

CONTRACT  
*Between*  
TOWN OF MILTON  
AND  
VILLAGE OF BALLSTON SPA - CAPITAL  
PROJECT CONTRIBUTION

## CONTRACT

THIS CONTRACT, made this \_\_\_\_\_ day of January, 2026, by and between the  
**TOWN OF MILTON**, a municipal corporation with offices at 503 Geyser Road, Ballston Spa,  
New York, 12020, hereinafter referred to as the "TOWN" and the **VILLAGE OF BALLSTON  
SPA**, a municipal corporation with offices located at 66 Front Street, Ballston Spa, New York,  
12020, hereinafter referred to as the "VILLAGE".

### WITNESSETH:

WHEREAS, the **VILLAGE OF BALLSTON SPA** maintains a public library in the  
Village of Ballston Spa; and

WHEREAS, many residents living in the Town of Milton are using the library facility;

and

WHEREAS, the **TOWN OF MILTON** received a letter from the Ballston Spa Library  
Board of Trustees requesting \$70,000.00 in funding to support the library's second Phase of its  
capital project and improvements; and

WHEREAS, the **TOWN OF MILTON TOWN BOARD** held a meeting with the  
Library Board of Trustees to discuss the project scope, costs, and timeline; and

WHEREAS, the **TOWN OF MILTON BUDGET COMMITTEE** was provided with  
the pertinent financial information from the Library Treasurer needed in order for them to make  
recommendation to the **TOWN BOARD**; and

WHEREAS, the **TOWN OF MILTON BUDGET COMMITTEE** recommended  
inclusion of \$35,000.00 in appropriations in the TOWN'S 2026 budget and the same amount in  
the 2027 budget to support the Library's renovation project.

NOW, THEREFORE, IT IS AGREED, the VILLAGE specifically agrees as required

by Section 109 of the New York General Municipal Law that VILLAGE is prohibited by law from assigning, transferring, conveying, subcontracting, or otherwise disposing of this AGREEMENT, or of VILLAGE'S right, title or interest therein without the previous consent in writing of the TOWN; and it is further

AGREED, this Agreement shall run from January 1, 2026 to December 31, 2026, a period of fifty-two (52) weeks. It is further agreed that it may be terminated by either party upon thirty (30) days' notice, with the amounts to be paid hereunder to be prorated accordingly, and it is further

AGREED, THE VILLAGE OF BALLSTON SPA will indemnify and hold harmless the TOWN from any claims, actions or liabilities arising out of its acts or omissions, and from any and all losses whatsoever occurring as a result of its activities for the Town of Milton while using the funds set forth in this Agreement and agrees to provide written proof of liability insurance to the Town, if so requested; and it is further

AGREED, by and between the parties hereto, the TOWN OF MILTON will pay to the VILLAGE OF BALLSTON SPA, the sum of THIRTY-FIVE THOUSAND and 00/100 DOLLARS (\$35,000.00) for the year 2026, said amount to be used specifically restricted for the approved Phase two capital projects and improvements of the library facility, and with said amount to be paid on or before February 28, 2026.

**IN WITNESS WHEREOF**, the parties have executed this Agreement on the date set forth next to their respective names.

TOWN OF MELTON

By: SCOTT OSTRANDER TOWN SUPERVISOR  
Date: \_\_\_\_\_

## VILLAGE OF BALLOSTON SPA

Date: \_\_\_\_\_ By: EDWARD DOUGHERTY MAYOR

STATE OF NEW YORK  
COUNTY OF SARATOGA

On \_\_\_\_\_ day of \_\_\_\_\_, in the year 2026, before me, the undersigned,  
personally appeared **SCOTT OSTRANDER**, of the **TOWN OF MILTON**, 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 Publicic

STATE OF NEW YORK  
COUNTY OF SARATOGA

On \_\_\_\_\_ day of FRANK ROSSI, JR., in the year 2026, before me, the undersigned, personally appeared **FRANK ROSSI, JR., MAYOR** of the VILLAGE OF BALLSTON SPA, 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

CONTRACT  
*Between*  
TOWN OF MILTON  
AND  
VILLAGE OF BALLSTON SPA - FAMILY FUN  
DAY, EASTER EGG HUNT, and HOLIDAY  
EVENTS INCLUDING BREAKFAST WITH SANTA

## CONTRACT

THIS CONTRACT, made this \_\_\_\_\_ day of January, 2026, by and between the  
TOWN OF MILTON, a municipal corporation with offices at 503 Geyser Road, Ballston Spa,  
New York, 12020, hereinafter referred to as the "TOWN", and the VILLAGE OF BALLSTON  
SPA, a municipal corporation with offices located at 66 Front Street, Ballston Spa, New York,  
12020, hereinafter referred to as the "VILLAGE".

### WITNESSETH:

WHEREAS, the VILLAGE OF BALLSTON SPA is interested in and dedicated to  
the improvement and enrichment of the quality of life for the citizens of the Village, which may  
include many residents of the Town of Milton, through the sponsorship of various programs and  
activities including *FAMILY FUN DAY, EASTER EGG HUNT, and HOLIDAY EVENTS*

*INCLUDING BREAKFAST WITH SANTA ("Events"); and*

WHEREAS, the TOWN BOARD OF THE TOWN OF MILTON ("TOWN BOARD"),  
deems it to be in the best interests of the health and welfare of the community to have these activities  
and services provided and available to the Town residents; and

WHEREAS, the TOWN BOARD feels these events are important to the needs of the  
residents and families of the Town of Milton.

NOW, THEREFORE, in consideration of the agreements hereinafter set forth, and other  
good and valuable consideration and pursuant to Section 109 of the New York General Municipal  
Law, the parties agree as follows:

1. The VILLAGE shall not assign, transfer, convey, subcontract, or otherwise dispose of this  
AGREEMENT, or of VILLAGE'S right, title or interest therein without the previous consent  
in writing of the TOWN.

2. This Agreement shall run from January 1, 2026 to December 31, 2026, a period of fifty-two (52) weeks.
3. The parties agree that this Agreement may be terminated by either party upon thirty (30) days' notice, with the amounts to be paid hereunder to be prorated accordingly.
4. The TOWN will contribute to the VILLAGE the sum of TWO THOUSAND FIVE HUNDRED and 00/100 DOLLARS (\$2,500.00) for the year 2026, toward the cost of conducting such Events allowing all TOWN residents to participate therein, to be paid on or before February 28, 2026 with the funds allocated \$750.00 to Family Fun Day, \$750.00 to the Easter Egg Hunt and \$1,000.00 to the Holiday Events.
5. The parties agree that in the event any one of these events are cancelled or does not take place, then said funds allocated to said event shall be forfeited, and not paid by the TOWN to the VILLAGE, or if already paid, shall be refunded by the VILLAGE to the TOWN.
5. The VILLAGE agrees to indemnify and hold harmless the TOWN from any claims, actions or liabilities arising out of its acts or omissions, and from any and all losses whatsoever occurring as a result of its activities for the TOWN while using the funds set forth in this Agreement and agrees to provide written proof of liability insurance to the TOWN, in accordance with TOWN requirements, upon request.
6. The TOWN will be given attribution related to any events conducted by the Mayor's Event's Task Force which utilizes these funds.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date set forth next to their respective names.

TOWN OF MILTON

Date: \_\_\_\_\_ By: SCOTT OSTRANDER, TOWN SUPERVISOR

VILLAGE OF BALLSTON SPA

Date: \_\_\_\_\_ By: FRANK ROSSI, JR., MAYOR

STATE OF NEW YORK

ss:

COUNTY OF SARATOGA

On \_\_\_\_\_ day of \_\_\_\_\_ in the year 2026, before me, the undersigned, personally appeared SCOTT OSTRANDER of the TOWN OF MILTON, 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

STATE OF NEW YORK

ss:

COUNTY OF SARATOGA

On \_\_\_\_\_ day of \_\_\_\_\_ in the year 2026, before me, the undersigned, personally appeared FRANK ROSSI, JR., MAYOR of the VILLAGE OF BALLSTON SPA, 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

CONTRACT  
*Between*  
TOWN OF MILTON  
AND  
VILLAGE OF BALLSTON SPA - SWIMMING POOL

## CONTRACT

THIS CONTRACT, made this \_\_\_\_\_ day of January, 2026, by and between the  
**TOWN OF MILTON**, a municipal corporation with offices at 503 Geyser Road, Ballston Spa,  
New York, 12020, hereinafter referred to as the "TOWN" and the **VILLAGE OF BALLSTON**  
SPA, a municipal corporation with offices located at 66 Front Street, Ballston Spa, New York,  
12020, hereinafter referred to as the "VILLAGE".

### WITNESSETH:

WHEREAS, the **VILLAGE OF BALLSTON SPA** has constructed an outdoor  
swimming pool facility, located in the Village of Ballston Spa; and

WHEREAS, many residents living in the Town of Milton are desirous of using said  
facility; and

WHEREAS, the **VILLAGE OF BALLSTON SPA** has incurred great expense in  
constructing such facility; and

WHEREAS, the **VILLAGE OF BALLSTON SPA** incurs significant debt to maintain  
said facility; and

WHEREAS, the **TOWN OF MILTON** feels this facility is important to the recreational  
needs of the residents of the Town of Milton and especially for their children; and

WHEREAS, the **VILLAGE OF BALLSTON SPA** will not surcharge those residing in  
the Town of Milton and living outside the Village any additional charge for use of the pool.

NOW, THEREFORE, IT IS AGREED, the **VILLAGE** specifically agrees as required  
by Section 109 of the New York General Municipal Law that **VILLAGE** is prohibited by law  
from assigning, transferring, conveying, subcontracting, or otherwise disposing of this

AGREEMENT, or of VILLAGE'S right, title or interest therein without the previous consent in writing of the TOWN; and it is further

AGREED, this Agreement shall run from January 1, 2026 to December 31, 2026, a period of fifty-two (52) weeks. It is further agreed that it may be terminated by either party upon thirty (30) days' notice, with the amounts to be paid hereunder to be prorated accordingly; and it is further

AGREED, by and between the parties hereto, the TOWN OF MILTON will pay to the VILLAGE OF BALLSTON SPA, the sum of SIXTEEN THOUSAND AND 00/100 DOLLARS (\$16,000.00) for the year 2026, so long as the pool facility is open to the public for its' normal hours of operation, and if not, said amount is forfeited or if already paid is to be paid back to the Town; said amount to be used for the swimming pool facility and to be paid in February, 2026; and it is further

AGREED, the VILLAGE OF BALLSTON SPA will not surcharge those residing in the Town of Milton and living outside the Village any additional charge for use of the pool; and it is further

AGREED, the VILLAGE OF BALLSTON SPA shall at all times have in place the appropriate insurance coverage, and agrees to name the TOWN OF MILTON as an additional insured under said policy; and it is further

AGREED, the VILLAGE OF BALLSTON SPA agrees to indemnify and hold harmless the TOWN from any claims, actions or liabilities arising out of its acts or omissions, and from any and all losses whatsoever occurring as a result of its activities for the Town of Milton while using the funds set forth in this Agreement and agrees to provide written proof of liability insurance to the Town, in accordance with Town requirements.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date set forth next to their respective names.

TOWN OF MILTON

Date: \_\_\_\_\_ By: SCOTT OSTRANDER, TOWN SUPERVISOR

VILLAGE OF BALLSTON SPA

Date: \_\_\_\_\_ By: FRANK ROSSI, JR., MAYOR

STATE OF NEW YORK

ss:

COUNTY OF SARATOGA

On \_\_\_\_\_ day of \_\_\_\_\_, in the year 2026, before me, the undersigned, personally appeared SCOTT OSTRANDER, of the TOWN OF MILTON, 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

STATE OF NEW YORK

ss:

COUNTY OF SARATOGA

On \_\_\_\_\_ day of \_\_\_\_\_, in the year 2026, before me, the undersigned, personally appeared FRANK ROSSI, JR., MAYOR of the VILLAGE OF BALLSTON SPA, 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

CONTRACT  
*Between*  
TOWN OF MILTON  
AND  
VILLAGE OF BALLSTON SPA - LIBRARY

## CONTRACT

THIS CONTRACT, made this \_\_\_\_\_ day of January, 2026, by and between the  
**TOWN OF MILTON**, a municipal corporation with offices at 503 Geyser Road, Ballston Spa,  
New York, 12020, hereinafter referred to as the "TOWN" and the **VILLAGE OF BALLSTON**  
**SPA**, a municipal corporation with offices located at 66 Front Street, Ballston Spa, New York,  
12020, hereinafter referred to as the "VILLAGE".

### WITNESSETH:

WHEREAS, the **VILLAGE OF BALLSTON SPA** maintains a public library in the  
Village of Ballston Spa; and

WHEREAS, many residents living in the Town of Milton are using the library facility;  
and

WHEREAS, the **VILLAGE OF BALLSTON SPA** provides the funds to support the  
operation of said library facility; and

WHEREAS, the **TOWN OF MILTON** feels this facility is important to the needs of the  
residents of the Town of Milton.

NOW, THEREFORE, IT IS AGREED, the VILLAGE specifically agrees as required  
by Section 109 of the New York General Municipal Law that VILLAGE is prohibited by law  
from assigning, transferring, conveying, subcontracting, or otherwise disposing of this  
AGREEMENT, or of VILLAGE'S right, title or interest therein without the previous consent in  
writing of the TOWN; and it is further

AGREED, this Agreement shall run from January 1, 2026 to December 31, 2026, a period of fifty-two (52) weeks. It is further agreed that it may be terminated by either party upon thirty (30) days' notice, with the amounts to be paid hereunder to be prorated accordingly, and it is further

AGREED, THE VILLAGE OF BALLSTON SPA will indemnify and hold harmless the TOWN from any claims, actions or liabilities arising out of its acts or omissions, and from any and all losses whatsoever occurring as a result of its activities for the Town of Milton while using the funds set forth in this Agreement and agrees to provide written proof of liability insurance to the Town, if so requested.

AGREED, by and between the parties hereto, the TOWN OF MILTON will pay to the VILLAGE OF BALLSTON SPA, the sum of FORTY-ONE THOUSAND and 00/100 DOLLARS (\$41,000.00) for the year 2026, said amount to be used for general purposes of the library facility, and to be paid in February, 2026.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date set forth

next to their respective names.

TOWN OF MILTON

Date:

By: SCOTT OSTRANDER, TOWN SUPERVISOR

VILLAGE OF BALLSTON SPA

Date:

By: FRANK ROSSI, JR., MAYOR

STATE OF NEW YORK  
ss:  
COUNTY OF SARATOGA

On \_\_\_\_\_ day of SCOTT OSTRANDER, in the year 2026, before me, the undersigned,  
personally appeared SCOTT OSTRANDER, of the TOWN OF MILLION, 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

STATE OF NEW YORK  
ss:  
COUNTY OF SARATOGA

On \_\_\_\_\_ day of FRANK ROSSI, JR., in the year 2026, before me, the undersigned,  
personally appeared FRANK ROSSI, JR., MAYOR of the VILLAGE OF BALLSTON SPA,  
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

# **Short Environmental Assessment Form**

## **Part I - Project Information**

### **Instructions for Completing**

**Part I – Project Information.** The applicant or project sponsor is responsible for the completion of Part I. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part I based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part I. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

### **Part I – Project and Sponsor Information**

Name of Action or Project: Adoption of Local Law 1 of 2026	Telephone: 518-885-5711
Project Location (describe, and attach a location map): Village of Ballston Spa	E-Mail: villageclerk@ballstonspa.gov
Brief Description of Proposed Action:  Local Law No. 1 of 2026, if adopted, amends Chapter 45, Article II "Residency Requirements" of the Code of the Village of Ballston Spa by (1) repealing and replacing Section 45-1, (2) repealing Section 43-3; (3) renumbering Section 45-4 to 45-3; and (4) adding new Section 45-5., permitting Village appointed officers to be residents of the Towns of Malta, Milton, and Ballston, and permitting all existing members of the Planning and Zoning Board of Appeals who do not currently meet residency requirements to finish their terms but not be re-appointed.	
Name of Applicant or Sponsor: Village of Ballston Spa Board of Trustees	State: NY Zip Code: 12020
Address: 66 Front Street	NO YES
City/PO: Ballston Spa	<input type="checkbox"/> <input checked="" type="checkbox"/>
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.	<input type="checkbox"/> <input checked="" type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval:	NO YES <input type="checkbox"/> <input type="checkbox"/>
3. a. Total acreage of the site of the proposed action? _____ acres b. Total acreage to be physically disturbed? _____ acres c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres	
4. Check all land uses that occur on, are adjoining or near the proposed action: <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify): <input type="checkbox"/> Parkland	

		NO	YES	N/A
5. Is the proposed action,		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. A permitted use under the zoning regulations?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. a. Will the proposed action result in a substantial increase in traffic above present levels?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Are public transportation services available at or near the site of the proposed action?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____				

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:	<input type="checkbox"/> Shoreline	<input type="checkbox"/> Forest	<input type="checkbox"/> Agricultural/grasslands	<input type="checkbox"/> Early mid-successional
	<input type="checkbox"/> Wetland	<input type="checkbox"/> Urban	<input type="checkbox"/> Suburban	
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO <input type="checkbox"/>	YES <input type="checkbox"/>		
16. Is the project site located in the 100-year flood plan?	NO <input type="checkbox"/>	YES <input type="checkbox"/>		
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes,	<input type="checkbox"/>	<input type="checkbox"/>		
a. Will storm water discharges flow to adjacent properties?	<input type="checkbox"/>	<input type="checkbox"/>		
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe:	<input type="checkbox"/>	<input type="checkbox"/>		
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment:	NO <input type="checkbox"/>	YES <input type="checkbox"/>		
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe:	<input type="checkbox"/>	<input type="checkbox"/>		
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe:	NO <input type="checkbox"/>	YES <input type="checkbox"/>		
<b>I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b>				
Applicant/sponsor/name:	Village of Ballston Spa		Date:	January 26, 2026
Signature:			Title:	Mayor

**PRINT FORM**

Project:	
Date:	

**Short Environmental Assessment Form**  
**Part 2 - Impact Assessment**

**Part 2 is to be completed by the Lead Agency.**

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing: a. public / private water supplies? b. public / private wastewater treatment utilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

PRINT FORM

Project:	
Date:	

## ***Short Environmental Assessment Form***

### ***Part 3 Determination of Significance***

For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

The Board of Trustees of the Village of Ballston Spa has taken a hard look at the environmental impacts which may occur as a result of the adoption of Local Law 1 of 2026 and has determined that the adoption will result in no significant environmental impact. The action will further have no adverse impacts on the public health or facilities. Further, the adoption of the law is a reasonable exercise of government authority. The purpose of the law is to provide clarification to the residency requirements of village officials, including planning and zoning board of appeals members.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

Village of Ballston Spa Board of Trustees

January 26, 2026

Name of Lead Agency

Mayor

Date

Print or Type Name of Responsible Officer in Lead Agency

Title of Responsible Officer

Signature of Preparer (if different from Responsible Officer)

January 26, 2026

**RESOLUTION**

**BOARD OF TRUSTEES**

**VILLAGE OF BALLSTON SPA**

**SUBJECT: ADOPTION OF LOCAL LAW 1 OF 2026 - A LAW TO AMEND CHAPTER 45,  
ARTICLE II, "RESIDENCY REQUIREMENTS" OF THE CODE OF THE VILLAGE OF  
BALLSTON SPA**

WHEREAS, the Board of Trustees of the Village of Ballston Spa ("Board") is considering the adoption of Local Law No. 1 of 2026, which would, if adopted, amend Chapter 45, Article II "Residency Requirements" of the Code of the Village of Ballston Spa by (1) repealing and replacing Section 45-1, (2) repealing Section 43-3; (3) renumbering Section 45-4 to 45-3; and (4) adding new Section 45-5, permitting Village appointed officers to be residents of the Towns of Malta, Milton, and Ballston, and permitting all existing members of the Planning and Zoning Board of Appeals who do not currently meet residency requirements to finish their terms but not be re-appointed, and

WHEREAS, the Board finds that the adoption of Local Law No. 1 of 2026 is a necessary and proper exercise of authority by the Board; and

WHEREAS, pursuant to Section 20 of the Municipal Home Rule Law, a public hearing on the proposed adoption of Local Law 1 of 2026 was duly conducted on January 26, 2026, at 7:01 p.m. at the Ballston Spa Public Library; and

WHEREAS, the Board has considered the public comments made at the public hearing; and

WHEREAS, the Board, serving as lead agency for this Unlisted action under SEQRA, reviewed a short environmental assessment form and determined that the action does not present any adverse environmental impacts; and

WHEREAS, after thorough review and deliberation, the Board proposes to adopt Local Law No. 1 of 2026; and

WHEREAS, the Attorney for the Village has prepared the necessary documents for filing this local law with the Secretary of State including the text of the law itself.

NOW THEREFORE,

BE IT RESOLVED, that the Board adopts and authorizes the filing of a negative declaration pursuant to the State Environmental Quality Review Act; and

BE IT FURTHER RESOLVED, that the Board hereby adopts Local Law No. 1 of 2026, annexed hereto; and

BE IT FURTHER RESOLVED, that the Board hereby authorizes the Village Clerk and the Attorney for the Village to make such minor modifications to the local law documents as they deem necessary and thereafter are directed to execute and file the said documents as required by law and to take all of the necessary actions for the promulgation thereof.

MOTION: \_\_\_\_\_

SECOND: \_\_\_\_\_

Roll Call

Trustee Dunkelbarger: \_\_\_\_\_

Trustee DuBuque: \_\_\_\_\_

Trustee Price-Bush: \_\_\_\_\_

Trustee Van Deinse-Perez: \_\_\_\_\_

Mayor Rossi: \_\_\_\_\_

I hereby certify that this Resolution was duly adopted by the Board of Trustees of the Village of Ballston Spa at a regular meeting of the Board of Trustees conducted on January 26, 2026.

By: \_\_\_\_\_

Rebecca Little, Clerk  
Village of Ballston Spa

**VILLAGE OF BALLSTON SPA  
NOTICE OF ADOPTION**

NOTICE IS HEREBY GIVEN, by the Board of Trustees of the Village of Ballston Spa, that a public hearing held on January 26, 2026, and on that same date the Board of Trustees adopted Local Law No. 1 of 2026. Local Law No. 1 of 2026 amends Chapter 45, Article II “Residency Requirements” of the Code of the Village of Ballston Spa by (1) repealing and replacing Section 45-1, (2) repealing Section 43-3; (3) renumbering Section 45-4 to 45-3; and (4) adding new Section 45-5., permitting Village appointed officers to be residents of the Towns of Malta, Milton, and Ballston, and permitting all existing members of the Planning and Zoning Board of Appeals who do not currently meet residency requirements to finish their terms but not be re-appointed.

A copy of Local Law No. 1 of 2026 can be obtained at Village Hall and on the Village's website.

Dated:

Rebecca Little  
Village Clerk

**Draft Local Law 1 of 2026**

**A Local Law to Amend Chapter 45, Article 1, Residency Requirements**

Section 45-1 Qualifications for holding office, shall be repealed and replaced as follows:

No person shall be deemed ineligible to hold an appointive office as defined under Subdivision 1 of Section 3-301 of the Village Law of the State of New York, or hold office as a member of the Planning Board or Zoning Board of Appeals, by virtue of his/her/their nonresidence within the Village of Ballston Spa, provided that he/she/they resides within the Towns of Ballston, Milton, or Malta.

Section 45-3 Definitions shall be repealed

Section 45-4 Modifications and supersession of statute shall be renumbered 45-3

Add New Section 45-5 as follows:

**45-5 Planning Board and Zoning Board of Appeals Members**

Notwithstanding the limitations contained in Section 45-1, any Planning Board or Zoning Board of Appeals member who resides outside the Village of Ballston Spa but within Saratoga County as of the effective date of this section shall be considered eligible to hold the office until the end of the term but shall not be eligible for reappointment unless they reside within the Village. This law shall be deemed retroactive to the date they were appointed to their office, and all actions they performed prior to the date of this law shall be deemed to be done with legal authority.

# **Professional Services Agreement**

(Additional and Supplemental Services)

Original Agreement made the 17 day of January, 2025  
between

**LaBella Associates, D.P.C.**  
(“LaBella”)

and

**Village of Ballston Spa**  
(“Client”)

for services related to the following Project:

**Milton Water District #3 Improvement**  
**Milton, Mill Town Centre**  
(“Project”)

Supplemental Agreement made the 24 day of November, 2025

for services related to the following Project:

**Milton Water District #3 Improvement**  
**Milton, Mill Town Centre**  
(“Project”)

LaBella and Client hereby agree as follows:

**Description of Services:** LaBella shall perform additional and supplemental services set forth and described in LaBella’s proposal, dated November 14, 2025, a copy of which is attached as *Exhibit A*, in accordance with the terms and conditions of the contract the original executed in January 2025.

**Compensation for Services:** A retainer in the amount of \$        shall be required prior to the initiation of services. This retainer will be held until the end of the Project and applied to Client’s final invoice. Any excess amount shall be returned to Client. Client shall compensate LaBella for its professional services as set forth in LaBella’s proposal. LaBella shall submit invoices for services rendered monthly. Client shall make payment to LaBella no later than thirty (30) days after the date of each invoice.

**Term:** LaBella shall commence performing its services when Client gives notice to proceed. This Agreement shall terminate when LaBella’s services are completed and final payment has been received from Client, or as otherwise provided in this Agreement.

**Insurance:** LaBella shall maintain, at its own expense, throughout the term of this Agreement and until the expiration of all applicable statutes of limitation, the following insurance coverages:

- Comprehensive general liability insurance with policy limits of not less than \$1,000,000 each occurrence and \$2,000,000 in the aggregate for bodily injury and property damage;
- Automobile liability insurance covering owned, non-owned, rented and hired vehicles operated by LaBella with policy limits of not less than \$1,000,000 combined single limit and aggregate for bodily injury and property damage;
- Umbrella liability insurance with policy limits of not less than \$10,000,000 each occurrence and \$10,000,000 in the aggregate;
- Worker's compensation insurance at statutory limits and employer's liability insurance with a policy limit of not less than \$1,000,000 for all employees engaged in the rendering of professional services under this Agreement;
- Cyber insurance with policy limits of not less than \$5,000,000 and excess Cyber insurance with policy limits of not less than \$5,000,000;
- Professional liability insurance with policy limits of not less than \$5,000,000 per claim and \$7,500,000 in the aggregate; and
- Pollution liability insurance with policy limits of not less than \$5,000,000 per claim and \$7,500,000 in the aggregate. Pollution liability coverage is only provided for professional services.

Client shall be named as an additional insured on a primary and non-contributory basis under the CGL, Automobile and Umbrella insurance policies. LaBella shall provide to the Client certificates of insurance evidencing compliance with the requirements of this Agreement. The certificates shall contain a provision that at least thirty (30) days prior written notice shall be given to Client in the event of cancellation, non-renewal, or reduction of the insurance.

**Indemnification:** To the fullest extent permitted by law, LaBella shall indemnify and hold the Client and its officers and employees harmless from and against liabilities, damages, losses and judgments, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are caused by the negligent acts, errors or omissions of LaBella, its employees and its consultants in the performance of professional services under this Agreement.

In recognition of the relative risks and benefits of the Project to both Client and LaBella, the risks have been allocated such that Client agrees, to the fullest extent permitted by law, to limit the liability of LaBella and LaBella's consultants for any and all claims, liabilities, damages, losses, costs, and judgments of any nature whatsoever or claims expenses from any cause or causes, so that the total aggregate liability of LaBella and LaBella's consultants shall not exceed \$50,000 or LaBella's total fee for services rendered on this Project, whichever is greater.

#### LaBella Associates, D.P.C.

By:	By:
Name	Frank S Rossi, II
Title	Mayor
Date:	11/24/2025

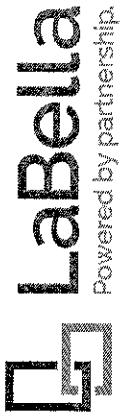
#### Client Name

Name	Joseph M. Lanaro, PE
Title	Vice President
Date	11/14/2025

**Exhibit A**

**LaBella's Proposal**

**Additional and Supplemental Services**



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November 14, 2025

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

VIA EMAIL: mayor@villageofballstonspa.org

Dear Mayor Rossi and Village Board:

LaBella Associates D.P.C. (LaBella) is pleased to submit this professional services proposal for additional and supplemental services in support of the advancement of improvements expanding services provided by the Village to the Town of Milton (Milton) and related to an expanded Milton Water District #3 (WD #3). This proposal includes additional construction and commissioning phase services that would be recovered with the disbursements for the water district as defined in the updated IMA for this expanded district.

## Project Understanding

The planned improvements associated with the Villages booster pump station supporting the Town of Milton Water District No. 3 has been designed, approved by the Saratoga County Department of Health and publicly bid.

Bids were received on November 14, 2025 and award is pending execution of the IMA between the Village and the Town.

To advance the project for bidding additional provisions were required to define improvements under two separate procurement processes. The majority of the improvements are included in the project as defined in construction documents prepared by LaBella and as bid. The Village's SCADA vendor provided limited information for inclusion in the bid documents and will require a separate PO with the Village. This will also require additional administrative and commissioning efforts by LaBella (e.g. contracts and PO administration, coordination and validation of completed work as intended and further approval by the SCDOH).

Supplemental services are also included and related to the schedule extension beyond the 10 months originally completed, and further work being completed in 2026.



### Scope of Additional and Supplemental Services

LaBella offers the following scope of additional and supplemental services:

**Task 01 - NYSDOH Infrastructure Improvements - Completed**

**Task 02 – Improvements Project Construction Documents, Bidding, and Award - Completed**

**Task 03 – Improvement Project Construction Phase Services**

#### **Scope**

LaBella will be responsible for construction phase services including construction administration and observation. Construction observation will involve coordination with the Village and the selected Contractor to administer and document the construction process to ensure compliance and quality of work with design specifications. Additionally, LaBella will coordinate and observe work completed by the Village's SCADA vendor to be procured separately under a PO with the Village. We will work with the Village to define the elements of the PO and note the importance of the vendor's responsiveness to ensure minimal impacts to the construction schedule. We would further require the vendor to submit material, installation and commissioning information.

Construction administration services will include review of the contractor's shop drawings and submittals for conformance with contract documents, monitor contract schedules for compliance with stipulated contract times, review of contractor's payment applications and submit to the Village for processing, review and process of change orders and provide the Village with recommendations on the validity of the change orders.

Additionally, recommendations for vendor payment requests will also be reviewed and offered.

Finally, LaBella will assist the Village with coordination and commissioning of the improvements including the Village's SCADA vendor and the selected Contractor.

#### **Deliverables**

- Construction observation reports and photographic records.
- Review of contractor pay applications and submission to the Village with recommendation of payment.

**Task 04 – Improvement Project Commissioning and Close-Out Services**

#### **Scope**

Following construction of the project, LaBella will conduct a final on-site project review, issue a Certificate of Substantial Completion and provide a construction certification for work completed in accordance with approved plans and specifications. A final document package will be provided including reports, equipment operation and maintenance manuals, and contractor provided As-Builts which reflect any construction phase modifications to the Contract Drawings in an electronic format agreeable to the Village. LaBella will also work with the Village and equipment vendors to ensure Village staff are adequately trained on the new pump operation and maintenance requirements.

#### **Deliverables**

- Certificate of substantial completion.



- Relevant close out information including as-built drawings, operation and maintenance manuals, and product warranty data as applicable.

#### Task 05 – Project Management

LaBella will provide planning, coordination, and administration of technical design work, ensuring that engineering designs address NYSDOH requirements in support of related applications requesting approval. Supplemental services for the extended schedule and services into 2026.

#### Task 06 – Project Meetings

LaBella will support and represent the Village in coordination meetings as needed and requested. Our proposed fee assumes 2 meetings. Supplemental services for the extended schedule and services into 2026.

#### Task 07 – Reimbursable Expenses

This task will include Reimbursable expenses include mileage, overnight mailings, and extensive photocopying and map reproductions. Supplemental services for the extended schedule and services into 2026.

#### Professional Services Fee and Schedule

LaBella proposes to bill each task as indicated in the following Fee and Time Schedule Summary. Invoices will be issued monthly for all services performed during that month and are payable upon receipt. Tasks will be billed hourly (time and materials).

#### Phase Fee and Schedule Summary

Task Number	Task Description	Existing Hourly T&M	Additional and Supplemental Hourly T&M
01	NYSDOH Infrastructure Improvements	\$7,400	0
02	Improvement Project Construction Documents, Bidding, and Award	\$38,600	\$2,250
03	Improvement Project Construction Phase Services	\$19,400	\$14,950
04	Improvement Project Commissioning and Close-Out Services	\$6,100	\$2,650
05	Project Management	\$3,700	\$3,150
06	Project Meeting	\$400	\$1,850



Task Number	Task Description	Existing Hourly T&M	Additional and Supplemental Hourly T&M
07	Reimbursable Expenses	\$500	\$2,00
	Total Fee Requested	\$76,100	\$26,850
	Total Professional Services Fee		\$102,950

*(a) Fees listed for Time and Materials tasks and Reimbursable Expenses are estimates only. LaBella will bill for actual hours and reimbursable expenses incurred and will make its best effort to complete each of these tasks within the estimated amounts, although it is possible that it will be necessary to exceed these amounts in order to complete the scope of services for each task.*

#### Limitations and Assumptions

- The Village will be responsible for any application fees.
- The Village will accommodate access for LaBella staff to enter upon the Village property and others as necessary to complete this proposed project, and to save and hold harmless LaBella its agents, servants, and employees from any claims for damages for trespass on the subject premises and adjoining lands.
- Front End documents will be prepared by LaBella and reviewed by the Village Counsel.
- Technical specifications will be prepared by LaBella.

#### Timetable

We are available to start work immediately upon notice to proceed.

#### Agreement

If you find this proposal acceptable, and as our authorization to proceed, please review and execute the attached agreement. We greatly appreciate and look forward to the opportunity to continue working with you and your staff on this project. If you have any questions or require additional information, please contact me at 518-464-0322.

Sincerely,

Joseph M Lanaro, PE  
Vice President, Discipline Leader

cc: file

January 26, 2026

**RESOLUTION  
BOARD OF TRUSTEES  
VILLAGE OF BALLSTON SPA**

SEQRA RESOLUTION REGARDING THE RECONSTRUCTION OF THE MUNICIPAL WATER SYSTEM INCLUDING REMOVAL AND REPLACEMENT OF THREE PUMPS WITH CONTROLLERS OWNED BY THE VILLAGE OF BALLSTON SPA AND INTERFACING WITH THE WATER SYSTEM LOCATED AT THE OLDE MILL PUMP STATION PURSUANT TO THE INTERMUNICIPAL AGREEMENT BETWEEN THE VILLAGE OF BALLSTON SPA AND TOWN OF MILTON (hereinafter the "Project").

WHEREAS, the Board of Trustees has had the opportunity to review the Project proposed for the Village. This Project includes the following:

- (1) Removal and replacement of three pumps with controllers owned by the Village of Ballston Spa and interfacing with the water system located at the Olde Mill Pump Station pursuant to the Intermunicipal Agreement between the Village of Ballston Spa and the Town of Milton, and

WHEREAS, the Board of Trustees has had an opportunity to review the Project with regard to its classification under the State Environmental Quality Review Act (hereinafter referred to as "SEQRA") and whether it will have any significant adverse environmental impacts;

NOW, THEREFORE, BE IT RESOLVED THAT, pursuant to 6 NYCRR Part 617.5(c)(2), and (10), the Board of Trustees hereby declares that this Project be classified as a Type II Action under SEQRA because it consists of a replacement, rehabilitation or reconstruction of a structure or facility, in kind, and it is therefore exempt from SEQRA.

Roll Call:

MOTION: \_\_\_\_\_  
SECOND: \_\_\_\_\_  
  
Roll Call  
Trustee Dunkelbarger: \_\_\_\_\_  
Trustee DuBuque: \_\_\_\_\_  
Trustee Price-Brush: \_\_\_\_\_  
Trustee Van Deinse-Perez: \_\_\_\_\_  
Mayor Rossi: \_\_\_\_\_

I hereby certify that this Resolution was duly adopted by the Board of Trustees of the Village of Ballston Spa at a regular meeting of the Board of Trustees conducted on January 26, 2026.

By: \_\_\_\_\_  
Rebecca Little, Clerk  
Village of Ballston Spa

A RESOLUTION BY THE VILLAGE OF BALLSTON SPA GRANTING AUTHORITY TO THE STATE OF NEW YORK TO ADJUST VILLAGE OF BALLSTON SPA OWNED WATER VALVES ON NY 50 INCLUDED IN PIN 1811-50 PAVEMENT RESURFACING AND SETASIDE SFY 26B PROJECT,

WHEREAS, the New York State Department of Transportation proposes Pavement Corrective Maintenance on US 4, located in the Village of Ballston Spa, Saratoga County, PIN 1811.50, and WHEREAS, the Village of Ballston Spa approves of such project, currently maintains water valves on NY 50 within the project limits, and

WHEREAS, the State of New York will include as part of the construction of the above-mentioned project, at no cost to the Village, height adjustment of existing water valves as needed, pursuant to Article II, Section 10, Subdivision 24 of the NY State Highway Law, as shown on the contract plans relating to the project, and

WHEREAS, the service life of the adjusted and/or replaced utility facilities has not been extended, and

WHEREAS, the State will provide for the construction of the above-mentioned work, as shown on the contract documents relating to the above-mentioned project, and the Village of Ballston Spa has agreed, to maintain the water facilities after they have been adjusted by NYSDOT as part of this project.

NOW, THEREFORE,

BE IT RESOLVED, that the Village of Ballston Spa, by means of this Resolution, grants permission to the State of New York to adjust the height of the water valves as needed to complete proposed pavement corrective maintenance work on NY 50 within this construction project; and after adjusted, the Village shall continue to maintain or cause to be maintained, at its own expense, these adjusted water valves; and

**BE IT FURTHER RESOLVED**, that Frank Rossi, Jr. the Mayor of the Village of Ballston Spa is hereby authorized by the Village Board to enter into and execute a Utility Work Agreement with the State of New York and through the Commissioner of Transportation with regards to the above identified project as it relates to the Village of Ballston Spa, and

**BE IT FURTHER RESOLVED:** That the Clerk of the Village of Ballston Spa is hereby directed to transmit electronically signed and sealed copy of the foregoing resolution to the New York State Department of Transportation.

**RESOLVED** that this Resolution shall take effect immediately,

Moved By:

Seconded By:

### **Dell Call Vote:**

## MUNICIPAL CERTIFICATION STATEMENT

I,                         , duly appointed and qualified                         , do hereby CERTIFY that the foregoing resolution was adopted at a meeting duly called and held in the office of                         , a quorum being present on the                          day of                         ,                         , and that said

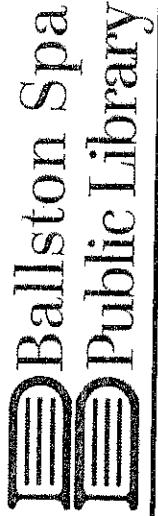
copy is a true, correct and compared copy of the original resolution so adopted and that the same has not been revoked or rescinded.

WITNESSETH,

---

(Clerk Signature)

**SEAL**



21 Milton Avenue, Ballston Spa, NY, 12020

(518) 885-5022      bspl.sals.edu

## What is Ingram Book Company?

Ingram Book Company is the wholesale book distribution arm of the Ingram Content Group, the largest book distributor in the world. As a primary wholesaler, it serves as the central link between and libraries to order titles from thousands of different publishers through a single source.

## Why do public libraries use Ingram?

Public libraries rely on Ingram Library Services primarily because it functions as a comprehensive, "one-stop-shop" that streamlines the lifecycle of a book from selection to the library shelf. Public libraries typically receive a 40% off book purchases per the New York State Contract.

**1. Specialized "Shelf-Ready" Processing:** Libraries save significant staff time by receiving books that are already prepared for immediate circulation.

**Technical Services:** Ingram applies physical protections (Mylar covers, laminate), barcodes, and spine labels based on a library's specific local requirements.

### 2. Expert Collection Development

Instead of manually researching every new title, librarians use Ingram's expert curation tools:

- **MLS-Degreed Librarians:** Ingram employs professional librarians to create iCurate lists—hand-selected, regularly updated recommendations for all ages and genres.

**Standing Order Plans:** Libraries can set up "Auto-Ship" programs for popular authors or series, ensuring they receive the latest bestsellers without manual ordering.

### 3. Inventory

- **Selection:** Libraries gain access to over 19 million titles, including print-on-demand books that are never "out of stock".

**Niche Content:** Beyond major publishers, Ingram provides easy access to independent presses and self-published authors through its IngramSpark and Consortium divisions.

### 4. Workflow Efficiency (EDI)

**System Integration:** Ingram uses Electronic Data Interchange (EDI) to sync directly with a library's Integrated Library System (ILS) or circulation system, automating the invoicing and record-keeping process.

**How does a Net 30 Account work?** As of 2026, public libraries order from Ingram Book Company through a structured credit system that utilizes Net 30 EOM (End of Month) terms. This model is designed to align with government and municipal fiscal cycles.

## 5. Account Setup and Credit Approval

To use Net 30 terms, a library must first establish a formal business account.

**Application:** Libraries complete the Ingram New Account Application and provide a Tax Exemption Certificate.

- **Credit Line:** Ingram reviews the library's financial standing to assign a line of credit. For established public institutions, this is usually a standard procedure that takes 3–5 business days.

**Integration:** During setup, the library links its Integrated Library System (ILS) (BSPL uses Polaris) to Ingram's systems via Electronic Data Interchange (EDI) for automated record creation.

## What is the Ordering and Invoicing process?

Once the account is active, librarians place orders through several channels:

- **iPage Platform:** Most orders are placed via iPage, where libraries can search millions of titles, view real-time stock at regional warehouses, and apply "grid templates" to specify branch locations and funding codes.

- **Curated Lists:** Libraries often use iCurate lists to select titles. Many libraries use the iSelect tool to automate notifications for weekly bestsellers and high-demand genres.

**EDI Ordering:** For high-volume libraries, orders are created in the library's own Circulation System and sent to Ingram via an encrypted FTP server.

## 6. Fulfillment and Invoicing

- **Shipping First:** Ingram ships the books from the nearest distribution center. Books are not invoiced until the moment they leave the warehouse.

- **Monthly Statements:** Rather than requiring payment 30 days after every individual book ships, Ingram aggregates all activity into a monthly statement.

**Net 30 Terms:** Payment is due 30 days from the date of the monthly statement. Because statements are issued at the end of the month, this effectively gives libraries an average of 45 days from the time a book is received until the check must be cut.

## 7. Payment and Management

- **Digital Records:** Librarians access electronic invoices and packing slips through the "Account Management" section of iPage.

- **Remittance:** Most libraries pay via ACH transfer or a physical check issued by the a treasurer's office.

**Late Fees:** Per 2026 terms, accounts past due may be subject to a 1.5% monthly late charge, and further shipments may be held until the balance is settled.



VILLAGE OF  
BALLSTON SPA

REQUISITION

VENDOR NAME	Wendy Richards	ORDERED DATE	01/12/2026	REQ #	
DEPARTMENT	Eagle-Matt Lee Fire Co. No. 1	REQUESTED BY	Captain Kyle Boston	INITIALS	EBB
FUND #	Building (Line # 207)	SUBMITTED DATE		PHONE	518-728-5174

Qty	Unit	Stock Number	Item Description	Cost/ Estimated	Subtotal
1			Labor	\$ 2,625	\$ 2,625
				Total Cost	\$ 2,625

NOTES *Labor to paint interior of Eagle-Matt Lee*

DATE APPROVED	APPROVED BY	
AMOUNT APPROVED:		

# Treasurer's Report

## January 26, 2026

### **Utility Update-**

The utility bills will be going out and landing in residents' hands via postal mail or email by February 1<sup>st</sup>. If in the future, you would like to receive your utility bill via email, please call Village Hall and have us update your account. The utility bills will be due by end of business on March 3, 2026 to avoid any penalties.

This is a preliminary estimate of what we are billing for utilities for the current period of 2026-1:

Total Water Charges	Total Sewer Charges	Total Billed
\$595,335	\$146,818	\$742,154

### **Tis the Season for Budgets-**

Budget Requests for Fiscal Year 2026 will be sent out in the next week to ten days. If you are a Committee/Board/Department and have not received a request by February 6<sup>th</sup>, please contact the Treasurer's office. We will need this information completed by February 28th for budget consideration. Department Heads-please contact Jennifer in the Village Office to set up a time to go over your budget with the Mayor and Treasurer.

### **Medical Cards-**

Most employees that are enrolled in WEX HRA have received their health reimbursement debit cards at this point. Just a reminder that employees have access to a website, as well as an app that they can install on their mobile device to access claims and payments.

### **Sales Tax-**

January Sales Tax for Saratoga County is due to come out in the next day or two according to the Saratoga County Treasurers office. I will report it on next Treasurer's report.

Spring is 57 days away!!!