A3021694-54740	02/16/2021	W 21FEB2	005084		182447	01/31/2021			
API	A3416314-54720	02/16/2021	W 21FEB2	000183		182449	OTHER SUPPLIES		41.93	
API	A3051414-54490	02/16/2021	W 21FEB2	000376		182450	01/31/2021			
API	E3577164-54720	02/16/2021	W 21FEB2	000190		182451	SERVICE CONTRACTS - EQUIPMENT		13,846.00	
API	A3143124-54520	02/16/2021	W 21FEB2	006207		182452	SSCI15		900.00	
API	A3567144-54520-3000	02/16/2021	W 21FEB2	006207		182452	EMS TRAINING			
API	G3638124-54520	02/16/2021	W 21FEB2	006207		182452	2021		196.00	
API	G3638114-54520	02/16/2021	W 21FEB2	006207		182452	SERVICE CONTRACTS - EQUIPMENT		4,456.52	
API	A3031444-54520	02/16/2021	W 21FEB2	006207		182452	273502		6,600.00	
API	A3143414-54520	02/16/2021	W 21FEB2	006207		182452	OTHER SUPPLIES		39.78	
API	A3638194-54520	02/16/2021	W 21FEB2	006207		182452	14480			
API	F3638334-54520	02/16/2021	W 21FEB2	006207		182452	SERVICE CONTRACTS - EQUIPMENT		453.00	
API	F3638344-54520	02/16/2021	W 21FEB2	006207		182452	B11184		3,404.66	
API	A3113624-54520	02/16/2021	W 21FEB2	006207		182452	SERVICE CONTRACTS - PROF SERV		191.06	
		02/16/2021	W 21FEB2	006207		182452	2021 BUDGET		274.50	
		02/16/2021	W 21FEB2	006207		182452	GENERAL ADVERTISING		126.96	
		02/16/2021	W 21FEB2	006207		182452	90122		205.79	
		02/16/2021	W 21FEB2	006207		182452	SERVICE CONTRACTS - PROF SERV		803.04	
		02/16/2021	W 21FEB2	006207		182452	SA3895		182.26	
		02/16/2021	W 21FEB2	006207		182452	GAS & OIL		137.90	
		02/16/2021	W 21FEB2	006207		182452	2489244		180.20	
		02/16/2021	W 21FEB2	006207		182452	GAS & OIL		56.32	
		02/16/2021	W 21FEB2	006207		182452	2489244			



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YEAR PER JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
API	A3335124-54520	02/16/2021 W	21FEB2	006207		182452	GAS & OIL 2489244		358.87	
API	A3011424-54720	02/16/2021 W	21FEB2	007562	200631	182453	SERVICE CONTRACTS - PROF SERV JAN 2021		1,813.50	
POL	A3011424-54720	02/16/2021 LIQ/INV	21FEB2	007562	200631	182453	SERVICE CONTRACTS - PROF SERV 4 JAN 2021 2020			1,813.50
API	A3537114-54180	02/16/2021 W	21FEB2	000189		182454	OTHER SUPPLIES 800013294		91.80	
API	A3031624-54180	02/16/2021 W	21FEB2	000189		182454	OTHER SUPPLIES 800013294		238.06	
API	A3537114-54180	02/16/2021 W	21FEB2	000189		182454	OTHER SUPPLIES 800013294		92.24	
API	A3537114-54140	02/16/2021 W	21FEB2	000189		182454	JANITORIAL SUPPLIES 800013294		541.30	
API	A3143414-54150	02/16/2021 W	21FEB2	006100		182455	EMS SUPPLIES 2534048		1,064.11	
API	A3031494-54720	02/16/2021 W	21FEB2	006154		182456	SERVICE CONTRACTS - PROF SERV 167151		135.00	
API	A3051414-54573	02/16/2021 W	21FEB2	002439		182457	RISK-SAFETY PROGRAMMING 879234		1,917.76	
API	A3143314-54390	02/16/2021 W	21FEB2	002439		182458	MAINTENANCE SUPPLIES 886609		31.27	
API	A3143124-54140	02/16/2021 W	21FEB2	002439		182459	JANITORIAL SUPPLIES 712642		45.00	
API	A3143124-54140	02/16/2021 W	21FEB2	002439		182460	JANITORIAL SUPPLIES 712642		186.82	
API	A3143414-54200	02/16/2021 W	21FEB2	002439		182461	HOUSE SUPPLIES 879234		677.11	
API	A3335014-54180	02/16/2021 W	21FEB2	002439		182462	OTHER SUPPLIES 6035322504016258		98.62	
API	A3567194-54180-3000	02/16/2021 W	21FEB2	002439		182462	OTHER SUPPLIES 6035322504016258		117.52	
API	A3567194-54180-3000	02/16/2021 W	21FEB2	002439		182462	OTHER SUPPLIES 6035322504016258		91.77	
API	A3031654-54180	02/16/2021 W	21FEB2	002439		182462	OTHER SUPPLIES 6035322504016258		123.70	
API	A3031654-54180	02/16/2021 W	21FEB2	002439		182462	OTHER SUPPLIES 6035322504016258		187.48	
API	A3567194-54180-3000	02/16/2021 W	21FEB2	002439		182462	OTHER SUPPLIES 6035322504016258		44.40	
API	A3567194-54180-3000	02/16/2021 W	21FEB2	002439		182462	OTHER SUPPLIES 6035322504016258		38.33	
API	A3031654-54180	02/16/2021 W	21FEB2	002439		182462	OTHER SUPPLIES 6035322504016258		48.60	
API	A3567144-54180-3000	02/16/2021 W	21FEB2	002439		182462	OTHER SUPPLIES 6035322504016258		61.53	
API	A3638564-54180	02/16/2021 W	21FEB2	002439		182462	OTHER SUPPLIES 6035322504016258		29.94	
API	E3577164-54230						DUES		495.00	

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YEAR PER JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
		02/16/2021	W 21FEB2	000221		182463	318932			
API	A3335014-54180						OTHER SUPPLIES		901.18	
		02/16/2021	W 21FEB2	006004		182464	1188			
API	H3517142-52000-1251						CAPITAL PROJECT OUTLAY		73.75	
		02/16/2021	W 21FEB2	000898	190768	182465	2018098.01			
POL	H3517142-52000-1251						CAPITAL PROJECT OUTLAY	4		73.75
		02/16/2021	LIQ/INV	000898	190768	182465	2018098.01	2019		
API	A3335014-54180						OTHER SUPPLIES		611.21	
		02/16/2021	W 21FEB2	008168		182466	405741			
API	F3638344-54510						REPAIRS & MAINTENANCE VEHICLE		139.95	
		02/16/2021	W 21FEB2	008168		182466	405741			
API	A3537114-54610						REPAIRS & MAINTENANCE BUILDING		105.50	
		02/16/2021	W 21FEB2	000270		182467	0019121			
API	A3031624-54720						SERVICE CONTRACTS - PROF SERV		28.50	
		02/16/2021	W 21FEB2	000270		182467	0019121			
API	A3031634-54610						VC REPAIRS & MAINTENANCE BUILD		38.50	
		02/16/2021	W 21FEB2	000270		182467	0019121			
API	A3537214-54610						REPAIRS & MAINTENANCE BUILDING		38.50	
		02/16/2021	W 21FEB2	000270		182467	0019121			
API	A3567194-54720-3000						SERVICE CONTRACTS - PROF SERV		40.00	
		02/16/2021	W 21FEB2	000270		182467	0019121			
API	G3638124-54610						REPAIRS & MAINTENANCE BUILDING		381.00	
		02/16/2021	W 21FEB2	000270		182467	0019121			
API	A3567194-54720-3000						SERVICE CONTRACTS - PROF SERV		28.50	
		02/16/2021	W 21FEB2	000270		182467	0019121			
API	A3031594-54610						REPAIRS & MAINTENANCE BUILDING		28.50	
		02/16/2021	W 21FEB2	000270		182467	0019121			
API	G3638124-54610						REPAIRS & MAINTENANCE BUILDING	Y	684.00	
		02/16/2021	W 21FEB2	000270		182467	0019121			
API	A3567174-54720-3000						SERVICE CONTRACTS - PROF SERV		77.00	
		02/16/2021	W 21FEB2	000270		182467	0019121			
API	A3143124-54570						TRAINING		318.00	
		02/16/2021	W 21FEB2	006414		182468	TRAINING REIMB			
API	A3143414-54330						REPAIRS & MAINTENANCE EQUIPMEN		42.50	
		02/16/2021	W 21FEB2	004407		182469	C35875			
API	A3143124-54720						SERVICE CONTRACTS - PROF SERV		135.00	
		02/16/2021	W 21FEB2	006615		182470	FEB 2021			
API	A3335014-54400						SALT & SAND		14,069.89	
		02/16/2021	W 21FEB2	006960	210043	182471	3682618			
API	A3335124-54400						SALT & SAND		14,362.83	
		02/16/2021	W 21FEB2	006960	210043	182471	3682618			
POL	A3335014-54400						SALT & SAND	4		14,069.89
		02/16/2021	LIQ/INV	006960	210043	182471	3682618	2021		
POL	A3335124-54400						SALT & SAND	4		14,362.83
		02/16/2021	LIQ/INV	006960	210043	182471	3682618	2021		
API	Y3618654-54492-482						MOTHER SUSAN ANDERSON EMERGENC	Y	2,769.24	
		02/16/2021	W 21FEB2	003920		182472	CDBG			
API	A3335014-54510						REPAIRS & MAINTENANCE VEHICLE		2,319.46	
		02/16/2021	W 21FEB2	004904		182473	2879020001			

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YEAR PER JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
API	A3143634-54747	02/16/2021 W	21FEB2	006306		182474	AMBULANCE BILLING CONTRACTED S SSFD		4,648.32	
API	F3638344-54510	02/16/2021 W	21FEB2	005237		182475	REPAIRS & MAINTENANCE VEHICLE 4305		51.44	
API	A3335014-54510	02/16/2021 W	21FEB2	005237		182475	REPAIRS & MAINTENANCE VEHICLE 4305		168.60	
API	A3031654-54180	02/16/2021 W	21FEB2	005237		182475	OTHER SUPPLIES 4305		521.60	
API	A3031654-54180	02/16/2021 W	21FEB2	005237		182475	OTHER SUPPLIES 4305		84.12	
API	A3537114-54510	02/16/2021 W	21FEB2	005237		182475	REPAIRS & MAINTENANCE VEHICLE 4305		184.73	
API	A3335014-54510	02/16/2021 W	21FEB2	005237		182475	REPAIRS & MAINTENANCE VEHICLE 4305		46.16	
API	A3638194-54510	02/16/2021 W	21FEB2	005237		182475	REPAIRS & MAINTENANCE VEHICLE 4305		34.05	
API	E3577164-54720	02/16/2021 W	21FEB2	007582		182476	SERVICE CONTRACTS - PROF SERV 1120923		125.00	
API	A3021314-54740	02/16/2021 W	21FEB2	007582		182477	SERVICE CONTRACTS - EQUIPMENT 71256074		305.54	
API	E3577164-54720	02/16/2021 W	21FEB2	006512		182478	SERVICE CONTRACTS - PROF SERV 01/18/2021		90.60	
API	A3011474-54740	02/16/2021 W	21FEB2	006512		182479	SERVICE CONTRACTS - EQUIPMENT 71144980		174.00	
API	A3011474-54570	02/16/2021 W	21FEB2	006512		182479	TRAINING 71144980		174.00	
API	H3031652-52000-1233	02/16/2021 W	21FEB2	000319		182480	WELDING PAIN BOOTH GARAGE 200123153		493.84	
API	A3031624-54140	02/16/2021 W	21FEB2	006523		182481	JANITORIAL SUPPLIES 26252		197.60	
API	A3143314-54332	02/16/2021 W	21FEB2	000656	200748	182482	MATERIALS & REPAIRS TRAFFIC LT 01/28/2021		4,326.00	
POL	A3143314-54332	02/16/2021 LIQ/INV		000656	200748	182482	MATERIALS & REPAIRS TRAFFIC LT 4 01/28/2021 2020			4,326.00
API	F3638334-54180	02/16/2021 W	21FEB2	008076		182483	OTHER SUPPLIES 8CISAR		15.47	
API	A3143014-54802	02/16/2021 W	21FEB2	008413	200300	182484	COMPLUS PARK TICKET COLL FEE 01/31/2021		3,098.58	
POL	A3143014-54802	02/16/2021 LIQ/INV		008413	200300	182484	COMPLUS PARK TICKET COLL FEE 4 01/31/2021 2020			3,098.58
API	A3143124-54740	02/16/2021 W	21FEB2	006294		182485	SERVICE CONTRACTS - EQUIPMENT (MA) SARAT,SP		665.00	
API	A3031934-54775	02/16/2021 W	21FEB2	000331		182486	SELF INSURANCE CLAIM 74063	Y	347.75	
API	A3051354-54740	02/16/2021 W	21FEB2	004628		182487	SERVICE CONTRACTS - EQUIPMENT 2188		3,415.29	
API	A3143124-54740	02/16/2021 W	21FEB2	000223		182488	SERVICE CONTRACTS - EQUIPMENT 4681158		16.50	
API	A3143124-54740						SERVICE CONTRACTS - EQUIPMENT		50.32	

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YEAR PER JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
	API A3051414-54740	02/16/2021 W	21FEB2	000223		182489	104524473			
	POL A3051414-54740	02/16/2021 W	21FEB2	000223	200385	182491	SERVICE CONTRACTS - EQUIPMENT		58.98	
		02/16/2021 LIQ/INV		000223	200385	182491	4659857			
	API A3143124-54740	02/16/2021 W	21FEB2	000223		182492	SERVICE CONTRACTS - EQUIPMENT	4		58.98
	API A3011422-52200	02/16/2021 W	21FEB2	000223		182492	4659857	2020		
	API F3638334-54110	02/16/2021 W	21FEB2	000223		182492	SERVICE CONTRACTS - EQUIPMENT		59.33	
	API A3143124-54740	02/16/2021 W	21FEB2	000223		182492	5061311340			
	API A3011422-52200	02/16/2021 W	21FEB2	000223		182492	SERVICE CONTRACTS - EQUIPMENT		50.54	
	API F3638334-54110	02/16/2021 W	21FEB2	000223		182493	5061311340			
	API A3143124-54510	02/16/2021 W	21FEB2	001857		182494	OFFICE EQUIPMENT		133.12	
	API A3143314-54510	02/16/2021 W	21FEB2	006851		182495	3232521023244A6			
	API A3143314-54510	02/16/2021 W	21FEB2	006851		182495	OFFICE SUPPLIES		100.33	
	API A3143314-54713	02/16/2021 W	21FEB2	006851		182495	1036			
	API A3143414-54510	02/16/2021 W	21FEB2	006851		182495	REPAIRS & MAINTENANCE VEHICLE		2,045.30	
	API A3143124-54720	02/16/2021 W	21FEB2	006851		182495	4310			
	API A3416794-54720	02/16/2021 W	21FEB2	000365		182497	REPAIRS & MAINTENANCE VEHICLE		61.20	
	API A3416784-54720	02/16/2021 W	21FEB2	000365		182498	4310			
	API A3143124-54140	02/16/2021 W	21FEB2	000371		182499	PAVEMENT MARKING MATERIALS		63.31	
	API A3143314-54390	02/16/2021 W	21FEB2	000371		182499	4310			
	API A3143314-54610	02/16/2021 W	21FEB2	000371		182499	REPAIRS & MAINTENANCE VEHICLE		28.97	
	API A3618684-54720	02/16/2021 W	21FEB2	004701		182500	4310			
	API A3051414-54490	02/16/2021 W	21FEB2	004701		182501	SERVICE CONTRACTS - PROF SERV		38.57	
	API A3335014-54510	02/16/2021 W	21FEB2	007574		182502	SSPD			
	API A3537114-54180	02/16/2021 W	21FEB2	006059		182503	SERVICE CONTRACTS - PROF SERV		1,502.00	
	API F3638334-54180	02/16/2021 W	21FEB2	000907		182504	1ST QTR TRANS			
	API E3577164-54720	02/16/2021 W	21FEB2	001336		182505	SERVICE CONTRACTS - PROF SERV		1,502.00	
	API E3577164-54720	02/16/2021 W	21FEB2	001336		182506	1ST QTR NUTRITION			
		02/16/2021 W	21FEB2				JANITORIAL SUPPLIES		13.98	
		02/16/2021 W	21FEB2				209150			
		02/16/2021 W	21FEB2				MAINTENANCE SUPPLIES		6.89	
		02/16/2021 W	21FEB2				209150			
		02/16/2021 W	21FEB2				REPAIRS & MAINTENANCE BUILDING		13.99	
		02/16/2021 W	21FEB2				209150			
		02/16/2021 W	21FEB2				PAVEMENT MARKING MATERIALS		6.59	
		02/16/2021 W	21FEB2				209150			
		02/16/2021 W	21FEB2				SERVICE CONTRACTS - PROF SERV		56.87	
		02/16/2021 W	21FEB2				5236			
		02/16/2021 W	21FEB2				GENERAL ADVERTISING		70.99	
		02/16/2021 W	21FEB2				4956			
		02/16/2021 W	21FEB2				REPAIRS & MAINTENANCE VEHICLE		495.00	
		02/16/2021 W	21FEB2				01/19/2021			
		02/16/2021 W	21FEB2				OTHER SUPPLIES		252.65	
		02/16/2021 W	21FEB2				1/11/2021			
		02/16/2021 W	21FEB2				OTHER SUPPLIES		878.00	
		02/16/2021 W	21FEB2				204426			
		02/16/2021 W	21FEB2				SERVICE CONTRACTS - PROF SERV		82.50	
		02/16/2021 W	21FEB2				FEB EMAIL			
		02/16/2021 W	21FEB2				SERVICE CONTRACTS - PROF SERV		222.45	
		02/16/2021 W	21FEB2				FEB 2021			

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YEAR PER JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
API	E3475654-54720	02/16/2021 W	21FEB2	001336		182507	SERVICE CONTRACTS - PROF SERV 92864,92865		380.00	
API	E3577164-54720	02/16/2021 W	21FEB2	001336		182508	SERVICE CONTRACTS - PROF SERV 2/1/2021		440.00	
API	A3335014-54520	02/16/2021 W	21FEB2	008048		182509	GAS & OIL 27640000-1		4,972.45	
API	A3143124-54520	02/16/2021 W	21FEB2	008048		182510	GAS & OIL 27640000-1		26.59	
API	A3143414-54520	02/16/2021 W	21FEB2	008048		182510	GAS & OIL 27640000-1		802.74	
API	A3567144-54520-3000	02/16/2021 W	21FEB2	008048		182510	GAS & OIL 27640000-1		89.20	
API	A3638564-54520	02/16/2021 W	21FEB2	008048		182510	GAS & OIL 27640000-1		332.32	
API	G3638124-54520	02/16/2021 W	21FEB2	008048		182510	GAS & OIL 27640000-1		59.67	
API	G3638114-54520	02/16/2021 W	21FEB2	008048		182510	GAS & OIL 27640000-1		302.61	
API	F3638354-54520	02/16/2021 W	21FEB2	008048		182510	GAS & OIL 27640000-1		348.92	
API	A3335124-54520	02/16/2021 W	21FEB2	008048		182510	GAS & OIL 27640000-1		1,637.13	
API	A3335014-54520	02/16/2021 W	21FEB2	008048		182510	GAS & OIL 27640000-1		1,468.59	
API	A3537114-54180	02/16/2021 W	21FEB2	000407		182511	OTHER SUPPLIES 1136000006		192.03	
API	A3143124-54720	02/16/2021 W	21FEB2	000806		182512	SERVICE CONTRACTS - PROF SERV 28		85.00	
API	A3567244-54720-3000	02/16/2021 W	21FEB2	000806	210034	182513	SERVICE CONTRACTS - PROF SERV R214285		184.00	
API	A3638184-54720	02/16/2021 W	21FEB2	000806	210034	182513	SERVICE CONTRACTS - PROF SERV R214285		288.00	
POL	A3567244-54720-3000	02/16/2021 LIQ/INV		000806	210034	182513	SERVICE CONTRACTS - PROF SERV 4 R214285 2021			184.00
POL	A3638184-54720	02/16/2021 LIQ/INV		000806	210034	182513	SERVICE CONTRACTS - PROF SERV 4 R214285 2021			288.00
API	F3638334-54141	02/16/2021 W	21FEB2	000393	210013	182514	CHEMICALS 353523		1,876.60	
POL	F3638334-54141	02/16/2021 LIQ/INV		000393	210013	182514	CHEMICALS 4 353523 2021			1,876.60
API	A3143314-54332	02/16/2021 W	21FEB2	005677	200752	182515	MATERIALS & REPAIRS TRAFFIC LT C24377		145.38	
POL	A3143314-54332	02/16/2021 LIQ/INV		005677	200752	182515	MATERIALS & REPAIRS TRAFFIC LT 4 C24377 2020			145.38
API	A3011214-54740	02/16/2021 W	21FEB2	007292		182516	SERVICE CONTRACTS - EQUIPMENT TOBS6PA		63.08	
API	E3577164-54720	02/16/2021 W	21FEB2	006290		182517	SERVICE CONTRACTS - PROF SERV 3696657		7,194.95	
API	A3143124-54180						OTHER SUPPLIES		84.49	

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YEAR PER JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
		02/16/2021	W 21FEB2	000320		182519	204012			
API	A3021314-54110						OFFICE SUPPLIES		1,169.75	
		02/16/2021	W 21FEB2	004146		182520	166315			
API	A3031654-54160						UNIFORMS		59.04	
		02/16/2021	W 21FEB2	003256	210015	182521	1269238			
API	A3031654-54610						REPAIRS & MAINTENANCE BUILDING		42.21	
		02/16/2021	W 21FEB2	003256	210015	182521	1269238			
API	A3567174-54610-3000						REPAIRS & MAINTENANCE BUILDING		84.97	
		02/16/2021	W 21FEB2	003256	210015	182521	1269238			
POL	A3031654-54160						UNIFORMS	4		59.04
		02/16/2021	LIQ/INV	003256	210015	182521	1269238	2021		
POL	A3031654-54610						REPAIRS & MAINTENANCE BUILDING	4		42.21
		02/16/2021	LIQ/INV	003256	210015	182521	1269238	2021		
POL	A3567174-54610-3000						REPAIRS & MAINTENANCE BUILDING	4		84.97
		02/16/2021	LIQ/INV	003256	210015	182521	1269238	2021		
API	A3335124-54510						REPAIRS & MAINTENANCE VEHICLE		263.56	
		02/16/2021	W 21FEB2	005493		182522	1840			
API	A3335014-54510						REPAIRS & MAINTENANCE VEHICLE		41.00	
		02/16/2021	W 21FEB2	005493		182522	1840			
API	F3638334-54510						REPAIRS & MAINTENANCE VEHICLE		232.26	
		02/16/2021	W 21FEB2	005493		182522	1840			
API	F3638344-54510						REPAIRS & MAINTENANCE VEHICLE		98.46	
		02/16/2021	W 21FEB2	005493		182522	1840			
API	A3335014-54510						REPAIRS & MAINTENANCE VEHICLE		500.60	
		02/16/2021	W 21FEB2	005493		182522	1840			
API	A3335124-54510						REPAIRS & MAINTENANCE VEHICLE		69.60	
		02/16/2021	W 21FEB2	005493		182522	1840			
API	A3335014-54510						REPAIRS & MAINTENANCE VEHICLE			169.83
		02/16/2021	W 21FEB2	005493		182522	1840			
API	E3577164-54110						OFFICE SUPPLIES		45.97	
		02/16/2021	W 21FEB2	007528		182523	4121265990223856			
API	E3577164-54120						POSTAGE		26.35	
		02/16/2021	W 21FEB2	007528		182523	4121265990223856			
API	E3577164-54140						JANITORIAL SUPPLIES		55.73	
		02/16/2021	W 21FEB2	007528		182523	4121265990223856			
API	E3577164-54140						JANITORIAL SUPPLIES		15.71	
		02/16/2021	W 21FEB2	007528		182523	4121265990223856			
API	A3567324-54170						SPORTS SUPPLIES		987.70	
		02/16/2021	W 21FEB2	000454	200637	182524	01/05/2021			
POL	A3567324-54170						SPORTS SUPPLIES	4		4,397.25
		02/16/2021	LIQ/INV	000454	200637	182524	01/05/2021	2020		
API	A3011424-54110						OFFICE SUPPLIES		71.92	
		02/16/2021	W 21FEB2	003346		182526	C1067550			
API	E3577164-54110						OFFICE SUPPLIES		148.38	
		02/16/2021	W 21FEB2	003346		182527	C1138768			
API	A3031624-54110						OFFICE SUPPLIES	Y	268.80	
		02/16/2021	W 21FEB2	003346		182528	217523200			
API	A3031654-54110						OFFICE SUPPLIES		140.17	
		02/16/2021	W 21FEB2	003346		182528	217523200			

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YEAR PER JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
API	E3475654-54672	02/16/2021 W	21FEB2	008702		182529	CREDIT CARD FEES 89279		100.00	
API	A3567194-54180-3000	02/16/2021 W	21FEB2	008162		182530	OTHER SUPPLIES 00595-023329		76.65	
API	F3638334-54180	02/16/2021 W	21FEB2	001973		182531	OTHER SUPPLIES 13696		19.47	
API	G3638124-54180	02/16/2021 W	21FEB2	001973		182531	OTHER SUPPLIES 13696		49.15	
API	A3031624-54180	02/16/2021 W	21FEB2	001973		182531	OTHER SUPPLIES 13696		29.10	
API	A3021694-54720	02/16/2021 W	21FEB2	008683		182532	SERVICE CONTRACTS - PROF SERV 52540114		101.85	
API	A3567144-54740	02/16/2021 W	21FEB2	001851		182544	SERVICE CONTRACTS - EQUIPMENT AL2207		.50	
API	A3011424-54740	02/16/2021 W	21FEB2	000223		182545	SERVICE CONTRACTS - EQUIPMENT 4681158		48.61	
API	A3618684-54110	02/16/2021 W	21FEB2	007453		182546	OFFICE SUPPLIES STAPLES REIMB		69.45	
API	A041-42110	02/16/2021 W	21FEB2	008757		182547	ZONING FEES ZBA REFUND 3 ELIZABETH LN		200.00	
API	A3113624-54670	02/16/2021 W	21FEB2	001831		182548	PHONES 94201487600001		172.32	
GENERAL LEDGER TOTAL									191,897.06	213.30
API	A-2600	02/16/2021 W	21FEB2	B 3327			ACCOUNTS PAYABLE			164,056.35
API	E-2600	02/16/2021 W	21FEB2	B 3327			ACCOUNTS PAYABLE			12,967.49
API	F-2600	02/16/2021 W	21FEB2	B 3327			ACCOUNTS PAYABLE			8,898.30
API	G-2600	02/16/2021 W	21FEB2	B 3327			ACCOUNTS PAYABLE			1,889.79
API	H-2600	02/16/2021 W	21FEB2	B 3327			ACCOUNTS PAYABLE			567.59
API	P-2600	02/16/2021 W	21FEB2	B 3327			ACCOUNTS PAYABLE			535.00
API	Y-2600	02/16/2021 W	21FEB2	B 3327			ACCOUNTS PAYABLE			2,769.24
POL	A-1521	02/16/2021 W	21FEB2	B 3327			ENCUMBRANCES			90,555.17
POL	E-1521	02/16/2021 W	21FEB2	B 3327			ENCUMBRANCES			3,059.84
POL	F-1521	02/16/2021 W	21FEB2	B 3327			ENCUMBRANCES			4,032.60
POL	H-1521	02/16/2021 W	21FEB2	B 3327			ENCUMBRANCES			73.75
POL	A-2963						BUDGETARY FUND BALANCE RES ENC		90,555.17	

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YEAR PER JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
		02/16/2021	W 21FEB2	B 3327						
POL E-2963		02/16/2021	W 21FEB2	B 3327			BUDGETARY FUND BALANCE RES ENC		3,059.84	
POL F-2963		02/16/2021	W 21FEB2	B 3327			BUDGETARY FUND BALANCE RES ENC		4,032.60	
POL H-2963		02/16/2021	W 21FEB2	B 3327			BUDGETARY FUND BALANCE RES ENC		73.75	
		02/16/2021	W 21FEB2	B 3327						
							SYSTEM GENERATED ENTRIES TOTAL		97,721.36	289,405.12
							JOURNAL 2021/02/124 TOTAL		289,618.42	289,618.42
2021 2 124										
API A-1522		02/16/2021	W 21FEB2	B 3327			EXPENDITURES		163,856.35	
API E-1522		02/16/2021	W 21FEB2	B 3327			EXPENDITURES		12,967.49	
API F-1522		02/16/2021	W 21FEB2	B 3327			EXPENDITURES		8,898.30	
API G-1522		02/16/2021	W 21FEB2	B 3327			EXPENDITURES		1,889.79	
API H-1522		02/16/2021	W 21FEB2	B 3327			EXPENDITURES		567.59	
API P-1522		02/16/2021	W 21FEB2	B 3327			EXPENDITURES		535.00	
API Y-1522		02/16/2021	W 21FEB2	B 3327			EXPENDITURES		2,769.24	
API A-2980		02/16/2021	W 21FEB2	B 3327			REVENUES		200.00	



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FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT							
A GENERAL FUND	2021	2	124	02/16/2021			
A-1521					ENCUMBRANCES		90,555.17
A-1522					EXPENDITURES	163,856.35	
A-2600					ACCOUNTS PAYABLE		164,056.35
A-2963					BUDGETARY FUND BALANCE RES ENC	90,555.17	
A-2980					REVENUES	200.00	
					FUND TOTAL	254,611.52	254,611.52
E CITY CENTER AUTHORITY	2021	2	124	02/16/2021			
E-1521					ENCUMBRANCES		3,059.84
E-1522					EXPENDITURES	12,967.49	
E-2600					ACCOUNTS PAYABLE		12,967.49
E-2963					BUDGETARY FUND BALANCE RES ENC	3,059.84	
					FUND TOTAL	16,027.33	16,027.33
F WATER FUND	2021	2	124	02/16/2021			
F-1521					ENCUMBRANCES		4,032.60
F-1522					EXPENDITURES	8,898.30	
F-2600					ACCOUNTS PAYABLE		8,898.30
F-2963					BUDGETARY FUND BALANCE RES ENC	4,032.60	
					FUND TOTAL	12,930.90	12,930.90
G SEWER FUND	2021	2	124	02/16/2021			
G-1522					EXPENDITURES	1,889.79	
G-2600					ACCOUNTS PAYABLE		1,889.79
					FUND TOTAL	1,889.79	1,889.79
H CAPITAL PROJECTS FUND	2021	2	124	02/16/2021			
H-1521					ENCUMBRANCES		73.75
H-1522					EXPENDITURES	567.59	
H-2600					ACCOUNTS PAYABLE		567.59
H-2963					BUDGETARY FUND BALANCE RES ENC	73.75	
					FUND TOTAL	641.34	641.34
P SPECIAL ASSESSMENT DISTRICT	2021	2	124	02/16/2021			
P-1522					EXPENDITURES	535.00	
P-2600					ACCOUNTS PAYABLE		535.00
					FUND TOTAL	535.00	535.00
Y COMMUNITY DEVELOPMENT FUND	2021	2	124	02/16/2021			
Y-1522					EXPENDITURES	2,769.24	
Y-2600					ACCOUNTS PAYABLE		2,769.24

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FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
FUND TOTAL					2,769.24	2,769.24

\*\* END OF REPORT - Generated by Stefanie Richards \*\*

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CLERK: u101 BATCH: 3321

NEW INVOICES

VENDOR REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
APPROVED UNPAID INVOICES TO BE POSTED									
330 00004 POSTMASTER	182297 182297		183610	21MWFEb1	3,657.70	.00	.00		
CASH A 2021/02 INV 02/01/2021 SEP-CHK: N DISC: .00						A3021314 54120	3,657.70	1099:	
ACCT 1200 DEPT 2000 DUE 02/01/2021 DESC:2021 TAX BILLS									
SARATOGA SPRINGS POST OFFICE 245 WASHINGTON AVENUE SARATOGA SPRINGS NY 12866-9998									
200 00001 THE HARTFORD-PRI	182298 739646382948		183611	21MWFEb1	962.00	.00	.00		
CASH A 2021/02 INV 02/01/2021 SEP-CHK: N DISC: .00						A3011474 54774	4.00	1099:7	
ACCT 1200 DEPT 1000 DUE 02/01/2021 DESC:000040370001						A3719044 54774	76.00	1099:7	
GROUP BENEFITS DIVISION P O BOX 783690 PHILADELPHIA PA 19178-3690						A3729044 54774	44.00	1099:7	
						A3739044 54774	296.66	1099:7	
						F3739044 54774	69.26	1099:7	
						G3739044 54774	50.88	1099:7	
						A3749044 54774	333.20	1099:7	
						A3759044 54774	36.00	1099:7	
						A3769044 54774	20.00	1099:7	
						A3769044 54774 3000	32.00	1099:7	
2 APPROVED UNPAID INVOICES			TOTAL		4,619.70				
2 INVOICE(S)			REPORT POST TOTAL		4,619.70				

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CITY OF SARATOGA SPRINGS LIVE  
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CLERK: u101 BATCH: 3321

ACCOUNT DISTRIBUTION SUMMARY

YR/PER	ORG	ACCOUNT	DESCRIPTION	AMOUNT	REMAINING BUDGET
2021 02	A3011474 A	-30-1-1431-4-54774 -	LIFE INSURANCE	4.00	42.40
	A3021314 A	-30-2-1310-4-54120 -	POSTAGE	3,657.70	3,642.30
	A3719044 A	-37-1-9045-4-54774 -	LIFE INSURANCE	76.00	824.00
	A3729044 A	-37-2-9045-4-54774 -	LIFE INSURANCE	44.00	516.80
	A3739044 A	-37-3-9045-4-54774 -	LIFE INSUARANCE	296.66	3,416.76
	A3749044 A	-37-4-9045-4-54774 -	LIFE INSURANCE	333.20	3,632.72
	A3759044 A	-37-5-9045-4-54774 -	LIFE INSURANCE	36.00	381.60
	A3769044 A	-37-6-9045-4-54774 -	LIFE INSURANCE	20.00	212.00
	A3769044 A	-37-6-9045-4-54774 -3000	LIFE INSURANCE	32.00	389.60
	F3739044 F	-37-3-9045-4-54774 -	LIFE INSURANCE	69.26	759.36
	G3739044 G	-37-3-9045-4-54774 -	LIFE INSURANCE	50.88	622.44
REPORT TOTALS				4,619.70	

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YEAR PER JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2021 2 19	API A3021314-54120	02/01/2021 W	21MWFEB1 000330			182297	POSTAGE		3,657.70	
	API A3011474-54774	02/01/2021 W	21MWFEB1 000200			182298	2021 TAX BILLS			
	API A3719044-54774	02/01/2021 W	21MWFEB1 000200			182298	LIFE INSURANCE		4.00	
	API A3729044-54774	02/01/2021 W	21MWFEB1 000200			182298	000040370001			
	API A3739044-54774	02/01/2021 W	21MWFEB1 000200			182298	LIFE INSURANCE		76.00	
	API F3739044-54774	02/01/2021 W	21MWFEB1 000200			182298	000040370001			
	API G3739044-54774	02/01/2021 W	21MWFEB1 000200			182298	LIFE INSURANCE		44.00	
	API A3749044-54774	02/01/2021 W	21MWFEB1 000200			182298	000040370001			
	API F3749044-54774	02/01/2021 W	21MWFEB1 000200			182298	LIFE INSUARANCE		296.66	
	API G3749044-54774	02/01/2021 W	21MWFEB1 000200			182298	000040370001			
	API A3759044-54774	02/01/2021 W	21MWFEB1 000200			182298	LIFE INSURANCE		69.26	
	API F3759044-54774	02/01/2021 W	21MWFEB1 000200			182298	000040370001			
	API G3759044-54774	02/01/2021 W	21MWFEB1 000200			182298	LIFE INSURANCE		50.88	
	API A3769044-54774	02/01/2021 W	21MWFEB1 000200			182298	000040370001			
	API F3769044-54774	02/01/2021 W	21MWFEB1 000200			182298	LIFE INSURANCE		333.20	
	API G3769044-54774	02/01/2021 W	21MWFEB1 000200			182298	000040370001			
	API A3779044-54774	02/01/2021 W	21MWFEB1 000200			182298	LIFE INSURANCE		36.00	
	API F3779044-54774	02/01/2021 W	21MWFEB1 000200			182298	000040370001			
	API G3779044-54774	02/01/2021 W	21MWFEB1 000200			182298	LIFE INSURANCE		20.00	
	API A3789044-54774	02/01/2021 W	21MWFEB1 000200			182298	000040370001			
	API F3789044-54774	02/01/2021 W	21MWFEB1 000200			182298	LIFE INSURANCE		32.00	
	API G3789044-54774	02/01/2021 W	21MWFEB1 000200			182298	000040370001			
GENERAL LEDGER TOTAL									4,619.70	.00
API A-2600	02/01/2021 W	21MWFEB1 B 3321					ACCOUNTS PAYABLE			4,499.56
API F-2600	02/01/2021 W	21MWFEB1 B 3321					ACCOUNTS PAYABLE			69.26
API G-2600	02/01/2021 W	21MWFEB1 B 3321					ACCOUNTS PAYABLE			50.88
SYSTEM GENERATED ENTRIES TOTAL									.00	4,619.70
JOURNAL 2021/02/19 TOTAL									4,619.70	4,619.70
2021 2 19	API A-1522	02/01/2021 W	21MWFEB1 B 3321				EXPENDITURES		4,499.56	
	API F-1522	02/01/2021 W	21MWFEB1 B 3321				EXPENDITURES		69.26	
	API G-1522	02/01/2021 W	21MWFEB1 B 3321				EXPENDITURES		50.88	

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FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
A	GENERAL FUND	2021	2	19	02/01/2021			
	A-1522					EXPENDITURES	4,499.56	
	A-2600					ACCOUNTS PAYABLE		4,499.56
						FUND TOTAL	4,499.56	4,499.56
F	WATER FUND	2021	2	19	02/01/2021			
	F-1522					EXPENDITURES	69.26	
	F-2600					ACCOUNTS PAYABLE		69.26
						FUND TOTAL	69.26	69.26
G	SEWER FUND	2021	2	19	02/01/2021			
	G-1522					EXPENDITURES	50.88	
	G-2600					ACCOUNTS PAYABLE		50.88
						FUND TOTAL	50.88	50.88

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CITY OF SARATOGA SPRINGS LIVE  
PURCHASE ORDER LIQUIDATION/RECEIVING REPORT

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CLERK: u101 BATCH: 3325

PO	LN	VENDOR	QUANTITY ORDERED	PREVIOUS RECVD/CANC	CURRENT RECEIVED	REMAINING PO QTY	STA CD	DESCRIPTION
200587	001	RICOH USA, INC	6.00	0.00	0.00	6.00	8	LEASE IM350F DESKTOP SSPD ADMIN

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u101 | 21MWFEB2

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CLERK: u101 BATCH: 3325

NEW INVOICES

VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS	PO BY	PO BALANCE	CHK/WIRE	ERR
APPROVED UNPAID INVOICES TO BE POSTED											
6950	00000 AMSURE	182310 108420		183623	21MWFEB2	662,515.69		.00	.00		
CASH A	2021/02	INV 02/09/2021	SEP-CHK: N	DISC: .00		A3011478	58010		2,628.06	1099:7	
ACCT 1200	DEPT 1000	DUE 02/10/2021	DESC:108421			A3719068	58010		22,945.97	1099:7	
PO BOX 15044	ALBANY NY 12212					A3729068	58010		19,198.72	1099:7	
						A3739068	58010		128,680.55	1099:7	
						A3749068	58010		400,250.04	1099:7	
						A3759068	58010		16,524.29	1099:7	
						A3769068	58010		8,137.67	1099:7	
						A3769068	58010	3000	15,109.77	1099:7	
						E3577168	58010		1,175.32	1099:7	
						F3739068	58010		31,819.89	1099:7	
						G3739068	58010		16,045.41	1099:7	
3	00002 CSEA-EBF	182311 FEB-2021		183624	21MWFEB2	1,801.16		.00	.00		
CASH A	2021/02	INV 02/09/2021	SEP-CHK: N	DISC: .00		A3739068	58011		1,411.72	1099:	
ACCT 1200	DEPT 1000	DUE 02/10/2021	DESC:268 DPW			A3769068	58011	3000	146.04	1099:	
ONE LEAR JET	LANE SUITE ONE LATHAM NY 12110					F3739068	58011		121.70	1099:	
						G3739068	58011		121.70	1099:	
6575	00003 DIRECT ENERGY BU	182312 HS12279295		183625	21MWFEB2	5,432.54		.00	.00		
CASH A	2021/02	INV 02/09/2021	SEP-CHK: Y	DISC: .00		E3577164	54650		5,432.54	1099:	
ACCT 1200	DEPT 7000	DUE 02/10/2021	DESC:71339049245								
P.O. BOX 32179	NEW YORK NY 10087-2179										
6575	00003 DIRECT ENERGY BU	182313 182313		183626	21MWFEB2	1,475.87		.00	.00		
CASH A	2021/02	INV 02/09/2021	SEP-CHK: N	DISC: .00		A3143414	54650		940.47	1099:	
ACCT 1200	DEPT 4000	DUE 02/10/2021	DESC:DPS			A3143414	54650		279.46	1099:	
P.O. BOX 32179	NEW YORK NY 10087-2179					A3143314	54650		255.94	1099:	
6575	00003 DIRECT ENERGY BU	182314 182314		183627	21MWFEB2	7,280.91		.00	.00		
CASH A	2021/02	INV 02/09/2021	SEP-CHK: N	DISC: .00		A3031654	54650		1,717.01	1099:	
ACCT 1200	DEPT 3000	DUE 02/10/2021	DESC:DPW			A3537114	54650		2,492.11	1099:	
P.O. BOX 32179	NEW YORK NY 10087-2179					G3638124	54650		27.46	1099:	
						A3567194	54650	3000	2,802.59	1099:	
						F3638334	54650		241.74	1099:	



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NEW INVOICES

VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS	PO BY	PO BALANCE	CHK/WIRE	ERR
7828	00000 GUARDIAN	182315 FEB 2021		183628	21MWFEB2	10,624.39		.00	.00		
CASH A	2021/02	INV 02/09/2021	SEP-CHK: N	DISC: .00		A3011478	58016		42.00	1099:	
ACCT 1200	DEPT 1000	DUE 02/10/2021	DESC:00 544643			A3719068	58016		695.43	1099:	
PO BOX 824404	PHILADELPHIA PA 19182-4404					A3729068	58016		291.80	1099:	
						A3739068	58016		2,382.59	1099:	
						F3739068	58016		945.74	1099:	
						G3739068	58016		310.66	1099:	
						A3749068	58016		5,423.67	1099:	
						A3759068	58016		237.23	1099:	
						A3769068	58016		211.27	1099:	
						A3769068	58016	3000	84.00	1099:	
200	00001 THE HARTFORD-PRI	182316 738302469736		183629	21MWFEB2	952.80		.00	.00		
CASH A	2021/02	INV 02/09/2021	SEP-CHK: N	DISC: .00		A3011474	54774		4.00	1099:7	
ACCT 1200	DEPT 1000	DUE 02/10/2021	DESC:000040370001			A3719044	54774		72.00	1099:7	
GROUP BENEFITS	DIVISION P O BOX 783690	PHILADELPHIA PA 19178-3690				A3729044	54774		44.00	1099:7	
						A3739044	54774		296.66	1099:7	
						F3739044	54774		69.26	1099:7	
						G3739044	54774		50.88	1099:7	
						A3749044	54774		328.00	1099:7	
						A3759044	54774		36.00	1099:7	
						A3769044	54774		20.00	1099:7	
						A3769044	54774	3000	32.00	1099:7	
6200	00003 LEXISNEXIS	182317 30.93054044		183630	21MWFEB2	89.61		.00	.00		
CASH A	2021/02	INV 02/09/2021	SEP-CHK: N	DISC: .00		A3011424	54440		89.61	1099:	
ACCT 1200	DEPT 1000	DUE 02/10/2021	DESC:42532P5K7								
PO BOX 9584	NEW YORK NY 10087-4584										
319	00001 NATIONAL GRID	182318 182318		183631	21MWFEB2	18,616.14		.00	.00		
CASH A	2021/02	INV 02/09/2021	SEP-CHK: N	DISC: .00		F3638324	54650		1,287.20	1099:	
ACCT 1200	DEPT 3000	DUE 02/10/2021	DESC:DPW			A3537114	54650		1,259.07	1099:	
P.O. BOX 4706	SYRACUSE NY 13221-4706					A3567194	54650	3000	1,325.82	1099:	
						A3031654	54650		2,037.56	1099:	
						G3638124	54650		3,134.58	1099:	
						G3638124	54650		3,038.03	1099:	
						A3335184	54750		4,115.06	1099:	
						F3638334	54650		215.96	1099:	
						A3335654	54650		127.95	1099:	
						A3416314	54650		318.03	1099:	
						A3567144	54650	3000	358.47	1099:	
						F3638334	54650		641.42	1099:	

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NEW INVOICES

VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
7350	00000 TVC ALBANY, INC.	182324 8426001		183637	21MWFEB2	1,305.00	.00	.00		
CASH A	2021/02	INV 02/09/2021	SEP-CHK: N	DISC: .00		A3021694 54740		1,305.00	1099:	
ACCT 1200	DEPT 2000	DUE 02/10/2021	DESC:37216							
PO BOX 1301	WILLISTON VT	05495-1301								
1927	00001 VERIZON	182325 182325		183638	21MWFEB2	19.87	.00	.00		
CASH A	2021/02	INV 02/09/2021	SEP-CHK: N	DISC: .00		A3051414 54671		19.87	1099:	
ACCT 1200	DEPT 5000	DUE 02/10/2021	DESC:651750659000139							
P O BOX 15124	ALBANY NY	12212-5124								
1927	00001 VERIZON	182326 182326		183639	21MWFEB2	32.73	.00	.00		
CASH A	2021/02	INV 02/09/2021	SEP-CHK: N	DISC: .00		A3143314 54751		32.73	1099:	
ACCT 1200	DEPT 4000	DUE 02/10/2021	DESC:251750662000161							
P O BOX 15124	ALBANY NY	12212-5124								
1927	00001 VERIZON	182327 182327		183640	21MWFEB2	34.57	.00	.00		
CASH A	2021/02	INV 02/09/2021	SEP-CHK: N	DISC: .00		A3143414 54670		34.57	1099:	
ACCT 1200	DEPT 4000	DUE 02/10/2021	DESC:651750654000142							
P O BOX 15124	ALBANY NY	12212-5124								
1927	00001 VERIZON	182328 182328		183641	21MWFEB2	44.30	.00	.00		
CASH A	2021/02	INV 02/09/2021	SEP-CHK: N	DISC: .00		A3143124 54670		44.30	1099:	
ACCT 1200	DEPT 4000	DUE 02/10/2021	DESC:651750534000189							
P O BOX 15124	ALBANY NY	12212-5124								
1927	00001 VERIZON	182329 182329		183642	21MWFEB2	44.30	.00	.00		
CASH A	2021/02	INV 02/09/2021	SEP-CHK: N	DISC: .00		A3143124 54670		44.30	1099:	
ACCT 1200	DEPT 4000	DUE 02/10/2021	DESC:5185846400685246							
P O BOX 15124	ALBANY NY	12212-5124								
1927	00001 VERIZON	182330 182330		183643	21MWFEB2	73.86	.00	.00		
CASH A	2021/02	INV 02/09/2021	SEP-CHK: N	DISC: .00		A3143124 54670		73.86	1099:	
ACCT 1200	DEPT 4000	DUE 02/10/2021	DESC:251750498000153							
P O BOX 15124	ALBANY NY	12212-5124								

NEW INVOICES

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NEW INVOICES

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NEW INVOICES

VENDOR	REMIT NAME	DOCUMENT INVOICE	PO	VOUCHER	WARRANT	NET AMOUNT	EXCEEDS PO BY	PO BALANCE	CHK/WIRE	ERR
1831	00001 VERIZON WIRELESS	182343 9871908466		183656	21MWFEB2	260.14	.00	.00		
CASH A	2021/02	INV 02/09/2021	SEP-CHK: Y	DISC: .00			E3577164 54670	260.14	1099:	
ACCT 1200	DEPT 7000	DUE 02/10/2021	DESC:48016910700001							
P O BOX 408	NEWARK NJ 07101-0408									
1831	00001 VERIZON WIRELESS	182344 9871910210		183657	21MWFEB2	969.56	.00	.00		
CASH A	2021/02	INV 02/09/2021	SEP-CHK: N	DISC: .00			A3143414 54670	969.56	1099:	
ACCT 1200	DEPT 4000	DUE 02/10/2021	DESC:48685100800001							
P O BOX 408	NEWARK NJ 07101-0408									
35 APPROVED UNPAID INVOICES				TOTAL		729,210.60				
35 INVOICE(S)				REPORT POST TOTAL		729,210.60				

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# ACCOUNT DISTRIBUTION SUMMARY

YR/PER	ORG	ACCOUNT	DESCRIPTION	AMOUNT	REMAINING BUDGET
2021 02	A3011214 A	-30-1-1210-4-54670 -	PHONES	113.69	1,636.31
	A3011424 A	-30-1-1420-4-54440 -	BOOKS PUBLICATI	89.61	1,410.39
	A3011434 A	-30-1-1430-4-54671 -	PHONES & FAX	31.51	1,198.49
	A3011474 A	-30-1-1431-4-54774 -	LIFE INSURANCE	4.00	42.40
	A3011478 A	-30-1-1431-8-58010 -	HOSPITALIZATION	2,628.06	26,282.68
	A3011478 A	-30-1-1431-8-58016 -	DENTAL PREMIUMS	42.00	420.00
	A3021694 A	-30-2-1681-4-54670 -	PHONES	598.69	11,934.80
	A3021694 A	-30-2-1681-4-54740 -	SERVICE CONTRAC	1,305.00	199,603.67
	A3031444 A	-30-3-1440-4-54670 -	PHONES	7.97	2,488.01
	A3031494 A	-30-3-1490-4-54670 -	PHONES	32.48	2,467.52
	A3031654 A	-30-3-1623-4-54650 -	UTILITIES	3,754.57	21,245.43
	A3031654 A	-30-3-1623-4-54670 -	PHONES	125.06	3,870.92
	A3051414 A	-30-5-1410-4-54671 -	PHONES & FAX	19.87	3,676.04
	A3143124 A	-31-4-3120-4-54110 -	OFFICE SUPPLIES	33.58	5,905.12
	A3143124 A	-31-4-3120-4-54650 -	UTILITIES	83.64	1,016.36
	A3143124 A	-31-4-3120-4-54670 -	PHONES	1,641.78	44,358.22
	A3143314 A	-31-4-3310-4-54650 -	UTILITIES	496.23	1,903.77
	A3143314 A	-31-4-3310-4-54751 -	UTILITIES TRAFF	1,992.17	22,980.00
	A3143414 A	-31-4-3410-4-54650 -	UTILITIES	2,133.36	12,866.64
	A3143414 A	-31-4-3410-4-54670 -	PHONES	2,249.16	25,745.50
	A3335184 A	-33-3-5182-4-54750 -	STREET LIGHTING	4,115.06	475,884.94
	A3335654 A	-33-3-5650-4-54650 -	UTILITIES	127.95	14,872.05
	A3416314 A	-34-1-6310-4-54650 -	UTILITIES	318.03	3,681.97
	A3537114 A	-35-3-7110-4-54650 -	UTILITIES	3,751.18	41,248.82
	A3537114 A	-35-3-7110-4-54670 -	PHONES	34.43	965.57
	A3537214 A	-35-3-7200-4-54670 -	PHONES	34.79	365.21
	A3567144 A	-35-6-7140-4-54650 -3000	UTILITIES	358.47	14,641.53
	A3567194 A	-35-6-7181-4-54650 -3000	UTILITIES	4,128.41	40,871.59
	A3567194 A	-35-6-7181-4-54670 -3000	PHONES	177.75	1,622.25
	A3567194 A	-35-6-7181-4-54720 -	SERVICE CONTRAC	500.00	5,400.00
	A3638184 A	-36-3-8180-4-54670 -	PHONES	68.98	1,131.02
	A3638194 A	-36-3-8185-4-54650 -	UTILITIES	756.99	3,743.01
	A3719044 A	-37-1-9045-4-54774 -	LIFE INSURANCE	72.00	828.00
	A3719068 A	-37-1-9060-8-58010 -	HOSPITALIZATION	22,945.97	208,644.62
	A3719068 A	-37-1-9060-8-58013 -	HRA ADMINISTRAT	21.90	240.90
	A3719068 A	-37-1-9060-8-58016 -	DENTAL PREMIUMS	695.43	6,416.43
	A3729044 A	-37-2-9045-4-54774 -	LIFE INSURANCE	44.00	516.80
	A3729068 A	-37-2-9060-8-58010 -	HOSPITALIZATION	19,198.72	192,002.00
	A3729068 A	-37-2-9060-8-58016 -	DENTAL PREMIUMS	291.80	722.26
	A3739044 A	-37-3-9045-4-54774 -	LIFE INSURANCE	296.66	3,416.76
	A3739068 A	-37-3-9060-8-58010 -	HOSPITALIZATION	128,680.55	1,426,048.73
	A3739068 A	-37-3-9060-8-58011 -	VISION INSURANC	1,411.72	18,465.88
	A3739068 A	-37-3-9060-8-58013 -	HRA ADMINISTRAT	109.50	1,204.50
	A3739068 A	-37-3-9060-8-58016 -	DENTAL PREMIUMS	2,382.59	23,156.78
	A3749044 A	-37-4-9045-4-54774 -	LIFE INSURANCE	328.00	3,637.92
	A3749068 A	-37-4-9060-8-58010 -	HOSPITALIZATION	400,250.04	4,002,826.76
	A3749068 A	-37-4-9060-8-58013 -	HRA ADMINISTRAT	936.40	9,575.60
	A3749068 A	-37-4-9060-8-58016 -	DENTAL PREMIUMS	5,423.67	42,947.60
	A3759044 A	-37-5-9045-4-54774 -	LIFE INSURANCE	36.00	381.60
	A3759068 A	-37-5-9060-8-58010 -	HOSPITALIZATION	16,524.29	165,321.78
	A3759068 A	-37-5-9060-8-58013 -	HRA ADMINISTRAT	14.60	160.60

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# ACCOUNT DISTRIBUTION SUMMARY

YR/PER	ORG	ACCOUNT	DESCRIPTION	AMOUNT	REMAINING BUDGET	
	A3759068	A	-37-5-9060-8-58016 -	DENTAL PREMIUMS	237.23	2,472.62
	A3769044	A	-37-6-9045-4-54774 -	LIFE INSURANCE	20.00	212.00
	A3769044	A	-37-6-9045-4-54774 -3000	LIFE INSURANCE	32.00	389.60
	A3769068	A	-37-6-9060-8-58010 -	HOSPITALIZATION	8,137.67	81,382.95
	A3769068	A	-37-6-9060-8-58010 -3000	HOSPITALIZATION	15,109.77	151,109.44
	A3769068	A	-37-6-9060-8-58011 -3000	VISION INSURANC	146.04	1,752.48
	A3769068	A	-37-6-9060-8-58016 -	DENTAL PREMIUMS	211.27	2,769.97
	A3769068	A	-37-6-9060-8-58016 -3000	DENTAL PREMIUMS	84.00	398.16
	E3475654	E	-34-7-5650-4-54650 -	UTILITIES	4,069.28	5,685.77
	E3577164	E	-35-7-7160-4-54650 -	UTILITIES	9,853.36	150,146.64
	E3577164	E	-35-7-7160-4-54670 -	PHONES	260.14	6,460.06
	E3577168	E	-35-7-7160-8-58010 -	HOSPITALIZATION	1,175.32	174,293.83
	F3638324	F	-36-3-8320-4-54650 -	UTILITIES	1,287.20	33,712.80
	F3638334	F	-36-3-8330-4-54650 -	UTILITIES	1,099.12	348,803.90
	F3638334	F	-36-3-8330-4-54670 -	PHONES	384.58	3,615.42
	F3739044	F	-37-3-9045-4-54774 -	LIFE INSURANCE	69.26	759.36
	F3739068	F	-37-3-9060-8-58010 -	HOSPITALIZATION	31,819.89	331,533.11
	F3739068	F	-37-3-9060-8-58011 -	VISION INSURANC	121.70	5,163.84
	F3739068	F	-37-3-9060-8-58016 -	DENTAL PREMIUMS	945.74	7,853.00
	G3638124	G	-36-3-8120-4-54650 -	UTILITIES	6,200.07	31,799.93
	G3739044	G	-37-3-9045-4-54774 -	LIFE INSURANCE	50.88	622.44
	G3739068	G	-37-3-9060-8-58010 -	HOSPITALIZATION	16,045.41	176,591.64
	G3739068	G	-37-3-9060-8-58011 -	VISION INSURANC	121.70	3,071.14
	G3739068	G	-37-3-9060-8-58016 -	DENTAL PREMIUMS	310.66	2,693.08
REPORT TOTALS				729,210.60		



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YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC	LINE DESC	T OB	DEBIT	CREDIT
2021	2	84										
API	A3011478-58010		02/10/2021	W 21MWFE2	006950		182310	HOSPITALIZATION	108421		2,628.06	
API	A3719068-58010		02/10/2021	W 21MWFE2	006950		182310	HOSPITALIZATION	108421		22,945.97	
API	A3729068-58010		02/10/2021	W 21MWFE2	006950		182310	HOSPITALIZATION	108421		19,198.72	
API	A3739068-58010		02/10/2021	W 21MWFE2	006950		182310	HOSPITALIZATION	108421		128,680.55	
API	A3749068-58010		02/10/2021	W 21MWFE2	006950		182310	HOSPITALIZATION	108421		400,250.04	
API	A3759068-58010		02/10/2021	W 21MWFE2	006950		182310	HOSPITALIZATION	108421		16,524.29	
API	A3769068-58010		02/10/2021	W 21MWFE2	006950		182310	HOSPITALIZATION	108421		8,137.67	
API	A3769068-58010-3000		02/10/2021	W 21MWFE2	006950		182310	HOSPITALIZATION	108421		15,109.77	
API	E3577168-58010		02/10/2021	W 21MWFE2	006950		182310	HOSPITALIZATION	108421		1,175.32	
API	F3739068-58010		02/10/2021	W 21MWFE2	006950		182310	HOSPITALIZATION	108421		31,819.89	
API	G3739068-58010		02/10/2021	W 21MWFE2	006950		182310	HOSPITALIZATION	108421		16,045.41	
API	A3739068-58011		02/10/2021	W 21MWFE2	000003		182311	VISION INSURANCE	268 DPW		1,411.72	
API	A3769068-58011-3000		02/10/2021	W 21MWFE2	000003		182311	VISION INSURANCE	268 DPW		146.04	
API	F3739068-58011		02/10/2021	W 21MWFE2	000003		182311	VISION INSURANCE	268 DPW		121.70	
API	G3739068-58011		02/10/2021	W 21MWFE2	000003		182311	VISION INSURANCE	268 DPW		121.70	
API	E3577164-54650		02/10/2021	W 21MWFE2	006575		182312	UTILITIES	71339049245		5,432.54	
API	A3143414-54650		02/10/2021	W 21MWFE2	006575		182313	UTILITIES	DPS		940.47	
API	A3143414-54650		02/10/2021	W 21MWFE2	006575		182313	UTILITIES	DPS		279.46	
API	A3143314-54650		02/10/2021	W 21MWFE2	006575		182313	UTILITIES	DPS		255.94	
API	A3031654-54650		02/10/2021	W 21MWFE2	006575		182314	UTILITIES	DPW		1,717.01	
API	A3537114-54650		02/10/2021	W 21MWFE2	006575		182314	UTILITIES	DPW		2,492.11	
API	G3638124-54650		02/10/2021	W 21MWFE2	006575		182314	UTILITIES	DPW		27.46	
API	A3567194-54650-3000		02/10/2021	W 21MWFE2	006575		182314	UTILITIES	DPW		2,802.59	
API	F3638334-54650							UTILITIES			241.74	

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YEAR PER JNL										
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT	
API A3011478-58016	02/10/2021 W	21MWFEB2	006575		182314	DPW				
API A3719068-58016	02/10/2021 W	21MWFEB2	007828		182315	DENTAL PREMIUMS 00 544643		42.00		
API A3729068-58016	02/10/2021 W	21MWFEB2	007828		182315	DENTAL PREMIUMS 00 544643		695.43		
API A3739068-58016	02/10/2021 W	21MWFEB2	007828		182315	DENTAL PREMIUMS 00 544643		291.80		
API F3739068-58016	02/10/2021 W	21MWFEB2	007828		182315	DENTAL PREMIUMS 00 544643		2,382.59		
API G3739068-58016	02/10/2021 W	21MWFEB2	007828		182315	DENTAL PREMIUMS 00 544643		945.74		
API A3749068-58016	02/10/2021 W	21MWFEB2	007828		182315	DENTAL PREMIUMS 00 544643		310.66		
API A3759068-58016	02/10/2021 W	21MWFEB2	007828		182315	DENTAL PREMIUMS 00 544643		5,423.67		
API A3769068-58016	02/10/2021 W	21MWFEB2	007828		182315	DENTAL PREMIUMS 00 544643		237.23		
API A3011474-54774	02/10/2021 W	21MWFEB2	000200		182316	LIFE INSURANCE 000040370001		211.27		
API A3719044-54774	02/10/2021 W	21MWFEB2	000200		182316	LIFE INSURANCE 000040370001		84.00		
API A3729044-54774	02/10/2021 W	21MWFEB2	000200		182316	LIFE INSURANCE 000040370001		4.00		
API A3739044-54774	02/10/2021 W	21MWFEB2	000200		182316	LIFE INSURANCE 000040370001		72.00		
API F3739044-54774	02/10/2021 W	21MWFEB2	000200		182316	LIFE INSURANCE 000040370001		44.00		
API G3739044-54774	02/10/2021 W	21MWFEB2	000200		182316	LIFE INSURANCE 000040370001		296.66		
API A3749044-54774	02/10/2021 W	21MWFEB2	000200		182316	LIFE INSURANCE 000040370001		69.26		
API A3759044-54774	02/10/2021 W	21MWFEB2	000200		182316	LIFE INSURANCE 000040370001		50.88		
API A3769044-54774	02/10/2021 W	21MWFEB2	000200		182316	LIFE INSURANCE 000040370001		328.00		
API A3011424-54440	02/10/2021 W	21MWFEB2	006200		182317	BOOKS PUBLICATIONS & SUBSCRITI 42532P5K7		36.00		
API F3638324-54650	02/10/2021 W	21MWFEB2	000319		182318	UTILITIES DPW		20.00		
API A3537114-54650	02/10/2021 W	21MWFEB2	000319		182318	UTILITIES DPW		32.00		
API A3567194-54650	02/10/2021 W	21MWFEB2	000319		182318	UTILITIES DPW		1,287.20		
								1,259.07		
								1,325.82		

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YEAR PER JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
API	A3031654-54650						UTILITIES		2,037.56	
	02/10/2021 W	21MWFEB2	000319			182318	DPW			
API	G3638124-54650						UTILITIES		3,134.58	
	02/10/2021 W	21MWFEB2	000319			182318	DPW			
API	G3638124-54650						UTILITIES		3,038.03	
	02/10/2021 W	21MWFEB2	000319			182318	DPW			
API	A3335184-54750						STREET LIGHTING		4,115.06	
	02/10/2021 W	21MWFEB2	000319			182318	DPW			
API	F3638334-54650						UTILITIES		215.96	
	02/10/2021 W	21MWFEB2	000319			182318	DPW			
API	A3335654-54650						UTILITIES		127.95	
	02/10/2021 W	21MWFEB2	000319			182318	DPW			
API	A3416314-54650						UTILITIES		318.03	
	02/10/2021 W	21MWFEB2	000319			182318	DPW			
API	A3567144-54650-3000						UTILITIES		358.47	
	02/10/2021 W	21MWFEB2	000319			182318	DPW			
API	F3638334-54650						UTILITIES		641.42	
	02/10/2021 W	21MWFEB2	000319			182318	DPW			
API	A3638194-54650						UTILITIES		756.99	
	02/10/2021 W	21MWFEB2	000319			182318	DPW			
API	A3143124-54650						UTILITIES		83.64	
	02/10/2021 W	21MWFEB2	000319			182319	DPS			
API	A3143314-54751						UTILITIES TRAFFIC LIGHTS		79.01	
	02/10/2021 W	21MWFEB2	000319			182319	DPS			
API	A3143314-54751						UTILITIES TRAFFIC LIGHTS		120.93	
	02/10/2021 W	21MWFEB2	000319			182319	DPS			
API	A3143314-54751						UTILITIES TRAFFIC LIGHTS		176.80	
	02/10/2021 W	21MWFEB2	000319			182319	DPS			
API	A3143314-54751						UTILITIES TRAFFIC LIGHTS		173.46	
	02/10/2021 W	21MWFEB2	000319			182319	DPS			
API	A3143314-54751						UTILITIES TRAFFIC LIGHTS		190.61	
	02/10/2021 W	21MWFEB2	000319			182319	DPS			
API	A3143314-54751						UTILITIES TRAFFIC LIGHTS		205.55	
	02/10/2021 W	21MWFEB2	000319			182319	DPS			
API	A3143314-54751						UTILITIES TRAFFIC LIGHTS		199.10	
	02/10/2021 W	21MWFEB2	000319			182319	DPS			
API	A3143314-54650						UTILITIES		240.29	
	02/10/2021 W	21MWFEB2	000319			182319	DPS			
API	A3143414-54650						UTILITIES		913.43	
	02/10/2021 W	21MWFEB2	000319			182319	DPS			
API	A3143314-54751						UTILITIES TRAFFIC LIGHTS		315.02	
	02/10/2021 W	21MWFEB2	000319			182319	DPS			
API	A3143314-54751						UTILITIES TRAFFIC LIGHTS		248.98	
	02/10/2021 W	21MWFEB2	000319			182319	DPS			
API	A3143314-54751						UTILITIES TRAFFIC LIGHTS		249.98	
	02/10/2021 W	21MWFEB2	000319			182319	DPS			
API	E3577164-54650						UTILITIES		2,035.25	
	02/10/2021 W	21MWFEB2	000319			182320	CITY CENTER			
API	E3475654-54650						UTILITIES		4,069.28	

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YEAR PER JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
API	E3577164-54650	02/10/2021	W 21MWFEB2	000319		182320	CITY CENTER UTILITIES		2,364.34	
API	E3577164-54650	02/10/2021	W 21MWFEB2	000319		182320	CITY CENTER UTILITIES		21.23	
API	A3143124-54110	02/10/2021	W 21MWFEB2	000319		182320	CITY CENTER OFFICE SUPPLIES		33.58	
POL	A3143124-54110	02/10/2021	W 21MWFEB2	000223	200587	182321	3232521023244A7 OFFICE SUPPLIES	4		33.58
API	A3719068-58013	02/10/2021	LIQ/INV	000223	200587	182321	3232521023244A7 HRA ADMINISTRATIVE FEE	2020	21.90	
API	A3739068-58013	02/10/2021	W 21MWFEB2	006205		182322	1/27/2021 HRA ADMINISTRATIVE FEE		109.50	
API	A3749068-58013	02/10/2021	W 21MWFEB2	006205		182322	1/27/2021 HRA ADMINISTRATIVE FEE		936.40	
API	A3759068-58013	02/10/2021	W 21MWFEB2	006205		182322	1/27/2021 HRA ADMINISTRATIVE FEE		14.60	
API	A3567194-54720	02/10/2021	W 21MWFEB2	006205		182322	1/27/2021 SERVICE CONTRACTS - PROF SERV		500.00	
API	A3021694-54740	02/10/2021	W 21MWFEB2	005997		182323	2029044780101 SERVICE CONTRACTS - EQUIPMENT		1,305.00	
API	A3051414-54671	02/10/2021	W 21MWFEB2	007350		182324	37216 PHONES & FAX		19.87	
API	A3143314-54751	02/10/2021	W 21MWFEB2	001927		182325	651750659000139 UTILITIES TRAFFIC LIGHTS		32.73	
API	A3143414-54670	02/10/2021	W 21MWFEB2	001927		182326	251750662000161 PHONES		34.57	
API	A3143124-54670	02/10/2021	W 21MWFEB2	001927		182327	651750654000142 PHONES		44.30	
API	A3143124-54670	02/10/2021	W 21MWFEB2	001927		182328	651750534000189 PHONES		44.30	
API	A3143124-54670	02/10/2021	W 21MWFEB2	001927		182329	5185846400685246 PHONES		73.86	
API	A3143414-54670	02/10/2021	W 21MWFEB2	001927		182330	251750498000153 PHONES		97.19	
API	A3143414-54670	02/10/2021	W 21MWFEB2	001927		182331	651750666000189 PHONES		103.28	
API	A3143414-54670	02/10/2021	W 21MWFEB2	001927		182332	251750651000198 PHONES		190.74	
API	A3143414-54670	02/10/2021	W 21MWFEB2	001927		182333	251747334000181 PHONES		228.51	
API	A3143414-54670	02/10/2021	W 21MWFEB2	001927		182334	DPS PHONES		252.52	
API	A3143124-54670	02/10/2021	W 21MWFEB2	001927		182335	651750648000166 PHONES		340.52	
API	A3143414-54670	02/10/2021	W 21MWFEB2	001927		182336	651750563000175 PHONES		372.79	
API	A3021694-54670	02/10/2021	W 21MWFEB2	001927		182337	251747336000130 PHONES		503.17	
		02/10/2021	W 21MWFEB2	001927		182338	651750664000132			

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YEAR PER JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
API	A3031654-54670	02/10/2021 W	21MWFEB2	001927		182339	PHONES DPW		32.05	
API	A3031654-54670	02/10/2021 W	21MWFEB2	001927		182339	PHONES DPW		93.01	
API	A3638184-54670	02/10/2021 W	21MWFEB2	001927		182339	PHONES DPW		68.98	
API	A3567194-54670-3000	02/10/2021 W	21MWFEB2	001927		182339	PHONES DPW		34.44	
API	A3567194-54670-3000	02/10/2021 W	21MWFEB2	001927		182339	PHONES DPW		36.99	
API	A3567194-54670-3000	02/10/2021 W	21MWFEB2	001927		182339	PHONES DPW		106.32	
API	F3638334-54670	02/10/2021 W	21MWFEB2	001927		182339	PHONES DPW		149.15	
API	F3638334-54670	02/10/2021 W	21MWFEB2	001927		182339	PHONES DPW		74.25	
API	F3638334-54670	02/10/2021 W	21MWFEB2	001927		182339	PHONES DPW		87.46	
API	F3638334-54670	02/10/2021 W	21MWFEB2	001927		182339	PHONES DPW		73.72	
API	A3537114-54670	02/10/2021 W	21MWFEB2	001927		182339	PHONES DPW		34.43	
API	A3537214-54670	02/10/2021 W	21MWFEB2	001927		182339	PHONES DPW		34.79	
API	A3031494-54670	02/10/2021 W	21MWFEB2	001927		182339	PHONES DPW		32.48	
API	A3031444-54670	02/10/2021 W	21MWFEB2	001927		182339	PHONES DPW		7.97	
API	A3143124-54670	02/10/2021 W	21MWFEB2	001831		182340	PHONES 84224944300001		1,138.80	
API	A3021694-54670	02/10/2021 W	21MWFEB2	001831		182341	PHONES 84203733300001		95.52	
API	A3011214-54670	02/10/2021 W	21MWFEB2	001831		182342	PHONES 84203733300001		113.69	
API	A3011434-54671	02/10/2021 W	21MWFEB2	001831		182342	PHONES & FAX 84203733300001		31.51	
API	E3577164-54670	02/10/2021 W	21MWFEB2	001831		182343	PHONES 48016910700001		260.14	
API	A3143414-54670	02/10/2021 W	21MWFEB2	001831		182344	PHONES 48685100800001		969.56	
GENERAL LEDGER TOTAL									729,210.60	.00
API	A-2600	02/10/2021 W	21MWFEB2	B 3325			ACCOUNTS PAYABLE			655,396.29
API	E-2600	02/10/2021 W	21MWFEB2	B 3325			ACCOUNTS PAYABLE			15,358.10
API	F-2600						ACCOUNTS PAYABLE			35,727.49

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YEAR PER JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
		02/10/2021	W 21MWFEB2	B 3325						
API G-2600							ACCOUNTS PAYABLE			22,728.72
		02/10/2021	W 21MWFEB2	B 3325						
POL A-1521							ENCUMBRANCES			33.58
		02/10/2021	W 21MWFEB2	B 3325						
POL A-2963							BUDGETARY FUND BALANCE RES ENC		33.58	
		02/10/2021	W 21MWFEB2	B 3325						
							SYSTEM GENERATED ENTRIES TOTAL		33.58	729,244.18
							JOURNAL 2021/02/84 TOTAL		729,244.18	729,244.18
2021 2 84										
API A-1522							EXPENDITURES		655,396.29	
		02/10/2021	W 21MWFEB2	B 3325						
API E-1522							EXPENDITURES		15,358.10	
		02/10/2021	W 21MWFEB2	B 3325						
API F-1522							EXPENDITURES		35,727.49	
		02/10/2021	W 21MWFEB2	B 3325						
API G-1522							EXPENDITURES		22,728.72	
		02/10/2021	W 21MWFEB2	B 3325						

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FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
A	GENERAL FUND	2021	2	84	02/10/2021			
	A-1521					ENCUMBRANCES		33.58
	A-1522					EXPENDITURES	655,396.29	
	A-2600					ACCOUNTS PAYABLE		655,396.29
	A-2963					BUDGETARY FUND BALANCE RES ENC	33.58	
						FUND TOTAL	655,429.87	655,429.87
E	CITY CENTER AUTHORITY	2021	2	84	02/10/2021			
	E-1522					EXPENDITURES	15,358.10	
	E-2600					ACCOUNTS PAYABLE		15,358.10
						FUND TOTAL	15,358.10	15,358.10
F	WATER FUND	2021	2	84	02/10/2021			
	F-1522					EXPENDITURES	35,727.49	
	F-2600					ACCOUNTS PAYABLE		35,727.49
						FUND TOTAL	35,727.49	35,727.49
G	SEWER FUND	2021	2	84	02/10/2021			
	G-1522					EXPENDITURES	22,728.72	
	G-2600					ACCOUNTS PAYABLE		22,728.72
						FUND TOTAL	22,728.72	22,728.72

\*\* END OF REPORT - Generated by Stefanie Richards \*\*



# CITY OF SARATOGA SPRINGS

## PLANNING & ECONOMIC DEVELOPMENT



City Hall – 474 Broadway  
Saratoga Springs, New York 12866  
Tel: 518-587-3550 fax: 518-580-9480

Susan Barden, AICP

*Principal Planner*

Amanda Tucker, RA

*Senior Planner*

Lindsey Connors, MPA

*Community Development Planner*

Tina Carton

*Admin of Parks, Open Lands, Historic  
Preservation & Sustainability*

### MEMORANDUM

To: Mayor Meg Kelly  
Commissioners Dalton, Franck, Madigan, and Scirocco

From: Lindsey Connors, Community Development Planner

Date: February 10, 2021

Re: Citizen Advisory Sub-Committee Recommendations for COVID-19 Small Business Grant Program Awards

As part of the action plan for expenditure of the third tranche of CARES Act funding received by the City via HUD, the Community Development Department's COVID-19 Small Business Grant Program (SBG) was approved by Council on November 2, 2020. SBG was allocated \$256,503 of CDBG-CV funding to support the preservation of jobs held by persons of low income, which would otherwise be lost due to the economic impacts of the COVID-19 pandemic. Relief to small businesses through the provision of \$5,000 - \$10,000 grants in working capital facilitates this job-retention.

The SBG application period was open from December 7, 2020 – January 4, 2021. The review team evaluated the 30 funding submissions against the pre-determined criteria approved by City Council. Top scoring applications are recommended to receive \$10,000 grants, and the remaining eligible applications are recommended to receive \$5,000 grants. SBG award grantee recommendations are as follows, and appear in descending score order:

Pro Nails Saratoga - \$10,000  
Putnam Market - \$10,000  
Henry Street Taproom - \$10,000  
Stylez Studio - \$10,000  
Spa Tap & Barrel - \$10,000  
Harvey's - \$10,000  
Paint & Sip - \$10,000  
The Wine Bar - \$10,000  
Urban Roots - \$10,000  
Samantha Nass Floral Design - \$10,000  
Saratoga Day Spa - \$10,000  
Clothes Horse Boutique - \$10,000  
Whole Harvest - \$10,000  
Palette - \$10,000  
The Cellar - \$10,000

Greenhouse Salad - \$10,000  
Pint Sized - \$10,000  
The Local - \$10,000  
Posh Brows and Beauty - \$10,000  
The Icehouse - \$10,000  
St. Charles Motel - \$10,000  
Fat Paulie's Delicatessen - \$10,000  
Solo Salon Suite - \$6,503 (*extraneous \$ available in fund*)  
Max Level Fitness - \$5,000  
Uptown Caffe - \$5,000  
Integrated Sustainability Solutions - \$5,000  
Saving Face Barbershop - \$5,000  
Sixth Generation Violin - \$5,000  
Anytime Fitness - \$5,000



Attached please find the master scoring sheet for your reference.

I thank you for your attention to this matter. Should you have any questions regarding these recommendations, please contact me at extension 2575.

COVID-19 Small Business Program Scoring Matrix

Score 1-5 Points				Assign 1 -2 bonus points								
	Applicant	Prior Financial Stability	Job Retention Feasibility	Absence of DOB	Federal Requirements Capability	> 1 FTE saved	WMBE	Non-essential status	employees laid off	Can rehire with grant \$	Total Score	Grant Amount Recc
1	Anytime Fitness	1	5	5	3	1	1	1	2	2	21	\$5,000.00
2	Clothes Horse Boutique	18	21	16	17	3	5	6	4.5	4	94.5	\$10,000.00
3	Community Court Motel	1	3	5	2	0	0	1	1	1	14	
4	Fat Paulie's Delicatessen	16	15	15	17	4	5	3	5	4	84	\$10,000.00
5	Greenhouse Salad	18	16	18	18	4	5	3	6.5	4	92.5	\$10,000.00
6	Harvey's	22	19	15	20	4	1	3	9	5	98	\$10,000.00
7	Henry Street Taproom	19	19	21	21	3	2	5	7	5	102	\$10,000.00
8	Integrated Sustainability Solutions	17	13	14	11	3	7	4.5	2	2	73.5	\$5,000.00
9	Max Level Fitness	11	16	16	17	5	6.5	6	2	1	80.5	\$5,000.00
10	Paint & Sip	21	18	16	21	4	9	5	2	2	98	\$10,000.00
11	Palette	17	17	17	19	4	9	6	2	2	93	\$10,000.00
12	Pint Sized	21	18	17	18	4	1	3	5	5.5	92.5	\$10,000.00
13	Posh Brows & Beauty	12	16	25	16	3	5	8	2	2	89	\$10,000.00
14	Pro Nails Saratoga	21	20	24	21	4	6	8	1	1	106	\$10,000.00
15	Putnam Market	23	19	15	21	4	8	2	8	5	105	\$10,000.00
16	Samantha Nass Floral Design	20	18	17	20	4	5	7	3	2	96	\$10,000.00
17	Saratoga Day Spa	20	19	18	18	3	5	6	4	3	96	\$10,000.00
18	Saving Face Barbershop	13	14	16	15	3	1	6	2	1	71	\$5,000.00
19	Sixth Generation Violin	13	13	18	15	2	1	5	1	1	69	\$5,000.00
20	Solo Salon Suite	18	17	16	17	4	1	6	2	1	82	\$6,503.00
21	Spa Tap & Barrel	19	19	14	19	4	6	3	8	7	99	\$10,000.00
22	St. Charles Motel	19	17	16	17	4	2	2	6	2	85	\$10,000.00
23	Stylez Studio	16	18	21	19	4	5	6	6	5	100	\$10,000.00
24	The Cellar	16	19	16	18	4	4	3	8	5	93	\$10,000.00
25	The Icehouse	16	18	13	18	3	1	5	8	5	87	\$10,000.00
26	The Local	22	17	17	17	4	1	3	7	3	91	\$10,000.00
27	The Wine Bar	20	20	16	21	4	5	3	5	4	98	\$10,000.00
28	Uptown Caffé	19	14	17	19	3	1	3	1	1	78	\$5,000.00
29	Urban Roots	22	19	15	19	4	1	5	8	5	98	\$10,000.00
30	Whole Harvest	18	18	14	18	4	8	3	5	6	94	\$10,000.00
Total											\$256,503.00	\$256,503.00 available

**DATE:**

**BETWEEN: LIVEBARN INC. ("LiveBarn")**

*and*

\_\_\_\_\_ ("Venue Owner")

WHEREAS LiveBarn Inc. and Venue Owner wish to enter into this Agreement pursuant to which LiveBarn will install at Venue Owner's Ice Rink Sheet described in the attached Schedule "A" (each being an "Ice Rink Sheet") a fully automated sports broadcasting system for the delivery of live and/or on demand video and audio streaming to internet connected devices such as smartphones, computers or tablets (the "Automated Online Broadcast Service");

NOW, THEREFORE, in consideration for the mutual promises set out below, and for other good and valuable consideration acknowledged by the parties, LiveBarn and Venue Owner agree as follows:

## **1 AUTOMATED ONLINE BROADCAST SERVICE**

1.1 LiveBarn shall, at its own expense, install and maintain all hardware, software and internet bandwidth required for the operation and maintenance of the Automated Online Broadcast Service in regards to each Ice Rink Sheet. The initial installation will occur within six months from the date of this Agreement (such six month date being herein referred to as the "Latest Install Date"); it will be scheduled with the written approval (including email) of Venue Owner, and concurrently with the installation, LiveBarn will specifically explain to Venue Owner representative onsite exactly where any hardware or other components will be installed. Installation will then only proceed with the consent of Venue Owner which consent will be deemed upon LiveBarn undertaking its installation. The initial installation for each Ice Rink Sheet shall include one (1) computer, one (1) router, one (1) modem, between one (1) and three (3) power converters, and up to two (2) cameras to be placed on the side walls or on the beams or columns extending from the walls. The internet connection and computer shall be located adjacent to the respective Ice Rink Sheet in a secure location with electrical power outlets. The exact selection of camera locations will be made after consideration for optimal broadcast quality and avoidance of any obstruction. Any modification to the installation will only be undertaken with the permission and process with Venue Owner as outlined above. Venue Owner shall assume the cost of electricity for the components installed in connection with this Agreement.

1.2 In addition LiveBarn shall, at its expense and upon Venue Owner's request, install one advertising management box adjacent to a TV screen that is provided by the Venue. The LiveBarn advertising management box will display a combination of LiveBarn highlights and a Live feed, as well as additional LiveBarn information.

1.3 All content broadcast using the Automated Online Broadcast Service, including the video and audio relating to all sports and recreational activities occurring on each Ice Rink Sheet (collectively, the "Content"), will be made available to LiveBarn's subscribers on a monthly subscription basis, subject to sections 1.6 and 1.7 below. LiveBarn will determine the pricing for its offerings of the Automated Online Broadcast Service. From time to time LiveBarn may provide a free trial at its discretion.

1.4 Revenue generated from the Automated Online Broadcast Service will be the property of LiveBarn; however, LiveBarn will supply Venue Owner with a unique code to enable it to market and solicit new memberships for LiveBarn, for which LiveBarn will pay Venue Owner thirty percent (30%) of the revenues generated from these memberships over the full lifetime of these memberships - until such membership is discontinued. The above code will enable Venue Owner to solicit LiveBarn memberships by providing potential members with the attraction of a 10% discount. This code will track the memberships generated by Venue Owner on a quarterly basis. The above payments to Venue Owner will only apply to LiveBarn memberships originated with the unique code allocated to Venue Owner. LiveBarn will pay Venue Owner its revenue share within 30 days of the end of each calendar quarter together with a corresponding revenue statement. Venue Owner will provide a staff person to communicate with and receive LiveBarn's various local marketing initiatives (including social media) as described below.

1.5 LiveBarn shall be the exclusive owner of all rights in and to the Content, and shall have the exclusive right to broadcast the Content for all purposes and in any manner it determines in its sole discretion, including by providing its broadcast signal to national broadcasters and digital media distributors. Without limiting the foregoing, the Venue Owner acknowledges that online distributions of the Content from each Ice Rink Sheet will be made available to all subscribers of the Automated Online Broadcast Service, subject to sections 1.6 and 1.7 below.

1.6 LiveBarn will provide Venue Owner with an exclusive online administrative password to enable Venue Owner in its discretion to "blackout" any particular dates or time periods from being broadcast on any selected Ice Rink Sheet (the "Blackout Restrictions").

1.7 LiveBarn will also provide Venue Owner with the ability in its discretion to restrict viewer access to any broadcasts from its Venue to a pre-selected potential audience for privacy purposes.

1.8 During the Term (as defined below), LiveBarn will provide Venue Owner with three (3) complimentary LiveBarn accounts for each Ice Rink Sheet.

1.9 LiveBarn will hold Venue Owner harmless for any injuries to LiveBarn employees and agents in connection with their work.

**2 TERM AND TERMINATION**

2.1 The term of this Agreement commences on the date hereof and continues until the six year anniversary of the Latest Install Date (the "Term"), and it will automatically renew for successive terms of two (2) years, unless either party notifies the other in writing of its intent to discontinue this Agreement at least ninety (90) days before the expiration of the then current term.

2.2 Notwithstanding the foregoing, but subject to Subsection 3.1 below, either party shall have the right to terminate this Agreement for any reason upon giving (90) days written notice to the other party.

2.3 Upon termination of this Agreement by expiration of the term or for any other cause, LiveBarn shall, at its own cost and expense, remove all hardware, software and wiring from Venue Owner's location.

2.4 Venue Owner shall have the right to terminate this Agreement if LiveBarn materially breaches this Agreement and the material breach is not cured to within forty (40) days after Venue Owner provides written notice which outlines such breach to LiveBarn.

**3 EXCLUSIVITY**

3.1 In consideration for the investment of time and expense incurred by LiveBarn to fulfill its obligations under this Agreement, the receipt and sufficiency of which is hereby acknowledged, the Venue Owner hereby declares and agrees that for a period of six (6) years from the commencement date of the Term, and notwithstanding the termination of this Agreement by the Venue Owner, for any reason, LiveBarn shall have the absolute exclusivity to broadcast Content from each of the Ice Rink Sheets using an automated (without individuals operating cameras) online broadcasting system. For greater certainty, the said exclusivity shall apply for the six (6) year period even if the Venue Owner elects to terminate this Agreement pursuant to Subsection 2.2 above prior to the expiration of the Term.

3.2 The Venue Owner hereby declares and acknowledges that the foregoing exclusivity, including the term thereof, is reasonable in the circumstances, and that LiveBarn is relying upon such exclusivity in connection with the provision of the Automated Online Broadcast Service and that LiveBarn would not have entered into this Agreement without such exclusivity. However, the foregoing exclusivity shall not apply should LiveBarn cease operations or to the extent Venue Owner terminates this agreement in accordance with section 2.4.

3.3 Venue Owner acknowledges and agrees that, in the event of a breach or threatened breach by it of the provisions of Subsection 3.1 above, LiveBarn will have no adequate remedy in money or damages and, accordingly, shall be entitled to an injunction in a court of competent jurisdiction

against such breach. However, no specification in this Agreement of any specific legal or equitable remedy shall be construed as a waiver or prohibition against any other legal or equitable remedies in the event of a breach of any of the provisions of this Agreement.

**4 SUPPLY OF AUTOMATED ONLINE BROADCAST SERVICE**

4.1 LiveBarn will use reasonable skill and care to make the Automated Online Broadcast Service available throughout the Term. Notwithstanding the foregoing, LiveBarn shall have no responsibility, liability, or obligation whatsoever to Venue Owner, or any other third party, for any interruptions of the Automated Online Broadcast Service.

4.2 LiveBarn may, without any liability to Venue Owner, suspend the supply of all or part of the Automated Online Broadcast Service upon giving Venue Owner notice. This would occur if the LiveBarn equipment is repeatedly damaged or LiveBarn is unable to obtain a sufficient internet signal to the venue.

4.3 The Venue Owner agrees to notify LiveBarn by email to [venuesupport@livebarn.com](mailto:venuesupport@livebarn.com) as soon as it becomes aware of any interruption or malfunction with the Automated Online Broadcast Service. Venue Owner will not be responsible for damage or malfunction of any equipment and LiveBarn will repair or replace at its cost any malfunctioning components which is required. Any required service visit by LiveBarn will be scheduled with the written approval (including email) of Venue Owner. LiveBarn will specifically explain the repair, replacement or service work to Venue Owner representative onsite and this work will only proceed with the consent of Venue Owner which consent will be deemed upon LiveBarn undertaking its work.

4.4 From time to time there will be on site adjustments requiring assistance from a technically proficient person at the Venue. Venue Owner will be responsible to supply such person when necessary.

**5 NOTICE TO PUBLIC**

5.1 The Venue Owner agrees to post a notice at the entrance to its venue and inside each Ice Rink Sheet, advising the public that the venue is monitored by video cameras for security, safety and commercial purposes, and participants waive any claim relating to the capture or public transmission of his/her participation while at the venue. LiveBarn will supply and post these notices during its initial installation and reserves the right to modify the language contained therein from time to time, in its sole discretion, to satisfy its legal obligations.

5.2 In all agreements with parties for usage of the Venue, Venue Owner will include provisions both disclosing the existence of LiveBarn broadcasting at the Venue and requiring such parties to notify all their users of the Venue of this.

**6 MARKETING**

6.1 Venue Owner agrees to promote LiveBarn through all available avenues discussed in this section, understanding that it is in Venue's best interest financially to market LiveBarn to their customers and patrons. LiveBarn will also provide, at its expense, a minimum of one (1) 2.5 x 6' color printed standing banner, branded with Venue Owner's unique code described in Subsection 1.5, to be displayed within Venue Owner's lobby in a prominent location. Venue Owner understands that failure to comply and make reasonable promotion and marketing efforts will result in lower revenue share payments to Venue Owner.

6.2 Venue Owner will provide a marketing contact person (s) who will be responsible for interacting with LiveBarn and becoming knowledgeable about the various LiveBarn marketing and promotion initiatives. Upon installation of LiveBarn, Venue Owner will make said contact available for a 30 minute video web session, serving as an orientation into all of the best practices for introducing and promoting LiveBarn. This person will subsequently be responsible for implementing promotion and marketing initiatives to Venue's customers and patrons.

6.3 Venue Owner will place a LiveBarn banner or link on their website with a backlink and embedded demo video where possible. Venue Owner will do the same with any organizations, associations, clubs and affiliates that it owns that use their facility.

6.4 Venue Owner will announce the LiveBarn installation as well as embed any demo video on all of their social media networks. Venue Owner will also like and follow LiveBarn on said social media networks as well as share content when tagged, acknowledging that this will only be used when venue is directly involved with any video shared. Venue Owner will do the same with any organizations, associations, clubs, affiliates that it owns that use their facility.

**7 GENERAL**

7.1 Any amendment to this Agreement must be in writing and signed by both parties.

7.2 Although LiveBarn will remain liable for its obligations hereunder, LiveBarn shall be permitted to use agents and subcontracts to perform its installation, maintenance and repair obligations hereunder.

7.3 The waiver of a breach of any provision of this Agreement will not operate or be interpreted as a waiver of any other or subsequent breach.

7.4 If any part of this Agreement is held to be invalid or unenforceable, that part will be severed and the rest of the Agreement will remain in force. Headings herein are for reference only.

7.5 LiveBarn shall name the City as Certificate Holder and Additional Insured on a Primary and Non-contributory Basis for Commercial General Liability Insurance in the amount of \$1,000,000 per occurrence with a \$2,000,000 aggregate; Commercial Auto Insurance \$1,000,000 combined single limit; Cyber Liability of \$2,000,000 per occurrence aggregate;

Media Coverage in amount not less than \$2,000,000 per occurrence aggregate. LiveBarn shall show proof of NYS Statutory Workers Compensation and Employer's Liability and name the City as a Certificate Holder. Certificate Holder for the City shall read Office of Risk and Safety, City Saratoga Springs, 474 Broadway, Saratoga Springs, NY 12866

7.6 All notices required under this Agreement must be given in writing and by email to LiveBarn at [venuesupport@livebarn.com](mailto:venuesupport@livebarn.com), [fmiller@livebarn.com](mailto:fmiller@livebarn.com), [ray@livebarn.com](mailto:ray@livebarn.com), and to Venue Owner at its address listed herein. Either party may change its address from time to time by providing notice of such change to the other party.

7.7 This Agreement describes the entire understanding and agreement of the parties, and supersedes all oral and written agreements or understandings between them related to its subject matter.

7.8 This Agreement may be executed in one or more counterparts, each of which will be deemed an original, and all of which taken together will be deemed to be one instrument.

7.9 This Agreement is governed by and will be interpreted under the laws of the State of New York. Any disputes shall be heard in the courts of the State of New York.

7.10 Each party shall keep the terms contained herein confidential and neither of its directors, officers, employees, agents or representatives, where applicable, shall disclose the terms contained herein without the express written consent of the other party, unless such disclosure is required by applicable law.

7.11 Venue Owner will not be liable to LiveBarn by reason of inconvenience or annoyance for any damages or lost revenue due to power loss or shortage, mechanical breakdown, structural damage, roof collapse, fire, flood, renovations, improvements, alterations, or closure of the facility by it or any regulatory agency.

7.12 LiveBarn consents to Venue Owner promoting in its marketing materials that LiveBarn supplies it with the LiveBarn installed product.

**IN WITNESS WHEREOF**, the Parties have executed this Agreement on the date and at the place first above mentioned.

LIVEBARN INC.  2/11/21  
Per: \_\_\_\_\_

VENUE OWNER  
Per: \_\_\_\_\_

Print Name: \_\_\_\_\_

**PLEASE FILL OUT SCHEDULE A****Venue Name and Address:**

Saratoga Springs Ice Rinks  
30 Weibel Avenue, Saratoga Springs, NY 12866

**Venue Marketing Contact:**

Name: Same as Primary  
Work Number:  
Cell Phone:  
Email Address:

**Name of Each Rink:**

(i.e. Rink #1 or Main Rink)

Weibel Ice Rink  
Vernon Arena

**Venue Technical Contact:**

Name: Same as primary  
Work Number:  
Cell Phone:  
Email Address:

**Revenue Share Payment Information:**

Payee Name (name of entity depositing check): City of Saratoga Springs

Attention (name of individual receiving check and statement): John Hirliman

Street Address: 15 Vanderbilt Ave

City: Saratoga Springs

State/Province: New York

Zip/Postal Code: 12866

Additional Special Instructions:

Make checks payable to commissioner of finance

**Primary Contact - Venue General Manager or Decision Maker:**

Name: John Hirliman  
Work Number: 518-587-3550 x2300  
Cell Phone: 315-529-3405  
Email Address:  
john.hirliman@saratoga-springs.org

**Secondary Contact or On-Site Manager:**

Name: Gary Benincasa  
Work Number: 518-365-8890  
Cell Phone: 518-365-8890  
Email Address:  
Gary.Benincasa@saratoga-springs.org

**Venues 9 Digit Tax Id #**

**(EIN): 14-6002423**

We require the Tax ID number in order to ship hardware from Canada to the USA (This helps speed up the shipping and installation process).

**PLEASE FILL OUT SCHEDULE A****Venue Name and Address:**

Saratoga Springs  
Recreation Center  
15 Vanderbilt Ave, Saratoga Springs, NY 12866

**Venue Marketing Contact:**

Name: Same as Primary  
Work Number:  
Cell Phone:  
Email Address:

**Name of Each Facility:**

(i.e. Rink #1 or Main Rink)

Saratoga  
Springs  
Recreation  
Center

**Venue Technical Contact:**

Name: Same as primary  
  
Work Number:  
Cell Phone:  
Email Address:

**Revenue Share Payment Information:**

Payee Name (name of entity depositing check): City of Saratoga Springs

Attention (name of individual receiving check and statement): John Hirliman

Street Address: 15 Vanderbilt Ave

City: Saratoga Springs

State/Province: New York

Zip/Postal Code: 12866

Additional Special Instructions:

Make checks payable to commissioner of finance

**Primary Contact - Venue General Manager or Decision Maker:**

Name: John Hirliman  
Work Number: 518-587-3550 x2300  
Cell Phone: 315-529-3405  
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john.hirliman@saratoga-springs.org

**Secondary Contact or On-Site Manager:**

Name: Gary Benincasa  
Work Number: 518-365-8890  
Cell Phone: 518-365-8890  
Email Address:  
Gary.Benincasa@saratoga-springs.org

**Venues 9 Digit Tax Id #**

**(EIN):** 14-6002423

We require the Tax ID number in order to ship hardware from Canada to the USA (This helps speed up the shipping and installation process).





LIVEB-1

OP ID: JF

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/09/2021

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).

<b>PRODUCER</b> American Ins Agency Inc 350 Lincoln Street, Suite 2400 Hingham, MA 02043 James J. Farren,CPCU,CRM		<b>617-770-9000</b>		<b>CONTACT NAME:</b> James J. Farren,CPCU,CRM <b>PHONE (A/C, No, Ext):</b> 617-770-9000 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b>	
<b>INSURED</b> LiveBarn, Inc. 120 North Abington Rd Clarks Green, PA 18411		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Hartford Insurance Co		<b>NAIC #</b> 29459	
		<b>INSURER B:</b>			
		<b>INSURER C:</b>			
		<b>INSURER D:</b>			
		<b>INSURER E:</b>			
		<b>INSURER F:</b>			

## 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 INSD	SUBR 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 type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:	X		08SBAAC8532	02/14/2021	02/14/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	X		08SBAAC8532	02/14/2021	02/14/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	X		08SBAAC8532	02/14/2021	02/14/2022	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	MEDIA (PROF) LIAB	X		08SBAAC8532	02/14/2021	02/14/2022	Ea act 2,000,000
A	CYBER LIAB	X		08SBAAC8532	02/14/2021	02/14/2022	Aggregate 2,000,000

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

The City of Saratoga Springs is Additional Insured on a Primary & Noncontributory Basis.

## CERTIFICATE HOLDER

## CANCELLATION

City of Saratoga Springs Office of Risk & Safety 474 Broadway Saratoga Springs, NY 12866	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 <i>James J. Farren</i> CPCU, CRM
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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
02/11/2021

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).

<b>PRODUCER</b> AUTOMATIC DATA PROCESSING INSURANCE AGCY INC 1 ADP BLVD MS 625 ROSELAND, NJ 07068 (877) 677-0428	<b>CONTACT NAME:</b> <b>PHONE</b> (A/C, No, Ext): (877) 677-0428 <b>FAX</b> (A/C, No): (877) 677-0430 <b>E-MAIL</b> ADDRESS: spcbicadp@travelers.com														
<b>INSURED</b> LIVEBARN INC 120 N ABINGTON RD CLARKS SUMMIT, PA 18411	<table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A : TRAVELERS PROPERTY CASUALTY COMPANY OF AMERICA</td><td>25674</td></tr><tr><td>INSURER B :</td><td></td></tr><tr><td>INSURER C :</td><td></td></tr><tr><td>INSURER D :</td><td></td></tr><tr><td>INSURER E :</td><td></td></tr><tr><td>INSURER F :</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : TRAVELERS PROPERTY CASUALTY COMPANY OF AMERICA	25674	INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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INSURER D :															
INSURER E :															
INSURER F :															

**COVERAGES**                      **CERTIFICATE NUMBER:** 393270606531240                      **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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<input type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:						EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG \$ \$ \$ \$ \$ \$
	<input type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) \$ \$ \$ \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE AGGREGATE \$ \$ \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/>	N/A		UB-3N652071-20	08/24/2020	08/24/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

<b>CERTIFICATE HOLDER</b> CITY OF SARATOGA SPRINGS OFFICE OF RISK & SAFETY 474 BROADWAY SARATOGA SPRINGS, NY 12866	<b>CANCELLATION</b> 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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## **LICENSE AGREEMENT**

THIS AGREEMENT is made on \_\_\_\_\_, 2021, by and between THE CITY OF SARATOGA SPRINGS, NEW YORK (hereinafter referred to as "City"), with offices at City Hall, Saratoga Springs, NY 12866 and JILL FISHON-KOVACHICK, an individual, residing at 184 Phila Street, Saratoga Springs, NY 12866, (hereinafter referred to as "Licensee").

WHEREAS, Grantee is the owner of record of a certain parcel of real property, together with improvements thereon, located at and commonly known as 184 Phila Street in the City of Saratoga Springs, County of Saratoga and State of New York, being the same premises shown as parcel 166.61-3-9 on the Tax Map of the Inside Tax District of the City of Saratoga Springs, and being more particularly described in deeds recorded in the Saratoga County Clerk's Office in Book 1615 of Deeds at Page 653, and in Book 1554 of Deeds at Page 549; and

WHEREAS, a survey prepared by Northeast Land Survey and Land Development Consultants, P.C., dated August 13, 2020, a copy of which is attached hereto as Schedule "A" and made part of this license agreement, shows that an existing stockade fence on said real property encroaches into a portion of the lands comprising Nelson Avenue, an improved street owned by the city, to a distance of several feet. It may be reasonably concluded that the said fence has existed in its present location in excess of 25 years;

NOW, in consideration of the mutual promises of the parties hereto and the payment by Grantee to the City of One Dollar (\$1.00) lawful money of the United States, it is hereby agreed as follows:

1. The City shall grant to the Licensee a revocable license to allow the said stockade fence to continue undisturbed within the area specified in the survey map, attached hereto as Schedule "A", for as long as the said fence remains standing.
2. The license granted herein shall include a license to construct an additional fence over the aforementioned city property, for the purpose of extending the fence over Licensee's property to a swimming pool area as shown on Schedule "A", and for no other purpose. The extension shall be subject to the same terms and conditions as the fence, and shall be constructed in accordance with all city and state laws, rules and regulations.
3. If the fence or extension shall ever be demolished, the license granted herein shall be extinguished and terminated upon such demolition. The Grantee shall have the right to make ordinary repairs, and maintenance to the fence within the encroachment.
4. Licensee shall assume responsibility for the maintenance of the fence and extension at her expense.

5. Licensee shall indemnify, defend and save the City from and against all losses, liabilities, obligations, damages, penalties, claims, costs, charges and expenses (including, without limitation, reasonable attorneys' fees and costs) which the City may incur as a result of the use of the fence and extension by Licensee, her employees, agents, visitors and/or invitees. Licensee shall furnish to the City copies of certificates of insurance evidencing such coverage.

6. The City and the Licensee acknowledge that the license granted hereunder does not constitute an interest in the premises, is personal to the Licensee, and may be terminated by the City if the Licensee fails to comply with any term or condition of this license within twenty-four (24) hours of the time Licensee is provided notice of such failure.

7. Licensee may not assign any of her rights under this license agreement.

8. The failure of the City to insist on strict performance of any term or condition hereof, or to exercise any right or option herein contained, shall not be construed as a waiver of such term, condition, right or option.

9. The City and the Licensee each represent to the other that they have the power and authority to enter into this license agreement.

10. This license agreement embodies the entire understanding of the parties hereto relating to the subject matter hereof and there are no further or other agreements or understandings, written or oral, in effect between the parties relating to the subject matter hereof. This agreement may be modified only by an instrument in writing signed by the parties hereto.

11. This agreement shall be binding upon and inure to the benefit of the parties, their successors, assigns, heirs, executors, and administrators.

12. This agreement is made pursuant to a resolution of the Saratoga Springs City Council on \_\_\_\_\_, 2021.

\_\_\_\_\_  
THE CITY OF SARATOGA SPRINGS

By: Meg Kelly, Mayor

Per Council Approval / /20

\_\_\_\_\_  
JILL FISHON-KOVACHICK

Licensee

STATE OF NEW YORK )  
 )  
COUNTY OF SARATOGA )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2021, before me, the undersigned, personally appeared MEG KELLY, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that she executed the same in her capacity, and that by her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

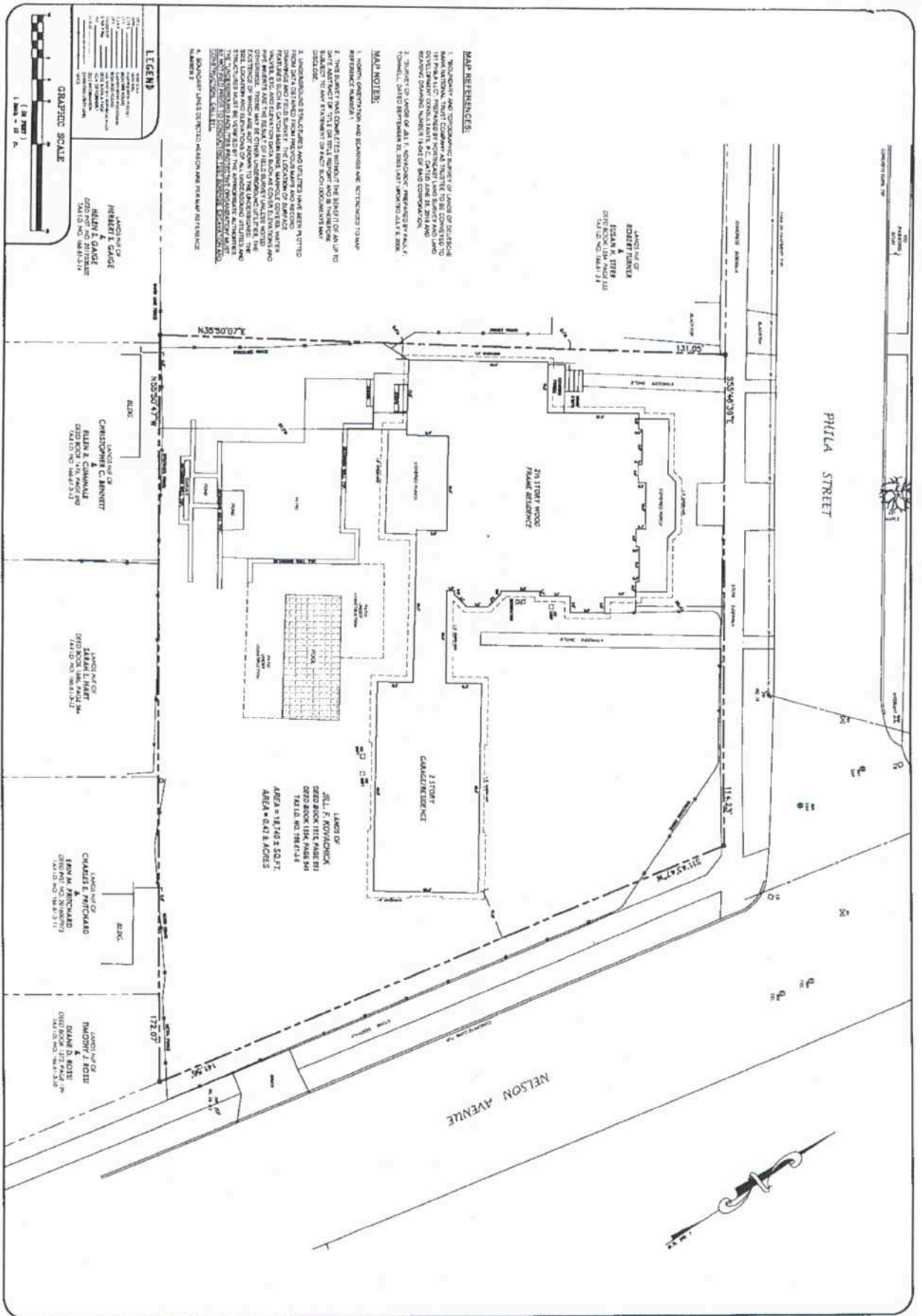
Notary Public Comm. Expires:

STATE OF NEW YORK )  
 )  
COUNTY OF SARATOGA )

On this            day of            , 2021, before me, the undersigned, personally appeared JILL FISHON-KOVACHICK, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Notary Public Comm. Expires:





## **LICENSE AGREEMENT**

**AGREEMENT**, made this \_\_\_\_ day of February, 2021, by and between the City of Saratoga Springs, New York, a NYS municipal corporation with offices located at Broadway, Saratoga Springs, NY 12866 (hereinafter referred to as "Licensor"), and Ballston Ave Partners, LLC, a NYS LLC with offices located at 96 Ballston Avenue, Saratoga Springs, NY 12866 (hereinafter referred to as "Licensee"),

**WHEREAS**, Licensee is the owner of the premises known as 96 Ballston Avenue (SBL No. 178.29-1-46), 116 Ballston Avenue (SBL No. 178.26-1-39), and vacant land on Ballston Avenue (SBL No. 178.26-1-40) in the City of Saratoga Springs; and

**WHEREAS**, Licensor is the owner of all that tract, piece or parcel of land in the City of Saratoga Springs, County of Saratoga and State of New York, being a certain "paper street" twenty feet in width, that adjoins the lands of Licensee as shown in the attached Schedule "A" diagram (hereinafter the "License Area"); and

**WHEREAS**, the Licensee desires to use the License Area as set forth herein; and

**WHEREAS**, Licensor is willing to permit Licensee to use the License Area, upon the terms and conditions set forth herein;

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt of which is acknowledged by the Licensor, and other good and valuable consideration, it is agreed as follows:

**1. Grant of Revocable License to Enter and Use Real Property and Term:**

Licensee is hereby authorized and permitted to enter and use the License Area as of the date of this Agreement until such time as Licensor revokes the license by giving at least 180 days written notice to Licensee as set forth in Paragraph "10" hereof. Licensee acknowledges and agrees that this Agreement constitutes a revocable license and that this agreement does not create an easement or other estate of any kind in the Licensed Area.

**2. Scope of Permitted Activities:**

a. Exclusive Area: Licensee shall have an exclusive license to utilize the area highlighted in yellow on the attached Schedule A diagram, which is ten feet in width, for the purpose of installing, maintaining and using a sidewalk, lighting, and landscaping, or any other use so long as in compliance with the conditions imposed by the City of Saratoga Springs Planning Board as part of a Site Plan approval. The exclusive license in this paragraph shall apply to the rights granted to Licensee to erect and maintain improvements in the area. For all other purposes, including but not limited to public purposes such as the use of the area for pedestrian walking, the license granted shall be non-exclusive.

b. Non-Exclusive Area: Licensee shall have a non-exclusive license to use the area



highlighted in blue on the attached Schedule A diagram, which is ten feet in width, for landscaping only, in compliance with the conditions imposed by the City of Saratoga Springs Planning Board Site Plan approval. The Licensor reserves the right to grant additional licenses to use the said non-exclusive area to adjoining landowners. For all other purposes, including but not limited to public purposes such as the use of the area for pedestrian walking, the license granted shall be non-exclusive.

3. **Insurance:** Licensee agrees to name Licensor as an additional insured and certificate holder on its general liability policy and to provide copies of certificates of insurance by Licensor.

4. **Indemnification:** Licensee shall indemnify and hold the Licensor harmless from any claim, suit or action for personal injuries, death, or property damage that may be sustained by Licensor as a result of the negligent acts or omissions of the Licensee or Licensee's agents, invitees, employees, guests or servants that occur in the License Area.

5. **Maintenance:** Licensee shall maintain the License Area at Licensee's expense in an attractive and safe manner and condition, and in accordance with the Site Plan Approval of the City of Saratoga Springs Planning Board.

6. **Restoration and Removal of Property:** Upon revocation of the license, the Licensee agrees to remove property, to restore the License Area to a clean and safe condition in compliance with all state and city codes, laws, and regulations, and to peacefully and quietly surrender the License Area in as good condition as existed prior to the grant of this License. If Licensee shall fail to do so, Licensor shall have the right to remove such party and restore the Licensed Area at Licensee's expense.

7. **Modification of Agreement:** This agreement may not be changed orally. This agreement may be assigned by Licensee to a homeowner's association or other successor and/or assign of Licensee but not to any other third parties. Any attempt to assign or otherwise transfer this agreement shall be null and void. The failure of the City to insist on strict performance of any term or condition hereof, or to exercise any right or option herein contained, shall not be construed as a waiver or modification of such term, condition, right or option.

8. **Execution of Agreement:** This agreement shall be valid if signed in counterparts by the Licensee and Licensor, provided however that delivery of each signed counterpart shall be made prior to the date of occupancy. Delivery may be made by fax or email.

9. **Attorneys fees:** In the event of a dispute regarding this agreement, the prevailing party shall be entitled to recover all costs, including reasonable attorney fees.

10. **Notice:** All notices, requests, demands, and other communications hereunder shall be in writing and shall be delivered in person or sent by registered or

certified mail, postage prepaid, commercial overnight courier with written verification of receipt. A notice shall be deemed given: (a) when delivered by personal delivery (as evidenced by the receipt); (b) two business days after deposit in the mail if sent by registered or certified mail; (c) one business day after having been sent by commercial overnight courier (as evidenced by the written verification of receipt). Notices shall be addressed as set forth above in the agreement, but any addressee may change its address by written notice in accordance herewith.

**11. Governing Law & Interpretation:** This Agreement shall be governed by and construed and enforced in accordance with the laws of the State of New York, without giving effect to the principles of conflict of laws. Neither party intends to directly or indirectly benefit a third party by the grant of this license. Thus, the parties acknowledge that there are no third-party beneficiaries to this agreement. The parties and their counsel have fully participated in the drafting of this agreement and thus agree that this agreement shall not be construed more severely against either party.

In Witness Whereof, the parties hereto execute this Agreement.

\_\_\_\_\_  
City of Saratoga Springs, New York, Licensor  
By: Meg Kelly, Mayor

\_\_\_\_\_  
Ballston Ave Partners, LLC  
By: Michael P. Ginley, Member

STATE OF NEW YORK                     )  
  ) ss.:  
COUNTY OF SARATOGA                )

On the \_\_\_\_\_ day of February 2021 before me, the undersigned, personally appeared Meg Kelly, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

\_\_\_\_\_  
Notary Public



STATE OF NEW YORK                    )  
  ) ss:  
COUNTY OF SARATOGA                )

On the \_\_\_\_\_ day of February 2021 before me, the undersigned, personally appeared Michael P. Ginley, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by his/her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

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Notary Public

A RESOLUTION  
OF THE CITY COUNCIL  
OF THE CITY OF SARATOGA SPRINGS, NY

BE IT RESOLVED, by the City Council of the City of Saratoga Springs, New York, as follows:

WHEREAS, on June 16, 2020 this Council enacted an ordinance to add a new Article IV-A to Chapter 136 of the City Code. The new Article allowed persons and entities holding valid permits to operate eating and drinking establishments to apply for an additional permit to use certain specified public property as a temporary outdoor seating area; and

WHEREAS, Section 136-33.1-9 of that Article specified that all permits issued thereunder would expire at midnight on September 7, 2020, but that expiration date may be extended from time to time by resolution of the City Council; and

WHEREAS, on August 4, 2020, the City Council extended the expiration date in Section 136-33.1-9 of the City Code to midnight, October 5, 2020, and on September 15, 2020, the City Council extended the expiration date to midnight, October 31, 2020; and on October 20, 2020, the City Council extended the expiration date to midnight, November 30, 2020; and on November 17, 2020 the City Council extended the expiration date to midnight, December 31, 2020; and

WHEREAS, the Council finds that the said permit procedure continues to have a positive impact on our City's local economy, that it has provided a convenience and benefit to members of the public, and that its extension at this time would be in the public interest,

NOW, THEREFORE, BE IT RESOLVED, as follows:

1. The City Council hereby commences use certain specified public property as a temporary outdoor seating area to commence March 15, 2021 and extend the expiration date in Section 136-33.1-9 of the City Code to midnight, October 31, 2021.
2. All other laws, ordinances, rules, policies and regulations of the City of Saratoga Springs shall remain in full force and effect.
3. Nothing in this resolution shall be construed so as to amend, replace or supersede any law or regulation of the State of New York, or any Executive Order of the Governor.
4. This authorization shall take effect immediately upon filing in the Office of the City Clerk.

Dated:

Ayes:      Nays:

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CITY COUNCIL OF THE CITY OF  
SARATOGA SPRINGS, NEW YORK

By: John P. Franck, City Clerk

DRAFT

## LOCAL LAW NO. 1 OF 2021

### A LOCAL LAW TO ESTABLISH SPECIAL DEFERMENTS FOR PAYMENTS OF TAXES DURING THE COVID-19 EMERGENCY PURSUANT TO REAL PROPERTY TAX LAW ARTICLE 19-A

BE IT ENACTED by the City Council of the City of Saratoga Springs, New York, as follows:

#### SECTION 1. LEGISLATIVE INTENT

The COVID-19 emergency has caused substantial and burdensome economic difficulties for many millions of Americans. It is right and proper for each local government, in its capacity as a taxing authority, to give serious consideration to methods by which citizens may be offered more time to pay their taxes.

It is the intent of this Local Law to provide city taxpayers with emergency relief by allowing additional time for the payment of property taxes as recently permitted by act of the New York State Legislature and the Governor of the State of New York.

#### SECTION 2. AUTHORITY

On January 30, the Governor signed into law Chapter 389 of the Laws of 2020. This law created a new Article 19-A of the Real Property Tax Law that allows municipalities, while the COVID-19 emergency declared by Executive Order No. 202 of 2020 is in effect, to adopt a local law to defer payment of property taxes and special ad valorem taxes for periods not to exceed 120 days past the original payment due date, or to separate tax payments due into as many installment payments as the local legislative body shall determine necessary, for a period not to exceed 120 days past the original due date. Each municipality is required to specify the new dates when payments will be due.

#### SECTION 3. DEFERMENT OF PAYMENTS

The City Council of the City of Saratoga Springs hereby establishes that the following tax payments shall be deferred to the due dates indicated:

1. Property taxes due on March 1, 2021 shall be due no later than May 1, 2021.
2. Property taxes due on June 1, 2021 shall be due no later than August 1, 2021.
3. Property taxes due on September 1, 2021 shall be due no later than November 1, 2021.

#### SECTION 4. SEVERABILITY

If any part or provision of this local law or the application thereof to any person, firm or corporation, or circumstance, be adjudged by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair, or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision or part of this local law or in its application to the person, individual, firm or corporation or circumstance directly involved in the controversy in which such judgment or order shall be rendered.

#### SECTION 5 EFFECTIVE DATE

This Local Law shall take effect immediately upon filing in the office of the Secretary of the State of New York, in accordance with section 27 of the Municipal Home Rule Law.

ADOPTED: February 16, 2021

Ayes      Nays

**CITY HALL --  
DEPARTMENT SUITE NUMBERS**

**Lake Ave**

**Suite:**

**#5-5A    Police Department  
             Public Safety  
             Code Enforcement**

**474 Broadway**

**Suite:**

**11        Mayor  
12        DPW  
13        Engineering  
14        Accounts  
15        Finance  
21        City Attorney & HR  
31        Civil Service  
32        Building  
32        Planning  
32        OPED  
32        Community Development  
33        County Supervisors**

**City of Saratoga Springs**  
**RECREATION DEPARTMENT FEES - 2021: Recreation Center Fees**

The following fees are the standard fees for facility rental and programs.

<b>DESCRIPTION</b>	<b>FEES</b>
<b><u>Junior Court Rental Per Hour</u></b>	
City User Groups	\$ 50.00
Non City User Groups	\$ 60.00
<b><u>Collegiate Court Rental Per Hour</u></b>	
City User Groups	\$ 83.00
Non City User Groups	\$ 93.00
<b><u>Junior Court Lag Rates</u></b>	
Doesn't apply for vacation, holiday, tournaments, games, or other rentals requiring City equipment or set up/take down	
March 1 - June 30	City User groups \$ 35.00
	Non City User groups \$ 45.00
July 1-Columbus Day and/or M-F 8am-2:30pm on non school vac/holiday	City User groups \$ 30.00
	Non City User groups \$ 40.00
<b><u>Rental Set Up/Take Down Fee-</u></b> per hour / per court as necessary	
City User Groups	\$ 25.00
Non City User Groups	\$ 25.00
*Applies if rental requires set or take down	
<b><u>Kitchen / Concession Rental Per Hour</u></b>	
City User Groups	\$ 30.00
Non City User Groups	\$ 40.00
*Rental includes Multipurpose room.	
*Max cost \$150 per day or \$200 per day	
<b><u>Multipurpose/Game Room/Racquetball Rental Per Hour</u></b>	
City User Groups	\$ 15.00
Non City User Groups	\$ 20.00
*Max cost \$75 per day or \$150 per day. No max for Racquetball Court	
*501c3 organizations holding meetings will not be charged for room rentals if space is available.	
<b><u>Maintenance Fee</u></b>	
City User Groups	\$ 25.00
Non City User Groups	\$ 25.00
*Applies if rental requires excessive clean up	
<b><u>Tournament Fee</u></b>	
4 Junior Courts (Whole Gym), Kitchen, Multipurpose Room, and Game Room	\$ 4,500.00
*Fee includes starting Saturday morning and ending Sunday Evening. Times and days are negotiable	
*Fee includes scoreboards, player/coach benches and tables	
Non Refundable Deposit with Reservation form and Signed License Agreement (deposit will be deducted from invoice)	\$ 450.00
Overtime Fee per hour- Charged if scheduled more than 14 consecutive hours per day	\$ 45.00
<b><u>Special Events</u></b>	\$ Varies
Craft shows, flea markets, etc...Rate is based on Contractual Agreement	
<b><u>Concession Stand Fees</u></b>	\$ Varies
The concession stand will have various foods and drinks available ranging from candy to hotdogs	
Sample menu: \$2.00 cheeseburger, hot dog, pizza, french fries	\$ 2.50 breakfast sandwiches
\$1.00 muffins, danish, coffee, water, juice, chips, candy, pretzel	\$1.50 pop, breakfast burrito

**City of Saratoga Springs**  
**RECREATION DEPARTMENT FEES - 2021: Recreation Center Fees**

The following fees are the standard fees for facility rental and programs.

<b>DESCRIPTION</b>		<b>FEES</b>
<b><u>Birthday Party Packages</u></b>		
10 people or Less	City Residents	\$ 150.00
	Non City Residents	\$ 175.00
11-20 people or Less	City Residents	\$ 200.00
	Non City Residents	\$ 225.00
	For each additional person over 20, regardless of residency	\$ 15.00
<b><u>Lost Rec Card</u></b>		\$ 3.00
<b><u>Rec Center daily program fee &amp; equipment rental</u></b>		
	<b>CITY RESIDENT</b>	<b>NON CITY RESIDENT</b>
Daily Drop-in	\$4	\$5
Racquetball (per person per 1hr)	\$5	\$8
Wallyball Court (per person per 2hrs)	\$5	\$8
Pickleball	\$4	\$5
Zumba	\$6	\$8
Adult Basketball	\$4	\$5
Walking Track Daily (Based on availability)	\$0	\$0
<b>Open Gym</b>	<b>\$4</b>	<b>\$5</b>
Computer Lab	\$0	\$0
Online transaction fes: e-checks 1% or visa/mc/discover at 2.6% rate plus \$0.25 per transaction		
Late Payment Fees	each month for payment received more than 30 days after billing date	\$ 25.00
Returned Check		\$ 25.00





## City of Saratoga Springs, NY Contract

City Project Number: 2021-1 City Project Name: Avaya Maintenance with Carousel  
City Department: Communications/Finance/IT Department Contact Person: Rachel A. Petryna City Ext. 2576  
Company Name: Carousel Industries  
Company Address: 10 Petra Lane Albany, NY 12205  
Company Telephone No.: 518-724-2137 Company Fax No.: 401-583-7769  
Vendor and/or Service Provider Primary Contact: Owen Gribbin Title: Account Exec  
Primary Contact Email: Ogribbin@carouselindustries.com  
Service to be Provided: Maintenance on Avaya Telephone System  
Remit Name (If different from above): Carousel Industries  
Remit Address: PO Box 842084 Boston, MA 02284-2084

1. **Scope of Agreement:** In response to a request for a pricing proposal requested by the City for Communications/Finc/IT, the Vendor and/or Service Provider submitted proposals dated 1/18/21 (the "Proposals/Statement of Work"), which are attached hereto as Exhibit A. The Vendor and/or Service Provider shall provide to the City the products and services set forth therein. The Vendor and/or Service Provider assumes full responsibility for the provision of the products and services made available in this Agreement. The Vendor and/or Service Provider shall be so liable even when the Vendor and/or Service Provider subcontract the provision of a portion of the products and services. Subcontracting shall be permitted only with the prior written approval of the City. The Vendor and/or Service Provider assumes all risks in the performance of all its activities authorized by this Agreement.
2. **Term of Agreement:** The term of this Agreement shall commence per the date of approval of this Agreement by the City Council of the City of Saratoga Springs. This Agreement shall continue in force from the effective date until the work provided as described herein is satisfactorily completed or by 3/1/21 through 2/28/22. Any modification of the work performed by the Vendor and/or Service Provider shall be made in writing and shall not be undertaken until the City agrees to the modification. The Vendor and/or Service Provider assume full responsibility for the provision of the products and services contracted for in this Agreement. The Vendor and/or Service Provider shall be so liable even when the Vendor and/or Service Provider subcontract the provision of a portion of the products and services. Subcontracting shall be permitted only with prior written notice and written approval of the City. The Vendor and/or Service Provider will provide his or her own equipment and materials as necessary to perform the work except as identified within the RFP/RFQ/BID Documents. The Vendor and/or Service Provider assume all risks in the performance of all its activities authorized by this Agreement.
3. **Terms of Payment:** Vendor and/or Service Provider will invoice the City on a monthly basis and the City will pay all invoices within thirty (30) days of receipt of the invoice or as practicable. The City shall pay the Vendor and/or Service Provider in accordance with the City Charter per the Purchasing Guidelines established by the City. All work performed under this agreement must be in accordance with the NYS Department of Labor Prevailing Wage Regulations. The Costs, fees, and disbursements associated with the provisions of the products and services shall be determined in accordance with the proposal submitted not to exceed Monthly Maintenance Payment \$1,335.70 for a total annual payment \$16,028.50 (hardware support) plus an annual maintenance support cost of \$8,427.01, a copy of which is annexed hereto and made a part hereof. Detailed original invoices not received within forty five (45) calendar days of the completed transaction could result in a delay of payment.
4. **Notice:** Any notices sent to the City under this Agreement will be effective five (5) business days after the postmarked date of mailing by certified mail, return receipt requested. The Finance Commissioner of Represented by Communications / Rachel A. Petryna is the designated Project Manager for this Agreement, shall represent the City in all matters, and has the authority to affect the delivery of products and/or services. The Project Manager for the Vendor and/or Service Provider is Represented by Owen Gribbin, AE. Any notice, request, demand or other communication required or provided for in this Agreement shall be in writing and shall be deemed to have been duly given if delivered in person or mailed in a sealed envelope, postage prepaid, addressed as follows:  
  
To the City: Commissioner of Finance – Michele Madigan, City Saratoga Springs, 474 Broadway, Saratoga Springs, NY 12866  
  
With a copy to: City Attorney, City Saratoga Springs, 474 Broadway, Saratoga Springs, NY 12866  
  
To Vendor and/or Service Provider: Carousel Industries
5. **Conflicts of Interest:** The Vendor and/or Service Provider represents and warrants that it has no conflict, actual or perceived, that would prevent it from performing its duties and responsibilities under the Agreement.
6. **City Property:** All information and materials received hereunder by the Vendor and/or Service Provider from the City are and shall remain the sole and exclusive property of the City and the Vendor and/or Service Provider shall have no right, title, or interest in or to any such information or materials by virtue of their use or possession hereunder by the Vendor and/or Service Provider. All intellectual property, created by the Vendor and/or Service Provider hereunder as a product or as a service to the City shall be the sole and exclusive property of the City. Effective upon their creation pursuant to the terms of this Agreement, the Vendor and/or Service Provider conveys, assigns and transfers to the City the sole and exclusive rights, title and interest in all documents, electronic databases, and custom programs, whether preliminary, final or otherwise, including all trademarks and copyrights. The Vendor and/or Service Provider hereby agrees to take all necessary and appropriate steps to ensure that the custom products are protected against unauthorized copying, reproduction and marketing by or through the Vendor and/or Service Provider, its agents, employees, or subcontractors. Nothing herein shall preclude the Vendor and/or Service Provider from otherwise using the related or underlying general knowledge, skills, ideas, concepts, techniques and experience developed under this Agreement in the course of the Vendor and/or Service Provider's business. The Contractor grants to the City a perpetual, nonexclusive, royalty-free, unlimited use license to use, execute, reproduce, display, modify and distribute any pre-existing

software, tools or techniques delivered by the Vendor and/or Service Provider under this Agreement. Any written reports, opinions and advice rendered by the Vendor and/or Service Provider shall become the sole and exclusive property of the City, and the Vendor and/or Service Provider shall have no right, title, or interest in or to any such information or materials by virtue of their use or possession hereunder by the Vendor and/or Service Provider.

7. **Retention of Records:** The Vendor and/or Service Provider shall make available to the City all information pertinent to the project, including reports, studies, drawings, and any other data. All original records generated as a result of the project shall be maintained by the Vendor and/or Service Provider for a period of six (6) years after expiration of the Agreement. Upon request, copies of those records shall be provided to the City at no cost.
8. **Independent Vendor and/or Service Provider Status:** It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of copartners between the parties hereto or as constituting the Vendor and/or Service Provider's staff as the agents, representatives or employees of the City for any purpose in any manner whatsoever. The Vendor and/or Service Provider and its staff are to be and shall remain an independent Vendor and/or Service Provider with respect to all services performed under this Agreement. The Vendor and/or Service Provider represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the Vendor and/or Service Provider or other persons, while engaged in the performance of any work or services required by the Vendor and/or Service Provider under this Agreement, shall not be considered employees of the City, and any and all claims that may or might arise under the Workers' Compensation Laws of the State of New York on behalf of said personnel or other persons while so engaged, and any and all claims whatsoever on behalf of any such person or personnel arising out of employment or alleged employment including, without limitation, claims of discrimination against the Vendor and/or Service Provider, its officers, agents, Vendor and/or Service Providers or employees shall in no way be the responsibility of the City; and the Vendor and/or Service Provider shall defend, indemnify and hold the City, its officers, agents and employees harmless from any and all such claims regardless of any determination of any pertinent tribunal, agency, board, commission or court. Such personnel or other persons shall not require nor be entitled to any compensation, rights or benefits of any kind whatsoever from the City, including, without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Compensation, disability, and severance pay.
9. **Insurance:** The City of Saratoga Springs herein requires the following terms and conditions regarding the agreement for the provision of professional services as outlined above: The Vendor and/or Service Provider shall procure and maintain during the term of this Agreement, at the Vendor and/or Service Provider's expense, the insurance policies listed with limits equal to or greater than the enumerated limits. The Vendor and/or Service Provider shall be solely responsible for any self-insured retention or deductible losses under each of the required policies. Every required policy, including any required endorsements and any umbrella or excess policy, shall be primary insurance. Insurance carried by the City of Saratoga Springs, its officers, or its employees, if any, shall be excess and not contributory insurance to that provided by the Vendor and/or Service Provider. Every required coverage type shall be "occurrence basis" with the exception of Professional Errors and Omissions Coverage, which may be "claims made" coverage. The Vendor and/or Service Provider may utilize umbrella/excess liability coverage to achieve the limits required hereunder; such coverage must be at least as broad as the primary coverage (follow form). The Office of Risk & Safety Management must approve all insurance certificates. The City of Saratoga Springs reserves its right to request certified copies of any policy or endorsement thereto. All insurance shall be provided by insurance carriers licensed & admitted to do business in the State of New York and must be rated "A-:VII" or better by A.M. Best (Current Rate Guide). If the Vendor and/or Service Provider fails to procure and maintain the required coverage(s) and minimum limits such failure shall constitute a material breach of contract, whereupon the City of Saratoga Springs may exercise any rights it has in law or equity, including but not limited to the following: (1) immediate termination of the Agreement; (2) withholding any/all payment(s) due under this Agreement or any other Agreement it has with the Vendor and/or Service Provider (common law set-off); OR (3) procuring or renewing any required coverage(s) or any extended reporting period thereto and paying any premiums in connection therewith. All monies so paid by the City of Saratoga Springs shall be repaid upon demand, or at the City's option, may be offset against any monies due to the Vendor and/or Service Provider.

The City of Saratoga Springs requires the Vendor and/or Service Provider name the City as a Certificate Holder for the following coverage for the work covered by this Agreement:

- A. For **projects whose total value is between Zero and \$100,000:**
  - **Commercial General Liability** Including Completed Products and Operations and Personal Liability Insurance: One Million Dollars per Occurrence with Two Million Dollars Aggregate;
  - **Commercial Automobile Insurance:** One Million Dollars Combined Single Limit for Owned, Hired and Non-owned Vehicles;
  - **Excess Insurance:** One Million Dollars per Occurrence Aggregate; AND
  - **NYS Statutory Workers Compensation, Employer's Liability and Disability Insurance:** Failure to secure compensation for the benefit of, and keep insured during the life of this agreement, employees required in compliance with the provisions of Workers' Compensation Law shall make this Agreement void and of no effect.
- B. For **projects whose total value is between \$100,000 and \$500,000:**
  - **Commercial General Liability** Including Completed Products and Operations and Personal Liability Insurance: One Million Dollars per Occurrence with Two Million Dollars Aggregate;
  - **Commercial Automobile Insurance:** One Million Dollars Combined Single Limit for Owned, Hired and Non-owned Vehicles;
  - **Excess Insurance:** Three Million Dollars per Occurrence Aggregate; AND
  - **NYS Statutory Workers Compensation, Employer's Liability and Disability Insurance:** Failure to secure compensation for the benefit of, and keep insured during the life of this agreement, employees required in compliance with the provisions of Workers' Compensation Law shall make this Agreement void and of no effect.
- C. For **projects whose total value is between \$500,000 and \$1,000,000:**
  - **Commercial General Liability** Including Completed Products and Operations and Personal Liability Insurance: One Million Dollars per Occurrence with Two Million Dollars Aggregate;
  - **Commercial Automobile Insurance:** One Million Dollars Combined Single Limit for Owned, Hired and Non-owned Vehicles;
  - **Excess Insurance:** Five Million Dollars per Occurrence Aggregate; AND

- **NYS Statutory Workers Compensation, Employer's Liability and Disability Insurance:** Failure to secure compensation for the benefit of, and keep insured during the life of this agreement, employees required in compliance with the provisions of Workers' Compensation Law shall make this Agreement void and of no effect.
- D. For projects involving the provision of **professional services**:
- **Commercial General Liability** Including Completed Products and Operations and Personal Liability Insurance: One Million Dollars per Occurrence with Two Million Dollars Aggregate;
  - **Commercial Automobile Insurance:** One Million Dollars Combined Single Limit for Owned, Hired and Non-owned Vehicles;
  - **Excess Insurance:** Three Million Dollars per Occurrence Aggregate;
  - **Professional Errors and Omissions:** Two Million Dollars per Claim Aggregate; AND
  - **NYS Statutory Workers Compensation, Employer's Liability and Disability Insurance:** Failure to secure compensation for the benefit of, and keep insured during the life of this agreement, employees required in compliance with the provisions of Workers' Compensation Law shall make this Agreement void and of no effect.
- E. For projects involving any form of **pollution risk or exposure, environmental hazard, asbestos or special circumstances**:
- **Commercial General Liability** Including Completed Products and Operations and Personal Liability Insurance: One Million Dollars per Occurrence with Two Million Dollars Aggregate;
  - **Pollution Liability Insurance including Coverage for Asbestos Abatement:** One Million Dollars Each Occurrence;
  - **Commercial Automobile Insurance:** One Million Dollars Combined Single Limit for Owned, Hired and Non-owned Vehicles;
  - **Excess Insurance:** Five Million Dollars per Occurrence Aggregate;
  - **Professional Errors and Omissions:** Two Million Dollars per Claim Aggregate; AND
  - **NYS Statutory Workers Compensation, Employer's Liability and Disability Insurance:** Failure to secure compensation for the benefit of, and keep insured during the life of this agreement, employees required in compliance with the provisions of Workers' Compensation Law shall make this Agreement void and of no effect. If the project in question involves any form of pollution risk or exposure, environmental hazard, asbestos or special circumstances, please contact the Office of Risk and Safety for a determination of insurance limits needed for your contract.
- F. For **software and technology projects**:
- **Commercial General Liability** Including Completed Products and Operations and Personal Liability Insurance: One Million Dollars per Occurrence with Two Million Dollars Aggregate;
  - **Commercial Automobile Insurance:** One Million Dollars Combined Single Limit for Owned, Hired and Non-owned Vehicles;
  - **Cyber Liability Insurance:** Five Million Dollars per occurrence aggregate;
  - **Excess Insurance:** Five Million Dollars per Occurrence Aggregate;
  - **Technology Errors and Omissions:** Two Million Dollars per Claim Aggregate; AND
  - **NYS Statutory Workers Compensation, Employer's Liability and Disability Insurance:** Failure to secure compensation for the benefit of, and keep insured during the life of this agreement, employees required in compliance with the provisions of Workers' Compensation Law shall make this Agreement void and of no effect. If the project in question involves any form of pollution risk or exposure, environmental hazard, asbestos or special circumstances, please contact the Office of Risk and Safety for a determination of insurance limits needed for your contract.

It shall be an affirmative obligation of the Vendor and/or Service Provider to advise City's Office of Risk and Safety via mail to Office of Risk and Safety, City of Saratoga Springs, 474 Broadway, Saratoga Springs, NY 12866, within two days of the cancellation or substantive change of any insurance policy set out herein, and failure to do so shall be construed to be a breach of this Agreement. The Vendor and/or Service Provider acknowledges that failure to obtain such insurance on behalf of the municipality constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the City. The Vendor and/or Service Provider is to provide the City with a Certificate of Insurance naming the City as **Additional Insured on a primary and non-contributory basis prior** to the commencement of any work or use of City facilities. The failure to object to the contents of the Certificate of Insurance or the absence of same shall not be deemed a waiver of any and all rights held by the municipality. In the event the Vendor and/or Service Provider utilizes a Subcontractor for any portion of the services outlined within the scope of its activities, the Subcontractor shall provide insurance of the same type or types and to the same extent of coverage as that provided by the Vendor and/or Service Provider. All insurance required of the Subcontractor shall name the City of Saratoga Springs as an **Additional Insured on a primary and non-contributory** basis for all those activities performed within its contracted activities for the contract as executed.

10. **Indemnification:** The Vendor and/or Service Provider, to the fullest extent provided by law, shall defend, indemnify and save harmless the City of Saratoga Springs, its Agents and Employees (hereinafter referred to as "City"), from and against all claims, damages, losses and expense (including, but not limited to, attorneys' fees), arising out of or resulting from the performance of the work or purchase of the services, sustained by any person or persons, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of property caused by the tortious act or negligent act or omission of Vendor and/or Service Provider or its employees or anyone for whom the Vendor and/or Service Provider is legally liable or Subcontractors. Without limiting the generality of the preceding paragraphs, the following shall be included in the indemnity hereunder: any and all such claims, etc., relating to personal injury, death, damage to property, or any actual or alleged violation of any applicable statute, ordinance, administrative order, executive order, rule or regulation, or decree of any court of competent jurisdiction in connection with, or arising directly or indirectly from, errors and/or negligent acts by the Vendor and/or Service Provider, as aforesaid. The Vendor and/or Service Provider's responsibility under this section shall not be limited to the required or available insurance.
11. **Compliance with Federal and State Regulations:** The Vendor, to the fullest extent provided by law, shall abide by the regulations which are hereto attached in Appendix A of this Agreement.
12. **NYS DOL Sexual Harassment Regulatory Requirements:** All employees have a legal right to a workplace free from sexual harassment, and the City of Saratoga Springs is committed to maintaining a workplace free from sexual harassment. Per New York State Law, the City of Saratoga Springs has a sexual harassment prevention policy in place. This policy applies to all employees, paid or unpaid interns and non-employees in our workplace, regardless of immigration status.
13. **Safety:** The City of Saratoga Springs specifically reserves the right to suspend or terminate all work under this Agreement whenever Vendor and/or Service Provider, and/or Vendor and/or Service Provider's employees or subcontractors, are proceeding in a manner that

threatens the life, health or safety of any of Vendor and/or Service Provider's employees, subcontractor's employees, City employees or member(s) of the general public on City property. This reservation of rights by the City of Saratoga Springs in no way obligates the City of Saratoga Springs to inspect the safety practices of the Vendor and/or Service Provider. If the City of Saratoga Springs exercises its rights pursuant to this part, the Vendor and/or Service Provider shall be given three days to cure the defect, unless the City of Saratoga Springs, in its sole and absolute discretion, determines that the service cannot be suspended for three days due to the City of Saratoga Springs' legal obligation to continuously provide Vendor and/or Service Provider's service to the public or the City of Saratoga Springs' immediate need for completion of the Vendor and/or Service Provider's work. In such case, Vendor and/or Service Provider shall immediately cure the defect. If the Vendor and/or Service Provider fails to cure the identified defect(s), the City of Saratoga Springs shall have the right to immediately terminate this Agreement. In the event that the City of Saratoga Springs terminates this Agreement, any payments for work completed by the Vendor and/or Service Provider shall be reduced by the costs incurred by the City of Saratoga Springs in re-bidding the work and/or by the increase in cost that results from using a different Vendor and/or Service Provider.

14. **Vendor and/or Service Provider Code of Conduct:** The City of Saratoga Springs is committed to conduct business in a lawful and ethical manner and expects the same standards from Vendor and/or Service Providers/suppliers that the City conducts business with. The City requires that all Vendor and/or Service Providers/suppliers abide by this Code of Conduct. Failure to comply with this Code may be sufficient cause for the City to exercise its rights to terminate its' business relationship with Vendor and/or Service Providers/suppliers. Vendor and/or Service Providers/suppliers agree to provide all information requested which is necessary to demonstrate compliance with this Code.

At a minimum, the City requires that all Vendor and/or Service Providers/suppliers meet the following standards:

- Legal: Vendor and/or Service Providers/suppliers and their sub-contractors agree to comply with all applicable local, state and federal laws, regulations and statutes.
- Discrimination: No person shall be subject to any discrimination in employment, including hiring, salary, benefits, advancement, discipline, termination or retirement on the basis of gender, race, religion, age, disability, sexual orientation, nationality, political opinion, party affiliation or social ethnic origin.
- Right to organize: Employees of the Vendor and/or Service Provider/supplier should have the right to decide whether they want collective bargaining.
- Sub-contractors: Vendor and/or Service Providers/suppliers shall ensure that sub-contractors shall operate in a manner consistent with this Code.
- Protection of the Environment: Vendor and/or Service Providers/suppliers shall comply with all applicable environmental laws and regulations. Where practicable, Vendor and/or Service Providers/suppliers are to utilize technologies that do not adversely affect the environment and when such impact is unavoidable, to ensure that it is minimized.

The undersigned Vendor and/or Service Provider/supplier hereby acknowledges that it has received the City of Saratoga Springs Vendor and/or Service Provider/Supplier Code of Conduct and agrees that all of its facilities and sub-contractors doing business with the City will receive the Code and will abide by each and every term therein. Vendor and/or Service Provider/supplier acknowledges that its failure to comply with any condition, requirement, policy or procedure may result in the termination of the business relationship. Vendor and/or Service Provider/supplier reserves the right to terminate its agreement to abide by the Code of Conduct at any time for any reason upon ninety (90) days prior written notice to the City.

15. **Governing Law:** This Agreement shall be governed and construed under the laws of the State of New York, the location where this Agreement was accepted to by Vendor and/or Service Provider. The Vendor and/or Service Provider agrees to comply with all applicable local, state and federal laws, rules and regulations in the performance of the duties of this Agreement.
16. **NYS Licensure for Professional Services:** Any and all professional services performed under this Agreement shall be completed by an individual licensed by the NYS Office of Professions - Education Department as applicable to the service provided including, but not limited to accounting, actuarial, engineering and architectural services. The Vendor and/or Service Provider represents that it has all necessary governmental licenses to perform the services described herein.
17. **Non-Collusive Bidding Certification:** Where applicable, upon the submission of a bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:
- a. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
  - b. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
  - c. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.
18. **Iranian Energy Sector Divestment:** Where applicable, upon the submission of a bid, each Vendor and/or Service Provider and each person signing on behalf of any Vendor and/or Service Provider certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the state finance law (Iran Divestment).
19. **Venue:** The City and the Vendor and/or Service Provider hereby agree that any litigated matters shall be venued in the federal and state courts of the State of New York in the County of Saratoga.
20. **Assignment:** The Vendor and/or Service Provider is prohibited from assigning, conveying, subletting or otherwise disposing of the Vendor and/or Service Provider's right, title, or interest therein, or the Vendor and/or Service Provider's power to execute this agreement to any other person or corporation without the previous written consent of the City. If the Vendor and/or Service Provider assigns, conveys, sublets or otherwise disposes of the Vendor and/or Service Provider's right, title, or interest without prior written consent, the City shall revoke and annul this agreement, and the City shall be relieved and discharged from any and all liability growing out of this Agreement, and any person

or corporation to whom the interest was assigned, transferred, conveyed, sublet or otherwise disposed of shall forfeit and lose all moneys theretofore earned under such contract, except so much as may be required to pay his or her employees.

21. **Termination:** The Vendor and/or Service Provider and the City may mutually agree, in writing, to terminate this Agreement at any time. The City may also terminate this Agreement at any time and on any reason by mailing written notice to the Vendor and/or Service Provider at least ten (10) business days prior to such termination date. The City reserves the right to cancel this Agreement at any time in event of default or violation by the Vendor and/or Service Provider of any provision of this Agreement. The City may take whatever action at law or in equity that may appear necessary or desirable to collect damages arising from a default or violation or to enforce performance of this Agreement.
22. **Default:** Vendor and/or Service Provider's failure to perform its obligations and comply with its representations under this Agreement shall constitute a default under this Agreement. Upon Vendor and/or Service Provider's default, the City may cancel this Agreement and immediately stop payment of any fees to Vendor and/or Service Provider hereunder. City shall also have any all additional rights and remedies under New York State Law as a result of Vendor and/or Service Provider's default.
23. **Force Majeure:** Neither party shall be held liable for failure to perform its part of this Agreement when such failure is due to fire, flood, or similar disaster; strikes or similar labor disturbances; industrial disturbances, war, riot, insurrection, and/or other causes beyond the control of the parties.
24. **Entire Agreement:** This Agreement sets forth the entire agreement and understanding of the parties relating to the subject matter contained herein except as to those matters or agreements expressly incorporated herein by reference. No covenant, representation or condition not expressed herein shall be effective to interpret, change or restrict the express provisions of this Agreement. This Agreement supersedes any and all prior agreements, whether written or oral, relating to the subject matter contained herein. This Agreement shall not be amended, changed or otherwise modified except in writing, signed by both parties.
25. **Severability:** In the event that any portion of this Agreement may be adjudged invalid or unenforceable for any reason, adjudication shall in no manner affect the other portions of this Agreement which will remain in full force and effect as of the portions adjudged invalid or unenforceable were not originally a part thereof.
26. **Modification:** This Agreement may be modified only by a writing signed by both parties.
27. **Execution:**

This Agreement may be executed in separate counterparts, which together shall constitute the Agreement of the parties, provided that all of the parties to this Agreement have executed their respective copy of this Agreement.

**City Certification:** In addition to the acceptance of this Agreement, I certify that original copies of this signature page will be attached to all other exact copies of this Agreement.

**Vendor and/or Service Provider Certification:** In addition to the acceptance of this Agreement, I certify that all information provided to the City with respect to New York State Finance Law Section 139-k is complete, true and accurate.

All Parties, having agreed to the terms and the recitals set forth herein, and in relying thereon, herein signs this Agreement.

Vendor and/or Service Provider Signature: J. Moniz Date: Jan 29, 2021

Print Name: Jay Moniz Title: Corporate Contracts

City of Saratoga Springs' Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: Meg Kelly Title: Mayor City Council Approval Date: \_\_\_\_\_



## Support Services Agreement (SSA) – ESSENTIAL

<b>Equipment Location Address:</b>				<b>Page 1 of 4</b>	
<b>Customer Name:</b>	City of Saratoga Springs	<b>Contract Start Date:</b>	03/01/2021	<b>Install Date:</b>	
<b>Street Address:</b>	Multi-site as listed below	<b>Customer Contact:</b>	Rachel Petryna	<b>Created Date:</b>	1/18/2021
<b>City, State, Zip:</b>		<b>Telephone No:</b>	518-587-3550 x 2501	<b>Created By:</b>	Reilly Higgins (CI) Molly Oliveira (SA)
<b>Active Master on file?</b>	State Contract	<b>Email:</b>	Rachelp@saratoga-springs.org	<b>AE:</b>	Owen Gribbin
<b>SLX Opportunity #:</b>	609746 (CI) 618643 (SA)	<b>Contract Category</b>	Renewal		
					<b>20</b>

NOTE: Support Services Agreement ("SSA") and Pricing expires, unless signed within 60 days from Created Date listed above.

Customer requests services for the following products and locations as described in EXHIBITS A and B. Provided there is no **Master Agreement ("Master") with Attachment C** in effect between the parties, this SSA shall be subject to the terms and conditions of the State Contract dated 8/31/17.

**NOTE:** ORIGINAL EQUIPMENT MANUFACTURER (OEM) SUPPORT, AT A MINIMUM, MUST BE IN PLACE FOR ACCESS TO ANY MANUFACTURER-PROVIDED SOFTWARE UPDATES, PATCHES OR SERVICES. UPON RECEIPT OF A SIGNED SSA, OEM SUPPORT MAY TAKE UP TO THIRTY (30) DAYS TO ESTABLISH WITH THE MANUFACTURER.

### EXHIBIT A – ESSENTIAL Coverage Option Purchased

**Coverage Option:** Full Coverage - 24x7

### EXHIBIT B - Addresses, Products and Hours covered under this SSA

5018570: 29 N. Van Rensselaer Street. Saratoga Springs, NY

Material Codes	Qty	Product Descriptions	Term months	Coverage	Payment Type: Prepaid Annual
193806	1	UTILITY TRIGGER REM GATEWAY NEW SITE	12	Full Coverage 7X24	A
700397078	2	G350 MEDIA GATEWAY VINTAGE D.1 RHS	12	Full Coverage 7X24	A
230162	2	CI ON-SITE 24X7 CM SM GTWY	12	Full Coverage 7X24	A
229812	2	CI HW CM TERMINALS RPLCMNT NBD	12	Full Coverage 7X24	A
108209057	10	TELSET 2500 YMGP-003 SGL LN RING VOL BLK	12	Full Coverage 7X24	A
700415557	19	IP PHONE 1608 BLK	12	Full Coverage 7X24	A

5114838: 474 Broadway. Saratoga Springs, NY

Material Codes	Qty	Product Descriptions	Term months	Coverage	Payment Type: Prepaid Annual
303518	1	DL360PG8 SRVR CM SMPLX AND MID DPLX	12	Full Coverage 7X24	A

700394661	5	MM711 ANLG MEDIA MODULE RHS	12	Full Coverage 7X24	A
700394703	3	MM716 ANLG MEDIA MODULE 24 FXS RHS	12	Full Coverage 7X24	A
700394711	3	MM717 24 PORT DCP MEDIA MODULE RHS	12	Full Coverage 7X24	A
700407802	4	G450 MP80 W/POWER SUPPLY	12	Full Coverage 7X24	A
700432529	2	G450 POWER SUPPLY UNIT 400W AC	12	Full Coverage 7X24	A
700439250	2	MM710B E1/T1 MEDIA MODULE	12	Full Coverage 7X24	A
700451172	1	USB MODEM MT9234ZBA V.92 56K	12	Full Coverage 7X24	A
700453871	1	41510 SECOND POWER SUPPLY	12	Full Coverage 7X24	A
195313	1	COMPACT FLASH READER W/FLSHCRD RHS	12	Full Coverage 7X24	A
700012909	6	24 PORT LINE PATCH PANEL	12	Full Coverage 7X24	A
700381254	1	COMPACT FLASH 128MB RHS	12	Full Coverage 7X24	A
700381775	1	DEF ATTN CNSL 2-WIRE GRY 302D1-B RHS	12	Full Coverage 7X24	A
700381809	1	DEF DSS GRY 26C1-C-323 RHS	12	Full Coverage 7X24	A
202467	150	IALX R2 LIC 1ST VC MBX NEW 101-251	12	Full Coverage 7X24	A
176344	1	IALX ADDL MLBX 100 LIC:NU	12	Full Coverage 7X24	A
700403496	3	AM 4PT ANLG CARD TYPE A US KIT RHS	12	Full Coverage 7X24	A
700403520	1	AM KEYBOARD US TYPE WITH MOUSE RHS	12	Full Coverage 7X24	A
700427537	1	AM MODEM SERIAL MULTITECH	12	Full Coverage 7X24	A
230192	4	CI ON-SITE 24X7 CM MED GTWY	12	Full Coverage 7X24	A
230072	1	CI ON-SITE 24X7 CM MED SRV	12	Full Coverage 7X24	A
229812	4	CI HW CM TERMINALS RPLCMNT NBD	12	Full Coverage 7X24	A
108209057	24	TELSET 2500 YMGP-003 SGL LN RING VOL BLK	12	Full Coverage 7X24	A
700381585	60	TELSET 2420 DGTL VOICE DK GRY RHS	12	Full Coverage 7X24	A
700381817	4	TELSET EU24 EXP MOD RHS	12	Full Coverage 7X24	A
196727	18	IP PHONE FEAT VPN SFTW R2.1 RTU	12	Full Coverage 7X24	A
205711	10	IP SOFTPHONE R6 RTU ONE LIC 6-10	12	Full Coverage 7X24	A
228942	10	IP SOFTPHONE R6 PLDS PLUS NEW 1 LIC	12	Full Coverage 7X24	A
700381957	14	IP PHONE 4610SW GRAY RHS	12	Full Coverage 7X24	A
182378	1	INTUITY LX	12	Full Coverage 7X24	A

**5115115: 168 West Avenue. Saratoga Springs, NY**

Material Codes	Qty	Product Descriptions	Term months	Coverage	Payment Type: Prepaid Annual
193806	1	UTILITY TRIGGER REM GATEWAY NEW SITE	12	Full Coverage 7X24	A
700397078	2	G350 MEDIA GATEWAY VINTAGE D.1 RHS	12	Full Coverage 7X24	A
700451172	1	USB MODEM MT9234ZBA V.92 56K	12	Full Coverage 7X24	A
230162	2	CI ON-SITE 24X7 CM SM GTWY	12	Full Coverage 7X24	A
229812	2	CI HW CM TERMINALS RPLCMNT NBD	12	Full Coverage 7X24	A
700415557	2	IP PHONE 1608 BLK	12	Full Coverage 7X24	A

**5115269: 15 Vanderbilt Ave. Saratoga Springs, NY**

Material Codes	Qty	Product Descriptions	Term months	Coverage	Payment Type: Prepaid Annual
193806	1	UTILITY TRIGGER REM GATEWAY NEW SITE	12	Full Coverage 7X24	A
700397029	2	G250 BRANCH GATEWAY RHS	12	Full Coverage 7X24	A
230162	2	CI ON-SITE 24X7 CM SM GTWY	12	Full Coverage 7X24	A
229812	2	CI HW CM TERMINALS RPLCMNT NBD	12	Full Coverage 7X24	A
700415557	7	IP PHONE 1608 BLK	12	Full Coverage 7X24	A

**51523083: 5 & 7 Lake Avenue. Saratoga Springs, NY**  
*5 and 7 Lake Ave are the same building, different doors*

Material Codes	Qty	Product Descriptions	Term months	Coverage	Payment Type: Prepaid Annual
700397078	1	G350 MEDIA GATEWAY VINTAGE D.1 RHS	12	Full Coverage 7X24	A

700463532	1	S8300D SERVER - NON GSA	12	Full Coverage 7X24	A
230162	1	CI ON-SITE 24X7 CM SM GTWY	12	Full Coverage 7X24	A
230042	1	CI ON-SITE 24X7 CM SM SRV	12	Full Coverage 7X24	A
229812	1	CI HW CM TERMINALS RPLCMNT NBD	12	Full Coverage 7X24	A

**51523920: 60 Lake Avenue. Saratoga Springs, NY**

Material Codes	Qty	Product Descriptions	Term months	Coverage	Payment Type: Prepaid Annual
700397078	1	G350 MEDIA GATEWAY VINTAGE D.1 RHS	12	Full Coverage 7X24	A
230162	1	CI ON-SITE 24X7 CM SM GTWY	12	Full Coverage 7X24	A
229812	1	CI HW CM TERMINALS RPLCMNT NBD	12	Full Coverage 7X24	A

**25 East Congress Street. Saratoga Springs, NY**

Material Codes	Qty	Product Descriptions	Term months	Coverage	Payment Type: Prepaid Annual
196727	1	IP PHONE FEAT VPN SFTW R2 RTU	12	Full Coverage 7X24	A

**111 Excelsior Street. Saratoga Springs, NY**

Material Codes	Qty	Product Descriptions	Term months	Coverage	Payment Type: Prepaid Annual
196727	1	IP PHONE FEAT VPN SFTW R2 RTU	12	Full Coverage 7X24	A
700381957	2	4610SW IP TELEPHONE GRAY	12	Full Coverage 7X24	A

Total Annual Payment Hardware Support: \$ 16,028.50

**Software Support**

ST 5114838 City of Saratoga Springs, NY - HQ - 474 Broadway, Saratoga NY 12866						
36 months, Year 3						
Item ID	Quantity	Item Description	Contract #	Start Date	End Date	Annual Payment
238360J	5	SA ESS C/D CCR5 INTRO AGT 3YAN	140042	3.1.2019	2.28.2022	
237559J	10	SA ESS C/D EC500 R8 SNGL MODE 3YAN	140042			
237561	10	UPG ADV EC500 R8 SNGL MODE 3YAN	140042			
238635J	251	SA ESS C/D AURA R5 EE 101-1K N1 3YAN	140042			
238647	251	UPG ADV AURATM R5 EE 101-1K N1 3YAN	140042			
		Total Annual Payment Due				\$ 8,427.01

\*Taxes not included





This contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals on the basis of protected veteran status or disability, and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and individuals with disabilities.

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ACORD™

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/07/2021

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 any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER <b>Starkweather &amp; Shepley</b> PO Box 549 Providence, RI 02901-0549 401 435-3600		CONTACT NAME: <b>Raquel Jones</b> PHONE (A/C, No, Ext): <b>401-435-3600</b> FAX (A/C, No): <b>401-431-9319</b> E-MAIL ADDRESS: <b>rjones@starshep.com</b>	
INSURED <b>Carousel Industries of North America</b> 659 South County Trail Exeter, RI 02822		INSURER(S) AFFORDING COVERAGE INSURER A: <b>Hanover Insurance Co</b> NAIC # <b>22292</b> INSURER B: <b>Ace American Insurance</b> <b>22667</b> INSURER C: <b>Sompo America Insurance Company</b> <b>11126</b> INSURER D: <b>Federal Insurance Company</b> <b>20281</b> 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 INSR	SUBR 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 <b>Primary /Non-Contrib</b> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	X	X	ZDEH466445	12/31/2020	12/31/2021	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> Drive Oth Car <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY	X	X	ADEH466448	12/31/2020	12/31/2021	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB DED RETENTION \$	X	X	UHEH466447	12/31/2020	12/31/2021	EACH OCCURRENCE \$13,000,000 AGGREGATE \$13,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		X	W2EH441425	12/31/2020	12/31/2021	<input checked="" type="checkbox"/> PER STATUTE E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
B	Tech E&O/Cyber	X		F14676077	12/31/2020	12/31/2021	\$5,000,000
C	Excess E&O/Cyber			BINDER1247888	12/31/2020	12/31/2021	\$5,000,000
D	3rd Party Crime			82606582	12/31/2020	12/31/2021	\$2,500,000

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

## Continuation of Named Insured:

Source, Inc.; Atrion, Inc.; Atrion Holdings, Inc.


D: Policy #82606582- Third Party Fidelity Crime/Employee Theft of Client Property Eff. 12/31/20-21.

Limit \$2,500,000. Client Coverage Limit \$2,500,000

(See Attached Descriptions)

## CERTIFICATE HOLDER

## CANCELLATION

City of Saratoga Springs Office of Risk and Safety 474 Broadway Room 9 Saratoga, NY 12866	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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## DESCRIPTIONS (Continued from Page 1)

Additional Insured, Primary & Non-Contributory and Waiver of Subrogation apply when required by written contract or agreement






# City Saratoga Springs Contract with Carousel 2021 with SSA & COI

Final Audit Report

2021-01-29

Created:	2021-01-29
By:	Jo Anne Lewis (legal@carouselindustries.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAT34dGqEz2d7r02UBHhs9ZE6x2syyI3t-

## "City Saratoga Springs Contract with Carousel 2021 with SSA & COI" History

-  Document created by Jo Anne Lewis (legal@carouselindustries.com)  
2021-01-29 - 7:16:12 PM GMT- IP address: 38.103.242.129
-  Document emailed to Jay Moniz (jmoniz@carouselindustries.com) for signature  
2021-01-29 - 7:17:47 PM GMT
-  Email viewed by Jay Moniz (jmoniz@carouselindustries.com)  
2021-01-29 - 7:18:25 PM GMT- IP address: 68.9.105.96
-  Document e-signed by Jay Moniz (jmoniz@carouselindustries.com)  
Signature Date: 2021-01-29 - 7:18:50 PM GMT - Time Source: server- IP address: 68.9.105.96
-  Agreement completed.  
2021-01-29 - 7:18:50 PM GMT

02/11/2021 17:35  
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CITY OF SARATOGA SPRINGS LIVE  
BUDGET AMENDMENTS JOURNAL ENTRY PROOF

P 1  
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LN	ORG ACCOUNT	OBJECT PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET	ERR
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY	AMEND		
2021	02	74 02/16/2021	BUDGET	CCM 021621	BUA TRANS-CONT	1	1		
1	A3051414 54720		COMM OF ACCOUNTS CS		SERVICE CONTRACTS - PROF SERV		10,014.17	7,650.00	17,664.17
	A -30-5-1410-4-54720		-		FOR ESCRIBERS CONTRACT;NYS		02/16/2021		
2	A3829999 59010		CONTINGENCY		CONTINGENCY		244,635.83	-7,650.00	236,985.83
	A -38-2-9990-9-59010		-		FOR ESCRIBERS CONTRACT;NYS		02/16/2021		
3	A3021314 54720		COMM FINANCE CONTRACTED SERV		SERVICE CONTRACTS - PROF SERV		42,250.00	500.00	42,750.00
	A -30-2-1310-4-54720		-		FOR DOC STORAGE, A,M,F FEB		02/16/2021		
4	A3829999 59010		CONTINGENCY		CONTINGENCY		244,635.83	-500.00	244,135.83
	A -38-2-9990-9-59010		-		FOR DOC STORAGE, A,M,F FEB		02/16/2021		
					** JOURNAL TOTAL			0.00	

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CITY OF SARATOGA SPRINGS LIVE  
BUDGET AMENDMENT JOURNAL ENTRY PROOF

P 2  
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CLERK: u238

YEAR PER	JNL					ACCOUNT DESC	T	OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC				
2021 2 74										
BUA A3051414-54720	02/16/2021	TRANS-CONT BUDGET CCM 021621				SERVICE CONTRACTS - PROF SERV	5		7,650.00	
						FOR ESCRIBERS CONTRACT;NYS				
BUA A3829999-59010	02/16/2021	TRANS-CONT BUDGET CCM 021621				CONTINGENCY	5			7,650.00
						FOR ESCRIBERS CONTRACT;NYS				
BUA A3021314-54720	02/16/2021	TRANS-CONT BUDGET CCM 021621				SERVICE CONTRACTS - PROF SERV	5		500.00	
						FOR DOC STORAGE, A,M,F FEB				
BUA A3829999-59010	02/16/2021	TRANS-CONT BUDGET CCM 021621				CONTINGENCY	5			500.00
						FOR DOC STORAGE, A,M,F FEB				
JOURNAL 2021/02/74 TOTAL									.00	.00

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CITY OF SARATOGA SPRINGS LIVE  
BUDGET AMENDMENT JOURNAL ENTRY PROOF

P 3  
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FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
FUND TOTAL					.00	.00

\*\* END OF REPORT - Generated by Lynn Bachner \*\*

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CITY OF SARATOGA SPRINGS LIVE  
BUDGET AMENDMENTS JOURNAL ENTRY PROOF

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|P      1  
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LN	ORG ACCOUNT	OBJECT PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET	ERR
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY	AMEND		
2021	02	120 02/16/2021	BUDGET	CCM 021621	BUA TRANS-PAY	1	1		
1	A3113621	51960	BUILDING DEPARTMENT	PS	OVERTIME		3,000.00	13,000.00	16,000.00
	A	-31-1-3620-1-51960	-		TO COVER OVERTIME EXP		02/16/2021		
2	A3113624	54726	BUILDING DEPARTMENT	CONTRACTOR	PROFESSIONAL SERVICE - BUILDIN		30,000.00	-13,000.00	17,000.00
	A	-31-1-3620-4-54726	-		TO COVER OVERTIME EXP		02/16/2021		
					** JOURNAL TOTAL		0.00		



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CITY OF SARATOGA SPRINGS LIVE  
BUDGET AMENDMENT JOURNAL ENTRY PROOF

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CLERK: u238

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2021 2 120									
BUA A3113621-51960	02/16/2021	TRANS-PAY	BUDGET	CCM	021621	OVERTIME	5	13,000.00	
						TO COVER OVERTIME EXP			
BUA A3113624-54726	02/16/2021	TRANS-PAY	BUDGET	CCM	021621	PROFESSIONAL SERVICE - BUILDIN	5		13,000.00
						TO COVER OVERTIME EXP			
JOURNAL 2021/02/120 TOTAL								.00	.00

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CITY OF SARATOGA SPRINGS LIVE  
BUDGET AMENDMENT JOURNAL ENTRY PROOF

P 3  
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FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
FUND TOTAL					.00	.00

\*\* END OF REPORT - Generated by Lynn Bachner \*\*

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CITY OF SARATOGA SPRINGS LIVE  
BUDGET AMENDMENTS JOURNAL ENTRY PROOF

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LN	ORG ACCOUNT	OBJECT	PROJ	ORG DESCRIPTION	ACCOUNT DESCRIPTION LINE DESCRIPTION	EFF DATE	PREV BUDGET	BUDGET CHANGE	AMENDED BUDGET	ERR
YEAR-PER	JOURNAL	EFF-DATE	REF 1	REF 2	SRC JNL-DESC	ENTITY	AMEND			
2021	02	119	02/16/2021	BUDGET	CCM 021621	BUA	TRANS-BENE	1	1	
1	A3749098	58015		FLEXIBLE SPENDING ACCOUNT	FSA ADMINISTRATIVE FEE		.00	825.00	825.00	
	A	-37-4-9090-8-58015	-		COVER REVSD PAYMENTS FOR	2021	02/16/2021			
2	A3749068	58013		HOSPITALIZATION	HRA ADMINISTRATIVE FEE		10,512.00	-825.00	9,687.00	
	A	-37-4-9060-8-58013	-		COVER REVSD PAYMENTS FOR	2021	02/16/2021			
3	A3759061	58030		HOSPITALIZATION	CITY PORTION SOCIAL SECURITY		.00	420.76	420.76	
	A	-37-5-9060-1-58030	-		COVER REVSD PAYMENTS FOR	2021	02/16/2021			
4	A3759068	58010		HOSPITALIZATION	HOSPITALIZATION		198,304.96	-420.76	197,884.20	
	A	-37-5-9060-8-58010	-		COVER REVSD PAYMENTS FOR	2021	02/16/2021			
					** JOURNAL TOTAL			0.00		

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CITY OF SARATOGA SPRINGS LIVE  
BUDGET AMENDMENT JOURNAL ENTRY PROOF

P 2  
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CLERK: u238

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2021 2 119									
BUA A3749098-58015	02/16/2021	TRANS-BENE BUDGET CCM 021621				FSA ADMINISTRATIVE FEE	5	825.00	
						COVER REVSD PAYMENTS FOR 2021			
BUA A3749068-58013	02/16/2021	TRANS-BENE BUDGET CCM 021621				HRA ADMINISTRATIVE FEE	5		825.00
						COVER REVSD PAYMENTS FOR 2021			
BUA A3759061-58030	02/16/2021	TRANS-BENE BUDGET CCM 021621				CITY PORTION SOCIAL SECURITY	5	420.76	
						COVER REVSD PAYMENTS FOR 2021			
BUA A3759068-58010	02/16/2021	TRANS-BENE BUDGET CCM 021621				HOSPITALIZATION	5		420.76
						COVER REVSD PAYMENTS FOR 2021			
JOURNAL 2021/02/119 TOTAL								.00	.00

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CITY OF SARATOGA SPRINGS LIVE  
BUDGET AMENDMENT JOURNAL ENTRY PROOF

P 3  
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FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
FUND TOTAL					.00	.00

\*\* END OF REPORT - Generated by Lynn Bachner \*\*

CITY OF SARATOGA SPRINGS  
AND  
SARATOGA COUNTY ARTS COUNCIL

LEASE AGREEMENT - AMENDMENT #5

THIS AMENDMENT, by and between THE CITY OF SARATOGA SPRINGS, NEW YORK (hereinafter "City"), and THE SARATOGA COUNTY ARTS COUNCIL, a not-for-profit organization with offices at 511 Broadway, Saratoga Springs, New York (hereinafter "SCAC").

WITNESSETH:

The City and SCAC entered into an Agreement by which the City would lease its property at 320 Broadway to SCAC. The original agreement was signed in 1996 and leased the premises to SCAC for a period of ten (10) years. A subsequent agreement dated April 1, 2008 contained a number of amendments, including an extension of the lease for an additional ten (10) years to April 1, 2018. Another amendment dated December 13, 2013 added an option for SCAC to again extend the term of the lease to April 1, 2028, which SCAC exercised and the parties memorialized in Amendment #3. Copies of all previous agreements and amendments are attached hereto.

The Agreement provides, in relevant part, that "SCAC shall pay rent to the City for the premises during the continuance of the lease at the rate of Twelve Thousand Dollars (\$12,000.00) per year. Said rent shall be payable in twelve (12) installments per year of One Thousand Dollars (\$1,000.00) per installment, payable monthly on or before the 10<sup>th</sup> day of each month, or at such other times as the City and SCAC shall agree in writing."

The Agreement further provides that "Two Thousand Dollars (\$2,000) of the rent paid each year by SCAC shall be used by the City's Department of Public Works for maintenance of the Leased Premises".

On September 1, 2020, and as a result of the current COVID-19 pandemic, and the unprecedented impact on businesses and public entities, the City and SCAC entered into Amendment #4, which suspended the payment of rent by SCAC to the City for the period of July 1, 2020 through December 31, 2020.

In Amendment #4, the City and SCAC agreed that during the period of suspension, the City's Department of Public Works would not be responsible for maintenance or improvements to the Leased Premises, but would provide for snow and ice removal and emergency repairs, as determined by said Department of Public Works. SCAC would continue to be responsible for keeping the Premises in good condition and repair and to provide routine maintenance.

Amendment #4 further provided that the City and SCAC could extent the period of suspension for up to an additional period of six (6) months, subject to a mutual written agreement between the parties.

As the COVID-19 pandemic remains ongoing, the parties hereby agree to continue the suspension of the payment of rent by SCAC to the City for an additional six (6) months, through June 30, 2021, under the same terms and conditions as set forth in Amendment #4.

This Amendment #5 is supplemental to the April 1, 2008 Agreement and all prior Amendments. It is incorporated and made part of those documents. All other terms and conditions of the Agreement and Amendments remain the same and in full force and effect.

The parties, having agreed to the terms and the recitals set forth herein, and in relying thereon, sign this Amendment.

CITY OF SARATOGA SPRINGS

SARATOGA COUNTY ARTS COUNCIL

By: \_\_\_\_\_  
MEG KELLY, Mayor

By: \_\_\_\_\_

Per Council Approval \_\_\_\_\_



### ***SEQR Resolution – Loughberry Lake Dam Rehabilitation Project***

The City of Saratoga Springs (City) is proposing the Loughberry Lake Dam Rehabilitation Project (the project) in Saratoga Spring, NY. Loughberry Lake Dam is located in, owned, operated, and maintained by the City and its staff. The dam impounds Loughberry Lake, which is the principal water supply for the City. The dam was previously regulated by the New York State Department of Environmental Conservation (NYS DEC) as an intermediate hazard (Class B) dam but NYS DEC issued a letter dated August 23, 2019 officially reclassifying the dam as high hazard (Class C).

Very little is known about the original design and construction of the dam; however, earlier design documents indicate a smaller embankment dam with a railroad line extending along the crest. In the late 1960s, as part of the New York State Department of Transportation's (NYS DOT) construction of Route 50, improvements were made to almost every aspect of the dam. Dam safety deficiencies currently exist which include insufficient spillway capacity; inoperable low level outlet; deterioration and multiple defects in the principal spillway arch conduit; hydraulic flow restrictions in the principal spillway downstream piping; corrosion within the principal spillway downstream corrugated metal piping system; corrosion and deterioration within the auxiliary spillway corrugated metal pipes including accumulation of sediment and debris; and insufficient slope stability factors of safety for the upstream embankment slope.

In order to bring the dam into compliance with NYS Dam Safety Regulatory Requirements, modifications to the dam and appurtenant structures are required. The dam rehabilitation activities consist of slip-lining the existing principal spillway arch conduit; removal and replacement of the principal spillway and principle spillway conduits; centrifugally casting the auxiliary spillway corrugated metal conduits with concrete; construction of an impact basin at the terminus of the primary and auxiliary spillway conduits; and stabilization of the upstream slope through placement of a rockfill berm.

The City, as the project sponsor, must comply with the State Environmental Quality Review Act (SEQR) codified under 6 NYCRR Part 617. SEQR requires the identification and mitigation of significant environmental impacts of the activity it is proposing and permitting. The City may also seek funding or financial assistance for the Project from the New York State Environmental Facilities Corporation (NYS EFC) under the Drinking Water State Revolving Fund (DWSRF) or other publically available funding opportunities. The DWSRF and other public funding requires compliance with the SEQR and the State Historic Preservation Act. As described in 6 NYCRR 617.5, Type II (exempt) actions are actions which have been pre-determined not to have a significant adverse impact on the environment and are not subject to further SEQR review.

Sponsors of Type II actions seeking funding from DWSRF must submit required documentation (including a resolution) supporting the Type II classification for their project to the NYS EFC and NYS Department of Health (NYS DOH).

**Based on the review of the proposed permanent and temporary rehabilitation components at the Loughberry Lake Dam, this project is being declared a Type II action with the following Type II regulatory exemptions applying:**

- 6 NYCRR 617.5(c)(2). "replacement, rehabilitation or reconstruction of a structure or facility, in kind, on the same site, including upgrading buildings to meet building or fire codes, unless such action meets or exceeds any of the thresholds in section 617.4 of this Part;"

The threshold listed in 6 NYCRR 617.4(b)(6i) states that "a project or action that involves the physical alteration of 10 acres" is a Type I action. The Loughberry Lake Dam Rehabilitation involves the physical alteration of less than 10 acres confirming that this meets the requirements for a Type II action.



**RESOLUTION OF THE  
CITY COUNCIL OF THE  
CITY OF SARATOGA SPRINGS**

WHEREAS, CHPE LLC and its wholly-owned subsidiary CHPE Properties, Inc., their successors and assigns (hereinafter “CHPE”), is developing the Champlain Hudson Power Express Project (the “Project”), an approximately 1,000 megawatt underground and underwater high voltage, direct current electric transmission facility extending from the United States’ border with Canada to Queens, New York; and

WHEREAS, the New York State Public Service Commission (the “PSC”) has ruled that the Project will supply clean, renewable hydroelectricity to New York State and has issued a Certificate of Environmental Compatibility and Public Need authorizing the construction and operation of the Project (including any amendments thereto, the “Certificate”); and

WHEREAS, CHPE has discussed the Project with the City of Saratoga Springs (the “City”), as a portion of the Project will be located within the City and will occupy certain privately and/or publicly-owned land; and

WHEREAS, the Project will provide significant economic and environmental benefits to New York State and the City in the form of lower electric rates, a reduction in greenhouse gas emissions and increased jobs, including local jobs during the Project’s construction; and

WHEREAS, the Project will provide significant tax (or payment in lieu of tax) revenue to the City of Saratoga Springs, County of Saratoga and the Saratoga Springs School District during the course of its expected 40-60 year operating life; and

WHEREAS, prior to construction within the City, CHPE will require a Road Use and Crossing Agreement with the City that will include, at a minimum, construction responsibilities and plans, restoration and repair of damage, dispute resolution, bonding, insurance and indemnification provisions; and

WHEREAS, once the Project commences operation, it is not expected to require any services from the City.

**NOW, THEREFORE, BE IT RESOLVED,**

1. That the Saratoga Springs City Council (the “Council”) is fully familiar with and supportive of the Project, including the use and occupancy of privately and/or publicly-owned land in the City.

2. That the Council hereby grants its consent to CHPE, in accordance with section 11(3) of the New York State Transportation Corporations Law, to lay down, construct and maintain its wires, conductors, conduits and other fixtures in and under the streets, avenues, and all other publicly-owned places in the City in accordance with the provisions of the Certificate.

3. That the City Council commits the City to the taking of such further actions, if and when reasonably requested by CHPE and consistent with applicable law, as may facilitate the successful achievement of the Project, including, without limitation, executing a Road Use and Crossing Agreement substantially in the form annexed hereto.

4. That the Commissioner of Public Works is hereby authorized and directed to take all appropriate measures to implement the intent of this Resolution and the City Clerk is hereby directed to forward a certified copy hereof to CHPE at the Pieter Schuyler Building, 600 Broadway, Albany, NY 12207.

5. That the City Council approves the inclusion of a copy of this Resolution as a part of any filing made by CHPE with any governmental bodies when and as required or requested by the same and the use of this Resolution in public statements made by CHPE regarding host community support for the Project.

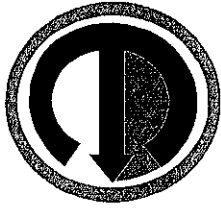
6. That this Resolution shall take effect immediately.

The question of the adoption of the foregoing Resolution was duly put to vote on a roll call, which resulted as follows:

Aye

Nay

The foregoing Resolution was thereupon declared duly adopted.



# Mahoney Notify-Plus Inc.

P.O. Box 767 Glens Falls NY 12801

518-793-7788 fax 518-793-0602

[www.mahoneyalarms.com](http://www.mahoneyalarms.com)

## SARATOGA DPW

5 LAKE AVENUE

SARATOGA SPRINGS, NY 12866

INVOICE # 01012021

DATE 1/1/2021

TOTAL \$ 1,450.00

SERVICES AS LISTED FOR THE PERIOD: 1/1/21 - 1/31/21

CUST #	LOCATION	MONITOR SERVICES	TOTAL
19117	WEIBEL ICE RINK	FIRE, SECURITY, COMPRESSOR FAIL	\$ 30.00
		DEFIBRILLATOR CABINET	\$ 10.00
	VERNON ICE RINK	PANIC	\$ 28.50
19118	LEVEL ALARMS	24 LOCATIONS @ \$28.50 PER LOCATION	\$ 684.00
19118	DPW SEWER LOCATIONS	LEASE & MAINTENANCE OF ALARMSYSTEM INCLUDING ANNUAL INSPECTION	\$ 381.00
19119	VISTORS CENTER	FIRE, SECURITY AND PANIC	\$ 38.50
19121	DPW CAROUSEL	FIRE & SECURITY	\$ 38.50
19122	CASINO	PERIMETER SECURITY	\$ 28.50
		FIRE	\$ 28.50
		OPEN CLOSE MONITORING	\$ 28.50
		CELLULAR TRANSMISSION	\$ 20.00
19123	CITY HALL	FIRE	\$ 28.50
19138	CITY HALL REC CENTER	PANIC & DEFIBRILLATOR CABINET	\$ 28.50
		FIRE	\$ 28.50
		CELLULAR TRANSMISSION	\$ 20.00
19185	SENIOR CITIZENS	FIRE	\$ 28.50

TOTAL MONTHLY FEE \$ 1,450.00

PAID  
JAN 11 2021  
DL-W

A completed Certification of Sufficient Funds for amounts \$50,000.00 or more, all waive of bid, change orders, all Commissioner of Finance, and all Capital Project purchases.

CITY OF SARATOGA SPRINGS  
 BUDGET AMENDMENT REQUEST  
 DEPARTMENT                      Public Works  
 FOR THE CITY COUNCIL MEETING                      1/19/2021

REVENUE ORG/OBJECT	AMOUNT	EXPENDITURE ORG/OBJECT	AMOUNT
H103-42702-1141	1,291.70	H3031492-52000-1141	1,291.70
	-		-
	-		-
	-		-
	-		-
	-		-
	-		-
TOTALS	\$ 1,291.70		\$ 1,291.70

APPROVED BY \_\_\_\_\_

*In accordance with section 4.4.10 of the City Charter and the City's budget amendment policy, all amendments shall be accompanied by written justification, including the financing source. Please provide explanation on this form, or if necessary attach a separate sheet.*

**Explanation - Use additional sheets if necessary**

Reimbursement for double payment.

**G, INC.**  
City of Saratoga Springs

CHECK DATE:

12/15/2020

17746

GROSS AMOUNT	DISCOUNT TAKEN	NET AMOUNT PAID
1,291.70	0.00	1,291.70
1,291.70	0.00	1,291.70

Deposit to:  
2020, Period 13  
RPYEHZ

HOLD TO LIGHT TO VIEW TRUE WATERMARK IN PAPER. HEAT SENSITIVE RED LOCK DISAPPEARS WHEN HEATED.

NNING, INC.

**M&T Bank**

10-4/220



DATE 12/15/2020

AMOUNT \*\*\*1,291.70

he and 70 / 100\*\*\*\*\*



*San Crist*

AUTHORIZED SIGNATURE

0220000461

9850208084

Security features. Details on back

## ***WELDER/FABRICATOR (NON COMPETITIVE)***

**DISTINGUISHING FEATURES OF THE CLASS:** This is skilled work requiring responsibility for applying welding/fabricating techniques to the dismantling of work machinery and equipment and the installation of new machinery and equipment. Duties are performed under the general supervision of the Commissioner of Public Works and Deputy Commissioner of Public Works, and direct supervision of a Working Supervisor. Supervision is not a function of this position. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES** The duties listed are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Welds, brazes, cuts and solders metal parts, including ferrous (cast iron, stainless steel, high and low carbon steel) and non-ferrous metals (aluminum, brass, bronze, copper, etc.) in accordance with American Welding Society (AWS) standards, in the repair and replacement of parts or mechanical equipment, including structural steel or pipes so that equipment will operate efficiently and safely;
- Fabricates, repairs, rebuilds and/or replaces broken and/or rusted equipment and parts of trucks, cars, graders, loaders, backhoes and mowers, including but not limited to dump truck bodies, frames, floors, body and cab mounts, garbage truck storage bins, rear stands, and other vehicle components as required.
- Cuts, welds, brazes and solders metal parts in repair and replacement of parts, structures for construction, and equipment used in the construction, maintenance, and operation of the Department of Public Works.
- Overhauls and repairs or replaces metal parts, where welding or associated metal work is the major skill component, to extend the useful life of equipment, facilities, public infrastructure, and assets.
- Fabricates historically accurate materials to repair, replace, and/or maintain public assets of historic value. Creates and/or builds structures to support and preserve assets with historic value. Selects and/or recommends the appropriate finishes for historic restoration. Researches and reviews appropriate materials and design for historic preservation when assigned.
- Operates portable welding equipment when appropriate.
- Maintains working equipment and a safe working environment suitable for welding and fabricating work.
- Other duties as assigned.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of all tools, techniques and terminology associated with the welding trade; working knowledge of automotive equipment of the types which may require welding and brazing or cutting and burning in their repair, replacement or installation; skill in the use of welding equipment and tools necessary to repair and fabricate equipment; ability to replace or fabricate replacement parts and structures; ability to fabricate replacement by diagram or oral instructions; mechanical aptitude; working knowledge of historic restoration and repair; experience in fabricating items for use in the construction of public assets; physical conditioning commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS**

#### ***OPEN COMPETITIVE***

EITHER: \*

- 1) Three (3) years of full time paid experience as a Maintenance Mechanic

**OR**

- 2) Two (2) years of full time paid experience as a Maintenance Mechanic and one (1) year of full time paid experience as a welder or performing welding work.

#### ***PROMOTIONAL***

1. Two (2) consecutive full time years as Laborer, MEO, HEO, Maintenance Mechanic or Automotive Mechanic with the City of Saratoga Springs DPW

**\*SPECIAL REQUIREMENT\*** Must be able to read and write English



CSEA City of Saratoga Springs  
DPW Unit – Local 846  
Saratoga Springs, NY 12866

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Kevin Older, President  
Rob Wheelock, Vice President  
Jerod Delaney, Secretary – Treasurer

January 30, 2020

Dear Commissioner Scirocco,

The CSEA DPW Union concurs and agrees with the establishment of two new job titles to be placed within the CSEA DPW Unit of the Saratoga County Local 846, union contract. The Union agrees that the following positions and starting pay rate, with the corresponding steps, are to be placed into the 2020 salary schedule as follows:

- 1) DPW Dispatch Supervisor, starting pay \$29.65
- 2) Welder/Fabricator, starting pay \$28.65

Thank you for your continued support of the efforts of the Saratoga Springs CSEA DPW Unit.

Sincerely,



Kevin Older  
President  
CSEA DPW Unit

AN ORDINANCE TO AMEND CHAPTER 58 OF THE CODE OF THE CITY OF  
SARATOGA SPRINGS, NY, ENTITLED “ALARM SYSTEMS”

BE IT ORDAINED by the City Council of the City of Saratoga Springs, NY, as follows:

SECTION 1: Chapter 58 of the Code of the City of Saratoga Springs, NY, entitled “Alarm Systems” is hereby amended as follows:

1. Section 58-4 is amended to read (new material underlined, old material in brackets);

58-4 ALARM USER PERMIT; FEE; PENALTY

- A. No person or legal entity shall install an emergency alarm upon premises under his or her control without first obtaining an emergency alarm permit from the Commissioner of Accounts. A one-time fee [of \$25] shall accompany the application. Said fee shall be established from time to time by resolution of the City Council. Each application shall contain a signed statement by the Alarm user that the City shall not be responsible in any way for the operation of the alarm system, or for any failure to respond to a transmitted alarm or for entry upon the premises by City personnel in response to a transmitted alarm.
- B. Violations of this chapter shall subject the alarm user to a penalty of not more than \$250 per violation.

2. Section 58-8 is amended to read (new material underlined, old material in brackets):

58-8 FALSE ALARMS; ADDITIONAL FEES

- A. [The following fees in addition to the fees specified in section 58-4 shall be due from any emergency alarm user who transmits more that two false alarms within any period of 365 days, whether caused by human error or malfunction of equipment:]
  - (1) [For each of the third and fourth alarms transmitted: \$50.]
  - (2) [For the fifth and each additional alarm transmitted: 250.]
- B. [If any alarm user shall transmit more than 10 false alarms within a twelve-month period, the Commissioner of Public Safety may, in his or her discretion, either revoke that alarm user’s permit or require that the alarm, if it has been thereto maintained by a property owner or lessee, be thereafter maintained by personnel of an alarm supplier licensed by the City pursuant to section 58-3.]
- C. [Notice of additional fees due shall be sent to each alarm user by regular mail at the address specified in the permit application. The notice shall state the dates of each false alarm and the amount of additional fees due. It shall also

state that payment of the additional fees shall be due 30 days from the date of the notice.]

- D. [If any additional fees duly noticed shall remain unpaid for longer than 30 days from the date of the notice, such nonpayment shall constitute a violation of this chapter and shall subject the alarm user to penalties as stated in section 58-4.]

Fees in addition to those specified in section 58-4, and other fees and charges pertinent to this Chapter shall be established from time to time by resolution of the City Council.

3. Section 58-9 is amended to read (new material underlined, old material in brackets):

#### 58-9 ENFORCEMENT

Both the Police Department of the City of Saratoga Springs and the City [Fire Inspector] Code Administrator shall have the authority to enforce the provisions of this chapter and to issue appearance tickets for violations thereof. Such authority shall be in addition to and not in limitation of any other authority or power conferred by law.

SECTION 2: This ordinance shall take effect the day after publication as provided by the City Charter of the City of Saratoga Springs, NY

ADOPTED:

**STATE OF NEW YORK MASTER CONTRACT FOR GRANTS FACE PAGE**

<p>STATE AGENCY (Name &amp; Address):</p> <p>Department of Health</p> <p>Corning Tower Empire State Plaza Albany, NY 12237</p>	<p>BUSINESS UNIT/DEPT. ID: DOH01</p> <p>CONTRACT NUMBER: DOH01-T36239GG-3450000</p> <p>CONTRACT TYPE:</p> <p><input type="checkbox"/> Multi-Year Agreement</p> <p><input type="checkbox"/> Simplified Renewal Agreement</p> <p><input checked="" type="checkbox"/> Fixed Term Agreement</p>
<p>CONTRACTOR SFS PAYEE NAME:</p> <p>SARATOGA SPRINGS CITY OF</p>	<p>TRANSACTION TYPE:</p> <p><input checked="" type="checkbox"/> New</p> <p><input type="checkbox"/> Renewal</p> <p><input type="checkbox"/> Amendment</p>
<p>CONTRACTOR DOS INCORPORATED NAME:</p> <p>City of Saratoga Springs Fire Department</p>	<p>PROJECT NAME:</p> <p>COVID19 NY Responds</p>
<p>CONTRACTOR IDENTIFICATION NUMBERS:</p> <p>NYS Vendor ID Number: 1000002359</p> <p>Federal Tax ID Number: 146002423</p> <p>DUNS Number (if applicable):</p>	<p>AGENCY IDENTIFIER:</p> <p>CFDA NUMBER (Federally Funded Grants Only):</p>
<p>CONTRACTOR PRIMARY MAILING ADDRESS:</p> <p>DEPARTMENT OF PUBLIC SAFETY 474 BROADWAY SARATOGA SPRINGS, NY 12866</p> <p>CONTRACTOR PAYMENT ADDRESS:</p> <p><input checked="" type="checkbox"/> Check if same as primary mailing address</p> <p>CONTRACT MAILING ADDRESS:</p> <p><input checked="" type="checkbox"/> Check if same as primary mailing address</p>	<p>CONTRACTOR STATUS:</p> <p><input type="checkbox"/> For Profit</p> <p><input checked="" type="checkbox"/> Municipality, Code:</p> <p><input type="checkbox"/> Tribal Nation</p> <p><input type="checkbox"/> Individual</p> <p><input type="checkbox"/> Not-for-Profit</p> <p>Charities Registration Number:</p> <p>Exemption State/Code:</p> <p><input type="checkbox"/> Sectarian Entity</p>

Contract Number: # DOH01-T36239GG-3450000

**STATE OF NEW YORK MASTER CONTRACT FOR GRANTS FACE PAGE**

<p><b>CURRENT CONTRACT TERM:</b></p> <p>From: 01/01/2021                      To: 09/30/2021</p> <p><b>CURRENT CONTRACT PERIOD:</b></p> <p>From: 01/01/2021                      To: 09/30/2021</p> <p><b>AMENDED TERM:</b></p> <p>From:    To:</p> <p><b>AMENDED PERIOD:</b></p> <p>From:    To:</p>	<p><b>CONTRACT FUNDING AMOUNT</b></p> <p>(Multi-year - enter total projected amount of the contract; Fixed Term/Simplified Renewal - enter current period amount):</p> <p><b>CURRENT:</b>              \$20,000.00</p> <p><b>AMENDED:</b></p> <p><b>FUNDING SOURCE(S)</b></p> <p align="center"> <input checked="checked" type="checkbox"/> State  <input type="checkbox"/> Federal  <input type="checkbox"/> Other         </p>
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*FOR MULTI-YEAR AGREEMENTS ONLY - CONTRACT AND FUNDING AMOUNT:*

(Out years represents projected funding amounts)

#	CURRENT PERIOD	CURRENT AMOUNT	AMENDED PERIOD	AMENDED AMOUNT
1				
2				
3				
4				
5				

Contract Number: #      DOH01-T36239GG-3450000

STATE OF NEW YORK MASTER CONTRACT FOR GRANTS FACE PAGE

ATTACHMENTS PART OF THIS AGREEMENT:

- Attachment A: ☒ A-1 Program Specific Terms and Conditions  
☐ A-2 Federally Funded Grants
- Attachment B: ☐ B-1 Expenditure Based Budget  
☒ B-2 Performance Based Budget  
☐ B-3 Capital Budget  
☐ B-4 Net Deficit Budget  
☐ B-1 (A) Expenditure Based Budget (Amendment)  
☐ B-2 (A) Performance Based Budget (Amendment)  
☐ B-3 (A) Capital Budget (Amendment)  
☐ B-4 (A) Net Deficit Budget (Amendment)

Attachment C: Work Plan

Attachment D: Payment and Reporting Schedule

Other: Attachment C  
Attachment E  
Attachment H  
Attachment M

Contract Number: # DOH01-T36239GG-3450000

IN WITNESS THEREOF, the parties hereto have electronically executed or approved this Master Contract on the dates below their signature.	
<p>In addition, I, acting in the capacity as Contractor, certify that I am the signing authority, or have been delegated or designated formally as the signing authority by the appropriate authority or officials, and as such I do agree, and I have the authority to agree, to all of the terms and conditions set forth in the Master Contract, including all appendices and attachments. I understand that (i) payment of a claim on this Master Contract is conditioned upon the Contractor's compliance with all applicable conditions of participation in this program and ( if I am acting in the capacity as a not-for profit Contractor) the accuracy and completeness of information submitted to the State of New York through the Gateway vendor prequalification process and (ii) by electronically indicating my acceptance of the terms and conditions of the Master Contract, I certify that (a) to the extent that the Contractor is required to register and/or file reports with the Office of Attorney General's Charities Bureau ("Charities Bureau"), the Contractor's registration is current, all applicable reports have been filed, and the Contractor has no outstanding requests from the Charities Bureau relating to its filings and (b) all data and responses in the application submitted by the Contractor are true, complete and accurate. I also understand that use of my assigned User ID and Password on the State's contract management system is equivalent to having placed my signature on the Master Contract and that I am responsible for any activity attributable to the use of my User ID and Password. Additionally, any information entered will be considered to have been entered and provided at my direction. I further certify and agree that the Contractor agrees to waive any claim that this electronic record or signature is inadmissible in court, notwithstanding the choice of law provisions.</p> <p>CONTRACTOR: <u>SARATOGA SPRINGS CITY OF</u></p> <p>By: _____</p> <p>_____</p> <p>Printed Name</p> <p>Title: _____</p> <p>Date: _____</p>	<p>In addition, the party below certifies that it has verified the electronic signature of the Contractor to this Master Contract.</p> <p>STATE AGENCY: <u>Department of Health</u></p> <p>_____</p> <p>By: _____</p> <p>_____</p> <p>Printed Name</p> <p>Title: _____</p> <p>Date: _____</p>
<p>ATTORNEY GENERAL'S SIGNATURE APPROVED AS TO FORM</p> <p>By: _____</p> <p>Printed Name</p> <p>Title: _____</p> <p>Date: _____</p>	<p>STATE COMPTROLLER'S SIGNATURE</p> <p>By: _____</p> <p>Printed Name</p> <p>Title: _____</p> <p>Date: _____</p>

Contract Number: # DOH01-T36239GG-3450000

**STATE OF NEW YORK  
MASTER CONTRACT FOR GRANTS**

This State of New York Master Contract for Grants (Master Contract) is hereby made by and between the State of New York acting by and through the applicable State Agency (State) and the public or private entity (Contractor) identified on the face page hereof (Face Page).

**WITNESSETH:**

**WHEREAS**, the State has the authority to regulate and provide funding for the establishment and operation of program services, design or the execution and performance of construction projects, as applicable and desires to contract with skilled parties possessing the necessary resources to provide such services or work, as applicable; and

**WHEREAS**, the Contractor is ready, willing and able to provide such program services or the execution and performance of construction projects and possesses or can make available all necessary qualified personnel, licenses, facilities and expertise to perform or have performed the services or work, as applicable, required pursuant to the terms of the Master Contract;

**NOW THEREFORE**, in consideration of the promises, responsibilities, and covenants herein, the State and the Contractor agree as follows:

**STANDARD TERMS AND CONDITIONS**

**I. GENERAL PROVISIONS**

**A. Executory Clause:** In accordance with Section 41 of the State Finance Law, the State shall have no liability under the Master Contract to the Contractor, or to anyone else, beyond funds appropriated and available for the Master Contract.

**B. Required Approvals:** In accordance with Section 112 of the State Finance Law (or, if the Master Contract is with the State University of New York (SUNY) or City University of New York (CUNY), Section 355 or Section 6218 of the Education Law), if the Master Contract exceeds \$50,000 (or \$85,000 for contracts let by the Office of General Services, or the minimum thresholds agreed to by the Office of the State Comptroller (OSC) for certain SUNY and CUNY contracts), or if this is an amendment for any amount to a contract which, as so amended, exceeds said statutory amount including, but not limited to, changes in amount, consideration, scope or contract term identified on the Face Page (Contract Term), it shall not be valid, effective or binding upon the State until it has been approved by, and filed with, the New York Attorney General Contract Approval Unit (AG) and OSC. If, by the Master Contract, the State agrees to give something other than money when the value or reasonably estimated value of such consideration exceeds \$10,000, it shall not be valid, effective or binding upon the State until it has been approved by, and filed with, the AG and OSC.

**Budget Changes:** An amendment that would result in a transfer of funds among program activities or budget cost categories that does not affect the amount, consideration, scope or other terms of such contract may be subject to the approval of the AG and OSC where the amount of such modification is, as a portion of the total value of the contract, equal to or greater than ten percent for contracts of less than five million dollars, or five percent for contracts of more than



five million dollars; and, in addition, such amendment may be subject to prior approval by the applicable State Agency as detailed in Attachment D (Payment and Reporting Schedule).

### **C. Order of Precedence:**

In the event of a conflict among (i) the terms of the Master Contract (including any and all attachments and amendments) or (ii) between the terms of the Master Contract and the original request for proposal, the program application or other attachment that was completed and executed by the Contractor in connection with the Master Contract, the order of precedence is as follows:

1. Standard Terms and Conditions
2. Modifications to the Face Page
3. Modifications to Attachment A-2<sup>1</sup>, Attachment B, Attachment C and Attachment D
4. The Face Page
5. Attachment A-2<sup>2</sup>, Attachment B, Attachment C and Attachment D
6. Modification to Attachment A-1
7. Attachment A-1
8. Other attachments, including, but not limited to, the request for proposal or program application

**D. Funding:** Funding for the term of the Master Contract shall not exceed the amount specified as “Contract Funding Amount” on the Face Page or as subsequently revised to reflect an approved renewal or cost amendment. Funding for the initial and subsequent periods of the Master Contract shall not exceed the applicable amounts specified in the applicable Attachment B form (Budget).

**E. Contract Performance:** The Contractor shall perform all services or work, as applicable, and comply with all provisions of the Master Contract to the satisfaction of the State. The Contractor shall provide services or work, as applicable, and meet the program objectives summarized in Attachment C (Work Plan) in accordance with the provisions of the Master Contract, relevant laws, rules and regulations, administrative, program and fiscal guidelines, and where applicable, operating certificate for facilities or licenses for an activity or program.

**F. Modifications:** To modify the Attachments or Face Page, the parties mutually agree to record, in writing, the terms of such modification and to revise or complete the Face Page and all the appropriate attachments in conjunction therewith. In addition, to the extent that such modification meets the criteria set forth in Section I.B herein, it shall be subject to the approval of the AG and

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<sup>1</sup> To the extent that the modifications to Attachment A-2 are required by Federal requirements and conflict with other provisions of the Master Contract, the modifications to Attachment A-2 shall supersede all other provisions of this Master Contract. See Section I(V).

<sup>2</sup> To the extent that the terms of Attachment A-2 are required by Federal requirements and conflict with other provisions of the Master Contract, the Federal requirements of Attachment A-2 shall supersede all other provisions of this Master Contract. See Section I(V). Contract Number: # DOH01-T36239GG-3450000

OSC before it shall become valid, effective and binding upon the State. Modifications that are not subject to the AG and OSC approval shall be processed in accordance with the guidelines stated in the Master Contract.

**G. Governing Law:** The Master Contract shall be governed by the laws of the State of New York except where the Federal Supremacy Clause requires otherwise.

**H. Severability:** Any provision of the Master Contract that is held to be invalid, illegal or unenforceable in any respect by a court of competent jurisdiction, shall be ineffective only to the extent of such invalidity, illegality or unenforceability, without affecting in any way the remaining provisions hereof; provided, however, that the parties to the Master Contract shall attempt in good faith to reform the Master Contract in a manner consistent with the intent of any such ineffective provision for the purpose of carrying out such intent. If any provision is held void, invalid or unenforceable with respect to particular circumstances, it shall nevertheless remain in full force and effect in all other circumstances.

**I. Interpretation:** The headings in the Master Contract are inserted for convenience and reference only and do not modify or restrict any of the provisions herein. All personal pronouns used herein shall be considered to be gender neutral. The Master Contract has been made under the laws of the State of New York, and the venue for resolving any disputes hereunder shall be in a court of competent jurisdiction of the State of New York.

**J. Notice:**

1. All notices, except for notices of termination, shall be in writing and shall be transmitted either:
  - a) by certified or registered United States mail, return receipt requested;
  - b) by facsimile transmission;
  - c) by personal delivery;
  - d) by expedited delivery service; or
  - e) by e-mail.
2. Notices to the State shall be addressed to the Program Office designated in Attachment A-1 (Program Specific Terms and Conditions).
3. Notices to the Contractor shall be addressed to the Contractor's designee as designated in Attachment A-1 (Program Specific Terms and Conditions).
4. Any such notice shall be deemed to have been given either at the time of personal delivery or, in the case of expedited delivery service or certified or registered United States mail, as of the date of first attempted delivery at the address and in the manner provided herein, or in the case of facsimile transmission or e-mail, upon receipt.
5. The parties may, from time to time, specify any new or different e-mail address, facsimile number or address in the United States as their address for purpose of receiving notice under the

Master Contract by giving fifteen (15) calendar days prior written notice to the other party sent in accordance herewith. The parties agree to mutually designate individuals as their respective representatives for the purposes of receiving notices under the Master Contract. Additional individuals may be designated in writing by the parties for purposes of implementation, administration, billing and resolving issues and/or disputes.

**K. Service of Process:** In addition to the methods of service allowed by the State Civil Practice Law & Rules (CPLR), Contractor hereby consents to service of process upon it by registered or certified mail, return receipt requested. Service hereunder shall be complete upon Contractor's actual receipt of process or upon the State's receipt of the return thereof by the United States Postal Service as refused or undeliverable. Contractor must promptly notify the State, in writing, of each and every change of address to which service of process can be made. Service by the State to the last known address shall be sufficient. The Contractor shall have thirty (30) calendar days after service hereunder is complete in which to respond.

**L. Set-Off Rights:** The State shall have all of its common law, equitable, and statutory rights of set-off. These rights shall include, but not be limited to, the State's option to withhold, for the purposes of set-off, any moneys due to the Contractor under the Master Contract up to any amounts due and owing to the State with regard to the Master Contract, any other contract with any State department or agency, including any contract for a term commencing prior to the term of the Master Contract, plus any amounts due and owing to the State for any other reason including, without limitation, tax delinquencies, fee delinquencies, or monetary penalties relative thereto. The State shall exercise its set-off rights in accordance with normal State practices including, in cases of set-off pursuant to an audit, the finalization of such audit by the State Agency, its representatives, or OSC.

**M. Indemnification:** The Contractor shall be solely responsible and answerable in damages for any and all accidents and/or injuries to persons (including death) or property arising out of or related to the services to be rendered by the Contractor or its subcontractors pursuant to this Master Contract. The Contractor shall indemnify and hold harmless the State and its officers and employees from claims, suits, actions, damages and cost of every nature arising out of the provision of services pursuant to the Master Contract.

**N. Non-Assignment Clause:** In accordance with Section 138 of the State Finance Law, the Master Contract may not be assigned by the Contractor or its right, title or interest therein assigned, transferred, conveyed, sublet, or otherwise disposed of without the State's previous written consent, and attempts to do so shall be considered to be null and void. Notwithstanding the foregoing, such prior written consent of an assignment of a contract, let pursuant to Article XI of the State Finance Law, may be waived at the discretion of the State Agency and with the concurrence of OSC, where the original contract was subject to OSC's approval, where the assignment is due to a reorganization, merger, or consolidation of the Contractor's business entity or enterprise. The State retains its right to approve an assignment and to require that the merged contractor demonstrate its responsibility to do business with the State. The Contractor may, however, assign its right to receive payments without the State's prior written consent unless the Master Contract concerns Certificates of Participation pursuant to Article 5-A of the State Finance Law.

**O. Legal Action:** No litigation or regulatory action shall be brought against the State of New York, the State Agency, or against any county or other local government entity with funds provided under the Master Contract. The term "litigation" shall include commencing or threatening to commence a lawsuit, joining or threatening to join as a party to ongoing litigation, or requesting any relief from

any of the State of New York, the State Agency, or any county, or other local government entity. The term “regulatory action” shall include commencing or threatening to commence a regulatory proceeding, or requesting any regulatory relief from any of the State of New York, the State Agency, or any county, or other local government entity.

**P. No Arbitration:** Disputes involving the Master Contract, including the breach or alleged breach thereof, may not be submitted to binding arbitration (except where statutorily authorized), but must, instead, be heard in a court of competent jurisdiction of the State of New York.

**Q. Secular Purpose:** Services performed pursuant to the Master Contract are secular in nature and shall be performed in a manner that does not discriminate on the basis of religious belief, or promote or discourage adherence to religion in general or particular religious beliefs.

**R. Partisan Political Activity and Lobbying:** Funds provided pursuant to the Master Contract shall not be used for any partisan political activity, or for activities that attempt to influence legislation or election or defeat of any candidate for public office.

**S. Reciprocity and Sanctions Provisions:** The Contractor is hereby notified that if its principal place of business is located in a country, nation, province, state, or political subdivision that penalizes New York State vendors, and if the goods or services it offers shall be substantially produced or performed outside New York State, the Omnibus Procurement Act 1994 and 2000 amendments (Chapter 684 and Chapter 383, respectively) require that it be denied contracts which it would otherwise obtain.<sup>3</sup>

**T. Reporting Fraud and Abuse:** Contractor acknowledges that it has reviewed information on how to prevent, detect, and report fraud, waste and abuse of public funds, including information about the Federal False Claims Act, the New York State False Claims Act, and whistleblower protections.

**U. Non-Collusive Bidding:** By submission of this bid, the Contractor and each person signing on behalf of the Contractor certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his or her knowledge and belief that its bid was arrived at independently and without collusion aimed at restricting competition. The Contractor further affirms that, at the time the Contractor submitted its bid, an authorized and responsible person executed and delivered to the State a non-collusive binding certification on the Contractor’s behalf.

**V. Federally Funded Grants and Requirements Mandated by Federal Laws:** All of the Specific Federal requirements that are applicable to the Master Contract are identified in Attachment A-2 (Federally Funded Grants and Requirements Mandated by Federal Laws) hereto. To the extent that the Master Contract is funded in whole or part with Federal funds or mandated by Federal laws, (i) the provisions of the Master Contract that conflict with Federal rules, Federal regulations, or Federal program specific requirements shall not apply and (ii) the Contractor agrees to comply with all applicable Federal rules, regulations and program specific requirements including, but not limited to, those provisions that are set forth in Attachment A-2 (Federally Funded Grants and Requirements Mandated by Federal Laws) hereto.

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<sup>3</sup>As of October 9, 2012, the list of discriminatory jurisdictions subject to this provision includes the states of Alaska, Hawaii, Louisiana, South Carolina, West Virginia and Wyoming. Contact NYS Department of Economic Development for the most current list of jurisdictions subject to this provision.

## II. TERM, TERMINATION AND SUSPENSION

**A. Term:** The term of the Master Contract shall be as specified on the Face Page, unless terminated sooner as provided herein.

**B. Renewal:**

**1. General Renewal:** The Master Contract may consist of successive periods on the same terms and conditions, as specified within the Master Contract (a “Simplified Renewal Contract”). Each additional or superseding period shall be on the forms specified by the State and shall be incorporated in the Master Contract.

**2. Renewal Notice to Not-for-Profit Contractors:**

a) Pursuant to State Finance Law §179-t, if the Master Contract is with a not-for-profit Contractor and provides for a renewal option, the State shall notify the Contractor of the State’s intent to renew or not to renew the Master Contract no later than ninety (90) calendar days prior to the end of the term of the Master Contract, unless funding for the renewal is contingent upon enactment of an appropriation. If funding for the renewal is contingent upon enactment of an appropriation, the State shall notify the Contractor of the State’s intent to renew or not to renew the Master Contract the later of: (1) ninety (90) calendar days prior to the end of the term of the Master Contract, and (2) thirty (30) calendar days after the necessary appropriation becomes law. Notwithstanding the foregoing, in the event that the State is unable to comply with the time frames set forth in this paragraph due to unusual circumstances beyond the control of the State (“Unusual Circumstances”), no payment of interest shall be due to the not-for-profit Contractor. For purposes of State Finance Law §179-t, “Unusual Circumstances” shall not mean the failure by the State to (i) plan for implementation of a program, (ii) assign sufficient staff resources to implement a program, (iii) establish a schedule for the implementation of a program or (iv) anticipate any other reasonably foreseeable circumstance.

b) Notification to the not-for-profit Contractor of the State’s intent to not renew the Master Contract must be in writing in the form of a letter, with the reason(s) for the non-renewal included. If the State does not provide notice to the not-for-profit Contractor of its intent not to renew the Master Contract as required in this Section and State Finance Law §179-t, the Master Contract shall be deemed continued until the date the State provides the necessary notice to the Contractor, in accordance with State Finance Law §179-t. Expenses incurred by the not-for-profit Contractor during such extension shall be reimbursable under the terms of the Master Contract.

## **C. Termination:**

### **1. Grounds:**

- a) Mutual Consent: The Master Contract may be terminated at any time upon mutual written consent of the State and the Contractor.
- b) Cause: The State may terminate the Master Contract immediately, upon written notice of termination to the Contractor, if the Contractor fails to comply with any of the terms and conditions of the Master Contract and/or with any laws, rules, regulations, policies, or procedures that are applicable to the Master Contract.
- c) Non-Responsibility: In accordance with the provisions of Sections IV(N)(6) and (7) herein, the State may make a final determination that the Contractor is non-responsible (Determination of Non-Responsibility). In such event, the State may terminate the Master Contract at the Contractor's expense, complete the contractual requirements in any manner the State deems advisable and pursue available legal or equitable remedies for breach.
- d) Convenience: The State may terminate the Master Contract in its sole discretion upon thirty (30) calendar days prior written notice.
- e) Lack of Funds: If for any reason the State or the Federal government terminates or reduces its appropriation to the applicable State Agency entering into the Master Contract or fails to pay the full amount of the allocation for the operation of one or more programs funded under this Master Contract, the Master Contract may be terminated or reduced at the State Agency's discretion, provided that no such reduction or termination shall apply to allowable costs already incurred by the Contractor where funds are available to the State Agency for payment of such costs. Upon termination or reduction of the Master Contract, all remaining funds paid to the Contractor that are not subject to allowable costs already incurred by the Contractor shall be returned to the State Agency. In any event, no liability shall be incurred by the State (including the State Agency) beyond monies available for the purposes of the Master Contract. The Contractor acknowledges that any funds due to the State Agency or the State of New York because of disallowed expenditures after audit shall be the Contractor's responsibility.
- f) Force Majeure: The State may terminate or suspend its performance under the Master Contract immediately upon the occurrence of a "force majeure." For purposes of the Master Contract, "Force majeure" shall include, but not be limited to, natural disasters, war, rebellion, insurrection, riot, strikes, lockout and any unforeseen circumstances and acts beyond the control of the State which render the performance of its obligations impossible.

### **2. Notice of Termination:**

- a) Service of notice: Written notice of termination shall be sent by:
  - (i) personal messenger service; or
  - (ii) certified mail, return receipt requested and first class mail.

b) Effective date of termination: The effective date of the termination shall be the later of (i) the date indicated in the notice and (ii) the date the notice is received by the Contractor, and shall be established as follows:

(i) if the notice is delivered by hand, the date of receipt shall be established by the receipt given to the Contractor or by affidavit of the individual making such hand delivery attesting to the date of delivery; or

(ii) if the notice is delivered by registered or certified mail, by the receipt returned from the United States Postal Service, or if no receipt is returned, five (5) business days from the date of mailing of the first class letter, postage prepaid, in a depository under the care and control of the United States Postal Service.

### ***3. Effect of Notice and Termination on State's Payment Obligations:***

a) Upon receipt of notice of termination, the Contractor agrees to cancel, prior to the effective date of any prospective termination, as many outstanding obligations as possible, and agrees not to incur any new obligations after receipt of the notice without approval by the State.

b) The State shall be responsible for payment on claims for services or work provided and costs incurred pursuant to the terms of the Master Contract. In no event shall the State be liable for expenses and obligations arising from the requirements of the Master Contract after its termination date.

### ***4. Effect of Termination Based on Misuse or Conversion of State or Federal Property:***

Where the Master Contract is terminated for cause based on Contractor's failure to use some or all of the real property or equipment purchased pursuant to the Master Contract for the purposes set forth herein, the State may, at its option, require:

a) the repayment to the State of any monies previously paid to the Contractor; or

b) the return of any real property or equipment purchased under the terms of the Master Contract; or

c) an appropriate combination of clauses (a) and (b) of Section II(C)(4) herein.

Nothing herein shall be intended to limit the State's ability to pursue such other legal or equitable remedies as may be available.

**D. Suspension:** The State may, in its discretion, order the Contractor to suspend performance for a reasonable period of time. In the event of such suspension, the Contractor shall be given a formal written notice outlining the particulars of such suspension. Upon issuance of such notice, the Contractor shall comply with the particulars of the notice. The State shall have no obligation to reimburse Contractor's expenses during such suspension period. Activities may resume at such time as the State issues a formal written notice authorizing a resumption of performance under the Master Contract.

### **III. PAYMENT AND REPORTING**

#### **A. Terms and Conditions:**

1. In full consideration of contract services to be performed, the State Agency agrees to pay and the Contractor agrees to accept a sum not to exceed the amount noted on the Face Page.
2. The State has no obligation to make payment until all required approvals, including the approval of the AG and OSC, if required, have been obtained. Contractor obligations or expenditures that precede the start date of the Master Contract shall not be reimbursed.
3. Contractor must provide complete and accurate billing invoices to the State in order to receive payment. Provided, however, the State may, at its discretion, automatically generate a voucher in accordance with an approved contract payment schedule. Billing invoices submitted to the State must contain all information and supporting documentation required by Attachment D (Payment and Reporting Schedule) and Section III(C) herein. The State may require the Contractor to submit billing invoices electronically.
4. Payment for invoices submitted by the Contractor shall only be rendered electronically unless payment by paper check is expressly authorized by the head of the State Agency, in the sole discretion of the head of such State Agency, due to extenuating circumstances. Such electronic payment shall be made in accordance with OSC's procedures and practices to authorize electronic payments.
5. If travel expenses are an approved expenditure under the Master Contract, travel expenses shall be reimbursed at the lesser of the rates set forth in the written standard travel policy of the Contractor, the OSC guidelines, or United States General Services Administration rates. No out-of-state travel costs shall be permitted unless specifically detailed and pre-approved by the State.
6. Timeliness of advance payments or other claims for reimbursement, and any interest to be paid to Contractor for late payment, shall be governed by Article 11-A of the State Finance Law to the extent required by law.
7. Article 11-B of the State Finance Law sets forth certain time frames for the Full Execution of contracts or renewal contracts with not-for-profit organizations and the implementation of any program plan associated with such contract. For purposes of this section, "Full Execution" shall mean that the contract has been signed by all parties thereto and has obtained the approval of the AG and OSC. Any interest to be paid on a missed payment to the Contractor based on a delay in the Full Execution of the Master Contract shall be governed by Article 11-B of the State Finance Law.



## **B. Advance Payment and Recoupment:**

1. Advance payments, which the State in its sole discretion may make to not-for-profit grant recipients, shall be made and recouped in accordance with State Finance Law Section 179(u), this Section and the provisions of Attachment D (Payment and Reporting Schedule).
2. Initial advance payments made by the State to not-for-profit grant recipients shall be due no later than thirty (30) calendar days, excluding legal holidays, after the first day of the Contract Term or, if renewed, in the period identified on the Face Page. Subsequent advance payments made by the State to not-for-profit grant recipients shall be due no later than thirty (30) calendar days, excluding legal holidays, after the dates specified in Attachment D (Payment and Reporting Schedule).
3. For subsequent contract years in multi-year contracts, Contractor will be notified of the scheduled advance payments for the upcoming contract year no later than 90 days prior to the commencement of the contract year. For simplified renewals, the payment schedule (Attachment D) will be modified as part of the renewal process.
4. Recoupment of any advance payment(s) shall be recovered by crediting the percentage of subsequent claims listed in Attachment D (Payment and Reporting Schedule) and Section III(C) herein and such claims shall be reduced until the advance is fully recovered within the Contract Term. Any unexpended advance balance at the end of the Contract Term shall be refunded by the Contractor to the State.
5. If for any reason the amount of any claim is not sufficient to cover the proportionate advance amount to be recovered, then subsequent claims may be reduced until the advance is fully recovered.

## **C. Claims for Reimbursement:**

1. The Contractor shall submit claims for the reimbursement of expenses incurred on behalf of the State under the Master Contract in accordance with this Section and the applicable claiming schedule in Attachment D (Payment and Reporting Schedule).

Vouchers submitted for payment shall be deemed to be a certification that the payments requested are for project expenditures made in accordance with the items as contained in the applicable Attachment B form (Budget) and during the Contract Term. When submitting a voucher, such voucher shall also be deemed to certify that: (i) the payments requested do not duplicate reimbursement from other sources of funding; and (ii) the funds provided herein do not replace funds that, in the absence of this grant, would have been made available by the Contractor for this program. Requirement (ii) does not apply to grants funded pursuant to a Community Projects Fund appropriation.

2. Consistent with the selected reimbursement claiming schedule in Attachment D (Payment and Reporting Schedule), the Contractor shall comply with the appropriate following provisions:

a) Quarterly Reimbursement: The Contractor shall be entitled to receive payments for work, projects, and services rendered as detailed and described in Attachment C (Work Plan).

The Contractor shall submit to the State Agency quarterly voucher claims and supporting documentation. The Contractor shall submit vouchers to the State Agency in accordance with the procedures set forth in Section III(A)(3) herein.

b) Monthly Reimbursement: The Contractor shall be entitled to receive payments for work, projects, and services rendered as detailed and described in Attachment C (Work Plan).

The Contractor shall submit to the State Agency monthly voucher claims and supporting documentation. The Contractor shall submit vouchers to the State Agency in accordance with the procedures set forth in Section III(A)(3) herein.

c) Biannual Reimbursement: The Contractor shall be entitled to receive payments for work, projects, and services rendered as detailed and described in Attachment C (Work Plan).

The Contractor shall submit to the State Agency biannually voucher claims and supporting documentation. The Contractor shall submit vouchers to the State Agency in accordance with the procedures set forth in Section III(A)(3) herein.

d) Milestone/Performance Reimbursement:<sup>4</sup> Requests for payment based upon an event or milestone may be either severable or cumulative. A severable event/milestone is independent of accomplishment of any other event. If the event is cumulative, the successful completion of an event or milestone is dependent on the previous completion of another event.

Milestone payments shall be made to the Contractor when requested in a form approved by the State, and at frequencies and in amounts stated in Attachment D (Payment and Reporting Schedule). The State Agency shall make milestone payments subject to the Contractor's satisfactory performance.

e) Fee for Service Reimbursement:<sup>5</sup> Payment shall be limited to only those fees specifically agreed upon in the Master Contract and shall be payable no more frequently than monthly upon submission of a voucher by the contractor.

f) Rate Based Reimbursement:<sup>6</sup> Payment shall be limited to rate(s) established in the Master Contract. Payment may be requested no more frequently than monthly.

g) Scheduled Reimbursement:<sup>7</sup> The State Agency shall generate vouchers at the frequencies and amounts as set forth in Attachment D (Payment and Reporting Schedule), and service reports shall be used to determine funding levels appropriate to the next annual contract period.

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<sup>4</sup> A milestone/ performance payment schedule identifies mutually agreed-to payment amounts based on meeting contract events or milestones. Events or milestones must represent integral and meaningful aspects of contract performance and should signify true progress in completing the Master Contract effort.

<sup>5</sup> Fee for Service is a rate established by the Contractor for a service or services rendered.

<sup>6</sup> Rate based agreements are those agreements in which payment is premised upon a specific established rate per unit.

<sup>7</sup> Scheduled Reimbursement agreements provide for payments that occur at defined and regular intervals that provide for a specified dollar amount to be paid to the Contractor at the beginning of each payment period (i.e. quarterly, monthly or bi-annually). While these payments are related to the particular services and outcomes defined in the Master Contract, they are not dependent upon particular services or expenses in any one payment period and provide the Contractor with a defined and regular payment over the life of the contract.

- h) Interim Reimbursement: The State Agency shall generate vouchers on an interim basis and at the amounts requested by the Contractor as set forth in Attachment D (Payment and Reporting Schedule).
- i) Fifth Quarter Payments:<sup>8</sup> Fifth quarter payment shall be paid to the Contractor at the conclusion of the final scheduled payment period of the preceding contract period. The State Agency shall use a written directive for fifth quarter financing. The State Agency shall generate a voucher in the fourth quarter of the current contract year to pay the scheduled payment for the next contract year.
3. The Contractor shall also submit supporting fiscal documentation for the expenses claimed.
4. The State reserves the right to withhold up to fifteen percent (15%) of the total amount of the Master Contract as security for the faithful completion of services or work, as applicable, under the Master Contract. This amount may be withheld in whole or in part from any single payment or combination of payments otherwise due under the Master Contract. In the event that such withheld funds are insufficient to satisfy Contractor's obligations to the State, the State may pursue all available remedies, including the right of setoff and recoupment.
5. The State shall not be liable for payments on the Master Contract if it is made pursuant to a Community Projects Fund appropriation if insufficient monies are available pursuant to Section 99-d of the State Finance Law.
6. All vouchers submitted by the Contractor pursuant to the Master Contract shall be submitted to the State Agency no later than thirty (30) calendar days after the end date of the period for which reimbursement is claimed. In no event shall the amount received by the Contractor exceed the budget amount approved by the State Agency, and, if actual expenditures by the Contractor are less than such sum, the amount payable by the State Agency to the Contractor shall not exceed the amount of actual expenditures.
7. All obligations must be incurred prior to the end date of the contract. Notwithstanding the provisions of Section III(C)(6) above, with respect to the final period for which reimbursement is claimed, so long as the obligations were incurred prior to the end date of the contract, the Contractor shall have up to ninety (90) calendar days after the contract end date to make expenditures; provided, however, that if the Master Contract is funded, in whole or in part, with Federal funds, the Contractor shall have up to sixty (60) calendar days after the contract end date to make expenditures.

#### **D. Identifying Information and Privacy Notification:**

1. Every voucher or New York State Claim for Payment submitted to a State Agency by the Contractor, for payment for the sale of goods or services or for transactions (e.g., leases, easements, licenses, etc.) related to real or personal property, must include the Contractor's Vendor Identification Number assigned by the Statewide Financial System, and any or all of the following identification numbers: (i) the Contractor's Federal employer identification number,

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<sup>8</sup> Fifth Quarter Payments occurs where there are scheduled payments and where there is an expectation that services will be continued through renewals or subsequent contracts. Fifth Quarter Payments allow for the continuation of scheduled payments to a Contractor for the first payment period quarter of an anticipated renewal or new contract.

(ii) the Contractor's Federal social security number, and/or (iii) DUNS number. Failure to include such identification number or numbers may delay payment by the State to the Contractor. Where the Contractor does not have such number or numbers, the Contractor, on its voucher or Claim for Payment, must provide the reason or reasons for why the Contractor does not have such number or numbers.

2. The authority to request the above personal information from a seller of goods or services or a lessor of real or personal property, and the authority to maintain such information, is found in Section 5 of the State Tax Law. Disclosure of this information by the seller or lessor to the State is mandatory. The principle purpose for which the information is collected is to enable the State to identify individuals, businesses and others who have been delinquent in filing tax returns or may have understated their tax liabilities and to generally identify persons affected by the taxes administered by the Commissioner of Taxation and Finance. The information will be used for tax administration purposes and for any other purpose authorized by law. The personal information is requested by the purchasing unit of the State Agency contracting to purchase the goods or services or lease the real or personal property covered by the Master Contract. This information is maintained in the Statewide Financial System by the Vendor Management Unit within the Bureau of State Expenditures, Office of the State Comptroller, 110 State Street, Albany, New York, 12236.

#### **E. Refunds:**

1. In the event that the Contractor must make a refund to the State for Master Contract-related activities, including repayment of an advance or an audit disallowance, payment must be made payable as set forth in Attachment A-1 (Program Specific Terms and Conditions). The Contractor must reference the contract number with its payment and include a brief explanation of why the refund is being made. Refund payments must be submitted to the Designated Refund Office at the address specified in Attachment A-1 (Program Specific Terms and Conditions).

2. If at the end or termination of the Master Contract, there remains any unexpended balance of the monies advanced under the Master Contract in the possession of the Contractor, the Contractor shall make payment within forty-five (45) calendar days of the end or termination of the Master Contract. In the event that the Contractor fails to refund such balance the State may pursue all available remedies.

**F. Outstanding Amounts Owed to the State:** Prior period overpayments (including, but not limited to, contract advances in excess of actual expenditures) and/or audit recoveries associated with the Contractor may be recouped against future payments made under this Master Contract to Contractor. The recoupment generally begins with the first payment made to the Contractor following identification of the overpayment and/or audit recovery amount. In the event that there are no payments to apply recoveries against, the Contractor shall make payment as provided in Section III(E) (Refunds) herein.

#### **G. Program and Fiscal Reporting Requirements:**

1. The Contractor shall submit required periodic reports in accordance with the applicable schedule provided in Attachment D (Payment and Reporting Schedule). All required reports or other work products developed pursuant to the Master Contract must be completed as provided by the agreed upon work schedule in a manner satisfactory and acceptable to the State Agency in order for the Contractor to be eligible for payment.

2. Consistent with the selected reporting options in Attachment D (Payment and Reporting Schedule), the Contractor shall comply with the following applicable provisions:

a) If the Expenditure Based Reports option is indicated in Attachment D (Payment and Reporting Schedule), the Contractor shall provide the State Agency with one or more of the following reports as required by the following provisions and Attachment D (Payment and Reporting Schedule) as applicable:

- (i) *Narrative/Qualitative Report*: The Contractor shall submit, on a quarterly basis, not later than the time period listed in Attachment D (Payment and Reporting Schedule), a report, in narrative form, summarizing the services rendered during the quarter. This report shall detail how the Contractor has progressed toward attaining the qualitative goals enumerated in Attachment C (Work Plan). This report should address all goals and objectives of the project and include a discussion of problems encountered and steps taken to solve them.
- (ii) *Statistical/Quantitative Report*: The Contractor shall submit, on a quarterly basis, not later than the time period listed in Attachment D (Payment and Reporting Schedule), a detailed report analyzing the quantitative aspects of the program plan, as appropriate (e.g., number of meals served, clients transported, patient/client encounters, procedures performed, training sessions conducted, etc.)
- (iii) *Expenditure Report*: The Contractor shall submit, on a quarterly basis, not later than the time period listed in Attachment D (Payment and Reporting Schedule), a detailed expenditure report, by object of expense. This report shall accompany the voucher submitted for such period.
- (iv) *Final Report*: The Contractor shall submit a final report as required by the Master Contract, not later than the time period listed in Attachment D (Payment and Reporting Schedule) which reports on all aspects of the program and detailing how the use of funds were utilized in achieving the goals set forth in Attachment C (Work Plan).
- (v) *Consolidated Fiscal Report (CFR)*: The Contractor shall submit a CFR, which includes a year-end cost report and final claim not later than the time period listed in Attachment D (Payment and Reporting Schedule).

b) If the Performance-Based Reports option is indicated in Attachment D (Payment and Reporting Schedule), the Contractor shall provide the State Agency with the following reports as required by the following provisions and Attachment D (Payment and Reporting Schedule) as applicable:

- (i) *Progress Report*: The Contractor shall provide the State Agency with a written progress report using the forms and formats as provided by the State Agency, summarizing the work performed during the period. These reports shall detail the Contractor's progress toward attaining the specific goals enumerated in Attachment C (Work Plan). Progress reports shall be submitted in a format prescribed in the Master Contract.

- (ii) *Final Progress Report*: Final scheduled payment is due during the time period set forth in Attachment D (Payment and Reporting Schedule). The deadline for submission of the final report shall be the date set forth in Attachment D (Payment and Reporting Schedule). The State Agency shall complete its audit and notify the Contractor of the results no later than the date set forth in Attachment D (Payment and Reporting Schedule). Payment shall be adjusted by the State Agency to reflect only those services/expenditures that were made in accordance with the Master Contract. The Contractor shall submit a detailed comprehensive final progress report not later than the date set forth in Attachment D (Payment and Reporting Schedule), summarizing the work performed during the entire Contract Term (i.e., a cumulative report), in the forms and formats required.

3. In addition to the periodic reports stated above, the Contractor may be required (a) to submit such other reports as are required in Table 1 of Attachment D (Payment and Reporting Schedule), and (b) prior to receipt of final payment under the Master Contract, to submit one or more final reports in accordance with the form, content, and schedule stated in Table 1 of Attachment D (Payment and Reporting Schedule).

#### **H. Notification of Significant Occurrences:**

1. If any specific event or conjunction of circumstances threatens the successful completion of this project, in whole or in part, including where relevant, timely completion of milestones or other program requirements, the Contractor agrees to submit to the State Agency within three (3) calendar days of becoming aware of the occurrence or of such problem, a written description thereof together with a recommended solution thereto.
2. The Contractor shall immediately notify in writing the program manager assigned to the Master Contract of any unusual incident, occurrence, or event that involves the staff, volunteers, directors or officers of the Contractor, any subcontractor or program participant funded through the Master Contract, including but not limited to the following: death or serious injury; an arrest or possible criminal activity that could impact the successful completion of this project; any destruction of property; significant damage to the physical plant of the Contractor; or other matters of a similarly serious nature.

### **IV. ADDITIONAL CONTRACTOR OBLIGATIONS, REPRESENTATIONS AND WARRANTIES**

#### **A. Contractor as an Independent Contractor/Employees:**

1. The State and the Contractor agree that the Contractor is an independent contractor, and not an employee of the State and may neither hold itself out nor claim to be an officer, employee, or subdivision of the State nor make any claim, demand, or application to or for any right based upon any different status. Notwithstanding the foregoing, the State and the Contractor agree that if the Contractor is a New York State municipality, the Contractor shall be permitted to hold itself out, and claim, to be a subdivision of the State.

The Contractor shall be solely responsible for the recruitment, hiring, provision of employment benefits, payment of salaries and management of its project personnel. These functions shall be carried out in accordance with the provisions of the Master Contract, and all applicable Federal and State laws and regulations.

2. The Contractor warrants that it, its staff, and any and all subcontractors have all the necessary licenses, approvals, and certifications currently required by the laws of any applicable local, state, or Federal government to perform the services or work, as applicable, pursuant to the Master Contract and/or any subcontract entered into under the Master Contract. The Contractor further agrees that such required licenses, approvals, and certificates shall be kept in full force and effect during the term of the Master Contract, or any extension thereof, and to secure any new licenses, approvals, or certificates within the required time frames and/or to require its staff and subcontractors to obtain the requisite licenses, approvals, or certificates. In the event the Contractor, its staff, and/or subcontractors are notified of a denial or revocation of any license, approval, or certification to perform the services or work, as applicable, under the Master Contract, Contractor shall immediately notify the State.

**B. Subcontractors:**

1. If the Contractor enters into subcontracts for the performance of work pursuant to the Master Contract, the Contractor shall take full responsibility for the acts and omissions of its subcontractors. Nothing in the subcontract shall impair the rights of the State under the Master Contract. No contractual relationship shall be deemed to exist between the subcontractor and the State.

2. If requested by the State, the Contractor agrees not to enter into any subcontracts, or revisions to subcontracts, that are in excess of \$100,000 for the performance of the obligations contained herein until it has received the prior written permission of the State, which shall have the right to review and approve each and every subcontract in excess of \$100,000 prior to giving written permission to the Contractor to enter into the subcontract. All agreements between the Contractor and subcontractors shall be by written contract, signed by individuals authorized to bind the parties. All such subcontracts shall contain provisions for specifying (1) that the work performed by the subcontractor must be in accordance with the terms of the Master Contract, (2) that nothing contained in the subcontract shall impair the rights of the State under the Master Contract, and (3) that nothing contained in the subcontract, nor under the Master Contract, shall be deemed to create any contractual relationship between the subcontractor and the State. In addition, subcontracts shall contain any other provisions which are required to be included in subcontracts pursuant to the terms herein.

3. If requested by the State, prior to executing a subcontract, the Contractor agrees to require the subcontractor to provide to the State the information the State needs to determine whether a proposed subcontractor is a responsible vendor.

4. If requested by the State, when a subcontract equals or exceeds \$100,000, the subcontractor shall submit a Vendor Responsibility Questionnaire (Questionnaire).

5. If requested by the State, upon the execution of a subcontract, the Contractor shall provide detailed subcontract information (a copy of subcontract will suffice) to the State within fifteen (15) calendar days after execution. The State may request from the Contractor copies of subcontracts between a subcontractor and its subcontractor.

6. The Contractor shall require any and all subcontractors to submit to the Contractor all financial claims for Services or work to the State agency, as applicable, rendered and required supporting documentation and reports as necessary to permit Contractor to meet claim deadlines and documentation requirements as established in Attachment D (Payment and Reporting

Schedule) and Section III. Subcontractors shall be paid by the Contractor on a timely basis after submitting the required reports and vouchers for reimbursement of services or work, as applicable. Subcontractors shall be informed by the Contractor of the possibility of non-payment or rejection by the Contractor of claims that do not contain the required information, and/or are not received by the Contractor by said due date.

**C. Use Of Material, Equipment, Or Personnel:**

1. The Contractor shall not use materials, equipment, or personnel paid for under the Master Contract for any activity other than those provided for under the Master Contract, except with the State's prior written permission.
2. Any interest accrued on funds paid to the Contractor by the State shall be deemed to be the property of the State and shall either be credited to the State at the close-out of the Master Contract or, upon the written permission of the State, shall be expended on additional services or work, as applicable, provided for under the Master Contract.

**D. Property:**

1. Property is real property, equipment, or tangible personal property having a useful life of more than one year and an acquisition cost of \$1,000 or more per unit.
  - a) If an item of Property required by the Contractor is available as surplus to the State, the State at its sole discretion, may arrange to provide such Property to the Contractor in lieu of the purchase of such Property.
  - b) If the State consents in writing, the Contractor may retain possession of Property owned by the State, as provided herein, after the termination of the Master Contract to use for similar purposes. Otherwise, the Contractor shall return such Property to the State at the Contractor's cost and expense upon the expiration of the Master Contract.
  - c) In addition, the Contractor agrees to permit the State to inspect the Property and to monitor its use at reasonable intervals during the Contractor's regular business hours.
  - d) The Contractor shall be responsible for maintaining and repairing Property purchased or procured under the Master Contract at its own cost and expense. The Contractor shall procure and maintain insurance at its own cost and expense in an amount satisfactory to the State Agency, naming the State Agency as an additional insured, covering the loss, theft or destruction of such equipment.
  - e) A rental charge to the Master Contract for a piece of Property owned by the Contractor shall not be allowed.
  - f) The State has the right to review and approve in writing any new contract for the purchase of or lease for rental of Property (Purchase/Lease Contract) operated in connection with the provision of the services or work, as applicable, as specified in the Master Contract, if applicable, and any modifications, amendments, or extensions of an existing lease or purchase prior to its execution. If, in its discretion, the State disapproves of any



Purchase/Lease Contract, then the State shall not be obligated to make any payments for such Property.

g) No member, officer, director or employee of the Contractor shall retain or acquire any interest, direct or indirect, in any Property, paid for with funds under the Master Contract, nor retain any interest, direct or indirect, in such, without full and complete prior disclosure of such interest and the date of acquisition thereof, in writing to the Contractor and the State.

2. For non-Federally-funded contracts, unless otherwise provided herein, the State shall have the following rights to Property purchased with funds provided under the Master Contract:

a) For cost-reimbursable contracts, all right, title and interest in such Property shall belong to the State.

b) For performance-based contracts, all right, title and interest in such Property shall belong to the Contractor.

3. For Federally funded contracts, title to Property whose requisition cost is borne in whole or in part by monies provided under the Master Contract shall be governed by the terms and conditions of Attachment A-2 (Federally Funded Grants and Requirements Mandated by Federal Laws).

4. Upon written direction by the State, the Contractor shall maintain an inventory of all Property that is owned by the State as provided herein.

5. The Contractor shall execute any documents which the State may reasonably require to effectuate the provisions of this section.

## **E. Records and Audits:**

### **1. General:**

a) The Contractor shall establish and maintain, in paper or electronic format, complete and accurate books, records, documents, receipts, accounts, and other evidence directly pertinent to its performance under the Master Contract (collectively, Records).

b) The Contractor agrees to produce and retain for the balance of the term of the Master Contract, and for a period of six years from the later of the date of (i) the Master Contract and (ii) the most recent renewal of the Master Contract, any and all Records necessary to substantiate upon audit, the proper deposit and expenditure of funds received under the Master Contract. Such Records may include, but not be limited to, original books of entry (e.g., cash disbursements and cash receipts journal), and the following specific records (as applicable) to substantiate the types of expenditures noted:

(i) personal service expenditures: cancelled checks and the related bank statements, time and attendance records, payroll journals, cash and check disbursement records including copies of money orders and the like, vouchers and invoices, records of contract labor, any and all records listing payroll and the money value of non-cash advantages provided to employees, time cards, work schedules and logs, employee personal history folders,

detailed and general ledgers, sales records, miscellaneous reports and returns (tax and otherwise), and cost allocation plans, if applicable.

(ii) payroll taxes and fringe benefits: cancelled checks, copies of related bank statements, cash and check disbursement records including copies of money orders and the like, invoices for fringe benefit expenses, miscellaneous reports and returns (tax and otherwise), and cost allocation plans, if applicable.

(iii) non-personal services expenditures: original invoices/receipts, cancelled checks and related bank statements, consultant agreements, leases, and cost allocation plans, if applicable.

(iv) receipt and deposit of advance and reimbursements: itemized bank stamped deposit slips, and a copy of the related bank statements.

c) The OSC, AG and any other person or entity authorized to conduct an examination, as well as the State Agency or State Agencies involved in the Master Contract that provided funding, shall have access to the Records during the hours of 9:00 a.m. until 5:00 p.m., Monday through Friday (excluding State recognized holidays), at an office of the Contractor within the State of New York or, if no such office is available, at a mutually agreeable and reasonable venue within the State, for the term specified above for the purposes of inspection, auditing and copying.

d) The State shall protect from public disclosure any of the Records which are exempt from disclosure under Section 87 of the Public Officers Law provided that: (i) the Contractor shall timely inform an appropriate State official, in writing, that said records should not be disclosed; and (ii) said records shall be sufficiently identified; and (iii) designation of said records, as exempt under Section 87 of the Public Officers Law, is reasonable.

e) Nothing contained herein shall diminish, or in any way adversely affect, the State's rights in connection with its audit and investigatory authority or the State's rights in connection with discovery in any pending or future litigation.

## **2. Cost Allocation:**

a) For non-performance based contracts, the proper allocation of the Contractor's costs must be made according to a cost allocation plan that meets the requirements of OMB Circulars A-87, A-122, and/or A-21. Methods used to determine and assign costs shall conform to generally accepted accounting practices and shall be consistent with the method(s) used by the Contractor to determine costs for other operations or programs. Such accounting standards and practices shall be subject to approval of the State.

b) For performance based milestone contracts, or for the portion of the contract amount paid on a performance basis, the Contractor shall maintain documentation demonstrating that milestones were attained.

## **3. Federal Funds:** For records and audit provisions governing Federal funds, please see Attachment A-2 (Federally Funded Grants and Requirements Mandated by Federal Laws).

**F. Confidentiality:** The Contractor agrees that it shall use and maintain personally identifiable information relating to individuals who may receive services, and their families pursuant to the Master Contract, or any other information, data or records marked as, or reasonably deemed, confidential by the State (Confidential Information) only for the limited purposes of the Master Contract and in conformity with applicable provisions of State and Federal law. The Contractor (i) has an affirmative obligation to safeguard any such Confidential Information from unnecessary or unauthorized disclosure and (ii) must comply with the provisions of the New York State Information Security Breach and Notification Act (General Business Law Section 899-aa; State Technology Law Section 208).

**G. Publicity:**

1. Publicity includes, but is not limited to: news conferences; news releases; public announcements; advertising; brochures; reports; discussions or presentations at conferences or meetings; and/or the inclusion of State materials, the State's name or other such references to the State in any document or forum. Publicity regarding this project may not be released without prior written approval from the State.

2. Any publications, presentations or announcements of conferences, meetings or trainings which are funded in whole or in part through any activity supported under the Master Contract may not be published, presented or announced without prior approval of the State. Any such publication, presentation or announcement shall:

a) Acknowledge the support of the State of New York and, if funded with Federal funds, the applicable Federal funding agency; and

b) State that the opinions, results, findings and/or interpretations of data contained therein are the responsibility of the Contractor and do not necessarily represent the opinions, interpretations or policy of the State or if funded with Federal funds, the applicable Federal funding agency.

3. Notwithstanding the above, (i) if the Contractor is an educational research institution, the Contractor may, for scholarly or academic purposes, use, present, discuss, report or publish any material, data or analyses, other than Confidential Information, that derives from activity under the Master Contract and the Contractor agrees to use best efforts to provide copies of any manuscripts arising from Contractor's performance under this Master Contract, or if requested by the State, the Contractor shall provide the State with a thirty (30) day period in which to review each manuscript for compliance with Confidential Information requirements; or (ii) if the Contractor is not an educational research institution, the Contractor may submit for publication, scholarly or academic publications that derive from activity under the Master Contract (but are not deliverable under the Master Contract), provided that the Contractor first submits such manuscripts to the State forty-five (45) calendar days prior to submission for consideration by a publisher in order for the State to review the manuscript for compliance with confidentiality requirements and restrictions and to make such other comments as the State deems appropriate. All derivative publications shall follow the same acknowledgments and disclaimer as described in Section IV(G)(2) (Publicity) hereof.

**H. Web-Based Applications-Accessibility:** Any web-based intranet and Internet information and applications development, or programming delivered pursuant to the Master Contract or procurement shall comply with New York State Enterprise IT Policy NYS-P08-005, Accessibility

Web-Based Information and Applications, and New York State Enterprise IT Standard NYS-S08-005, Accessibility of Web-Based Information Applications, as such policy or standard may be amended, modified or superseded, which requires that State Agency web-based intranet and Internet information and applications are accessible to person with disabilities. Web content must conform to New York State Enterprise IT Standards NYS-S08-005, as determined by quality assurance testing. Such quality assurance testing shall be conducted by the State Agency and the results of such testing must be satisfactory to the State Agency before web content shall be considered a qualified deliverable under the Master Contract or procurement.

**I. Non-Discrimination Requirements:** Pursuant to Article 15 of the Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor and sub-contractors will not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex (including gender expression), national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest. Furthermore, in accordance with Section 220-e of the Labor Law, if this is a contract for the construction, alteration or repair of any public building or public work or for the manufacture, sale or distribution of materials, equipment or supplies, and to the extent that the Master Contract shall be performed within the State of New York, the Contractor agrees that neither it nor its subcontractors shall, by reason of race, creed, color, disability, sex, or national origin: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under the Master Contract. If this is a building service contract as defined in Section 230 of the Labor Law, then, in accordance with Section 239 thereof, the Contractor agrees that neither it nor its subcontractors shall by reason of race, creed, color, national origin, age, sex or disability: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under the Master Contract. The Contractor shall be subject to fines of \$50.00 per person per day for any violation of Section 220-e or Section 239 of the Labor Law.

**J. Equal Opportunities for Minorities and Women; Minority and Women Owned Business Enterprises:** In accordance with Section 312 of the Executive Law and 5 NYCRR 143, if the Master Contract is: (i) a written agreement or purchase order instrument, providing for a total expenditure in excess of \$25,000.00, whereby a contracting State Agency is committed to expend or does expend funds in return for labor, services, supplies, equipment, materials or any combination of the foregoing, to be performed for, or rendered or furnished to the contracting State Agency; or (ii) a written agreement in excess of \$100,000.00 whereby a contracting State Agency is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon; or (iii) a written agreement in excess of \$100,000.00 whereby the owner of a State assisted housing project is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon for such project, then the Contractor certifies and affirms that (i) it is subject to Article 15-A of the Executive Law which includes, but is not limited to, those provisions concerning the maximizing of opportunities for the participation of minority and women-owned business enterprises and (ii) the following provisions shall apply and it is Contractor's equal employment opportunity policy that:

1. The Contractor shall not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability or marital status;

2. The Contractor shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force on State contracts;
3. The Contractor shall undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination. Affirmative action shall mean recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation;
4. At the request of the State, the Contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union or representative shall not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative shall affirmatively cooperate in the implementation of the Contractor's obligations herein; and
5. The Contractor shall state, in all solicitations or advertisements for employees, that, in the performance of the State contract, all qualified applicants shall be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

The Contractor shall include the provisions of subclauses 1 – 5 of this Section (IV)(J), in every subcontract over \$25,000.00 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (Work) except where the Work is for the beneficial use of the Contractor. Section 312 of the Executive Law does not apply to: (i) work, goods or services unrelated to the Master Contract; or (ii) employment outside New York State. The State shall consider compliance by the Contractor or a subcontractor with the requirements of any Federal law concerning equal employment opportunity which effectuates the purpose of this section. The State shall determine whether the imposition of the requirements of the provisions hereof duplicate or conflict with any such Federal law and if such duplication or conflict exists, the State shall waive the applicability of Section 312 of the Executive Law to the extent of such duplication or conflict. The Contractor shall comply with all duly promulgated and lawful rules and regulations of the Department of Economic Development's Division of Minority and Women's Business Development pertaining hereto.

**K. Omnibus Procurement Act of 1992:** It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority and women-owned business enterprises, as bidders, subcontractors and suppliers on its procurement contracts.

1. If the total dollar amount of the Master Contract is greater than \$1 million, the Omnibus Procurement Act of 1992 requires that by signing the Master Contract, the Contractor certifies the following:
  - a) The Contractor has made reasonable efforts to encourage the participation of State business enterprises as suppliers and subcontractors, including certified minority and women-owned business enterprises, on this project, and has retained the documentation of these efforts to be provided upon request to the State;

b) The Contractor has complied with the Federal Equal Opportunity Act of 1972 (P.L. 92-261), as amended;

c) The Contractor agrees to make reasonable efforts to provide notification to State residents of employment opportunities on this project through listing any such positions with the Job Service Division of the New York State Department of Labor, or providing such notification in such manner as is consistent with existing collective bargaining contracts or agreements. The Contractor agrees to document these efforts and to provide said documentation to the State upon request; and

d) The Contractor acknowledges notice that the State may seek to obtain offset credits from foreign countries as a result of the Master Contract and agrees to cooperate with the State in these efforts.

**L. Workers' Compensation Benefits:**

1. In accordance with Section 142 of the State Finance Law, the Master Contract shall be void and of no force and effect unless the Contractor shall provide and maintain coverage during the life of the Master Contract for the benefit of such employees as are required to be covered by the provisions of the Workers' Compensation Law.

2. If a Contractor believes they are exempt from the Workers Compensation insurance requirement they must apply for an exemption.

**M. Unemployment Insurance Compliance:** The Contractor shall remain current in both its quarterly reporting and payment of contributions or payments in lieu of contributions, as applicable, to the State Unemployment Insurance system as a condition of maintaining this grant.

The Contractor hereby authorizes the State Department of Labor to disclose to the State Agency staff only such information as is necessary to determine the Contractor's compliance with the State Unemployment Insurance Law. This includes, but is not limited to, the following:

1. any records of unemployment insurance (UI) contributions, interest, and/or penalty payment arrears or reporting delinquency;
2. any debts owed for UI contributions, interest, and/or penalties;
3. the history and results of any audit or investigation; and
4. copies of wage reporting information.

Such disclosures are protected under Section 537 of the State Labor Law, which makes it a misdemeanor for the recipient of such information to use or disclose the information for any purpose other than the performing due diligence as a part of the approval process for the Master Contract.

**N. Vendor Responsibility:**

1. If a Contractor is required to complete a Questionnaire, the Contractor covenants and represents that it has, to the best of its knowledge, truthfully, accurately and thoroughly completed such Questionnaire. Although electronic filing is preferred, the Contractor may

obtain a paper form from the OSC prior to execution of the Master Contract. The Contractor further covenants and represents that as of the date of execution of the Master Contract, there are no material events, omissions, changes or corrections to such document requiring an amendment to the Questionnaire.

2. The Contractor shall provide to the State updates to the Questionnaire if any material event(s) occurs requiring an amendment or as new information material to such Questionnaire becomes available.

3. The Contractor shall, in addition, promptly report to the State the initiation of any investigation or audit by a governmental entity with enforcement authority with respect to any alleged violation of Federal or state law by the Contractor, its employees, its officers and/or directors in connection with matters involving, relating to or arising out of the Contractor's business. Such report shall be made within five (5) business days following the Contractor becoming aware of such event, investigation, or audit. Such report may be considered by the State in making a Determination of Vendor Non-Responsibility pursuant to this section.

4. The State reserves the right, in its sole discretion, at any time during the term of the Master Contract:

- a) to require updates or clarifications to the Questionnaire upon written request;
- b) to inquire about information included in or required information omitted from the Questionnaire;
- c) to require the Contractor to provide such information to the State within a reasonable timeframe; and
- d) to require as a condition precedent to entering into the Master Contract that the Contractor agree to such additional conditions as shall be necessary to satisfy the State that the Contractor is, and shall remain, a responsible vendor; and
- e) to require the Contractor to present evidence of its continuing legal authority to do business in New York State, integrity, experience, ability, prior performance, and organizational and financial capacity. By signing the Master Contract, the Contractor agrees to comply with any such additional conditions that have been made a part of the Master Contract.

5. The State, in its sole discretion, reserves the right to suspend any or all activities under the Master Contract, at any time, when it discovers information that calls into question the responsibility of the Contractor. In the event of such suspension, the Contractor shall be given written notice outlining the particulars of such suspension. Upon issuance of such notice, the Contractor must comply with the terms of the suspension order. Contract activity may resume at such time as the State issues a written notice authorizing a resumption of performance under the Master Contract.

6. The State, in its sole discretion, reserves the right to make a final Determination of Non-Responsibility at any time during the term of the Master Contract based on:

- a) any information provided in the Questionnaire and/or in any updates, clarifications or amendments thereof; or
- b) the State's discovery of any material information which pertains to the Contractor's responsibility.

7. Prior to making a final Determination of Non-Responsibility, the State shall provide written notice to the Contractor that it has made a preliminary determination of non- responsibility. The State shall detail the reason(s) for the preliminary determination, and shall provide the Contractor with an opportunity to be heard.

**O. Charities Registration:** If applicable, the Contractor agrees to (i) obtain not-for-profit status, a Federal identification number, and a charitable registration number (or a declaration of exemption) and to furnish the State Agency with this information as soon as it is available, (ii) be in compliance with the OAG charities registration requirements at the time of the awarding of this Master Contract by the State and (iii) remain in compliance with the OAG charities registration requirements throughout the term of the Master Contract.

**P. Consultant Disclosure Law:**<sup>9</sup> If this is a contract for consulting services, defined for purposes of this requirement to include analysis, evaluation, research, training, data processing, computer programming, engineering, environmental, health, and mental health services, accounting, auditing, paralegal, legal, or similar services, then in accordance with Section 163 (4-g) of the State Finance Law (as amended by Chapter 10 of the Laws of 2006), the Contractor shall timely, accurately and properly comply with the requirement to submit an annual employment report for the contract to the agency that awarded the contract, the Department of Civil Service and the State Comptroller.

**Q. Wage and Hours Provisions:** If this is a public work contract covered by Article 8 of the Labor Law or a building service contract covered by Article 9 thereof, neither Contractor's employees nor the employees of its subcontractors may be required or permitted to work more than the number of hours or days stated in said statutes, except as otherwise provided in the Labor Law and as set forth in prevailing wage and supplement schedules issued by the State Labor Department. Furthermore, Contractor and its subcontractors must pay at least the prevailing wage rate and pay or provide the prevailing supplements, including the premium rates for overtime pay, as determined by the State Labor Department in accordance with the Labor Law. Additionally, effective April 28, 2008, if this is a public work contract covered by Article 8 of the Labor Law, the Contractor understands and agrees that the filing of payrolls in a manner consistent with Subdivision 3-a of Section 220 of the Labor Law shall be condition precedent to payment by the State of any State approved sums due and owing for work done upon the project.

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<sup>9</sup> Not applicable to not-for-profit entities.



**ATTACHMENT A-1**  
**AGENCY AND PROGRAM SPECIFIC CLAUSES**

**Part A. Agency Specific Clauses**

The parties to the attached contract, license, lease, amendment or other agreement of any kind (hereinafter, "the contract" or "this contract") agree to be bound by the following clauses which are hereby made a part of the contract (the word "Contractor" herein refers to any party other than the State, whether a contractor, licensor, licensee, lessor, lessee or any other party):

**A. International Boycott Prohibition:** In accordance with Section 220-f of the Labor Law and Section 139-h of the State Finance Law, if this contract exceeds \$5,000, the Contractor agrees, as a material condition of the contract, that neither the Contractor nor any substantially owned or affiliated person, firm, partnership or corporation has participated, is participating, or shall participate in an international boycott in violation of the federal Export Administration Act of 1979 (50 USC App. Sections 2401 et seq.) or regulations thereunder. If such Contractor, or any of the aforesaid affiliates of Contractor, is convicted or is otherwise found to have violated said laws or regulations upon the final determination of the United States Commerce Department or any other appropriate agency of the United States subsequent to the contract's execution, such contract, amendment or modification thereto shall be rendered forfeit and void. The Contractor shall so notify the State Comptroller within five (5) business days of such conviction, determination or disposition of appeal (2NYCRR 105.4).

**B. Prohibition on Purchase of Tropical Hardwoods:**

1. The Contractor certifies and warrants that all wood products to be used under this contract award will be in accordance with, but not limited to, the specifications and provisions of Section 165 of the State Finance Law, (Use of Tropical Hardwoods) which prohibits purchase and use of tropical hardwoods, unless specifically exempted, by the State or any governmental agency or political subdivision or public benefit corporation. Qualification for an exemption under this law will be the responsibility of the contractor to establish to meet with the approval of the State.
2. In addition, when any portion of this contract involving the use of woods, whether supply or installation, is to be performed by any subcontractor, the prime Contractor will indicate and certify in the submitted bid proposal that the subcontractor has been informed and is in compliance with specifications and provisions regarding use of tropical hardwoods as detailed in §165 State Finance Law. Any such use must meet with the approval of the State; otherwise, the bid may not be considered responsive. Under bidder certifications, proof of qualification for exemption will be the responsibility of the Contractor to meet with the approval of the State.

**C. MacBride Fair Employment Principles:** In accordance with the MacBride Fair Employment Principles (Chapter 807 of the Laws of 1992), the Contractor hereby stipulates that

the Contractor either (a) has no business operations in Northern Ireland, or (b) shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Fair Employment Principles (as described in Section 165 of the New York State Finance Law), and shall permit independent monitoring of compliance with such principles.

**D. Omnibus Procurement Act of 1992:** It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority and women-owned business enterprises as bidders, subcontractors and suppliers on its procurement contracts.

Information on the availability of New York State subcontractors and suppliers is available from:

NYS Department of Economic Development  
Division for Small Business  
Albany, New York 12245  
Telephone: 518-292-5100  
Fax: 518-292-5884  
email: [opa@esd.ny.gov](mailto:opa@esd.ny.gov)

A directory of certified minority and women-owned business enterprises is available from:

NYS Department of Economic Development  
Division of Minority and Women's Business Development

633 Third Avenue  
New York, NY 10017  
212-803-2414  
email: [mwbecertification@esd.ny.gov](mailto:mwbecertification@esd.ny.gov)  
<http://esd.ny.gov/MWBE/directorySearch.html>

**E. Procurement Lobbying:** To the extent this agreement is a "procurement contract" as defined by State Finance Law Sections 139-j and 139-k, by signing this agreement the contractor certifies and affirms that all disclosures made in accordance with State Finance Law Sections 139-j and 139-k are complete, true and accurate. In the event such certification is found to be intentionally false or intentionally incomplete, the State may terminate the agreement by providing written notification to the Contractor in accordance with the terms of the agreement.

**F. Certification of Registration to Collect Sales and Compensating Use Tax by Certain State Contractors, Affiliates, and Subcontractors:** To the extent this agreement is a contract as defined by Tax Law Section 5-a, if the contractor fails to make the certification required by Tax Law Section 5-a or if during the term of the contract, the Department of Taxation and Finance or the covered agency, as defined by Tax Law 5-a, discovers that the certification, made under penalty of perjury, is false, then such failure to file or false certification shall be a material breach of this contract and this contract may be terminated, by providing written notification to the

Contractor in accordance with the terms of the agreement, if the covered agency determines that such action is in the best interest of the State.

- G.** The CONTRACTOR certifies that all revenue earned during the budget period as a result of services and related activities performed pursuant to this contract shall be used either to expand those program services funded by this AGREEMENT or to offset expenditures submitted to the STATE for reimbursement.

**H. Administrative Rules and Audits:**

1. If this contract is funded in whole or in part from federal funds, the CONTRACTOR shall comply with the federal grant requirements regarding administration and allowable costs:

a) For local and Indian tribal governments, non-profit organizations; and educational institutions, use the administrative requirements and cost principles (Subparts A through E) in Office of Management and Budget (OMB), Title 2 Code of Federal Regulations (CFR), Chapter I, Chapter II, Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.

b) Exceptions: Pursuant to 2 CFR Part 200 Appendix IX, for a hospital, use the cost principles in Department of Health and Human Services, 45 CFR Part 74, Appendix E, "Principles for Determining Costs Applicable to Research and Development under Grants and Contracts with Hospitals". For hospital administrative requirements, use OMB, 2 CFR, Chapter I, Chapter II, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

For fixed amount awards, cost principles (Subpart E) do not apply.

2. If this contract is funded entirely from STATE funds, and if there are no specific administration and allowable costs requirements applicable, CONTRACTOR shall adhere to the applicable principles in "1" above.

3. The CONTRACTOR shall comply with the following grant requirements regarding audits.

a) If the contract is funded from federal awards, and the CONTRACTOR expends \$750,000 or more (or the amount per the current federal regulations 2 CFR Part 200 as revised, which is scheduled to be updated every 5 years) in federal awards during their fiscal year, an audit report must be submitted in accordance with Subpart F of OMB, 2 CFR, Chapter I, Chapter II, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

b) If this contract is funded from other than federal awards or if the contract is funded from a combination of STATE and federal awards but federal awards are less than \$750,000 (or the amount per the current federal regulations 2 CFR Part 200 as revised,

which is scheduled to be updated every 5 years), and if the CONTRACTOR expends \$750,000 or more in total annual payments from the STATE, the CONTRACTOR shall submit to the STATE after the end of the CONTRACTOR's fiscal year an audit report. The audit report shall be submitted to the STATE within thirty days after its completion but no later than nine months after the end of the audit period. The audit report shall summarize the business and financial transactions of the CONTRACTOR. The report shall be prepared and certified by an independent accounting firm or other accounting entity, which is demonstrably independent of the administration of the program being audited. Audits performed of the CONTRACTOR's records shall be conducted in accordance with Government Auditing Standards issued by the Comptroller General of the United States covering financial audits. This audit requirement may be met through entity-wide audits, coincident with the CONTRACTOR's fiscal year, as described in OMB, 2 CFR, Chapter I, Chapter II, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Reports, disclosures, comments and opinions required under these publications should be so noted in the audit report.

4. For audit reports that are not received by the dates due, the following steps shall be taken:
  - a) If the audit report is one or more days late, voucher payments shall be held until a compliant audit report is received.
  - b) If the audit report is 180 days or more late, the STATE shall terminate all active contracts, prohibit renewal of those contracts and prohibit the execution of future contracts until all outstanding compliant audit reports have been submitted.
- I.** The CONTRACTOR shall accept responsibility for compensating the STATE for any exceptions which are revealed on an audit and sustained after completion of the normal audit procedure.
- J.** The STATE, its employees, representatives and designees, shall have the right at any time during normal business hours to inspect the sites where services are performed and observe the services being performed by the CONTRACTOR. The CONTRACTOR shall render all assistance and cooperation to the STATE in making such inspections. The surveyors shall have the responsibility for determining contract compliance as well as the quality of service being rendered.
- K.** The CONTRACTOR has an affirmative duty to take prompt, effective, investigative and remedial action where it has actual or constructive notice of discrimination in the terms, conditions or privileges of employment against (including harassment of) any of its employees by any of its other employees, including managerial personnel, based on race, creed, color, sex, national origin, age, disability, sexual orientation or marital status.
- L.** The CONTRACTOR shall not discriminate on the basis of race, creed, color, sex, national

origin, age, disability, sexual orientation or marital status against any person seeking services for which the CONTRACTOR may receive reimbursement or payment under this AGREEMENT

**M.** The CONTRACTOR shall comply with all applicable federal, State and local civil rights and human rights laws with reference to equal employment opportunities and the provision of services.

**N.** Unless the CONTRACTOR is a political sub-division of New York State, the CONTRACTOR shall provide proof, completed by the CONTRACTOR's insurance carrier and/or the Workers' Compensation Board, of coverage for:

1. Workers' Compensation, for which one of the following is incorporated into the Econtract under the Contract Package Tool in the Grants Gateway or as Attachment E-1 in the paper based contract:

a) **CE-200** -- Certificate of Attestation For New York Entities With No Employees And Certain Out Of State Entities, That New York State Workers' Compensation And/Or Disability Benefits Insurance Coverage Is Not Required; OR

b) **C-105.2** -- Certificate of Workers' Compensation Insurance. PLEASE NOTE: The State Insurance Fund provides its own version of this form, the **U-26.3**; OR

c) **SI-12** -- Certificate of Workers' Compensation Self-Insurance, OR **GSI-105.2** -- Certificate of Participation in Workers' Compensation Group Self-Insurance

2. Disability Benefits coverage, for which one of the following is incorporated into the Econtract under the Contract Package Tool in the Grants Gateway or as Attachment E-2 in the paper based contract:

a) **CE-200**, Certificate of Attestation For New York Entities With No Employees And Certain Out Of State Entities, That New York State Workers' Compensation And/Or Disability Benefits Insurance Coverage Is Not Required; OR

b) **DB-120.1** -- Certificate of Disability Benefits Insurance OR

c) **DB-155** -- Certificate of Disability Benefits Self-Insurance

**O.** Contractor shall comply with the provisions of the New York State Information Security Breach and Notification Act (General Business Law Section 899-aa; State Technology Law Section 208). Contractor shall be liable for the costs associated with any breach if caused by Contractor's negligent or willful acts or omissions, or the negligent or willful acts or omissions of Contractor's agents, officers, employees or subcontractors.

**P.** All products supplied pursuant to this agreement shall meet local, state and federal regulations, guidelines and action levels for lead as they exist at the time of the State's acceptance of this contract.

**Q.** All bidders/contractors agree that all state funds dispersed under this bid/contract will be bound by the terms, conditions, obligations and regulations promulgated or to be promulgated by the Department in accordance with E.O. 38, signed in 2012, governing restrictions on executive compensation.

**R.** The CONTRACTOR shall submit to the STATE *monthly* voucher claims and reports of expenditures on such forms and in such detail as the STATE shall require. The CONTRACTOR shall submit vouchers to the State's designated payment office located in the:

NYS Department of Health  
Bureau of Emergency Medical Services and  
Trauma Systems  
875 Central Avenue  
Albany, New York 12206  
Telephone: 518-402-0996  
email: EMSContractReporting@health.ny.gov

**S.** If the CONTRACTOR is eligible for an annual cost of living adjustment (COLA), enacted in New York State Law, that is associated with this grant AGREEMENT, payment of such COLA shall be made separate from payments under this AGREEMENT and shall not be applied toward or amend amounts payable under Attachment B of this Agreement.

Before payment of a COLA can be made, the STATE shall notify the CONTRACTOR, in writing, of eligibility for any COLA. The CONTRACTOR shall be required to submit a written certification attesting that all COLA funding will be used to promote the recruitment and retention of staff or respond to other critical non-personal service costs during the State fiscal year for which the cost of living adjustment was allocated, or provide any other such certification as may be required in the enacted legislation authorizing the COLA.

**T.** Certification Regarding Environmental Tobacco Smoke: Public Law 103-227, also known as the Pro-Children Act of 1994 (Act), requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by federal programs either directly or through State or local governments, by federal grant, contract, loan, or loan guarantee. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such federal funds. The law does not apply to children's services provided in private residences; portions of facilities used for inpatient drug or alcohol treatment; service providers whose sole source of applicable federal funds is Medicare or Medicaid; or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a monetary penalty of up to \$1000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing this AGREEMENT, the CONTRACTOR certifies that it will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act. The CONTRACTOR agrees that it will require that the language of this certification be included in any subawards which contain provisions for children's services and that all subrecipients shall certify accordingly.

U. Pursuant to the Master Contract's Standard Terms and Conditions, I. (General Provisions); J. (Notices), such notices shall be addressed as follows or to such different addresses as the parties may from time to time designate:

**State of New York Department of Health**

Name: Lynn B. Farruggia

Title: Health Program Administrator 2

Address: 875 Central Avenue, Albany, NY 12206

Telephone Number: 518 408-1612

Facsimile Number:

E-Mail Address: EMSContractReporting@health.ny.gov

**Vendor/Grantee**

Vendor/Grantee notices shall be addressed to the Executive Director at the address listed within "Contractor Primary Mailing Address" on Page 1 of 2, Master Grant Contract, Face Page.

**V. Executive Order 177 Certification**

By entering into this Contract, the Contractor understands the following:

1. The New York State Human Rights Law, Article 15 of the Executive Law, prohibits discrimination and harassment based on age, race, creed, color, national origin, sex, pregnancy or pregnancy-related conditions, sexual orientation, gender identity, disability, marital status, familial status, domestic violence victim status, prior arrest or conviction record, military status or predisposing genetic characteristics;
2. The Human Rights Law may also require reasonable accommodation for persons with disabilities and pregnancy-related conditions. A reasonable accommodation is an adjustment to a job or work environment that enables a person with a disability to perform the essential functions of a job in a reasonable manner. The Human Rights Law may also require reasonable accommodation in employment on the basis of Sabbath observance or religious practices; and
3. Generally, the Human Rights Law applies to:
  - all employers of four or more people, employment agencies, labor organizations and apprenticeship training programs in all instances of discrimination or harassment;

- employers with fewer than four employees in all cases involving sexual harassment; and,
- any employer of domestic workers in cases involving sexual harassment or harassment based on gender, race, religion or national origin.

In accordance with Executive Order No. 177, the Contractor, by entering into this Contract hereby certifies that it does not have institutional policies or practices that fail to address the harassment and discrimination of individuals on the basis of their age, race, creed, color, national origin, sex, sexual orientation, gender identity, disability, marital status, military status, or other protected status under the Human Rights Law.

Executive Order No. 177 and this certification do not affect institutional policies or practices that are protected by existing law, including but not limited to the First Amendment of the United States Constitution, Article 1, Section 3 of the New York State Constitution, and Section 296(11) of the New York State Human Rights Law.

**W. Contractor Assurance of No Conflict of Interest or Detrimental Effect**

The CONTRACTOR or Subcontractor, by entering in to this Contract as a contractor, joint venture contractor, subcontractor, or consultant, attests that its performance of the services outlined in this contract or proposal does not and will not create a conflict of interest with nor position the CONTRACTOR to breach any other contract currently in force with the State of New York.

The CONTRACTOR shall disclose any existing or contemplated relationship with any other person or entity, including relationships with any member, shareholders of 5% or more, parent, subsidiary, or affiliated CONTRACTOR, which would constitute an actual or potential conflict of interest or appearance of impropriety, relating to other clients/customers of the CONTRACTOR or former officers and employees of the STATE and its Affiliates, in connection with your rendering services enumerated in this Contract. If a conflict does or might exist, please describe how you would eliminate or prevent it. Indicate what procedures will be followed to detect, notify the STATE of, and resolve any such conflicts. The STATE will review the nature of any relationships and reserves the right to terminate this Contract for any reason, or for cause, if, in the judgment of the STATE, a real or potential conflict of interest cannot be cured.

The CONTRACTOR shall disclose whether it, or any of its members, shareholders of 5% or more, parents, affiliates, or subsidiaries, have been the subject of any investigation or disciplinary action by the New York State Joint Commission on Public Ethics or its predecessor State entities (collectively, "Commission"), and if so, a brief description must be



included indicating how any matter before the Commission was resolved or whether it remains unresolved. The STATE will review the nature of any relationships and reserves the right to terminate this Contract for any reason, or for cause, if, in the judgment of the STATE, a real or potential conflict of interest cannot be cured.

Furthermore, the CONTRACTOR attests that it will not act in any manner that is detrimental to any New York State contract on which the CONTRACTOR is rendering services. Specifically, the CONTRACTOR attests that:

1. The fulfillment of obligations by the CONTRACTOR, under this contract, does not violate any existing contracts or agreements between the CONTRACTOR and the State of New York;
2. The fulfillment of obligations by the CONTRACTOR, under this contract, does not and will not create any conflict of interest, or perception thereof, with any current role or responsibility that the CONTRACTOR has with regard to any existing contracts or agreements between the CONTRACTOR and the State of New York;
3. The fulfillment of obligations by the CONTRACTOR, under this contract, does not and will not compromise the CONTRACTOR's ability to carry out its obligations under any existing contracts between the CONTRACTOR and the State of New York;
4. The fulfillment of any other contractual obligations that the CONTRACTOR has with the State of New York will not affect or influence its ability to perform under any contract with the State of New York resulting from this Contract;
5. During the negotiation and execution of this Contract, the CONTRACTOR will not knowingly take any action or make any decision which creates a potential for conflict of interest or might cause a detrimental impact to New York State as a whole including, but not limited to, any action or decision to divert resources from one New York State contract to another;
6. In fulfilling obligations under each of its New York State contracts, including this Contract the CONTRACTOR will act in accordance with the terms of each of its New York State contracts and will not knowingly take any action or make any decision which might cause a detrimental impact to the State of New York as a whole including, but not limited to, any action or decision to divert resources from one New York State contract to another;

7. No former officer or employee of the STATE who is now employed by the CONTRACTOR, nor any former officer or employee of the CONTRACTOR who is now employed by the STATE, has played a role with regard to the administration of this Contract procurement in a manner that may violate section 73(8)(a) of the Public Officers Law; and
8. The CONTRACTOR has not and shall not offer to any employee, member or director of the STATE any gift, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence said employee, member or director, or could reasonably be expected to influence said employee, member or director, in the performance of the official duty of said employee, member or director or was intended as a reward for any official action on the part of said employee, member or director.

CONTRACTOR should note that the STATE recognizes that conflicts may occur in the future because a CONTRACTOR may have existing or new relationships. The STATE will review the nature of any such new relationship and reserves the right to terminate this contract for cause if, in its judgment, a real or potential conflict of interest cannot be cured.

#### **Part B. Program Specific Clauses**

Additional Department of Health program specific clauses follow in Attachment A-1 Part B.

**Attachment A-1**  
**Agency and Program Specific Clauses**  
**Part B. Program Specific Clauses**

**New York State Department of Health**

**Department of Health Program Name: Bureau of Emergency Medical Services**

**Initiative Name: COVID19 NY Responds**

**I. Background, Purpose, Scope, & Definitions**

**A. Background**

The New York State Comprehensive Emergency Management Plan (CEMP) is an all-hazards plan that provides the structure and mechanisms for State-level policy and operational coordination for State incident management, including incidents like catastrophic disasters, acts of terrorism, and other emergencies that require an immediate response from local public safety, emergency medical services, public health, and health care organizations. While most emergencies are handled locally, major incidents require assistance from other jurisdictions, including the State and Federal governments.

The CEMP identifies the New York State Department of Health, Bureau of Emergency Medical Services and Trauma Systems (the Department), as the lead agency for the State in coordinating and leading emergency medical service (EMS) resources during a major incident.

As the State EMS lead, the Department is responsible for acquiring and maintaining the Statewide EMS Mobilization contracts.

**B. Purpose**

The purpose of this contract is to obtain EMS resources for response and support activations for State incidents or events.

**C. Scope**

New York State has a need for medically-related support services, including, but not limited to:

- Medical Transportation (MT)
- Medical Personnel (MP)
- EMS Incident Management Teams (EMS-IMT)
- Field Operations Teams (FOT)
- Mission Support Teams (MST)
- Subject Matter Experts (SME)

**D. Definitions**

1. EMS Staging Area shall mean a location where resources are prepositioned, checked in, provided mission assignments, provided rest and rehab, and demobilized. Multiple EMS Staging Areas may be established for an incident.
2. Incident, as used in this document, is a situation where State-provided resources are needed to support activities that otherwise exceed available local and State resources.
3. Medical Operations Center shall mean a command node that brings together representatives from local health systems and supporting State and Federal supporting agencies to coordinate and streamline EMS response to an incident.
4. Resource(s) shall mean personnel, equipment, teams, supplies, and facilities.
5. The Department shall mean the New York State Department of Health, Bureau of Emergency Medical Services and Trauma Systems.
6. State Task Order shall mean a local, regional, or State request received by the Department for resources needed to support an incident.
7. State Mission Assignment shall mean an authorization issued by the Department to a Contractor authorizing the mobilization of resources to an incident.
8. Operational Period shall mean the period of time scheduled for execution of a given set of operation actions or assigned operational activity. Operational periods can be of various lengths.

## **II. Use of Services**

### **A. Eligibility**

1. In accordance with Article 30 PHL 3011, the Commissioner is authorized, for the purpose of effectuating the development of a Statewide emergency medical service system, to contract with any ambulance service or with the fire districts operating certified voluntary ambulance services for the use of necessary equipment upon such terms and conditions as the Commissioner shall deem appropriate.
2. In accordance with Article 30-B 3066, the Department shall develop and periodically revise medical and operational guidelines for a fully integrated Statewide medical disaster preparedness response and shall develop and maintain a Statewide system for coordination of medical disaster preparedness and trauma system planning.
3. In accordance with Article 30-B PHL 3066, the Department shall facilitate the coordination and implementation of regional emergency medical system, trauma system, and medical disaster preparedness response plans, and shall promote full interoperability of all response and communications systems.
4. In accordance with Article 30-B PHL 3066, the Department shall develop and periodically revise medical and operational guidelines for a fully integrated Statewide

transport system and shall develop and maintain a Statewide system for coordination of interfacility transfers.

#### **B. Business Requirements**

1. The Contractor shall maintain a physical place of business with telephone number, mailing address, e-mail address, regular posted business hours, and volunteer/paid staff to maintain such.
2. The Contractor must have at least twelve (12) months of experience providing local and/or regional emergency medical services or emergency medical service system management or support.
3. The Contractor shall have available resources (personnel, vehicles, equipment, and supplies) that meet the qualifications and definitions established in the NYS EMS Resource Dictionary.
4. The Contractor shall only deploy personnel rostered as employees/volunteers of the Contractor.
5. The Contractor shall certify that all resources meet all the licensing, certification, training, and specification requirements related to the particular profession and/or mission.
6. The Contractor shall only deploy resources under this contract that meet the requirements defined in the NYS EMS Resource Dictionary.
7. The Contractor shall maintain a repository of all potential resources to substantiate insurance, certifications, licenses, and training as required by State and local authorities. The Contractor is responsible for providing an electronic validation report containing personnel names and any data required to verify credentials, given their respective disciplines, at the centralized check-in area within 24 hours of activation.
8. The Contractor shall adhere and abide by all applicable Federal, State and local laws and regulations.

### **III. Operational Readiness**

#### **A. Contractor Representative**

1. Participating entities shall identify a designated representative (liaison) and at least two back-up individuals. The names and contact information for the participating entity's designated representative, back-up individuals, shall be provided to the Department. Participating entities agree to provide the Department with timely updates of contact information.
2. The Designated Representative and/or back-up individuals shall attend meetings and conferences scheduled by the Department to discuss issues related to this contract and, if needed, to revise operating procedures.

#### **B. Pre-Planning Conferences**

1. Except in no-notice events, activations can be anticipated and will therefore lend themselves to pre-planning conferences. In such circumstances, the Department shall conduct pre-activation conference calls to discuss possible activations. The discussion of potential activations is a preliminary planning and coordination action and shall not be construed as a tasking or authorization for the Contractor to incur costs. The Contractor shall provide relevant information and input as required.
2. The Contractor shall be required to participate in the Department sponsored meetings and preparedness surveys in order to demonstrate a continuing capability to fulfill the provisions of the contract, including the amount and types of deployable resources, appropriate adherence to agreed-upon timelines, amount and condition of supplies and maintenance status of all equipment.

#### C. NYS EMS Zones

1. The Department will utilize resources from within or nearest to the area they are needed; however, nothing shall prohibit the Department from activating resources from any NYS EMS Zone necessary in order to fill the State Task Order. This may include activation of resources from more distant zones to avoid negatively impacting local resources from EMS Zones within or near an area effected by an incident.
2. Appendix A to this Attachment A-1 Part B provides a map and description of the designated NYS EMS Zones.

### IV. Activation

#### A. Utilization

1. This contract may be activated for a State-tasked deployment, only by written notification (the "State Mission Assignment") by the Department or their designee.
2. Activation under this contract may occur at any time, day or night, including weekends and/or holidays.
3. The Department will activate sufficient resources to effectively implement the State Task Order.

#### B. State Mission Assignment

1. The Department will provide the contractor with the State Mission Assignment by any of email, fax, or hard copy.
2. The Contractor must accept or decline a State Mission Assignment within four (4) hours of receipt of the request unless otherwise specified or approved by the Department.
3. Upon acceptance of the State Mission Assignment, the assets must be enroute to the designated mission within the parameters outlined in the State Mission Assignment.

4. A full State Mission Assignment packet will be issued to the Contractor within four (4) hours of acceptance. The information packet will contain the State Mission Assignment and information including, but not limited to: the Official State Mission name and ID number; the Contractor's information including name and license number; authorization to activate; list of the type, kind, and number of assets requested; reimbursement process for resources, personnel, and allowable expenses; description of activities (including purpose, location to report, etc.); and expected duration of the deployment.
5. The Contractor shall only deploy those resources identified in the State Mission Assignment. Additional resources that the Contractor may require to fulfil the request must be included in the State Mission Assignment to be eligible for reimbursement. The Contractor may contact the Department to request modification to a State Mission Assignment. The Department reserves the right to approve or deny any modification requests.

#### C. Length of Deployment

1. The State Mission Assignment will identify the expected number of days (duration) and work shifts (operational periods) of the requested resource(s).
2. When activated under this contract, the Contractor should prepare resources for a seven (7) day assignment, excluding travel days. Depending on incident location, one or more travel days may be necessary for travel, increasing the total assignment time.
3. The Department, in conjunction with the incident commander, will establish the operational period for each incident. Operational periods may vary but are typically eight (8), twelve (12), or sixteen (16) hours. Resources provided by the Contractor must be available for the entire operational period unless otherwise agreed upon by both parties.
4. When resources are assigned to more than one operational period spanning several days, and when the resources are not returning to their home base at the completion of each operational period, the resources may be required to remain in an on-call ready state. Resource restrictions may be established when this occurs including travel restrictions, refraining from consuming alcohol or other mind-altering substances, etc.

#### D. Services

1. It shall be the sole responsibility of the Contractor to properly staff all deployed resources for safe, effective, and continuous operation in accordance with the State Mission Assignment
2. The Contractor shall be responsible for all aspects of maintaining their resources in a readiness form. The Contractor shall be self-sufficient for the first 72 hours of a deployment and is responsible for the logistics, delivery, food, lodging, personal support services, fuel, etc., of their personnel unless otherwise specified in the State Mission Assignment.

3. All Contractor resources provided under this contract shall be in accordance with the NYS Resource Dictionary unless prior approval for a deviation therefrom is obtained from the Department through a modification request.
4. The Contractor shall ensure Contractor's employees present themselves professionally at all times and that their conduct shall not reflect discredit on the Department. The Department may, at its sole discretion, direct the Contractor to remove any Contractor's employee from deployment area for any reason deemed appropriate by the Department. Removal does not relieve the Contractor of the responsibility to continue providing the services required under the State Mission Assignment.
5. The Department may use a variety of surveillance methods to evaluate the Contractor's performance, including, but not limited to: random sampling of services; periodic surveillance of the Contractor's quality control program; test calls; inspection of resources and validated customer complaints.
6. In order to maintain consistency, accountability, and safety, crew rotations are discouraged, however, it is recognized that rotations may be necessary in limited circumstances. Compensation for expenses associated with rotations will be at the Contractor's expense unless authorized in writing by the Department. When rotating crews, incoming and demobilizing resources must work with the EMS Staging Area Manager or EMS Operations Center to ensure proper tracking of resource status.
7. If the Contractor is unable to provide the requested resources after accepting a State Mission Assignment, the Contractor's payment may be adjusted, and the Contractor may be required to forfeit the entire State Mission Assignment.
8. If the Contractor is unable to provide the requested resources after accepting a State Mission Assignment, but has alternative resources available, the Contractor may submit a modification request to the Department. The Department reserves the right to approve or deny any modification request.
9. It shall be the sole responsibility of the Contractor to properly stock all deployed vehicles for safe, effective, and continuous 24 hour per day operations.
10. The Contractor shall be responsible for obtaining fuel for all Contractor deployed resources unless otherwise noted in the State Mission Assignment.
11. The Contractor shall insure that all individuals who engage in EMS activities under this contract are trained in the use of and appropriately utilize Personal Protective Equipment (PPE).

## **V. Response**

### **A. Oversight**

1. All Contractors deployed under this contract shall be under the general oversight of the Department.



2. Resources committed by the Contractor through the State Mission Assignment shall be for the exclusive use of the Department and shall not be used for any other activities outside of the incident without the approval of the Department. At no time shall the resource be permitted to freelance outside the parameters of an assignment, mission, or task.
3. The Department or their authorized designee may provide technical direction to the Contractor which approves approaches, solutions, designs, or refinements; fills in details or otherwise completes the general description of work items or shifts emphasis among work areas or tasks; or otherwise furnishes guidance to the Contractor.

#### B. Resource Assignment

1. Units may be assigned into strike teams with a strike team leader.
2. Resources will be utilized in the manner best suited for efficient and effective utilization. Staged and priority missions will be developed in cooperation with the Medical Operations Center.
3. Resources deployed under this contract will be provided with the contact information for the assigned Medical Operations Center or NYS EMS Zone.
4. Once assigned, resources will report to the designated staging area manager and “check-in” to the assigned regional staging location.
5. EMS resources will be staged, and priority missions developed in cooperation with the State and regional EMS operations centers.
6. Once missions are complete, EMS resources, through their strike team leaders, will contact their respective regional EMS Operations Center for re-assignment, facilitating a consistent operational mechanism for effective and efficient utilization of EMS resources. If no assignments are available, EMS resources will return to their designated staging area location or be properly demobilized.
7. EMS resource status will be maintained by the EMS Staging Managers (EMS-SM) and the EMS Incident Support Team (EMS-IST) in the EMS Operations Center that they are assigned.
8. All EMS resources should remain in a ready state when assigned to a mission or the staging area.

#### C. Scope of Practice and Protocols

1. The Department or their designated EMS Medical Officer will determine what protocols are to be used during an activation. The resource shall not provide any treatment or procedure which the resource is not trained or equipped to provide. Treatment and or procedures that exceed the resource’s certified/licensed scope of practice may not be provided unless expressly approved by the Department.

2. Training may be provided to resources to perform these procedures if approved by the Department or their designated EMS Medical Officer.

#### D. Credentialing & Identification

1. During times of activation, Contractor employees shall wear an identification card that, at minimum: displays the Contractor's name; individual's level of certification/medical licensure; and the individual's name.
2. All Contractor employees shall carry their state driver's license and healthcare certification at all times.
3. All Contractor employees shall identify themselves as Contractors when their status is not readily apparent and display all identification badges in plain view above the waist at all times.
4. All vehicles shall prominently display a placard which contains the identification number of the resource assigned by the Department. The placard shall be provided to the Contractor by the Department.

#### E. Demobilization

1. Demobilization of resources shall be determined by the Department or their designee based upon incident requirements. Demobilization of resources shall occur in a timely basis and may occur in a phased manner.
2. A Demobilization Order shall contain a date and time that a resource is to demobilize. A Demobilization Order shall be in writing or verbally communicated to the Contractor by the Department or their designee with a written direction to follow.
3. Resources shall demobilize in a prompt and efficient manner when so ordered. Each demobilized resource shall be required to out-process at the EMS Staging Area or other site as directed in the demobilization order. The location and time a resource is out-processed shall be utilized as the basis for the portal-to-portal calculation.
4. Should multiple contiguous events occur, the resources may be requested to respond to a second event without demobilization from the first event. The Department is not required to have a minimum deployment if the Contractor accepts a State Mission Assignment to a second event without demobilizing from a contiguous previous event.
5. The Contractor must return any government property issued to a resource at the time of Demobilization.

### VI. Billing and Auditing of Services

#### A. Invoicing & Frequency

1. The Contractor shall invoice the Department for the resources assigned through the State Mission Assignment in accordance with the Attachment C Workplan. Failure to properly classify the equipment in accordance with the NYS EMS Resource

Dictionary shall result in an adjustment of the invoice by the Department. The Department or their authorized designee may inspect the listed equipment and the appropriate training records. These inspections may be done prior to and/or at the incident.

2. The Contractor shall invoice the Department for reimbursement within forty—five (45) days of demobilization of resources assigned through a State Mission Assignment. The Contractor may invoice the Department no more than once every two weeks for resources that are actively assigned through a State Mission Assignment. All invoices must be itemized and include supporting documentation of any allowable fees and/or expenses.
3. The Contractor shall maintain, and the Department may request and/or audit, supporting documentation for all invoiced charges submitted to the Department, including, but not limited to: Patient Care Records (PCR); Dispatch Records; Agency Invoice; signed and attested NYS Claim for Payment Voucher; Authorized State Mission Assignment; Authorized Modification Requests; ICS-214 (NYS EMS Modified); Training Records; Certification/License; and Itemized Receipts.
4. The Contractor may invoice per unit hour from time of mission departure to time of return (portal-to-portal). A unit hour is defined as a fully staffed and fully equipped resource which is ready for response. Due to the urgency of a response, the Contractor's in-bound times may be shorter than the return home trip or resources may report to one location for check-in and may demobilize from a different location. These factors will be considered in processing payment to the Contractor. The Department reserves the right to use the distance from commercially available sources, e.g., MapQuest®, as a guideline to calculate allowable in-bound and return home portal-to-portal travel times.
5. The Department may cancel a State Mission Assignment at any time based on incident operational needs. If the cancellation occurs less than twelve (12) hours prior to the start of the assigned operational period, the Contractor may bill one full operational period for those resource(s) that were cancelled. If cancellation occurs more than twelve (12) hours prior to the start of the assigned operational period, the Contractor may not bill for the cancelled services.



Department  
of Health

Bureau  
of EMS

## Appendix A New York State Designated Emergency Medical Services Zones



### NYS EMS ZONES

Region	Counties
Long Island Region	Nassau and Suffolk
New York City Region	Bronx, New York, Queens, Kings and Richmond
Mid-Hudson Region	Rockland, Westchester, Orange, Putnam, Dutchess, Ulster, and Sullivan
Capital District Region	Warren, Washington, Saratoga, Schenectady, Albany, Rensselaer, Greene, and Columbia
North Country Region	Essex, Clinton, Franklin, St. Lawrence, Jefferson, and Lewis
Mohawk Valley Region	Oneida, Herkimer, Hamilton, Fulton, Montgomery, and Schoharie
Central New York Region	Oswego, Onondaga, Cayuga, Madison, and Cortland
Southern Tier Region	Delaware, Otsego, Chenango, Broome, Tioga, Tompkins, Chemung, Schuyler, and Steuben
Finger Lakes Region	Orleans, Genesee, Wyoming, Livingston, Monroe, Ontario, Yates, Wayne, and Seneca
Western New York Region	Chautauqua, Cattaraugus, Allegany, Erie, and Niagara

**ATTACHMENT B-2 PERFORMANCE BASED BUDGET**

***SUMMARY***

PROJECT NAME: COVID19 NY Responds

CONTRACTOR SFS PAYEE NAME: SARATOGA SPRINGS CITY OF

CONTRACT PERIOD: From: 01/01/2021

To: 09/30/2021

#	DELIVERABLE/OUTCOME	TOTAL AMOUNT PER UNIT	GRANT AMOUNT PER UNIT	NUMBER OF UNITS	GRANT FUNDS	MATCH FUNDS	MATCH %	OTHER FUNDS	TOTAL
1	COVID19 NY Responds	\$20,000.00	\$20,000.00	1	\$20,000.00	\$0.00	0 %	\$0.00	\$20,000.00
Subtotal					\$20,000.00	\$0.00	0 %	\$0.00	\$20,000.00
Available Bonus					\$0.00				\$0.00
TOTAL					\$20,000.00	\$0.00	0 %	\$0.00	\$20,000.00

Contract Number: # DOH01-T36239GG-3450000

**ATTACHMENT C - WORK PLAN**

***SUMMARY***

PROJECT NAME: COVID19 NY Responds

CONTRACTOR SFS PAYEE NAME: SARATOGA SPRINGS CITY OF

CONTRACT PERIOD: From: 01/01/2021

To: 09/30/2021

Project Summary: A high-level overview of the project, including the overall goal and desired outcomes.  
See detailed workplan in Attachment C

## ATTACHMENT C - WORK PLAN

### *DETAIL*

#### Objective

1 See detailed workplan in Attachment C - See detailed workplan in Attachment C

#### Tasks

1.1 See detailed workplan in Attachment C - See detailed workplan in Attachment C

#### Performance Measures

1.1.1 See detailed workplan in Attachment C - See detailed workplan in Attachment C

**ATTACHMENT D**  
**PAYMENT AND REPORTING SCHEDULE**

**I. PAYMENT PROVISIONS**

In full consideration of contract services to be performed the State Agency agrees to pay and the Contractor agrees to accept a sum not to exceed the amount noted on the Face Page hereof. All payments shall be in accordance with the budget contained in the applicable Attachment B form (Budget), which is attached hereto.

**A. Advance Payment, Initial Payment and Recoupment Language (if applicable):**

1. The State Agency will make an advance payment to the Contractor, during the initial period, in the amount of \_\_\_\_ percent (\_\_\_\_%) the budget as set forth in the most recently approved applicable Attachment B form (Budget).
2. The State Agency will make an initial payment to the Contractor in the amount of \_\_\_\_ percent (\_\_\_\_%) of the annual budget as set forth in the most recently approved applicable Attached B form (Budget). This payment will be no later than \_\_\_\_ days from the beginning of the budget period.
3. Scheduled advance payments shall be due in accordance with an approved payment schedule as follows:

Period	Amount	Due Date

4. Recoupment of any advance payment(s) or initial payment(s) shall be recovered by crediting (\_\_\_\_%) of subsequent claims and such claims will be reduced until the advance or initial payment is fully recovered within the contract period.



**B. Interim and/or Final Claims for Reimbursement**

Claiming Frequency: Monthly Reimbursement

Number of Days/Claims: 15

For Quarterly, Monthly and Biannual Reimbursement Claim Frequency, the above field represents the number of days after the claim period that the claim is due to the State from the Grantee.

For Interim Reimbursement as Requested by Contractor the Number of Days/Claims is not applicable.

For all other selected Claim Frequency, the Number of Days/Claims represents the number of claims due under the contract and listed in the table below.

Expenditure Period Dates		Due Date
From	To	

## II. REPORTING PROVISIONS

### A. Expenditure-Based Reports (select the applicable report type):

☒ Narrative/Qualitative Report

The Contractor will submit, on a quarterly basis, not later than 30 days from the end of the quarter, the report described in Section III(G)(2)(a)(i) of the Master Contract

☐ Statistical/Quantitative Report

The Contractor will submit, on a quarterly basis, not later than \_\_\_\_ days from the end of the quarter, the report described in Section III(G)(2)(a)(ii) of the Master Contract.

☐ Expenditure Report

The Contractor will submit, on a quarterly basis, not later than \_\_\_\_ days after the end date for which reimbursement is being claimed, the report described in Section III(G)(2)(a)(iii) of the Master Contract.

☒ Final Report

The Contractor will submit the final report as described in Section III(G)(2)(a)(iv) of the Master Contract, no later than 60 days after the end of the contract period.

☐ Consolidated Fiscal Report (CFR)

The Contractor will submit the CFR on an annual basis, in accordance with the time frames designated in the CFR manual. For New York City contractors, the due date shall be May 1 of each year; for Upstate and Long Island contractors, the due date shall be November 1 of each year.

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<sup>1</sup>

The Consolidated Fiscal Reporting System is a standardized electronic reporting method accepted by Office of Alcoholism & Substance Services, Office of Mental Health, Office of Persons with Developmental Disabilities and the State Education Department, consisting of schedules which, in different combinations, capture financial information for budgets, quarterly and/or mid-year claims, an annual cost report, and a final claim. The CFR, which must be submitted annually, is both a year-end cost report and a year-end claiming document.

Contract Number: # DOH01-T36239GG-3450000

## **B. Progress-Based Reports**

### 1. Progress Reports

The Contractor shall provide the report described in Section III(G)(2)(b)(i) of the Master Contract in accordance with the forms and in the format provided by the State Agency, summarizing the work performed during the contract period (See Table 1 below for the annual schedule).

### 2. Final Progress Report

Final scheduled payment will not be due until \_\_\_\_ days after completion of agency's audit of the final expenditures report/documentation showing total grant expenses submitted by vendor with its final invoice. Deadline for submission of the final report is \_\_\_\_\_. The agency shall complete its audit and notify vendor of the results no later than \_\_\_\_\_. The Contractor shall submit the report not later than \_\_\_\_ days from the end of the contract.

## **C. Other Reports**

The Contractor shall provide reports in accordance with the form, content and schedule as set forth in Table 1.

**TABLE 1 - REPORTING SCHEDULE**

<b>PROGRESS REPORT #</b>	<b>PERIOD COVERED</b>		<b>Due Date</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

**III. SPECIAL PAYMENT AND REPORTING PROVISIONS**

The Contractor shall invoice the Department for reimbursement within forty—five (45) days of demobilization of resources assigned through a State Mission Assignment. The Contractor may invoice the Department no more than once every two weeks for resources that are actively assigned through a State Mission Assignment. All invoices must be itemized and include supporting documentation of any allowable fees and/or expenses.

**ATTACHMENT C - WORK PLAN  
SUMMARY**

PROJECT NAME: COVID-19 New York Responds

CONTRACTOR SFS PAYEE NAME: \_\_\_\_\_

CONTRAT PERIOD: From: 9/8/2020

To: 9/30/2021

Project Summary:

**Background**

The New York State Comprehensive Emergency Management Plan (CEMP) is an all-hazards plan that provides the structure and mechanisms for state-level policy and operational coordination for state incident management. Catastrophic disasters, acts of terrorism, and other emergencies that require an immediate response from local public safety, emergency medical services, public health, and health care organizations. While most emergencies are handled locally, major incidents require assistance from other jurisdictions, including the State and Federal governments.

The CEMP identifies the New York State Department of Health, Bureau of Emergency Medical Services and Trauma Systems (the Department) as the lead agency for the State in coordinating and leading EMS resources during a major incident.

As the State EMS lead, the Department is responsible for acquiring and maintaining the Statewide EMS Mobilization contracts.

**Purpose**

The purpose of this contract is to obtain emergency medical service (EMS) resources for response and support activations for state incidents or events.

**Scope**

New York State has a need for medically related support services to include but not be limited to:

1. Medical Transportation (MT)

Contract Number: # \_\_\_\_\_

2. Medical Personnel (MP)
3. EMS Incident Management Team (EMS-IMT)
4. Field Operations Teams (FOT)
5. Mission Support Teams (MST)
6. Subject Matter Experts (SME)

**Performance Measure Key Terms:**

1. **Work hours** means active hours assigned to an operational period.
2. **Restricted Hours** means the non-active or on-call hours outside of an operational period when the resource is restricted and must be available for immediate recall or mission assignment. Restricted hours are only applicable when indicated in the State Mission Assignment and specific restrictions are noted.

***References:***

EMS Resource Dictionary published January 27, 2021

**Please refer to ATTACHMENT E - EMS RESOURCE DICTIONARY for detailed definitions and descriptions of the tasks and types that are found in this Work Plan.**

**ATTACHMENT C – WORK PLAN  
DETAIL**

OBJECTIVE	TASKS	PERFORMANCE MEASURES
<b>Objective Name:</b> Resource Team or Unit	<b>Task Name:</b> Ground Ambulance Team	<b>Performance Measure Name: NY Type 1</b>
1. Resource Team or Unit	1.1 Ground Ambulance Team	1.1.1 Work Hours: \$200.00/hr. Restricted Hours: \$37.00/hr.
		<b>Performance Measure Name: NY Type 2</b>
		1.1.2 Work Hours: \$195.00/hr. Restricted Hours: \$37.00/hr.
		<b>Performance Measure Name: NY Type 3</b>
		1.1.3 Work Hours: \$185.00/hr. Restricted Hours: \$37.00/hr.
		<b>Performance Measure Name: NY Type 4</b>
		1.1.4 Work Hours: \$175.00/hr. Restricted Hours: \$37.00/hr.
	<b>Task Name:</b> Bariatric Transport Team (Ground Ambulance)	<b>Performance Measure Name: NY Type 1</b>
	1.2 Bariatric Transport Team (Ground Ambulance)	1.2.1 Work Hours: \$225.00/hr. Restricted Hours: \$50.00/hr.
		<b>Performance Measure Name: NY Type 2</b>
		1.2.2 Work Hours: \$200.00/hr. Restricted Hours: \$50.00/hr.
	<b>Task Name:</b> Specialty Care Transport Team (Ground Ambulance)	<b>Performance Measure Name: NY Type 1</b>
	1.3 Specialty Care Transport Team (Ground Ambulance)	1.3.1 Work Hours: \$280.00/hr. Restricted Hours: \$62.00/hr.

**ATTACHMENT C – WORK PLAN  
DETAIL**

		<b>Performance Measure Name: NY Type 2</b>
		<b>1.3.2</b> Work Hours: \$265.00/hr. Restricted Hours: \$62.00/hr.
		<b>Performance Measure Name: NY Type 3</b>
		<b>1.3.3</b> Work Hours: \$245.00/hr. Restricted Hours: \$62.00/hr.
	<b>Task Name:</b> EMS Multi-Patient Medical Transport	<b>Performance Measure Name: NY Type 1</b>
	<b>1.4</b> EMS Multi-Patient Medical Transport	<b>1.4.1</b> Work Hours: \$200.00/hr. Restricted Hours: \$50.00/hr.
		<b>Performance Measure Name: NY Type 2</b>
		<b>1.4.2</b> Work Hours: \$175.00/hr. Restricted Hours: \$50.00/hr.
		<b>Performance Measure Name: NY Type 3</b>
		<b>1.4.3</b> Work Hours: \$150.00/hr. Restricted Hours: \$50.00/hr.
	<b>Task Name:</b> EMS First Response Team	<b>Performance Measure Name: NY Type 1</b>
	<b>1.5</b> EMS First Response Team	<b>1.5.1</b> Work Hours: \$110.00/hr. Restricted Hours: \$17.00/hr.
		<b>Performance Measure Name: NY Type 2</b>
		<b>1.5.2</b> Work Hours: \$90.00/hr. Restricted Hours: \$17.00/hr.
		<b>Performance Measure Name: NY Type 3</b>
		<b>1.5.3</b> Work Hours: \$35.00/hr. Restricted Hours: \$17.00/hr.



**ATTACHMENT C – WORK PLAN  
DETAIL**

	TASKS	PERFORMANCE MEASURES
	<b>Task Name:</b> Convalescent Transport Team (Non-Ambulatory)	<b>Performance Measure Name:</b> NY Type 1
	<b>1.6</b> Convalescent Transport Team (Non-Ambulatory)	<b>1.6.1</b> Work Hours: \$80.00/hr. Restricted Hours: \$25.00/hr.
		<b>Performance Measure Name:</b> NY Type 2
		<b>1.6.2</b> Work Hours: \$100.00/hr. Restricted Hours: \$30.00/hr.
		<b>Performance Measure Name:</b> NY Type 3
		<b>1.6.3</b> Work Hours: \$70.00/hr. Restricted Hours: \$7.00/hr.
		<b>Performance Measure Name:</b> NY Type 4
		<b>1.6.4</b> Work Hours: \$40.00/hr. Restricted Hours: \$7.00/hr.
	<b>Task Name:</b> Convalescent Transport Team (Ambulatory)	<b>Performance Measure Name:</b> NY Type 1
	<b>1.7</b> Convalescent Transport Team (Ambulatory)	<b>1.7.1</b> Work Hours: \$90.00/hr. Restricted Hours: \$30.00/hr.
		<b>Performance Measure Name:</b> NY Type 2
		<b>1.7.2</b> Work Hours: \$60.00/hr. Restricted Hours: \$30.00/hr.
		<b>Performance Measure Name:</b> NY Type 3
		<b>1.7.3</b> Work Hours: \$30.00/hr. Restricted Hours: \$7.00/hr.

**ATTACHMENT C – WORK PLAN  
DETAIL**

OBJECTIVE	TASKS	PERFORMANCE MEASURES
<b>Objective Name:</b> Single Resource	<b>Task Name:</b> Ambulance Operator	<b>Performance Measure Name:</b> NY Type 1
2. Single Resource	2.1 Ambulance Operator	2.1.1 Work Hours: \$55.00/hr.
		<b>Performance Measure Name:</b> NY Type 2
		2.1.2 Work Hours: \$45.00/hr.
	<b>Task Name:</b> Emergency Vehicle Operator	<b>Performance Measure Name:</b> NY Type 1
	2.2 Emergency Vehicle Operator	2.2.1 Work Hours: \$65.00/hr.
		<b>Performance Measure Name:</b> NY Type 2
		2.2.2 Work Hours: \$50.00/hr.
		<b>Performance Measure Name:</b> NY Type 3
		2.2.3 Work Hours: \$55.00/hr.
		<b>Performance Measure Name:</b> NY Type 4
		2.2.4 Work Hours: \$40.00/hr.
	<b>Task Name:</b> Emergency Medical Responder (EMR / CFR)	<b>Performance Measure Name:</b> NY Type 1
	2.3 Emergency Medical Responder (EMR / CFR)	2.3.1 Work Hours: \$50.00/hr.
	<b>Task Name:</b> Emergency Medical Technician (EMT)	<b>Performance Measure Name:</b> NY Type 1
	2.4 Emergency Medical Technician (EMT)	2.4.1 Work Hours: \$55.00/hr.
	<b>Task Name:</b> Advanced Emergency Medical Technician (AEMT)	<b>Performance Measure Name:</b> NY Type 1

**ATTACHMENT C – WORK PLAN  
DETAIL**

	<b>2.5</b> Advanced Emergency Medical Technician (AEMT)	<b>2.5.1</b> Work Hours: \$60.00/hr.
	<b>Task Name:</b> EMT-Critical Care (EMT-CC)	<b>Performance Measure Name:</b> NY Type 1
	<b>2.6</b> EMT-Critical Care (EMT-CC)	<b>2.6.1</b> Work Hours: \$65.00/hr.
	<b>Task Name:</b> Paramedic	<b>Performance Measure Name:</b> NY Type 1
	<b>2.7</b> Paramedic	<b>2.7.1</b> Work Hours: \$90.00/hr.
		<b>Performance Measure Name:</b> NY Type 2
		<b>2.7.2</b> Work Hours: \$75.00/hr.
	<b>Task Name:</b> Registered Nurse	<b>Performance Measure Name:</b> NY Type 1
	<b>2.8</b> Registered Nurse	<b>2.8.1</b> Work Hours: \$100.00/hr.
		<b>Performance Measure Name:</b> NY Type 2
		<b>2.8.2</b> Work Hours: \$90.00/hr.
		<b>Performance Measure Name:</b> NY Type 3
	<b>Task Name:</b> EMS Telecommunicator	<b>2.8.3</b> Work Hours: \$75.00/hr.
		<b>Performance Measure Name:</b> NY Type 1
		<b>2.9</b> EMS Telecommunicator
		<b>2.9.1</b> Work Hours: \$75.00/hr.
		<b>Performance Measure Name:</b> NY Type 2
		<b>2.9.2</b> Work Hours: \$60.00/hr.
		<b>Performance Measure Name:</b> NY Type 3
		<b>2.9.3</b> Work Hours: \$55.00/hr.
	<b>Task Name:</b> Licensed Practical Nurse (LPN)	<b>Performance Measure Name:</b> NY Type 1
	<b>2.10</b> Licensed Practical Nurse (LPN)	<b>2.10.1</b> Work Hours: \$90.00/hr.
		<b>Performance Measure Name:</b> NY Type 2
		<b>2.10.2</b> Work Hours: \$75.00/hr.

OBJECTIVE	TASKS	PERFORMANCE MEASURES
<b>Objective Name:</b> Reimbursable Expenses	<b>Task Name:</b> Vehicle Mileage	<b>Performance Measure Name:</b> GSA Mileage
<b>3.</b> Reimbursable Expenses	<b>3.1</b> <ul style="list-style-type: none"> <li>Mileage reimbursement is authorized when deployment location is more than fifty (50) miles from the official station of duty.</li> </ul>	<b>3.1.1</b>  GSA (General Services Administration) mileage rate at time of expense

**ATTACHMENT C – WORK PLAN  
DETAIL**

	<ul style="list-style-type: none"> <li>Only mileage beyond fifty (50) miles may be submitted for reimbursement.</li> <li>Mileage should be itemized on the invoice and should be supported with commercially available routing software (i.e.: google maps, MapQuest, etc.)</li> </ul>	
	<b>Task Name:</b> Meal Reimbursement	<b>Performance Measure Name:</b> Expense Reimbursement
	<b>3.2</b> <ul style="list-style-type: none"> <li>Meal reimbursement must be authorized in the State Mission Assignment.</li> <li>Meal reimbursement must be itemized on the invoice.</li> <li>Receipts with the name of the individual making the expense must be included with invoice.</li> </ul>	<b>3.2.1</b> Reimbursement for actual expense per person / per day up to GSA rate for the locality at time of expense
	<b>Task Name:</b> Lodging Reimbursement	<b>Performance Measure Name:</b> GSA Lodging Rate
	<b>3.3</b> <ul style="list-style-type: none"> <li>Lodging reimbursement must be authorized in the State Mission Assignment.</li> <li>Lodging reimbursement must be itemized on the invoice.</li> <li>Receipts must be included with the invoice.</li> </ul>	<b>3.3.1</b> Reimbursement for actual expenses up to GSA rate for the locality at time of expense

## EMS RESOURCE LIST

RESOURCE NAME	RESOURCE ID	# TYPED
Ground Ambulance Team	EMSR-0001A	4
Bariatric Transport Team (Ground Ambulance)	EMSR-0002A	2
Specialty Care Transport Team (Ground Ambulance)	EMSR-0003A	3
EMS Multi-Patient Medical Transport Team	EMSR-0004A	3
EMS First Response Team	EMSR-0005A	3
Convalescent Transport Team (Non-Ambulatory)	EMSR-0006A	4
Convalescent Transport Team (Ambulatory)	EMSR-0007A	3
Ambulance Operator	EMSR-0001A	2
Emergency Vehicle Operator	EMSQ-0002A	4
Emergency Medical Responder (EMR)	EMSQ-0003A	1
Emergency Medical Technician (EMT)	EMSQ-0004A	1
Advanced Emergency Medical Technician (AEMT)	EMSQ-0005A	1
Emergency Medical Technician – Critical Care (EMT-CC)	EMSQ-0006A	1
Paramedic	EMSQ-0007A	2
Registered Nurse	EMSQ-0008A	3
EMS Telecommunicator	EMSQ-0009A	3
Licensed Practical Nurse	EMSQ-0010A	2

## NEW YORK EMS RESOURCE TYPE

Minimum Capabilities	NY Type 1	NY Type 2	NY Type 3	NY Type 4
Level of Capability	Advanced Life Support (ALS) HAZMAT	Advanced Life Support (ALS)	Basic Life Support (BLS) HAZMAT	Basic Life Support (BLS)
	NOTES: Not Specified			
Patient capacity	2-Non-Ambulatory Patients	2-Non-Ambulatory Patients	2-Non-Ambulatory Patients	2-Non-Ambulatory Patients
	NOTES: Not Specified			
Staffing	2	2	2	2
	NOTES: Not Specified			
Qualification	1-NY Type 2 Paramedic 1-NY Type 1 Ambulance Operator	1-NY Type 2 Paramedic 1-NY Type 2 Ambulance Operator	1-NY Type 2 EMT 1-NY Type 1 Ambulance Operator	1-NY Type 2 EMT 1-NY Type 2 Ambulance Operator
	NOTES: Type 2 Paramedic (NYS) may be substituted with a Type 1 EMT-CC (NYS) unless specifically prohibited in the state mission assignment.			
Medical Equipment	Same as Type 2	Same as Type 4, PLUS: ALS Transport Equipment	Same as Type 4	BLS Transport Equipment
	NOTES: Not Specified			
PPE	Same as Type 4	Same as Type 4	Same as Type 4, PLUS: Range of supplies commensurate with the mission assignment, including PPE appropriate to the Level B hazardous materials threat.	PPE consistent with OSHA regulations.
	NOTES: 1. PPE is mission-specific and varies with the working environment. PPE includes protective footwear, protective clothing for skin exposure, eye and hearing protection, respirators, gloves, and masks. 2. Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) Part 1910.134 and Part 1910.1030 address PPE requirements. 3. National Fire Protection Association (NFPA) 471, 472, 473 and OSHA CFR 29 Part 1910.120 address HAZMAT.			
Communication	Same as Type 4	Same as Type 4	Same as Type 4	2-Portable radios with programmable or on-incident frequencies. 1-Cell phone
	NOTES: 1. Consider the need for Global Positioning System (GPS) locating devices. 2. Consider alternate forms of communication, such as satellite phones, based on the mission assignment and team needs. 3. Requestor should verify interoperability of ambulance communications equipment and plan for augmenting existing communications equipment.			
Specialized Equipment	Not Specified	Not Specified	Not Specified	Not Specified
	NOTES: Specialized equipment and/or supplies commensurate with the mission assignment may be requested in the State Mission Assignment.			

## NEW YORK EMS RESOURCE TYPE

Minimum Capabilities	NY Type 1	NY Type 2
<b>Level of Capability</b>	Advanced Life Support (ALS) <b>NOTES:</b> Not Specified	Basic Life Support (BLS)
<b>Patient Capacity</b>	1-Non-ambulatory bariatric patient <b>NOTES:</b> Not Specified	1-Non-ambulatory bariatric patient
<b>Staffing</b>	2 <b>NOTES:</b> Not Specified	2
<b>Qualification</b>	1-NY Type 2 Paramedic 1-NY Type 1 Ambulance Operator <b>NOTES:</b> Type 2 Paramedic (NYS) may be substituted with a Type 1 EMT-CC (NYS) unless specifically prohibited in the state mission assignment.	1-NY Type 1 EMT 1-NY Type 1 Ambulance Operator
<b>Medical Equipment</b>	Same as Type 2, PLUS: ALS Transport Equipment <b>NOTES:</b> Not Specified	BLS Transport Equipment
<b>PPE</b>	Same as Type 2 <b>NOTES:</b> 1. PPE is mission-specific and varies with the working environment. PPE includes protective footwear, protective clothing for skin exposure, eye and hearing protection, respirators, gloves, and masks. 2. Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) Part 1910.134 and Part 1910.1030 address PPE requirements. 3. National Fire Protection Association (NFPA) 471, 472, 473 and OSHA CFR 29 Part 1910.120 address HAZMAT.	PPE consistent with OSHA regulations
<b>Communication</b>	Same as Type 2 <b>NOTES:</b> 1. Consider the need for Global Positioning System (GPS) locating devices. 2. Consider alternate forms of communication, such as satellite phones, based on the mission assignment and team needs. 3. Requestor should verify interoperability of ambulance communications equipment and plan for augmenting existing communications equipment.	2-Portable radios with programmable or on-incident frequencies. 1-Cell phone
<b>Specialized Equipment</b>	Same as Type 2 <b>NOTES:</b> Specialized equipment and/or supplies commensurate with the mission assignment may be requested in the State Mission Assignment.	-Ambulance stretcher with manufacturer specified weight capacity of up to 1,100 lbs. -Commercially manufactured stretcher loading ramps. -Commercial stretcher loading assist winch. -Specialized equipment and devices for bariatric patients.

## NEW YORK EMS RESOURCE TYPE

Minimum Capabilities	NY Type 1	NY Type 2	NY Type 3
<b>Level of Capability</b>	Specialty Care Transport (SCT)	Specialty Care Transport (SCT)	Specialty Care Transport (SCT)
	<b>NOTES:</b> Not Specified		
<b>Patient Capacity</b>	1-Non-ambulatory patient	1-Non-ambulatory patient	1-Non-ambulatory patient
	<b>NOTES:</b> Not Specified		
<b>Staffing</b>	3	2	2
	<b>NOTES:</b> Not Specified		
<b>Qualification</b>	1-NY Type 1 Paramedic 1-NY Type 2 Nurse 1-NY Type 2 Ambulance Operator	1-NY Type 1 Paramedic 1-NY Type 2 Paramedic	1-NY Type 1 Paramedic 1-NY Type 1 Ambulance Operator
	<b>NOTES:</b> Not Specified		
<b>Medical Equipment</b>	Same as Type 3	Same as Type 3	BLS Transport Equipment, PLUS ALS Transport Equipment, PLUS SCT Transport Equipment
	<b>NOTES:</b> Not Specified		
<b>PPE</b>	Same as Type 3	Same as Type 3	PPE consistent with OSHA regulations
	<b>NOTES:</b> 1. PPE is mission-specific and varies with the working environment. PPE includes protective footwear, protective clothing for skin exposure, eye and hearing protection, respirators, gloves, and masks. 2. Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) Part 1910.134 and Part 1910.1030 address PPE requirements. 3. National Fire Protection Association (NFPA) 471, 472, 473 and OSHA CFR 29 Part 1910.120 address HAZMAT.		
<b>Communication</b>	Same as Type 3	Same as Type 3	1-Portable radio with programmable or on-incident frequencies for each staffed position. 1-Cell phone per team
	<b>NOTES:</b> 1. Consider the need for Global Positioning System (GPS) locating devices. 2. Consider alternate forms of communication, such as satellite phones, based on the mission assignment and team needs. 3. Requestor should verify interoperability of ambulance communications equipment and plan for augmenting existing communications equipment.		
<b>Specialized Equipment</b>	Not Specified	Not Specified	Not Specified
	<b>NOTES:</b> Additional Specialized Equipment may be requested in the State Mission Assignment.		



## NEW YORK EMS RESOURCE TYPE

Minimum Capabilities	NY Type 1	NY Type 2	NY Type 3
<b>Level of Capability</b>	Advanced Life Support (ALS)	Basic Life Support (BLS)	Basic Life Support (BLS)
	<b>NOTES:</b> Not Specified		
<b>Patient Capacity</b>	-Climate controlled -10 or more seated patients -2 or more non-ambulatory recumbent patients	-Climate controlled -10 or more seated patients -2 or more non-ambulatory recumbent patients	-Climate controlled -10 or more seated patients
	<b>NOTES:</b> Not Specified		
<b>Staffing</b>	1	1	1
	<b>NOTES:</b> Additional staffing may be requested in the State Mission Assignment commensurate with the mission.		
<b>Qualification</b>	Same as Type 3	Same as Type 3	1-NY Type 2 EVO
	<b>NOTES:</b> Additional support personnel may be requested separately in the State Mission Assignment.		
<b>Medical Equipment</b>	Same as Type 3, PLUS: ALS Transport Equipment	Same as Type 3	BLS Transport Equipment
	<b>NOTES:</b> Not Specified		
<b>PPE</b>	Same as Type 3	Same as Type 3	PPE consistent with OSHA regulations
	<b>NOTES:</b> 1. PPE is mission-specific and varies with the working environment. PPE includes protective footwear, protective clothing for skin exposure, eye and hearing protection, respirators, gloves, and masks. 2. Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) Part 1910.134 and Part 1910.1030 address PPE requirements.		
<b>Communication</b>	Same as Type 3	Same as Type 3	1-Portable radio with programmable or on-incident frequencies for each staffed position. 1-Cell phone per team
	<b>NOTES:</b> 1. Consider the need for Global Positioning System (GPS) locating devices. 2. Consider alternate forms of communication, such as satellite phones, based on the mission assignment and team needs. 3. Requestor should verify interoperability of ambulance communications equipment and plan for augmenting existing communications equipment.		
<b>Specialized Equipment</b>	Not Specified	Not Specified	Not Specified
	<b>NOTES:</b> Not Specified		

## NEW YORK EMS RESOURCE TYPE

Minimum Capabilities	NY Type 1	NY Type 2	NY Type 3
<b>Level of Capability</b>	Advanced Life Support (ALS)	Basic Life Support (BLS)	First Aid / CPR / AED Command/Supervisor/Support Vehicle
	<b>NOTES:</b> Not Specified		
<b>Patient Capacity</b>	Not Specified	Not Specified	Not Specified
	<b>NOTES:</b> Not Specified		
<b>Staffing</b>	1	1	1
	<b>NOTES:</b> Not Specified		
<b>Qualification</b>	1-NY Type 2 Paramedic	1-NY Type 1 EMT	Emergency medical staff specific to the mission/commensurate with the mission assignment.
	<b>NOTES:</b> Assigned staff must be licensed and able to operate the vehicle.		
<b>Medical Equipment</b>	Same as Type 2, PLUS: First Response ALS equipment	First Response BLS Level A equipment	First Response BLS Level B equipment
	<b>NOTES:</b> Not Specified		
<b>PPE</b>	Same as Type 3	Same as Type 3	PPE consistent with OSHA regulations
	<b>NOTES:</b> 1. PPE is mission-specific and varies with the working environment. PPE includes protective footwear, protective clothing for skin exposure, eye and hearing protection, respirators, gloves, and masks. 2. Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) Part 1910.134 and Part 1910.1030 address PPE requirements. 3. National Fire Protection Association (NFPA) 471, 472, 473 and OSHA CFR 29 Part 1910.120 address HAZMAT.		
<b>Communication</b>	Same as Type 3	Same as Type 3	1-Portable radio with programmable or on-incident frequencies for each staffed position. 1-Cell phone per team
	<b>NOTES:</b> 1. Consider the need for Global Positioning System (GPS) locating devices. 2. Consider alternate forms of communication, such as satellite phones, based on the mission assignment and team needs. 3. Requestor should verify interoperability of ambulance communications equipment and plan for augmenting existing communications equipment.		
<b>Specialized Equipment</b>	Not Specified	Not Specified	Not Specified
	<b>NOTES:</b> Not Specified		

## NEW YORK EMS RESOURCE TYPE

Minimum Capabilities	NY Type 1	NY Type 2	NY Type 3	NY Type 4
Level of Capability	Stretcher Van	ADA Bus	ADA Mini-Bus	ADA Wheelchair Van
Patient Capacity	1-Non-ambulatory recumbent patient	26 or more seated patients, PLUS 2 or more wheelchair patients	8-26 seated patients, PLUS 2 or more wheelchair patients	Up to 7 seated patients, PLUS 1 or more wheelchair patient
Staffing	2	1	1	1
Qualification	Same as Type 4	Same as Type 4	Same as Type 4	Driver licensed and able to operate the vehicle and equipment.
Medical Equipment	Not Specified	Not Specified	Not Specified	Not Specified
PPE	Same as Type 4	Same as Type 4	Same as Type 4	PPE consistent with OSHA regulations.
Communication	Same as Type 4	Same as Type 4	Same as Type 4	1-Cell phone
Specialized Equipment	1-Wheeled cot, PLUS Vehicle mounted cot securing device.	- 1 or more wheelchairs - ADA compliant mechanical wheelchair lift	- 1 or more wheelchairs - ADA compliant mechanical wheelchair lift	- 1 wheelchair - ADA compliant mechanical wheelchair lift

**NOTES:** Specialized equipment and/or supplies commensurate with the mission assignment may be requested in the State Mission Assignment.

## NEW YORK EMS RESOURCE TYPE

Minimum Capabilities	NY Type 1	NY Type 2	NY Type 3
Level of Capability	Bus	Mini-Bus	Sedan / Van
	<b>NOTES:</b> Not Specified		
Patient Capacity	26 or more seated patients	8-26 seated patients	Up to 7 seated patients
	<b>NOTES:</b> Not Specified		
Staffing	1	1	1
	<b>NOTES:</b> Not Specified		
Qualification	Same as Type 3	Same as Type 3	Driver licensed and able to operate the vehicle and equipment.
	<b>NOTES:</b> Additional staffing specific to the mission/commensurate with the mission assignment may be requested in the State Mission Assignment.		
Medical Equipment	Not Specified	Not Specified	Not Specified
	<b>NOTES:</b> Not Specified		
PPE	Same as Type 3	Same as Type 3	PPE consistent with OSHA regulations
	<b>NOTES:</b> 1. PPE is mission-specific and varies with the working environment. PPE includes protective footwear, protective clothing for skin exposure, eye and hearing protection, respirators, gloves, and masks. 2. Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) Part 1910.134 and Part 1910.1030 address PPE requirements. 3. National Fire Protection Association (NFPA) 471, 472, 473 and OSHA CFR 29 Part 1910.120 address HAZMAT.		
Communication	Same as Type 3	Same as Type 3	1-Cell phone
	<b>NOTES:</b> 1. Consider the need for Global Positioning System (GPS) locating devices. 2. Consider alternate forms of communication, such as satellite phones, based on the mission assignment and team needs. 3. Requestor should verify interoperability of ambulance communications equipment and plan for augmenting existing communications equipment.		
Specialized Equipment	Not Specified	Not Specified	Not Specified
	<b>NOTES:</b> Not Specified		

## NEW YORK EMS POSITION QUALIFICATIONS

### NY Type 1

**Description:** Ambulance Operator EMT

Same as Type 2, PLUS:

Performs duties commensurate with more advanced certification.

#### Criteria

<b>Education</b>	Completion of a state-approved Emergency Medical Technician (EMT) program, or completion of the minimum terminal learning objectives for EMT as defined by the NHTSA EMS Education Standards.
	<b>NOTES:</b> Not Specified
<b>Training</b>	Same as Type 2
	<b>NOTES:</b> Not Specified
<b>Experience</b>	Same as Type 2, PLUS: <ul style="list-style-type: none"> <li>• Knowledge of state and local scope of practice parameters and skill sets</li> </ul>
	<b>NOTES:</b> Not Specified
<b>Physical / Medical Fitness</b>	Same as Type 2
	<b>NOTES:</b> Not Specified
<b>Currency</b>	Same as Type 2
	<b>NOTES:</b> Not Specified
<b>Professional and Technical Licenses and Certifications</b>	Same as Type 2, PLUS: <ul style="list-style-type: none"> <li>• Valid NYS EMT Certification</li> </ul>
	<b>NOTES:</b> Not Specified
<b>Ordering Specifications or Designations</b>	<ul style="list-style-type: none"> <li>• Can be ordered as an individual asset.</li> <li>• Can be ordered in conjunction with a team or unit.</li> <li>• Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment.</li> </ul>
	<b>NOTES:</b> Not Specified



## NEW YORK EMS POSITION QUALIFICATIONS

### NY Type 2

**Description:** The Ambulance Operator is responsible for the safe operation of assigned emergency vehicles, of less than 26,000 pounds (lbs.) Gross Vehicle Weight (GVW), used for patient care and transport.

### MINIMUM CRITERIA

<b>Education</b>	Not Specified <b>NOTES:</b> Not Specified
<b>Training</b>	<b>Completion of the following:</b> <ul style="list-style-type: none"> <li>• ICS-100 Introduction to the Incident Command System</li> <li>• ICS-200: ICS for Single Resources and Initial Action Incidents</li> <li>• IS-700: National Incident Management System, An Introduction</li> <li>• IS-800: National Response Framework, An Introduction</li> <li>• Training in accordance with Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) Part 1910.120: Hazardous Materials Awareness</li> <li>• Training in accordance with OSHA 29 CFR Part 1910.134: Respiratory Protection</li> <li>• Training in accordance with OSHA 29 CFR Part 1910.1030: Bloodborne Pathogens</li> <li>• Authority Having Jurisdiction (AHJ) Emergency Vehicle Operators Course (EVOC) or equivalent</li> </ul> <b>NOTES:</b> Not Specified
<b>Experience</b>	<b>Knowledge, Skills, and Abilities:</b> <ul style="list-style-type: none"> <li>• Demonstrates basic competency of emergency vehicle operation</li> </ul> <b>Recommended Experience:</b> <ul style="list-style-type: none"> <li>• Two years emergency driving, plus one year as an Ambulance Operator</li> </ul> <b>NOTES:</b> Not Specified
<b>Physical / Medical Fitness</b>	Classified as Arduous <b>NOTES:</b> Not Specified
<b>Currency</b>	<b>Recommended:</b> <ul style="list-style-type: none"> <li>• Functions in this position during an incident response, planned event, operations-based exercise, drill, or simulation at least once every five years</li> <li>• Complies with accrediting entity, agency, or body's established annual recertification, training, and education, such as continuing education units or professional development hours, which may vary by organization, department, and agency.</li> <li>• Maintains immunizations as outlined by the Centers for Disease Control and Prevention (CDC) recommended adult immunization schedule for the United States of America.</li> <li>• Active member with an EMS-providing entity, organization, or agency.</li> <li>• Background checks as applicable law permits or requires.</li> </ul> <b>NOTES:</b> Not Specified
<b>Professional and Technical Licenses and Certifications</b>	<ul style="list-style-type: none"> <li>• State issued driver's license</li> <li>• CPR Certification</li> </ul> <b>NOTES:</b> Not Specified
<b>Ordering Specifications or Designations</b>	<ul style="list-style-type: none"> <li>• Can be ordered as an individual asset.</li> <li>• Can be ordered in conjunction with a team or unit.</li> <li>• Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment.</li> </ul> <b>NOTES:</b> Not Specified



## NEW YORK EMS POSITION QUALIFICATIONS

### NY Type 1

**Description:** Heavy Emergency Vehicle Operator - EMT

Same as Type 2, PLUS:

Performs duties commensurate with more advanced certification.

#### MINIMUM CRITERIA

<b>Education</b>	Same as Type 4, PLUS: <ul style="list-style-type: none"><li>Completion of a state-approved Emergency Medical Technician (EMT) program, or completion of the minimum terminal learning objectives for EMT as defined by the NHTSA EMS Education Standards.</li></ul>
	<b>NOTES:</b> Not Specified
<b>Training</b>	Same as Type 4
	<b>NOTES:</b> Not Specified
<b>Experience</b>	Same as Type 2
	<b>NOTES:</b> Not Specified
<b>Physical / Medical Fitness</b>	Same as Type 4
	<b>NOTES:</b> Not Specified
<b>Currency</b>	Same as Type 4
	<b>NOTES:</b> Not Specified
<b>Professional and Technical Licenses and Certifications</b>	Same as Type 4, PLUS: <ul style="list-style-type: none"><li>Valid NYS EMT Certification</li></ul>
	<b>NOTES:</b> Not Specified
<b>Ordering Specifications or Designations</b>	<ul style="list-style-type: none"><li>Can be ordered as an individual asset.</li><li>Can be ordered in conjunction with a team or unit.</li><li>Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment.</li></ul>
	<b>NOTES:</b> Not Specified



## NEW YORK EMS POSITION QUALIFICATIONS

### NY Type 2

**Description:** Heavy Emergency Vehicle Operator

The Heavy Emergency Vehicle Operator is responsible for the safe operation of assigned emergency vehicles, of less than 26,000 pounds (lbs.) Gross Vehicle Weight (GVW), used in response or support of EMS.

#### Criteria

<b>Education</b>	Not Specified
	<b>NOTES:</b> Not Specified
<b>Training</b>	Same as Type 4
	<b>NOTES:</b> Not Specified
<b>Experience</b>	<b>Knowledge, Skills, and Abilities:</b>
	<ul style="list-style-type: none"><li>• Demonstrates basic competency of heavy emergency vehicle operation</li></ul>
	<b>Recommended Experience:</b>
	<ul style="list-style-type: none"><li>• Two years' experience operating heavy vehicles.</li></ul>
	<b>NOTES:</b> Not Specified
<b>Physical / Medical Fitness</b>	Same as Type 4
	<b>NOTES:</b> Not Specified
<b>Currency</b>	Same as Type 4
	<b>NOTES:</b> Not Specified
<b>Professional and Technical Licenses and Certifications</b>	Same as Type 4
	<b>NOTES:</b> Not Specified
<b>Ordering Specifications or Designations</b>	<ul style="list-style-type: none"><li>• Can be ordered as an individual asset.</li><li>• Can be ordered in conjunction with a team or unit.</li><li>• Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment.</li></ul>
	<b>NOTES:</b> Not Specified





## NEW YORK EMS POSITION QUALIFICATIONS

### NY Type 3

**Description:** Light Emergency Vehicle Operator – EMT

Same as Type 4, PLUS:

Performs duties commensurate with more advanced certification.

#### Criteria

<b>Education</b>	Same as Type 4, PLUS: Completion of a state-approved Emergency Medical Technician (EMT) program, or completion of the minimum terminal learning objectives for EMT as defined by the NHTSA EMS Education Standards.
	<b>NOTES:</b> Not Specified
<b>Training</b>	Same as Type 4
	<b>NOTES:</b> Not Specified
<b>Experience</b>	• Same as Type 2
	<b>NOTES:</b> Not Specified
<b>Physical / Medical Fitness</b>	Same as Type 4
	<b>NOTES:</b> Not Specified
<b>Currency</b>	Same as Type 4
	<b>NOTES:</b> Not Specified
<b>Professional and Technical Licenses and Certifications</b>	Same as Type 4, PLUS: • Valid NYS EMT Certification
	<b>NOTES:</b> Not Specified
<b>Ordering Specifications or Designations</b>	• Can be ordered as an individual asset. • Can be ordered in conjunction with a team or unit. • Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment.
	<b>NOTES:</b> Not Specified



## NEW YORK EMS POSITION QUALIFICATIONS

### NY Type 4

**Description:** Light Emergency Vehicle Operator

The Emergency Vehicle Operator is responsible for the safe operation of assigned emergency vehicles, of less than 26,000 pounds (lbs.) Gross Vehicle Weight (GVW), used in response or support of EMS.

### Criteria

<b>Education</b>	Not Specified <b>NOTES:</b> Not Specified
<b>Training</b>	<b>Completion of the following:</b> <ul style="list-style-type: none"> <li>• ICS-100 Introduction to the Incident Command System</li> <li>• ICS-200: ICS for Single Resources and Initial Action Incidents</li> <li>• IS-700: National Incident Management System, An Introduction</li> <li>• IS-800: National Response Framework, An Introduction</li> <li>• Training in accordance with Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) Part 1910.120: Hazardous Materials Awareness</li> <li>• Training in accordance with OSHA 29 CFR Part 1910.134: Respiratory Protection</li> <li>• Training in accordance with OSHA 29 CFR Part 1910.1030: Bloodborne Pathogens</li> <li>• Authority Having Jurisdiction (AHJ) Emergency Vehicle Operators Course (EVOC) or equivalent</li> </ul> <b>NOTES:</b> Not Specified
<b>Experience</b>	<b>Knowledge, Skills, and Abilities:</b> <ul style="list-style-type: none"> <li>• Demonstrates basic competency of emergency vehicle operation</li> </ul> <b>NOTES:</b> Not Specified
<b>Physical / Medical Fitness</b>	Classified as Arduous <b>NOTES:</b> Not Specified
<b>Currency</b>	<b>Recommended:</b> <ul style="list-style-type: none"> <li>• Functions in this position during an incident response, planned event, operations-based exercise, drill, or simulation at least once every five years</li> <li>• Complies with accrediting entity, agency, or body's established annual recertification, training, and education, such as continuing education units or professional development hours, which may vary by organization, department, and agency.</li> <li>• Maintains immunizations as outlined by the Centers for Disease Control and Prevention (CDC) recommended adult immunization schedule for the United States of America.</li> <li>• Active member with an EMS-providing entity, organization, or agency.</li> <li>• Background checks as applicable law permits or requires.</li> </ul> <b>NOTES:</b> Not Specified
<b>Professional and Technical Licenses and Certifications</b>	<ul style="list-style-type: none"> <li>• State issued driver's license</li> <li>• Valid CPR Certification</li> </ul> <b>NOTES:</b> Not Specified
<b>Ordering Specifications or Designations</b>	<ul style="list-style-type: none"> <li>• Can be ordered as an individual asset.</li> <li>• Can be ordered in conjunction with a team or unit.</li> <li>• Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment.</li> </ul>



## NEW YORK EMS POSITION QUALIFICATIONS

### NY Type 1

**Description:** The primary focus of the EMR or CFR is to initiate immediate lifesaving care to patients who access the emergency medical system. The EMR or CFR Functions as part of a comprehensive EMS response, under medical oversight performs initial triage and basic interventions with minimal equipment. The EMR or CFR possesses education and experience in areas of patient care commensurate with the patient care mission and has the basic knowledge and skills necessary to provide lifesaving interventions while awaiting additional EMS response and to assist higher level personnel at the scene and during transport.

#### MINIMUM CRITERIA

<b>Education</b>	Completion of a state-approved first responder program based on NHTSA National Standard Curriculum. <b>NOTES:</b> Not Specified
<b>Training</b>	<b>Completion of the following:</b> <ul style="list-style-type: none"> <li>• ICS-100 Introduction to the Incident Command System</li> <li>• ICS-200: ICS for Single Resources and Initial Action Incidents</li> <li>• IS-700: National Incident Management System, An Introduction</li> <li>• IS-800: National Response Framework, An Introduction</li> <li>• Training in accordance with Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) Part 1910.120: Hazardous Materials Awareness</li> <li>• Training in accordance with OSHA 29 CFR Part 1910.134: Respiratory Protection</li> <li>• Training in accordance with OSHA 29 CFR Part 1910.1030: Bloodborne Pathogens</li> </ul> <b>Recommended:</b> <ul style="list-style-type: none"> <li>- Authority Having Jurisdiction (AHJ) Emergency Vehicle Operators Course (EVOC) or equivalent</li> </ul> <b>NOTES:</b> Not Specified
<b>Experience</b>	<b>Knowledge, Skills, and Abilities:</b> <ul style="list-style-type: none"> <li>• Knowledge of state and local scope of practice parameters and skill sets</li> </ul> <b>NOTES:</b> Not Specified
<b>Physical / Medical Fitness</b>	Classified as Arduous <b>NOTES:</b> Not Specified
<b>Currency</b>	<b>Recommended:</b> <ul style="list-style-type: none"> <li>• Functions in this position during an incident response, planned event, operations-based exercise, drill, or simulation at least once every five years</li> <li>• Complies with accrediting entity, agency, or body's established annual recertification, training, and education, such as continuing education units or professional development hours, which may vary by organization, department, and agency.</li> <li>• Maintains immunizations as outlined by the Centers for Disease Control and Prevention (CDC) recommended adult immunization schedule for the United States of America.</li> <li>• Active member with an EMS-providing entity, organization, or agency.</li> <li>• Background checks as applicable law permits or requires.</li> </ul> <b>NOTES:</b> Not Specified
<b>Professional and Technical Licenses and Certifications</b>	<ul style="list-style-type: none"> <li>• Valid NYS CFR Certification</li> <li>• State issued driver's license</li> <li>• Valid CPR Certification</li> </ul> <b>NOTES:</b> Not Specified
<b>Ordering Specifications or Designations</b>	<ul style="list-style-type: none"> <li>• Can be ordered as an individual asset.</li> <li>• Can be ordered in conjunction with a team or unit.</li> <li>• Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment.</li> </ul> <b>NOTES:</b> Not Specified



## NEW YORK EMS POSITION QUALIFICATIONS

### NY Type 1

**Description:** The primary focus of the EMT is to provide basic triage, assessment, and noninvasive interventions to reduce the morbidity and mortality associated with acute out-of-hospital medical and traumatic emergencies. This may occur at an emergency scene until transportation resources arrive, from an emergency scene to a health care facility or between health care facilities. The EMT possesses the education and experience in areas of patient care that are commensurate with the patient care mission, providing care to minimize secondary injury and provide comfort to the patient and family while transporting the patient to an emergency care facility. The EMT level is the minimum licensure level for personnel transporting patients in ambulances.

### MINIMUM CRITERIA

<b>Education</b>	Completion of a state approved EMT program based on NHTSA National Standard Curriculum. <b>NOTES:</b> Not Specified
<b>Training</b>	<b>Completion of the following:</b> <ul style="list-style-type: none"> <li>• ICS-100 Introduction to the Incident Command System</li> <li>• ICS-200: ICS for Single Resources and Initial Action Incidents</li> <li>• IS-700: National Incident Management System, An Introduction</li> <li>• IS-800: National Response Framework, An Introduction</li> <li>• Training in accordance with Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) Part 1910.120: Hazardous Materials Awareness</li> <li>• Training in accordance with OSHA 29 CFR Part 1910.134: Respiratory Protection</li> <li>• Training in accordance with OSHA 29 CFR Part 1910.1030: Bloodborne Pathogens</li> </ul> <b>Recommended:</b> <ul style="list-style-type: none"> <li>- Authority Having Jurisdiction (AHJ) Emergency Vehicle Operators Course (EVOC) or equivalent</li> </ul> <b>NOTES:</b> Not Specified
<b>Experience</b>	<b>Knowledge, Skills, and Abilities:</b> <ul style="list-style-type: none"> <li>• Knowledge of state and local scope of practice parameters and skill sets</li> <li>• Knowledge of crew resource management</li> </ul> <b>NOTES:</b> Not Specified
<b>Physical / Medical Fitness</b>	Classified as Arduous <b>NOTES:</b> Not Specified
<b>Currency</b>	<b>Recommended:</b> <ul style="list-style-type: none"> <li>• Functions in this position during an incident response, planned event, operations-based exercise, drill, or simulation at least once every five years</li> <li>• Complies with accrediting entity, agency, or body's established annual recertification, training, and education, such as continuing education units or professional development hours, which may vary by organization, department, and agency.</li> <li>• Maintains immunizations as outlined by the Centers for Disease Control and Prevention (CDC) recommended adult immunization schedule for the United States of America.</li> <li>• Active member with an EMS-providing entity, organization, or agency.</li> <li>• Background checks as applicable law permits or requires.</li> </ul> <b>NOTES:</b> Not Specified
<b>Professional and Technical Licenses and Certifications</b>	<ul style="list-style-type: none"> <li>• Valid NYS EMT Certification</li> <li>• State issued driver's license</li> <li>• Valid CPR Certification</li> </ul> <b>NOTES:</b> Not Specified
<b>Ordering Specifications or Designations</b>	<ul style="list-style-type: none"> <li>• Can be ordered as an individual asset.</li> <li>• Can be ordered in conjunction with a team or unit.</li> <li>• Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment.</li> </ul>



## NEW YORK EMS POSITION QUALIFICATIONS

### NY Type 1

**Description:** The primary focus of the AEMT is to provide triage, assessment and limited advanced emergency medical care, under medical oversight. This may occur at an emergency scene until transportation resources arrive, during triage, from an emergency scene to a health care facility, or between health care facilities. The AEMT possesses the education and experience in areas of patient care that are commensurate with the patient care mission, provides care to minimize secondary injury and provides comfort to the patient and family while transporting the patient to an emergency care facility. The major difference between the Advanced Emergency Medical Technician and the Emergency Medical Technician is the AEMT's ability to perform limited advanced skills and pharmacological interventions.

### MINIMUM CRITERIA

<b>Education</b>	Completion of a state-approved AEMT program based on NHTSA National Standard Curriculum. <b>NOTES:</b> Not Specified
<b>Training</b>	<b>Completion of the following:</b> <ul style="list-style-type: none"> <li>• ICS-100 Introduction to the Incident Command System</li> <li>• ICS-200: ICS for Single Resources and Initial Action Incidents</li> <li>• IS-700: National Incident Management System, An Introduction</li> <li>• IS-800: National Response Framework, An Introduction</li> <li>• Training in accordance with Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) Part 1910.120: Hazardous Materials Awareness</li> <li>• Training in accordance with OSHA 29 CFR Part 1910.134: Respiratory Protection</li> <li>• Training in accordance with OSHA 29 CFR Part 1910.1030: Bloodborne Pathogens</li> </ul> <b>Recommended:</b> <ul style="list-style-type: none"> <li>- Authority Having Jurisdiction (AHJ) Emergency Vehicle Operators Course (EVOC) or equivalent</li> </ul> <b>NOTES:</b> Not Specified
<b>Experience</b>	<b>Knowledge, Skills, and Abilities:</b> <ul style="list-style-type: none"> <li>• Knowledge of state and local scope of practice parameters and skill sets</li> <li>• Knowledge of crew resource management</li> </ul> <b>NOTES:</b> Not Specified
<b>Physical / Medical Fitness</b>	Classified as Arduous <b>NOTES:</b> Not Specified
<b>Currency</b>	<b>Recommended:</b> <ul style="list-style-type: none"> <li>• Functions in this position during an incident response, planned event, operations-based exercise, drill, or simulation at least once every five years</li> <li>• Complies with accrediting entity, agency, or body's established annual recertification, training, and education, such as continuing education units or professional development hours, which may vary by organization, department, and agency.</li> <li>• Maintains immunizations as outlined by the Centers for Disease Control and Prevention (CDC) recommended adult immunization schedule for the United States of America.</li> <li>• Active member with an EMS-providing entity, organization, or agency.</li> <li>• Background checks as applicable law permits or requires.</li> </ul> <b>NOTES:</b> Not Specified
<b>Professional and Technical Licenses and Certifications</b>	<ul style="list-style-type: none"> <li>• Valid NYS AEMT Certification</li> <li>• State issued driver's license</li> <li>• Valid CPR Certification</li> </ul> <b>NOTES:</b> Not Specified
<b>Ordering Specifications or Designations</b>	<ul style="list-style-type: none"> <li>• Can be ordered as an individual asset.</li> <li>• Can be ordered in conjunction with a team or unit.</li> <li>• Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment.</li> </ul>



## NEW YORK EMS POSITION QUALIFICATIONS

### NY Type 1

**Description:** The primary focus of the EMT-CC is to provide emergency care based on advanced assessment and the formulation of a field impression, including basic and advanced skills focusing on the acute management and transportation of the broad range of adult patients who access the emergency medical system. The EMT-CC possesses the education and experience in areas of medicine and pre-hospital care commensurate with the patient care mission. Skills include triage, assessment, and ongoing monitoring capabilities as well as invasive and pharmacological interventions to reduce the morbidity and mortality associated with acute out-of-hospital medical and traumatic emergencies. The care provided is designed to minimize secondary injury and provide comfort to the patient and family while transporting the patient to an appropriate health care facility.

### MINIMUM CRITERIA

<b>Education</b>	Completion of a state-approved EMT-CC program based on the NYS Curriculum. <b>NOTES:</b> Not Specified
<b>Training</b>	<p><b>Completion of the following:</b></p> <ul style="list-style-type: none"> <li>• ICS-100 Introduction to the Incident Command System</li> <li>• ICS-200: ICS for Single Resources and Initial Action Incidents</li> <li>• IS-700: National Incident Management System, An Introduction</li> <li>• IS-800: National Response Framework, An Introduction</li> <li>• Training in accordance with Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) Part 1910.120: Hazardous Materials Awareness</li> <li>• Training in accordance with OSHA 29 CFR Part 1910.134: Respiratory Protection</li> <li>• Training in accordance with OSHA 29 CFR Part 1910.1030: Bloodborne Pathogens</li> </ul> <p><b>Recommended:</b></p> <ul style="list-style-type: none"> <li>- Authority Having Jurisdiction (AHJ) Emergency Vehicle Operators Course (EVOC) or equivalent</li> </ul> <p><b>NOTES:</b> Not Specified</p>
<b>Experience</b>	<p><b>Knowledge, Skills, and Abilities:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of state and local scope of practice parameters and skill sets</li> <li>• Knowledge of crew resource management</li> </ul> <p><b>NOTES:</b> Not Specified</p>
<b>Physical / Medical Fitness</b>	Classified as Arduous <b>NOTES:</b> Not Specified
<b>Currency</b>	<p><b>Recommended:</b></p> <ul style="list-style-type: none"> <li>• Functions in this position during an incident response, planned event, operations-based exercise, drill, or simulation at least once every five years</li> <li>• Complies with accrediting entity, agency, or body's established annual recertification, training, and education, such as continuing education units or professional development hours, which may vary by organization, department, and agency.</li> <li>• Maintains immunizations as outlined by the Centers for Disease Control and Prevention (CDC) recommended adult immunization schedule for the United States of America.</li> <li>• Active member with an EMS-providing entity, organization, or agency.</li> <li>• Background checks as applicable law permits or requires.</li> </ul> <p><b>NOTES:</b> Not Specified</p>
<b>Professional and Technical Licenses and Certifications</b>	<ul style="list-style-type: none"> <li>• Valid NYS EMT-CC Certification</li> <li>• State issued driver's license</li> <li>• Valid CPR Certification</li> </ul> <p><b>NOTES:</b> Not Specified</p>
<b>Ordering Specifications or Designations</b>	<ul style="list-style-type: none"> <li>• Can be ordered as an individual asset.</li> <li>• Can be ordered in conjunction with a team or unit.</li> <li>• Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment.</li> </ul>





## NEW YORK EMS POSITION QUALIFICATIONS

### NY Type 1

**Description:** Same as Type 2, PLUS:

The Critical Care Paramedic has advanced training and certification to provide care from initial pick up to destination for high-acuity patients providing unique, specialized care during transport including, but not limited to: heart-lung bypass support, ventricular assist devices, management of arterial lines/pulmonary artery catheters, central venous monitoring, transfusion and volume expansion, vasopressors, extracorporeal membrane oxygenation, fetal monitoring, ventilator management, and high-risk obstetrics.

### MINIMUM CRITERIA

<b>Education</b>	Same as Type 2, PLUS:
	<ul style="list-style-type: none"> <li>Graduate of critical care certification course</li> <li>Training, certification or daily practice in critical care, OR specialty certification commensurate with the mission.</li> </ul>
	<b>NOTES:</b> Not Specified
<b>Training</b>	Same as Type 2
	<b>NOTES:</b> Not Specified
<b>Experience</b>	Same as Type 2, PLUS:
	<b>Experience:</b> <ul style="list-style-type: none"> <li>Two years of critical care paramedic experience.</li> </ul>
	<b>NOTES:</b> Not Specified
<b>Physical / Medical Fitness</b>	Same as Type 2
	<b>NOTES:</b> Not Specified
<b>Currency</b>	<b>Recommended:</b>
	<ul style="list-style-type: none"> <li>Functions in this position during an incident response, planned event, operations-based exercise, drill, or simulation at least once every five years</li> <li>Complies with accrediting entity, agency, or body's established annual recertification, training, and education, such as continuing education units or professional development hours, which may vary by organization, department, and agency.</li> <li>Maintains immunizations as outlined by the Centers for Disease Control and Prevention (CDC) recommended adult immunization schedule for the United States of America.</li> <li>Active member with an EMS-providing entity, organization, or agency.</li> <li>Background checks as applicable law permits or requires.</li> </ul>
	<b>NOTES:</b> Not Specified
<b>Professional and Technical Licenses and Certifications</b>	Same as Type 2, PLUS:
	<ul style="list-style-type: none"> <li>Active Critical Care Paramedic Certification, or equivalent.</li> </ul>
	<b>NOTES:</b> Not Specified
<b>Ordering Specifications or Designations</b>	<ul style="list-style-type: none"> <li>Can be ordered as an individual asset.</li> <li>Can be ordered in conjunction with a team or unit.</li> </ul>
	<ul style="list-style-type: none"> <li>Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment.</li> </ul>



## NEW YORK EMS POSITION QUALIFICATIONS

### NY Type 2

**Description:** The primary focus of the paramedic is to provide emergency care based on advanced assessment and the formulation of a field impression, including basic and advanced skills focusing on the acute management and transportation of the broad range of patients who access the emergency medical system. The paramedic possesses the education and experience in areas of medicine and pre-hospital care commensurate with the patient care mission. Skills include triage, assessment, and ongoing monitoring capabilities as well as invasive and pharmacological interventions to reduce the morbidity and mortality associated with acute out-of-hospital medical and traumatic emergencies. The care provided is designed to minimize secondary injury and provide comfort to the patient and family while transporting the patient to an appropriate health care facility. The Paramedic is the minimum licensure level required for the full range of out-of-hospital care.

### MINIMUM CRITERIA

<b>Education</b>	Graduate of a nationally accredited paramedic program <b>NOTES:</b> Not Specified
<b>Training</b>	<b>Completion of the following:</b> <ul style="list-style-type: none"> <li>• ICS-100 Introduction to the Incident Command System</li> <li>• ICS-200: ICS for Single Resources and Initial Action Incidents</li> <li>• IS-700: National Incident Management System, An Introduction</li> <li>• IS-800: National Response Framework, An Introduction</li> <li>• Training in accordance with Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) Part 1910.120: Hazardous Materials Awareness</li> <li>• Training in accordance with OSHA 29 CFR Part 1910.134: Respiratory Protection</li> <li>• Training in accordance with OSHA 29 CFR Part 1910.1030: Bloodborne Pathogens</li> </ul> <b>Recommended:</b> <ul style="list-style-type: none"> <li>- Authority Having Jurisdiction (AHJ) Emergency Vehicle Operators Course (EVOC) or equivalent</li> </ul> <b>NOTES:</b> Not Specified
<b>Experience</b>	<b>Knowledge, Skills, and Abilities:</b> <ul style="list-style-type: none"> <li>• Knowledge of state and local scope of practice parameters and skill sets</li> <li>• Knowledge of crew resource management</li> </ul> <b>NOTES:</b> Not Specified
<b>Physical / Medical Fitness</b>	Classified as Arduous <b>NOTES:</b> Not Specified
<b>Currency</b>	<b>Recommended:</b> <ul style="list-style-type: none"> <li>• Functions in this position during an incident response, planned event, operations-based exercise, drill, or simulation at least once every five years</li> <li>• Complies with accrediting entity, agency, or body's established annual recertification, training, and education, such as continuing education units or professional development hours, which may vary by organization, department, and agency.</li> <li>• Maintains immunizations as outlined by the Centers for Disease Control and Prevention (CDC) recommended adult immunization schedule for the United States of America.</li> <li>• Active member with an EMS-providing entity, organization, or agency.</li> <li>• Background checks as applicable law permits or requires.</li> </ul> <b>NOTES:</b> Not Specified
<b>Professional and Technical Licenses and Certifications</b>	<ul style="list-style-type: none"> <li>• Valid NYS Paramedic Certification</li> <li>• State issued driver's license</li> <li>• Valid CPR Certification</li> <li>• Valid ACLS Certification</li> <li>• Valid PALS Certification</li> </ul> <b>NOTES:</b> Not Specified
<b>Ordering Specifications or Designations</b>	<ul style="list-style-type: none"> <li>• Can be ordered as an individual asset.</li> <li>• Can be ordered in conjunction with a team or unit.</li> <li>• Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment.</li> </ul>





## NEW YORK EMS POSITION QUALIFICATIONS

### NY Type 1

**Description:** Nurse Supervisor

Same as Type 2, PLUS:

Functions as the nurse manager, supervising a team of other nurses and patient care providers.

### MINIMUM CRITERIA

<b>Education</b>	Completion of a Bachelor of Science in Nursing (BSN)
	<b>NOTES:</b> Not Specified
<b>Training</b>	Same as Type 3
	<b>NOTES:</b> Not Specified
<b>Experience</b>	Same as Type 3, PLUS: Three years of experience in a supervisory position within a healthcare setting, such as a hospital, health system, agency, or service, overseeing nurses providing direct patient care commensurate with the mission assignment
	<b>NOTES:</b> Not Specified
<b>Physical / Medical Fitness</b>	Same as Type 2
	<b>NOTES:</b> Not Specified
<b>Currency</b>	<b>Recommended:</b> <ul style="list-style-type: none"><li>• Functions in this position during an incident response, planned event, operations-based exercise, drill, or simulation at least once every five years</li><li>• Complies with accrediting entity, agency, or body's established annual recertification, training, and education, such as continuing education units or professional development hours, which may vary by organization, department, and agency.</li><li>• Maintains immunizations as outlined by the Centers for Disease Control and Prevention (CDC) recommended adult immunization schedule for the United States of America.</li><li>• Active member with an EMS-providing entity, organization, or agency.</li><li>• Background checks as applicable law permits or requires.</li></ul>
	<b>NOTES:</b> Not Specified
<b>Professional and Technical Licenses and Certifications</b>	Same as Type 3
	<b>NOTES:</b> Not Specified
<b>Ordering Specifications or Designations</b>	<ul style="list-style-type: none"><li>• Can be ordered as an individual asset.</li><li>• Can be ordered in conjunction with a team or unit.</li><li>• Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment.</li></ul>



## NEW YORK EMS POSITION QUALIFICATIONS

### NY Type 2

**Description:** Specialty Care Nurse

Same as Type 3, PLUS:

Practices a specialty to treat and manage specific injuries, illness, and exposures.

### MINIMUM CRITERIA

<b>Education</b>	Same as Type 3, PLUS: Completion of educational criteria for specialty preparation.
	<b>NOTES:</b> Specialties may include infectious disease, public health, emergency care, critical care, cardiovascular care, interventional radiology, perioperative care, neuroscience, nephrology, psychiatric care, pediatric care, obstetrical care, neonatal care, oncology, hospice and palliative care, medical/surgical care, and rehabilitation.
<b>Training</b>	Same as Type 3
	<b>NOTES:</b> Not Specified
<b>Experience</b>	Same as Type 3, PLUS: One year of experience in the specialty practice area
	<b>NOTES:</b> Not Specified
<b>Physical / Medical Fitness</b>	Classified as Arduous
	<b>NOTES:</b> Not Specified
<b>Currency</b>	Same as Type 3, PLUS: Currently works in direct patient care environment, using a specialty practice area, within a healthcare setting, such as a hospital, health system, agency, or service commensurate with the mission assignment
	<b>NOTES:</b> Not Specified
<b>Professional and Technical Licenses and Certifications</b>	Same as Type 3
	<b>NOTES:</b> Not Specified
<b>Ordering Specifications or Designations</b>	<ul style="list-style-type: none"><li>• Can be ordered as an individual asset.</li><li>• Can be ordered in conjunction with a team or unit.</li><li>• Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment.</li></ul>



## NEW YORK EMS POSITION QUALIFICATIONS

### NY Type 2

**Description:** The Registered Nurse (RN): provides health care to individuals, families, and communities; promotes health, disease prevention, and comprehensive health care; assesses patients' and families' health status and needs (physical, emotional, psychological, and social); provides clinical assessment and treatment; coordinates multidisciplinary care and other patient care needs in a variety of settings or coordinates assessment and intervention at a community level; provides clinical assessment of functional and access needs and special medical needs.

### MINIMUM CRITERIA

<b>Education</b>	Graduate of an accredited nursing program <b>NOTES:</b> Not Specified
<b>Training</b>	<b>Completion of the following:</b> <ul style="list-style-type: none"> <li>• ICS-100 Introduction to the Incident Command System</li> <li>• ICS-200: ICS for Single Resources and Initial Action Incidents</li> <li>• IS-700: National Incident Management System, An Introduction</li> <li>• IS-800: National Response Framework, An Introduction</li> <li>• Training in accordance with Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) Part 1910.120: Hazardous Materials Awareness</li> <li>• Training in accordance with OSHA 29 CFR Part 1910.134: Respiratory Protection</li> <li>• Training in accordance with OSHA 29 CFR Part 1910.1030: Bloodborne Pathogens</li> </ul> <b>NOTES:</b> Not Specified
<b>Experience</b>	Two years of experience in a clinical practice setting such as a hospital, health system, agency, or service commensurate with the mission assignment. <b>NOTES:</b> Not Specified
<b>Physical / Medical Fitness</b>	Classified as Arduous <b>NOTES:</b> Not Specified
<b>Currency</b>	<b>Recommended:</b> <ul style="list-style-type: none"> <li>• Functions in this position during an incident response, planned event, operations-based exercise, drill, or simulation at least once every five years</li> <li>• Complies with accrediting entity, agency, or body's established annual recertification, training, and education, such as continuing education units or professional development hours, which may vary by organization, department, and agency.</li> <li>• Maintains immunizations as outlined by the Centers for Disease Control and Prevention (CDC) recommended adult immunization schedule for the United States of America.</li> <li>• Currently works in a health care setting, such as a hospital, health system, agency, or service commensurate with the mission assignment.</li> <li>• Background checks as applicable law permits or requires.</li> </ul> <b>NOTES:</b> Not Specified
<b>Professional and Technical Licenses and Certifications</b>	Legal authority in NYS to function as an RN without restrictions. <b>NOTES:</b> Not Specified
<b>Ordering Specifications or Designations</b>	<ul style="list-style-type: none"> <li>• Can be ordered as an individual asset.</li> <li>• Can be ordered in conjunction with a team or unit.</li> <li>• Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment.</li> </ul>



## NEW YORK EMS POSITION QUALIFICATIONS

### NY Type 1

**Description:** Medical Control Telecommunicator - ALS

Same as Type 3, PLUS:

Responsible for the coordination of EMS field units requesting online medical control orders and guidance. Triage medical control requests and, acting under the supervision of a medical control physician, provides medical control orders to EMS field units via radio or telephone.

### MINIMUM CRITERIA

<b>Education</b>	Same as Type 3, PLUS: Graduate of a nationally accredited paramedic program; OR Graduate of a New York State Critical Care EMT program.
	<b>NOTES:</b> Not Specified
<b>Training</b>	Same as Type 3
	<b>NOTES:</b> Not Specified
<b>Experience</b>	Same as Type 3,
	<b>NOTES:</b> Not Specified
<b>Physical / Medical Fitness</b>	Same as Type 3
	<b>NOTES:</b> Not Specified
<b>Currency</b>	Same as Type 3
	<b>NOTES:</b> Not Specified
<b>Professional and Technical Licenses and Certifications</b>	<ul style="list-style-type: none"><li>Valid NYS Paramedic Certification, OR Valid NYS EMT-CC Certification</li><li>Valid CPR Certification</li></ul>
	<b>NOTES:</b> MD
<b>Ordering Specifications or Designations</b>	<ul style="list-style-type: none"><li>Can be ordered as an individual asset.</li><li>Can be ordered in conjunction with a team or unit.</li><li>Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment.</li></ul>



## NEW YORK EMS POSITION QUALIFICATIONS

### NY Type 2

**Description:** Telecommunicator EMD

Same as Type 1, PLUS:

Answers incoming calls, gathers information related to medical emergencies, provides assistance and instructions by voice, prior to the arrival of emergency medical services (EMS), and dispatches and support of EMS resources responding to an emergency call.

### MINIMUM CRITERIA

<b>Education</b>	Same as Type 3, PLUS: Completion of a nationally recognized emergency medical dispatch (EMD) course.
	<b>NOTES:</b>
<b>Training</b>	Same as Type 3
	<b>NOTES:</b> Not Specified
<b>Experience</b>	Same as Type 3
	<b>NOTES:</b> Not Specified
<b>Physical / Medical Fitness</b>	Same as Type 3
	<b>NOTES:</b>
<b>Currency</b>	Same as Type 3,
	<b>NOTES:</b> Not Specified
<b>Professional and Technical Licenses and Certifications</b>	Same as Type 3, PLUS:
	Active EMD Certification OR Valid NYS EMT Certification.
	Valid CPR Certification
<b>Ordering Specifications or Designations</b>	<b>NOTES:</b> Not Specified
	<ul style="list-style-type: none"><li>• Can be ordered as an individual asset.</li><li>• Can be ordered in conjunction with a team or unit.</li><li>• Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment.</li></ul>

## NEW YORK EMS POSITION QUALIFICATIONS

### NY Type 3

**Description:** The primary focus of the EMS Telecommunicator is to receive and prioritize incoming information and process information using a computer-aided-dispatch (CAD) system, monitor working units in the field or deployed area along with the retrieval and entering of computer data for emergency response personnel within the deployed area. The EMS Telecommunicator is responsible for tracking the status and location of all EMS personnel and EMS vehicles and transmitting and receiving messages and information to EMS units using various communications devices.

### MINIMUM CRITERIA

<b>Education</b>	<ul style="list-style-type: none"> <li>Completion of APCO or equivalent recognized Telecommunicator training program recommended.</li> </ul>
	<b>NOTES:</b> Not Specified
<b>Training</b>	<p><b>Completion of the following:</b></p> <ul style="list-style-type: none"> <li>ICS-100 Introduction to the Incident Command System</li> <li>IS-700: National Incident Management System, An Introduction</li> <li>IS-800: National Response Framework, An Introduction</li> <li>Training in accordance with Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) Part 1910.120: Hazardous Materials Awareness</li> </ul>
	<b>NOTES:</b> * denotes recommended training
<b>Experience</b>	<ul style="list-style-type: none"> <li>Two (2) years of emergency service dispatch experience recommended.</li> </ul>
	<b>NOTES:</b> Not Specified
<b>Physical / Medical Fitness</b>	Classified as Arduous
	<b>NOTES:</b>
<b>Currency</b>	<p><b>Recommended:</b></p> <ul style="list-style-type: none"> <li>Functions in this position during an incident response, planned event, operations-based exercise, drill, or simulation at least once every five years</li> <li>Maintains immunizations as outlined by the Centers for Disease Control and Prevention (CDC) recommended adult immunization schedule for the United States of America.</li> <li>Background checks as applicable law permits or requires.</li> <li>Individuals must be healthy enough to function under field conditions, which may include: 12-hour shifts, austere conditions (possibilities of no showers, housing in tents and portable toilets; extreme weather (long exposure to the weather elements with a lack of air conditioning and long periods of standing.</li> <li>Individuals should not have any physical conditions or impairments</li> </ul>
	<b>NOTES:</b> Not Specified
<b>Professional and Technical Licenses and Certifications</b>	<b>NOTES:</b> Not Specified
<b>Ordering Specifications or Designations</b>	<ul style="list-style-type: none"> <li>Can be ordered as an individual asset.</li> <li>Can be ordered in conjunction with a team or unit.</li> <li>Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment.</li> </ul>



## NEW YORK EMS POSITION QUALIFICATIONS

### NY Type 1

**Description:** Licensed Practical Nurse Supervisor

Same as Type 2, PLUS:

Functions as the LPN manager, supervising a team of other LPNs and patient care providers.

### MINIMUM CRITERIA

<b>Education</b>	Graduate of an accredited licensed practical nursing program
	<b>NOTES:</b> Not Specified
<b>Training</b>	Same as Type 2
	<b>NOTES:</b> Not Specified
<b>Experience</b>	Same as Type 2, PLUS: Three years of experience in a supervisory position within a healthcare setting, such as a hospital, health system, agency, or service, overseeing nurses providing direct patient care commensurate with the mission assignment
	<b>NOTES:</b> Not Specified
<b>Physical / Medical Fitness</b>	Same as Type 2
	<b>NOTES:</b> Not Specified
<b>Currency</b>	Same as Type 2
	<b>NOTES:</b> Not Specified
<b>Professional and Technical Licenses and Certifications</b>	Same as Type 2
	<b>NOTES:</b> Not Specified
<b>Ordering Specifications or Designations</b>	<ul style="list-style-type: none"><li>• Can be ordered as an individual asset.</li><li>• Can be ordered in conjunction with a team or unit.</li><li>• Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment.</li></ul>

## NEW YORK EMS POSITION QUALIFICATIONS

### NY Type 2

**Description:** The Licensed Practical Nurse (LPN); provides health care to individuals, families, and communities; promotes health, disease prevention, and comprehensive health care; assesses patients' and families' health status and needs (physical, emotional, psychological, and social); provides clinical assessment and treatment; coordinates patient care needs in a variety of settings or coordinates ongoing care of patients after initial assessment and treatment path has been determined; provides clinical assessment of functional and access needs and special medical needs.

### MINIMUM CRITERIA

<b>Education</b>	Graduate of an accredited licensed practical nurse program <b>NOTES:</b> Not Specified
<b>Training</b>	<b>Completion of the following:</b> <ul style="list-style-type: none"> <li>• ICS-100 Introduction to the Incident Command System</li> <li>• ICS-200: ICS for Single Resources and Initial Action Incidents</li> <li>• IS-700: National Incident Management System, An Introduction</li> <li>• IS-800: National Response Framework, An Introduction</li> <li>• Training in accordance with Occupational Safety and Health Administration (OSHA) 29 Code of Federal Regulations (CFR) Part 1910.120: Hazardous Materials Awareness</li> <li>• Training in accordance with OSHA 29 CFR Part 1910.134: Respiratory Protection</li> <li>• Training in accordance with OSHA 29 CFR Part 1910.1030: Bloodborne Pathogens</li> </ul> <b>NOTES:</b> Not Specified
<b>Experience</b>	One year of experience in a clinical practice setting such as a hospital, health system, agency, or service commensurate with the mission assignment. <b>NOTES:</b> Not Specified
<b>Physical / Medical Fitness</b>	Classified as Arduous <b>NOTES:</b> Not Specified
<b>Currency</b>	<b>Recommended:</b> <ul style="list-style-type: none"> <li>• Functions in this position during an incident response, planned event, operations-based exercise, drill, or simulation at least once every five years</li> <li>• Complies with accrediting entity, agency, or body's established annual recertification, training, and education, such as continuing education units or professional development hours, which may vary by organization, department, and agency.</li> <li>• Maintains immunizations as outlined by the Centers for Disease Control and Prevention (CDC) recommended adult immunization schedule for the United States of America.</li> <li>• Currently works in a health care setting, such as a hospital, health system, agency, or service commensurate with the mission assignment.</li> <li>• Background checks as applicable law permits or requires.</li> </ul> <b>NOTES:</b> Not Specified
<b>Professional and Technical Licenses and Certifications</b>	Legal authority in NYS to function as an LPN without restrictions. <b>NOTES:</b> Not Specified
<b>Ordering Specifications or Designations</b>	<ul style="list-style-type: none"> <li>• Can be ordered as an individual asset.</li> <li>• Can be ordered in conjunction with a team or unit.</li> <li>• Discuss logistics for deploying this position, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment.</li> </ul>



## Attachment H

for CONTRACTOR that creates, receives, maintains or transmits individually identifiable health information on behalf of a New York State Department of Health HIPAA-Covered Program

- I. Definitions. For purposes of this Appendix H of this AGREEMENT:
  - A. “Business Associate” shall mean CONTRACTOR.
  - B. “Covered Program” shall mean the STATE.
  - C. Other terms used, but not otherwise defined, in this AGREEMENT shall have the same meaning as those terms in the federal Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), the Health Information Technology for Economic and Clinical Health Act (“HITECH”) and implementing regulations, including those at 45 CFR Parts 160 and 164.
- II. Obligations and Activities of Business Associate:
  - A. Business Associate agrees to not use or disclose Protected Health Information other than as permitted or required by this AGREEMENT or as Required By Law.
  - B. Business Associate agrees to use the appropriate administrative, physical and technical safeguards to prevent use or disclosure of the Protected Health Information other than as provided for by this AGREEMENT and to comply with the security standards for the protection of electronic protected health information in 45 CFR Part 164, Subpart C. Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a use or disclosure of Protected Health Information by Business Associate in violation of the requirements of this AGREEMENT.
  - C. Business Associate agrees to report to Covered Program as soon as reasonably practicable any use or disclosure of the Protected Health Information not provided for by this AGREEMENT of which it becomes aware. Business Associate also agrees to report to Covered Program any Breach of Unsecured Protected Health Information of which it becomes aware. Such report shall include, to the extent possible:
    - 1. A brief description of what happened, including the date of the Breach and the date of the discovery of the Breach, if known;
    - 2. A description of the types of Unsecured Protected Health Information that were involved in the Breach (such as whether full name, social security number, date of birth, home address, account number, diagnosis, disability code, or other types of information were involved);
    - 3. Any steps individuals should take to protect themselves from potential harm resulting from the breach;
    - 4. A description of what Business Associate is doing to investigate the Breach, to mitigate harm to individuals, and to protect against any further Breaches; and
    - 5. Contact procedures for Covered Program to ask questions or learn additional information.
  - D. Business Associate agrees, in accordance with 45 CFR § 164.502(e)(1)(ii), to ensure that any Subcontractors that create, receive, maintain, or transmit Protected Health Information on behalf of the Business Associate agree to the same

restrictions and conditions that apply to Business Associate with respect to such information.

- E. Business Associate agrees to provide access, at the request of Covered Program, and in the time and manner designated by Covered Program, to Protected Health Information in a Designated Record Set, to Covered Program in order for Covered Program to comply with 45 CFR § 164.524.
  - F. Business Associate agrees to make any amendment(s) to Protected Health Information in a Designated Record Set that Covered Program directs in order for Covered Program to comply with 45 CFR § 164.526.
  - G. Business Associate agrees to document such disclosures of Protected Health Information and information related to such disclosures as would be required for Covered Program to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 CFR § 164.528; and Business Associate agrees to provide to Covered Program, in time and manner designated by Covered Program, information collected in accordance with this AGREEMENT, to permit Covered Program to comply with 45 CFR § 164.528.
  - H. Business Associate agrees, to the extent the Business Associate is to carry out Covered Program's obligation under 45 CFR Part 164, Subpart E, to comply with the requirements of 45 CFR Part 164, Subpart E that apply to Covered Program in the performance of such obligation.
  - I. Business Associate agrees to make internal practices, books, and records, including policies and procedures and Protected Health Information, relating to the use and disclosure of Protected Health Information received from, or created or received by Business Associate on behalf of, Covered Program available to Covered Program, or to the Secretary of the federal Department of Health and Human Services, in a time and manner designated by Covered Program or the Secretary, for purposes of the Secretary determining Covered Program's compliance with HIPAA, HITECH and 45 CFR Parts 160 and 164.
- III. Permitted Uses and Disclosures by Business Associate
- A. Except as otherwise limited in this AGREEMENT, Business Associate may only use or disclose Protected Health Information as necessary to perform functions, activities, or services for, or on behalf of, Covered Program as specified in this AGREEMENT.
  - B. Business Associate may use Protected Health Information for the proper management and administration of Business Associate.
  - C. Business Associate may disclose Protected Health Information as Required By Law.
- IV. Term and Termination
- A. This AGREEMENT shall be effective for the term as specified on the cover page of this AGREEMENT, after which time all of the Protected Health Information provided by Covered Program to Business Associate, or created or received by Business Associate on behalf of Covered Program, shall be destroyed or returned to Covered Program; provided that, if it is infeasible to return or destroy Protected Health Information, protections are extended to such information, in accordance with the termination provisions in this Appendix H of this AGREEMENT.

- B. Termination for Cause. Upon Covered Program's knowledge of a material breach by Business Associate, Covered Program may provide an opportunity for Business Associate to cure the breach and end the violation or may terminate this AGREEMENT if Business Associate does not cure the breach and end the violation within the time specified by Covered Program, or Covered Program may immediately terminate this AGREEMENT if Business Associate has breached a material term of this AGREEMENT and cure is not possible.
- C. Effect of Termination.
  - 1. Except as provided in paragraph (c)(2) below, upon termination of this AGREEMENT, for any reason, Business Associate shall return or destroy all Protected Health Information received from Covered Program, or created or received by Business Associate on behalf of Covered Program. This provision shall apply to Protected Health Information that is in the possession of subcontractors or agents of Business Associate. Business Associate shall retain no copies of the Protected Health Information.
  - 2. In the event that returning or destroying the Protected Health Information is infeasible, Business Associate shall provide to Covered Program notification of the conditions that make return or destruction infeasible. Upon mutual agreement of Business Associate and Covered Program that return or destruction of Protected Health Information is infeasible, Business Associate shall extend the protections of this AGREEMENT to such Protected Health Information and limit further uses and disclosures of such Protected Health Information to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such Protected Health Information.

V. Violations

- A. Any violation of this AGREEMENT may cause irreparable harm to the STATE. Therefore, the STATE may seek any legal remedy, including an injunction or specific performance for such harm, without bond, security or necessity of demonstrating actual damages.
- B. Business Associate shall indemnify and hold the STATE harmless against all claims and costs resulting from acts/omissions of Business Associate in connection with Business Associate's obligations under this AGREEMENT. Business Associate shall be fully liable for the actions of its agents, employees, partners or subcontractors and shall fully indemnify and save harmless the STATE from suits, actions, damages and costs, of every name and description relating to breach notification required by 45 CFR Part 164 Subpart D, or State Technology Law § 208, caused by any intentional act or negligence of Business Associate, its agents, employees, partners or subcontractors, without limitation; provided, however, that Business Associate shall not indemnify for that portion of any claim, loss or damage arising hereunder due to the negligent act or failure to act of the STATE.

VI. Miscellaneous

- A. Regulatory References. A reference in this AGREEMENT to a section in the Code of Federal Regulations means the section as in effect or as amended, and for which compliance is required.

- B. Amendment. Business Associate and Covered Program agree to take such action as is necessary to amend this AGREEMENT from time to time as is necessary for Covered Program to comply with the requirements of HIPAA, HITECH and 45 CFR Parts 160 and 164.
- C. Survival. The respective rights and obligations of Business Associate under (IV)(C) of this Appendix H of this AGREEMENT shall survive the termination of this AGREEMENT.
- D. Interpretation. Any ambiguity in this AGREEMENT shall be resolved in favor of a meaning that permits Covered Program to comply with HIPAA, HITECH and 45 CFR Parts 160 and 164.
- E. HIV/AIDS. If HIV/AIDS information is to be disclosed under this AGREEMENT, Business Associate acknowledges that it has been informed of the confidentiality requirements of Public Health Law Article 27-F.

## Attachment M

### PARTICIPATION BY MINORITY GROUP MEMBERS AND WOMEN WITH RESPECT TO STATE CONTRACTS: REQUIREMENTS AND PROCEDURES

#### **I. General Provisions**

- A. The New York State Department of Health is required to implement the provisions of New York State Executive Law Article 15-A and 5 NYCRR Parts 140-145 (“MWBE Regulations”) for all State contracts as defined therein, with a value (1) in excess of \$25,000 for labor, services, equipment, materials, or any combination of the foregoing or (2) in excess of \$ 100,000 for real property renovations and construction.
- B. The Contractor to the subject contract (the “Contractor” and the “Contract,” respectively) agrees, in addition to any other nondiscrimination provision of the Contract and at no additional cost to the New York State New York State Department of Health (the “New York State Department of Health”), to fully comply and cooperate with the New York State Department of Health in the implementation of New York State Executive Law Article 15-A. These requirements include equal employment opportunities for minority group members and women (“EEO”) and contracting opportunities for certified minority and women-owned business enterprises (“MWBEs”). Contractor’s demonstration of “good faith efforts” pursuant to 5 NYCRR §142.8 shall be a part of these requirements. These provisions shall be deemed supplementary to, and not in lieu of, the nondiscrimination provisions required by New York State Executive Law Article 15 (the “Human Rights Law”) or other applicable federal, state or local laws.
- C. Failure to comply with all of the requirements herein may result in a finding of non-responsiveness, non-responsibility and/or a breach of contract, leading to the withholding of funds or such other actions, liquidated damages pursuant to Section VII of this Attachment or enforcement proceedings as allowed by the Contract.

#### **II. Contract Goals**

- A. For purposes of this contract, the New York State Department of Health hereby establishes a goal of 0% for Minority and Women-Owned Business Enterprises (“MWBE”) participation on any eligible expenses including subcontracted labor or services, equipment, materials, or any combined purchase of the foregoing under this contract. The goal on the eligible portion of this contract will be 0% for Minority-Owned Business Enterprises (“MBE”) participation and 0% for Women-Owned Business Enterprises (“WBE”) participation (based on the current availability of qualified MBEs and WBEs).
- B. For purposes of providing meaningful participation by MWBEs on the Contract and achieving the Contract Goals established in Section II-A hereof, Contractor should reference the directory of New York State Certified MBWEs found at the following internet address:  
<https://ny.newnycontracts.com/>

Additionally, Contractor is encouraged to contact the Division of Minority and Woman Business Development ((518) 292-5250; (212) 803-2414; or (716) 846-8200) to discuss additional methods of maximizing participation by MWBEs on the Contract.

- C. Where MWBE goals have been established herein, pursuant to 5 NYCRR §142.8, Contractor must document “good faith efforts” to provide meaningful participation by MWBEs as subcontractors or suppliers in the performance of the Contract. In accordance with Section 316-a of Article 15-A and 5 NYCRR §142.13, the Contractor acknowledges that if Contractor is found to have willfully and intentionally failed to comply with the MWBE participation goals set forth in the Contract, such a finding constitutes a breach of contract and the Contractor shall be liable to the New York State Department of Health for liquidated or other appropriate damages, as set forth herein.

### **III. Equal Employment Opportunity (EEO)**

- A. Contractor agrees to be bound by the provisions of Article 15-A and the MWBE Regulations promulgated by the Division of Minority and Women's Business Development of the Department of Economic Development (the “Division”). If any of these terms or provisions conflict with applicable law or regulations, such laws and regulations shall supersede these requirements.
- B. Contractor shall comply with the following provisions of Article 15-A:
1. Contractor and Subcontractors shall undertake or continue existing EEO programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. For these purposes, EEO shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation.
  2. The Contractor shall submit an EEO policy statement to the New York State Department of Health within seventy two (72) hours after the date of the notice by New York State Department of Health to award the Contract to the Contractor.
  3. If Contractor or Subcontractor does not have an existing EEO policy statement, the New York State Department of Health may provide the Contractor or Subcontractor a model statement (see Form #5 - Minority and Women-Owned Business Enterprises Equal Employment Opportunity Policy Statement).
  4. The Contractor’s EEO policy statement shall include the following language:
    - a. The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, age, disability or marital status, will undertake or continue existing EEO programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination, and shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force.
    - b. The Contractor shall state in all solicitations or advertisements for employees that, in the performance of the contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.
    - c. The Contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union,

or representative will not discriminate on the basis of race, creed, color, national origin, sex age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of the Contractor's obligations herein.

- d. The Contractor will include the provisions of Subdivisions (a) through (c) of this Subsection 4 and Paragraph "D" of this Section III, which provides for relevant provisions of the Human Rights Law, in every subcontract in such a manner that the requirements of the subdivisions will be binding upon each subcontractor as to work in connection with the Contract.

#### C. Form #4 - Staffing Plan

To ensure compliance with this Section, the Contractor shall submit a staffing plan to document the composition of the proposed workforce to be utilized in the performance of the Contract by the specified categories listed, including ethnic background, gender, and Federal occupational categories. Contractors shall complete the Staffing plan form and submit it as part of their bid or proposal or within a reasonable time, but no later than the time of award of the contract.

- D. Contractor shall comply with the provisions of the Human Rights Law, all other State and Federal statutory and constitutional non-discrimination provisions. Contractor and subcontractors shall not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status, and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

#### IV. MWBE Utilization Plan

- A. The Contractor represents and warrants that Contractor has submitted an MWBE Utilization Plan (Form #1) either prior to, or at the time of, the execution of the contract.
- B. Contractor agrees to use such MWBE Utilization Plan for the performance of MWBEs on the Contract pursuant to the prescribed MWBE goals set forth in Section III-A of this Attachment.
- C. Contractor further agrees that a failure to submit and/or use such MWBE Utilization Plan shall constitute a material breach of the terms of the Contract. Upon the occurrence of such a material breach, New York State Department of Health shall be entitled to any remedy provided herein, including but not limited to, a finding of Contractor non-responsiveness.

#### V. Waivers

- A. Contractors without eligible expenses as defined in Section II.A. or who are not able to meet the goal as stated in Section II.A. of this Attachment, must submit a Waiver request (Form #2) to the Department.
- B. If the Contractor, after making good faith efforts, is unable to comply with MWBE goals, the Contractor may submit a Request for Waiver form documenting good faith efforts by the Contractor to meet such goals. If the documentation included with the waiver request is complete, the New York State Department of Health shall evaluate the request and issue a written notice of acceptance or denial after the waiver has been fully processed.

- C. If the New York State Department of Health, upon review of the MWBE Utilization Plan and updated Quarterly MWBE Contractor Compliance Reports determines that Contractor is failing or refusing to comply with the Contract goals and no waiver has been issued in regards to such non-compliance, the New York State Department of Health may issue a notice of deficiency to the Contractor. The Contractor must respond to the notice of deficiency within seven (7) business days of receipt. Such response may include a request for partial or total waiver of MWBE Contract Goals.

## **VI. Quarterly MWBE Contractor Compliance Report**

- A. Contractor is required to submit a Quarterly MWBE Contractor Compliance Report to the New York State Department of Health by the 10<sup>th</sup> day following each end of quarter over the term of the Contract documenting the progress made towards achievement of the MWBE goals of the Contract. Data should be submitted via the online compliance system at <https://ny.newnycontracts.com>.

## **VII. Liquidated Damages - MWBE Participation**

- A. Where New York State Department of Health determines that Contractor is not in compliance with the requirements of the Contract and Contractor refuses to comply with such requirements, or if Contractor is found to have willfully and intentionally failed to comply with the MWBE participation goals, Contractor shall be obligated to pay to the New York State Department of Health liquidated damages.
- B. Such liquidated damages shall be calculated as an amount equaling the difference between:
  - 1. All sums identified for payment to MWBEs had the Contractor achieved the contractual MWBE goals; and
  - 2. All sums actually paid to MWBEs for work performed or materials supplied under the Contract.
- C. In the event a determination has been made which requires the payment of liquidated damages and such identified sums have not been withheld by the New York State Department of Health, Contractor shall pay such liquidated damages to the New York State Department of Health within sixty (60) days after they are assessed by the New York State Department of Health unless prior to the expiration of such sixtieth day, the Contractor has filed a complaint with the Director of the Division of Minority and Woman Business Development pursuant to Subdivision 8 of Section 313 of the Executive Law in which event the liquidated damages shall be payable if Director renders a decision in favor of the New York State Department of Health.



STATE OF NEW YORK  
WORKERS' COMPENSATION BOARD

**CERTIFICATE OF PARTICIPATION IN WORKERS' COMPENSATION  
COUNTY SELF-INSURANCE PLAN**

<b>1a. Legal name and address of participant in County Self-Insurance Plan</b>  City of Saratoga Springs 474 Broadway Saratoga Springs, NY 12866  <b>1b. Effective date of membership in the Plan</b> <u>1/1/1967</u> .	<b>1c. Telephone number of participant</b> 518-587-3550 Ext. 2612  <b>1d. NYS Unemployment Insurance Employer Registration Number of participant</b> 04-60110  <b>1e. Federal Employer Identification Number of participant</b> 14-6002423
<b>2. Name and address of the entity requesting proof of eligibility</b>  New York State Department of Health Bureau of Emergency Medical Services and Trauma Systems 875 Central Avenue Albany, NY 12206	<b>3. Name and address of County Self-Insurer</b>  Saratoga County Workers' Compensation Plan 40 McMaster Street Ballston Spa, NY 12020

This certifies that the participant referenced above is complying with the mandatory coverage requirements of the New York State Workers' Compensation Law as a participating member of the County Self-Insurance Plan listed above and participation in such County Self-Insurance Plan is still in force. The County Self-Insurer's Administrator will send this Certificate of Participation to the certificate holder listed in box 2.

If the membership of the participant listed in box 1a is terminated, the County Self-Insurer's Administrator will notify the certificate holder within 10 days of termination. (These notices may be sent by regular mail.) Otherwise, this certificate is valid for a maximum of one year from the date certified by the county self-insurer.

*If this certificate is no longer valid according to the above guidelines and the participant referenced in box "1a" continues to be named on a permit, license or contract issued by the certificate holder, the participant must provide the certificate holder either with a new certificate or other authorized proof the participant is complying with the mandatory coverage requirements of the New York State Workers' Compensation Law.*

**The County Self-Insurer must file this certificate with the Workers' Compensation Board's Self-Insurance Office.** (See reverse.)

**Under penalty of perjury, I certify that I am an authorized representative of the County Self-Insurer referenced above and that the participant has the coverage as depicted on this form.**

Certified by: Wendy Tennant  
(Print name of authorized representative of County Self-Insurer)

Certified by: Wendy Tennant 2/10/21  
(Signature) (Date)

Title: Workers' Compensation Specialist

Telephone Number: 518-885-2234

## **WORKERS' COMPENSATION LAW**

### **Section 57 Restriction on issue of permits and the entering into contracts unless compensation is secured.**

1. The head of a state or municipal department, board, commission or office authorized or required by law to issue any permit for or in connection with any work involving the employment of employees in a hazardous employment defined by this chapter, and notwithstanding any general or special statute requiring or authorizing the issue of such permits, shall not issue such permit unless proof duly subscribed by an insurance carrier is produced in a form satisfactory to the chair, that compensation for all employees has been secured as provided by this chapter. Nothing herein, however, shall be construed as creating any liability on the part of such state or municipal department, board, commission or office to pay any compensation to any such employee if so employed.
2. The head of a state or municipal department, board, commission or office authorized or required by law to enter into any contract for or in connection with any work involving the employment of employees in a hazardous employment defined by this chapter, notwithstanding any general or special statute requiring or authorizing any such contract, shall not enter into any such contract unless proof duly subscribed by an insurance carrier is produced in a form satisfactory to the chair, that compensation for all employees has been secured as provided by this chapter.


**Please Note:** This certificate is valid for a maximum of one year from the date this form is approved by the authorized representative of the County Self-Insurance Plan. After that date, if the participant continues to be named on a permit, license or contract issued by the above government entity, the participant must provide that government entity with a new certificate. The participant must also provide a new certificate upon notice of cancellation or change in status of such participation in the County Self-Insurance Plan.

**The County Self-Insurer must file a copy of this certificate with the Workers' Compensation Board Self-Insurance Office at the address listed below.**

Workers' Compensation Board  
Self-Insurance Office-3<sup>rd</sup> Floor  
328 State Street  
Schenectady, NY 12305



**PART 1. To be completed by Disability and Paid Family Leave Benefits Carrier or Licensed Insurance Agent of that Carrier**

<p>1a. Legal Name &amp; Address of Insured (use street address only)</p> <p>Work Location of Insured <i>(Only required if coverage is specifically limited to certain locations in New York State, i.e., Wrap-Up Policy)</i></p>	<p>1b. Business Telephone Number of Insured</p> <p>1c. Federal Employer Identification Number of Insured or Social Security Number</p>
<p>2. Name and Address of Entity Requesting Proof of Coverage (Entity Being Listed as the Certificate Holder)</p>	<p>3a. Name of Insurance Carrier</p> <p><b>ShelterPoint Life Insurance Company</b></p> <p>3b. Policy Number of Entity Listed in Box "1a"</p> <p>3c. Policy effective period _____ to _____</p>
<p>4. Policy provides the following benefits:</p> <p><input type="checkbox"/> A. Both disability and paid family leave benefits.</p> <p><input type="checkbox"/> B. Disability benefits only.</p> <p><input type="checkbox"/> C. Paid family leave benefits only.</p> <p>5. Policy covers:</p> <p><input type="checkbox"/> A. All of the employer's employees eligible under the NYS Disability and Paid Family Leave Benefits Law.</p> <p><input type="checkbox"/> B. Only the following class or classes of employer's employees:</p> <p>_____</p>	
<p>Under penalty of perjury, I certify that I am an authorized representative or licensed agent of the insurance carrier referenced above and that the named insured has NYS Disability and/or Paid Family Leave Benefits insurance coverage as described above.</p> <p>Date Signed _____ By  _____</p> <p>(Signature of insurance carrier's authorized representative or NYS Licensed Insurance Agent of that insurance carrier)</p> <p>Telephone Number _____ Name and Title _____</p>	
<p><b>IMPORTANT:</b> If Boxes 4A and 5A are checked, and this form is signed by the insurance carrier's authorized representative or NYS Licensed Insurance Agent of that carrier, this certificate is COMPLETE. Mail it directly to the certificate holder.</p> <p>If Box 4B, 4C or 5B is checked, this certificate is NOT COMPLETE for purposes of Section 220, Subd. 8 of the NYS Disability and Paid Family Leave Benefits Law. It must be mailed for completion to the Workers' Compensation Board, Plans Acceptance Unit, PO Box 5200, Binghamton, NY 13902-5200.</p>	

**PART 2. To be completed by the NYS Workers' Compensation Board (Only if Box 4C or 5B of Part 1 has been checked)**

<p style="text-align: center;"><b>State of New York Workers' Compensation Board</b></p> <p>According to information maintained by the NYS Workers' Compensation Board, the above-named employer has complied with the NYS Disability and Paid Family Leave Benefits Law with respect to all of his/her employees.</p>	
Date Signed _____	By _____ <small>(Signature of Authorized NYS Workers' Compensation Board Employee)</small>
Telephone Number _____	Name and Title _____

**Please Note:** Only insurance carriers licensed to write NYS disability and paid family leave benefits insurance policies and NYS licensed insurance agents of those insurance carriers are authorized to issue Form DB-120.1. **Insurance brokers are NOT authorized to issue this form.**



A RESOLUTION  
OF THE CITY COUNCIL  
OF THE CITY OF SARATOGA SPRINGS, NY

WHEREAS, in December of 2016 this Council issued a resolution in support of mutual respect and unity. That resolution plainly acknowledged that our city's strength is found in the character of its people, and that we have always solved problems by bringing together different people with different opinions and ideas. The resolution ended with a clear commitment to stand against "...any and all acts, by any person or persons, that are intended to demean, devalue or intimidate others because of their race, ethnicity, nation of origin, religion, gender, sexual identity, disability, or political views...we will remain united, as a council and as a community, to safeguard the rights and privileges of everyone in our city"; and

WHEREAS, in the years since that resolution, many of us have learned what some of us knew all along about the prevalence of racism in our country. Racism exists in every community in the United States. It exists in Saratoga Springs. It is only by the unequivocal recognition of that fact that we may begin to address the problem together; and

WHEREAS, we already know that it is wrong to say and do racist things, but we have learned that even those of us who are not deliberate racists can accept and tolerate the racist practices of others because we do not want to get involved, or for the sake of our own comfort. We have learned that we may sometimes benefit from injustice, even though we never intended to. We have learned that white privilege is not an insult, but a challenge. We acknowledge systemic racism is embedded in our institutions and must be challenged and eliminated. And we have learned that we can and must do better.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. This Council will exercise its authority as fully as possible to promote racial equity and fairness in our city, and to eliminate discriminatory systems and practices.
2. We will act to develop and cultivate a diverse and inclusive culture that recognizes the strengths that come from giving everyone the opportunity to contribute, participate, grow and succeed.
3. We will strive as a government to do what is right and just for all people and to make our schools, our community, our country, and our world a better place.

DATED:

CITY COUNCIL OF THE CITY OF  
SARATOGA SPRINGS, NEW YORK