

VILLAGE OF BALLSTON SPA
BUDGET WORKBOOK
2025-2026

| Account Number | Account Description | 2022-2023 Actual | 2023-2024 Actual | 2024-2025 Adopted | 1/31/2025 YTD Actual | 2024-2025 Projected | 2025-2026 Requested | 2025-2026 Tentative | 2025-2026 Final |
|---|--|---------------------|---------------------|----------------------|-------------------------|------------------------|------------------------|------------------------|--------------------|
| FUND A - REVENUES for Government Support | | | | | | | | | |
| A-1001-000-00 | Real Estate Taxes | 1,949,135 | 1,723,197 | 1,815,079 | 1,744,409 | 1,815,079 | 1,911,983 | 1,911,983 | 1,911,983 |
| A-1090-000-00 | Real Property Tax Interest & Penalty | 6,264 | 16,175 | 25,483 | 5,657 | 22,000 | 20,836 | 20,836 | 20,836 |
| A-1120-000-00 | Non-Property Tax Distribution by County | 1,336,581 | 1,439,693 | 1,355,000 | 934,359 | 1,365,000 | 1,392,500 | 1,392,500 | 1,392,500 |
| A-1130-000-00 | Gross Utilities | 77,448 | 71,967 | 70,000 | 47,411 | 70,000 | 70,000 | 70,000 | 70,000 |
| A-1170-000-00 | Franchise Fees | 88,950 | 83,482 | 85,000 | 40,083 | 75,000 | 80,000 | 80,000 | 80,000 |
| A-1255-000-00 | Village Clerk Fees | 3,495 | 3,240 | 1,900 | 410 | 1,000 | 2,000 | 2,000 | 2,000 |
| A-1603-000-00 | Registrar Fees | 1,934 | 1,859 | 2,000 | 2,131 | 2,500 | 2,500 | 2,500 | 2,500 |
| A-1710-000-00 | Public Works Charges | 19,115 | 18,575 | 17,500 | 5,875 | 12,000 | 13,000 | 13,000 | 13,000 |
| A-2001-000-00 | Pool Fees (\$16k - Milton) | 40,020 | 42,326 | 42,000 | 28,470 | 44,470 | 45,000 | 45,000 | 45,000 |
| A-2004-000-00 | Donations - Kelley Park | - | - | - | - | - | - | - | - |
| A-2005-000-00 | Donations - Swimming Under the Stars | - | 500 | 1,000 | - | 1,000 | 1,000 | 1,000 | 1,000 |
| A-2006-000-00 | Donations - Falling Leaves (\$500 - Milton) | - | 500 | 1,000 | - | 1,000 | 1,000 | 1,000 | 1,000 |
| A-2007-000-00 | Donations - Winterfest (Easter Egg Hunt) | - | 2,728 | 1,000 | 500 | 1,500 | 1,000 | 1,000 | 1,000 |
| A-2008-000-00 | Donations - Festival of Trees | - | - | 1,000 | - | 1,000 | 1,000 | 1,000 | 1,000 |
| A-2110-000-00 | Zoning Fees | 1,550 | 400 | 600 | 300 | 500 | 600 | 600 | 600 |
| A-2115-000-00 | Planning Board Fees | 850 | 550 | 600 | 100 | 300 | 600 | 600 | 600 |
| A-2130-000-00 | Refuse & Garbage Charges | 1,730 | 480 | 300 | - | 200 | 300 | 300 | 300 |
| A-2140-000-00 | Metered Water Sales | 760,414 | 983,999 | 1,072,440 | 458,340 | 1,050,000 | 1,105,000 | 1,105,000 | 1,105,000 |
| A-2144-000-00 | Service Charges - Meter Reading Charges | 9,096 | 3,327 | 13,000 | 1,348 | 12,500 | 15,000 | 15,000 | 15,000 |
| A-2148-000-00 | Interest & Penalties on Water Rents | 14,614 | 13,048 | 13,659 | 3,773 | 12,500 | 20,000 | 20,000 | 20,000 |
| A-2189-000-00 | Other Home and Community Services | - | - | - | - | - | - | - | - |
| A-2262-000-00 | Fire Protection | 705,223 | 723,774 | 757,026 | 756,626 | 756,626 | 818,172 | 818,172 | 818,172 |
| A-2390-000-00 | Share of Joint Activity - Cty Landfill | 13,252 | 13,244 | 13,500 | 13,242 | 13,242 | 13,500 | 13,500 | 13,500 |
| A-2401-000-00 | Interest & Earnings | 44,442 | 75,199 | 55,000 | 48,523 | 70,000 | 95,000 | 95,000 | 95,000 |
| A-2410-000-00 | Rental of Real Property | 59,560 | 64,892 | 65,000 | 61,735 | 175,000 | 95,000 | 95,000 | 95,000 |
| A-2555-000-00 | Licenses & Permits | 16,049 | 19,444 | 13,000 | 17,711 | 20,000 | 15,000 | 15,000 | 15,000 |
| A-2610-000-00 | Fines, Forfeitures of Bail | 23,061 | 25,672 | 30,000 | 10,785 | 17,500 | 32,500 | 32,500 | 32,500 |
| A-2650-000-00 | Sale of Equipment | - | - | 8,000 | - | 10,000 | 12,500 | 12,500 | 12,500 |
| A-2660-000-00 | Sale of Real Property | 40,000 | - | 360,000 | 355,000 | 355,000 | - | - | - |
| A-2680-000-00 | Insurance Recoveries | 20,073 | - | - | 148,090 | 148,090 | - | - | - |
| A-2701-000-00 | Refunds from Prior Years | 14,034 | 27,264 | - | 207 | 207 | - | - | - |
| A-2705-000-00 | Gifts & Donations | 11,342 | 4,700 | 3,000 | 9,321 | 10,000 | 3,000 | 3,000 | 3,000 |
| A-2706-000-00 | Grants from Other Local Governments | - | 4,000 | - | 12,500 | 12,500 | 15,000 | 15,000 | 12,500 |
| A-2709-000-00 | Employee Contribution (Retiree Medical) | 24,086 | 23,602 | 23,500 | 11,886 | 17,000 | 21,300 | 21,300 | 21,300 |
| A-2750-000-00 | AIM Related Payments | 41,925 | 41,925 | 41,925 | 41,925 | 41,925 | 41,925 | 41,925 | 41,925 |
| A-2770-000-00 | Unclassified Revenues | - | 288 | - | - | - | - | - | - |
| A-3001-000-00 | State per Capita Aid | - | - | - | - | - | - | - | - |
| A-3005-000-00 | State Aid Mortgage Tax (2x/yr - Nov. & May) | 131,047 | 63,990 | 85,500 | 35,665 | 75,000 | 85,814 | 85,814 | 85,814 |
| A-3060-000-00 | NYS Grant | 96,622 | - | 8,550 | - | 8,550 | - | - | - |
| A-3089-000-00 | Other State Aid - AIM Funds | 2,500 | - | - | 41,183 | 41,183 | - | - | - |
| A-3389-000-00 | State Aid - Public Safety (DWI/Tech) | - | - | 4,500 | 244,152 | 244,152 | 4,500 | 4,500 | 4,500 |
| A-3501-000-00 | State Aid - Consolidate Highway (C.H.I.P.S.) | 203,213 | 362,661 | 362,661 | 190,547 | 300,000 | 305,858 | 305,858 | 305,858 |
| A-4089-000-00 | Federal Aid - Other | 267,999 | 224,189 | - | 7,630 | 7,630 | - | - | - |
| A-5031-000-00 | Interfund Transfer | - | - | - | - | - | - | - | - |
| A-0914-000-00 | Appropriated Fund Balance | - | 176,497 | 522,082 | - | - | 262,500 | 262,500 | 265,000 |
| TOTAL REVENUE - Fund A General Support | | 6,026,624 | 6,257,387 | 6,871,805 | 5,279,896 | 6,811,154 | 6,504,887 | 6,504,887 | 6,504,887 |
| A-FUND REVENUES OVER (UNDER) EXPENSES | | 1,010,263 | - | - | 1,175,815 | 137,349 | - | - | - |

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BUDGET WORKBOOK
2025-2026**

| Account Number | Account Description | 2022-2023 | 2023-2024 | 2024-2025 | 1/31/2025 | 2024-2025 | 2025-2026 | 2025-2026 | 2025-2026 | |
|--|--------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|--|
| | | Actual | Actual | Adopted | YTD Actual | Projected | Requested | Tentative | Final | |
| FUND G - SEWER | | | | | | | | | | |
| FUND G - APPROPRIATIONS for Sewer | | | | | | | | | | |
| SPECIAL ITEMS | | | | | | | | | | |
| G-1910-004-00 | Insurance - Marshall & Sterling | 9,395 | 10,000 | 9,000 | - | 10,000 | 10,000 | 10,000 | | |
| G-1950-004-00 | Taxes On Village | 50 | 50 | 100 | 52 | 62 | 100 | 100 | 100 | |
| G-1990-004-00 | Sewer Contingency | - | - | 7,500 | - | - | 25,000 | 25,000 | 25,000 | |
| Totals | | 9,445 | 10,050 | 16,600 | 52 | 62 | 35,100 | 35,100 | 35,100 | |
| SEWER ADMINISTRATION | | | | | | | | | | |
| G-8110-001-00 | Sewer Admin PS | 12,208 | 8,238 | 8,070 | 7,135 | 10,702 | - | - | - | |
| G-8110-002-00 | Sewer Admin EQ | - | - | - | - | - | - | - | - | |
| Totals | | 12,208 | 8,238 | 8,070 | 7,135 | 10,702 | - | - | - | |
| SANITARY SEWERS | | | | | | | | | | |
| G-8120-001-00 | Sanitary Sewers PS | 113,644 | 106,924 | 119,445 | 71,879 | 107,818 | 128,865 | 128,865 | | |
| G-8120-002-00 | Sanitary Sewers EQ | - | - | - | - | - | - | - | - | |
| G-8120-004-00 | Sanitary Sewers CE | 17,234 | 24,770 | 30,000 | 11,764 | 25,000 | 45,000 | 45,000 | 45,000 | |
| Totals | | 130,878 | 131,694 | 149,445 | 83,642 | 132,818 | 173,865 | 173,865 | 173,865 | |
| STORM SEWERS (DRAINAGE) | | | | | | | | | | |
| G-8140-002-00 | Storm Sewers (Drainage) EQ | 20,358 | - | - | - | - | - | - | - | |
| G-8140-004-00 | Storm Sewers (Drainage) CE | - | 23,845 | 29,750 | 22,150 | 33,000 | - | - | - | |
| Totals | | 20,358 | 23,845 | 29,750 | 22,150 | 33,000 | - | - | - | |
| TOTAL HOME AND COMMUNITY SERVICE | | 172,889 | 173,827 | 203,865 | 112,979 | 176,572 | 208,965 | 208,965 | 208,965 | |
| EMPLOYEE BENEFITS | | | | | | | | | | |
| G-9010-008-00 | State Retirement EB | 7,541 | 9,775 | 10,500 | 11,972 | 11,972 | 11,289 | 11,289 | 11,289 | |
| G-9015-008-00 | Fire & Police Retirement EB | - | - | - | - | - | - | - | - | |
| G-8030-008-00 | Social Security (Village Share) EB | 3,442 | 8,886 | 9,755 | 6,045 | 9,067 | 9,858 | 9,858 | 9,858 | |
| G-9040-008-00 | Workers Comp EB | 8,047 | 5,192 | 9,000 | 5,769 | 7,000 | 10,000 | 10,000 | 10,000 | |
| G-9050-008-00 | Unemployment Insurance EB | - | - | 400 | - | 200 | 400 | 400 | 400 | |
| G-9055-008-00 | Disability Insurance EB | - | - | 160 | 32 | 125 | 160 | 160 | 160 | |
| G-9060-008-00 | Medical Insurance (Village Share) EB | 22,132 | 19,414 | 25,000 | 9,611 | 20,000 | 24,141 | 24,141 | 24,141 | |
| TOTAL EMPLOYEE BENEFITS | | 41,162 | 43,267 | 54,815 | 33,428 | 48,364 | 55,848 | 55,848 | 55,848 | |
| DEBT SERVICE | | | | | | | | | | |
| G-9710-006-00 | Debt Service - Principal | 26,906 | 23,426 | 14,680 | - | 14,680 | 14,680 | 14,680 | 14,680 | |
| G-9710-007-00 | Debt Service - Interest | 2,369 | 4,939 | 1,212 | - | 1,212 | 874 | 874 | 874 | |
| TOTAL DEBT SERVICES | | 29,275 | 28,365 | 15,892 | - | 15,892 | 15,554 | 15,554 | 15,554 | |
| TOTAL FUND G (SEWER) APPROPRIATIONS | | 243,326 | 245,459 | 274,572 | 146,407 | 240,828 | 280,367 | 280,367 | 280,367 | |
| 100 | Payroll | 125,852 | 115,162 | 127,515 | 79,013 | 118,520 | 128,865 | 128,865 | 128,865 | |
| 200 | Capital Expenditures - Leases | - | - | - | - | - | - | - | - | |
| 201 | Capital Outlay | 20,368 | - | - | - | - | - | - | - | |
| 400 | Contractual Expense | 26,679 | 58,665 | 76,350 | 33,965 | 58,052 | 80,100 | 80,100 | 80,100 | |
| 800 | Employee Benefits | 41,162 | 43,267 | 54,815 | 33,428 | 48,364 | 55,848 | 55,848 | 55,848 | |
| 600 | Debt Service - Principal | 26,906 | 23,426 | 14,680 | - | 14,680 | 14,680 | 14,680 | 14,680 | |
| 700 | Debt Service - Interest | 2,369 | 4,939 | 1,212 | - | 1,212 | 874 | 874 | 874 | |
| 900 | Transfers | - | - | - | - | - | - | - | - | |
| | | 243,326 | 245,459 | 274,572 | 146,407 | 240,828 | 280,367 | 280,367 | 280,367 | |
| G-FUND REVENUE OTHER THAN TAXES | | | | | | | | | | |
| G-1001-000-00 | Real Estate Taxes | 64,899 | - | - | - | - | - | - | - | |
| G-2120-000-00 | Sewer Rents | 266,603 | 268,002 | 270,000 | 136,913 | 280,000 | 277,000 | 277,000 | 277,000 | |
| G-2122-000-00 | Sewer Charges | - | - | - | - | - | - | - | - | |
| G-2128-000-00 | Interest & Penalties on Rents | 5,769 | 8,663 | 4,572 | 768 | 3,000 | 3,367 | 3,367 | 3,367 | |
| G-5031-000-00 | Interfund Transfer | 7 | - | - | - | - | - | - | - | |
| G-0914-000-00 | Appropriated Fund Balance | - | - | - | - | - | - | - | - | |
| TOTAL REVENUE - Fund G Sewers | | 337,278 | 276,665 | 274,572 | 137,581 | 283,000 | 280,367 | 280,367 | 280,367 | |
| G-FUND REVENUES OVER (UNDER) EXPENSES | | 93,952 | 31,206 | - | (8,725) | 42,172 | - | - | - | |

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BUDGET WORKBOOK
2025-2026**

| Account Number | Account Description | 2022-2023 Actual | 2023-2024 Actual | 2024-2025 Adopted | 1/31/2025 YTD Actual | 2024-2025 Projected | 2025-2026 Requested | 2025-2026 Tentative | 2025-2026 Final |
|---|---------------------------------------|---------------------|---------------------|----------------------|-------------------------|------------------------|------------------------|------------------------|--------------------|
| FUND L - LIBRARY | | | | | | | | | |
| APPROPRIATIONS for Library | | | | | | | | | |
| SPECIAL ITEMS | | | | | | | | | |
| L-1910-004-00 | Insurance - Marshall & Sterling | 3,132 | 3,600 | 3,750 | - | - | 4,000 | 4,000 | 4,000 |
| | Totals | 3,132 | 3,600 | 3,750 | - | - | 4,000 | 4,000 | 4,000 |
| APPROPRIATIONS FOR THE LIBRARY | | | | | | | | | |
| L-7410-001-00 | Library PS | 131,644 | 134,161 | 140,507 | 88,267 | 132,401 | 145,785 | 145,785 | 145,785 |
| L-7410-002-00 | Library EQ | 5,762 | - | 7,000 | 4,568 | 7,000 | 5,000 | 5,000 | 5,000 |
| L-7410-002-07 | Library EQ - Building Improvement | - | - | 9,000 | 1,766 | 4,000 | - | - | - |
| L-7410-004-00 | Library CE | 61,456 | 65,001 | 65,000 | 44,678 | 65,000 | 71,500 | 71,500 | 71,500 |
| | Totals | 198,862 | 199,162 | 221,507 | 139,280 | 208,401 | 222,285 | 222,285 | 222,285 |
| TOTAL CULTURE, RECREATION, & INSURANCE | | 201,994 | 202,762 | 225,257 | 139,280 | 208,401 | 226,285 | 226,285 | 226,285 |
| EMPLOYEE BENEFITS | | | | | | | | | |
| L-9010-008-00 | State Retirement EB | 3,770 | 5,516 | 5,500 | 5,986 | 5,986 | 6,860 | 6,860 | 6,860 |
| L-9015-008-00 | Fire & Police Retirement EB | - | - | - | - | - | - | - | - |
| L-9030-008-00 | Social Security (Village Share) EB | 12,237 | 10,194 | 10,749 | 6,489 | 9,734 | 11,153 | 11,153 | 11,153 |
| L-9040-008-00 | Workers Comp EB | 4,024 | 2,596 | 4,000 | 2,884 | 3,500 | 5,000 | 5,000 | 5,000 |
| L-9050-008-00 | Unemployment Insurance EB | - | - | 200 | - | 200 | 200 | 200 | 200 |
| L-9055-008-00 | Disability Insurance EB | - | - | 80 | - | 80 | 80 | 80 | 80 |
| L-9060-008-00 | Medical Insurance (Village Share) EB | 18,962 | 17,210 | 22,500 | 8,238 | 19,000 | 23,695 | 23,695 | 23,695 |
| L-9088-008-00 | Other EB | 13,930 | 14,640 | 15,500 | 4,946 | 4,500 | 9,657 | 9,657 | 9,657 |
| | TOTAL EMPLOYEE BENEFITS | 52,923 | 50,157 | 58,529 | 28,544 | 53,000 | 56,645 | 56,645 | 56,645 |
| TOTAL FUND L (LIBRARY) APPROPRIATIONS | | 254,917 | 252,918 | 283,786 | 167,824 | 261,401 | 282,930 | 282,930 | 282,930 |
| 100 | Payroll | 131,644 | 134,161 | 140,507 | 88,267 | 132,401 | 145,785 | 145,785 | 145,785 |
| 200 | Capital Expenditures - Leases | - | - | - | - | - | - | - | - |
| 201 | Capital Outlay | 5,762 | - | 16,000 | 6,335 | 11,000 | 5,000 | 5,000 | 5,000 |
| 400 | Contractual Expense | 64,588 | 68,601 | 68,750 | 44,678 | 65,000 | 75,500 | 75,500 | 75,500 |
| 800 | Employee Benefits | 52,923 | 50,157 | 58,529 | 28,544 | 53,000 | 56,645 | 56,645 | 56,645 |
| 600 | Debt Service - Principal | - | - | - | - | - | - | - | - |
| 700 | Debt Service - Interest | - | - | - | - | - | - | - | - |
| 900 | Transfers | - | - | - | - | - | - | - | - |
| | | 254,917 | 252,918 | 283,786 | 167,824 | 261,401 | 282,930 | 282,930 | 282,930 |
| L-FUND - REVENUES FOR THE LIBRARY | | | | | | | | | |
| L-1001-000-00 | Real Estate Taxes | 161,554 | 159,504 | 168,008 | 168,008 | 168,008 | 172,208 | 172,208 | 172,208 |
| L-2082-000-00 | Library Charges | 3,819 | 1,200 | 2,000 | 1,791 | 2,250 | 2,200 | 2,200 | 2,200 |
| L-2360-000-00 | Library Services - Town of Milton | 41,000 | 41,000 | 41,000 | 216 | 41,216 | 41,000 | 41,000 | 41,000 |
| L-2361-000-00 | Library Services - BSCSD | 65,712 | 64,505 | 65,000 | 66,453 | 66,453 | 65,000 | 65,000 | 65,000 |
| L-2401-000-00 | Interest Earnings | 9 | - | - | 16 | 16 | - | - | - |
| L-2450-000-00 | Library Commission | - | - | - | - | - | - | - | - |
| L-2670-000-00 | Book Sales | - | 300 | 200 | - | 100 | 200 | 200 | 200 |
| L-2690-000-00 | Compensation for Loss | 134 | 200 | 100 | - | 100 | 100 | 100 | 100 |
| L-2705-000-00 | Gift & Donations | 2,511 | - | 500 | 768 | 768 | 500 | 500 | 500 |
| L-2709-000-00 | Employee Contributions | - | - | - | - | - | - | - | - |
| L-2710-000-00 | Refunds of Prior Year Expenditures | - | 200 | 50 | - | - | 121 | 121 | 121 |
| L-2760-000-00 | SALS | 1,539 | 1,500 | 1,500 | 1,721 | 1,721 | 1,600 | 1,600 | 1,600 |
| L-2770-000-00 | Unclassified | - | - | - | - | - | - | - | - |
| L-5031-000-00 | Transfer from Other Fund | - | 9,000 | - | - | - | - | - | - |
| L-0914-000-00 | Appropriated Fund Balance | - | 10,000 | 5,428 | - | - | - | - | - |
| | TOTAL REVENUE - Fund L Library | 276,278 | 287,409 | 283,786 | 238,972 | 280,632 | 282,930 | 282,930 | 282,930 |
| L-FUND REVENUES OVER (UNDER) EXPENSES | | 21,361 | 34,491 | - | 71,148 | 19,231 | - | - | - |

| GL CODE | Position | 2024 W2 | 2024-25 Budget | 2024-25 Base Wage | 2025-26 Base Wage/Rate | Hours | Total Base Wage | Stipend/ Overtime Estimated | Longevity | 2025-26 Budgeted Approp. |
|-------------------------|---------------------------|------------|----------------|-------------------|------------------------|-------|-----------------|-----------------------------|-----------|--------------------------|
| A1010 | Board of Trustees | | | | | | | | | |
| | Trustee | 4,493.16 | 4,493.06 | 4,493.06 | 4,493.06 | - | 4,493.06 | - | - | 4,493.06 |
| | Trustee | 4,493.16 | 4,493.06 | 4,493.06 | 4,493.06 | - | 4,493.06 | - | - | 4,493.06 |
| | Trustee | 4,493.16 | 4,493.06 | 4,493.06 | 4,493.06 | - | 4,493.06 | - | - | 4,493.06 |
| | Trustee | 4,493.16 | 4,493.06 | 4,493.06 | 4,493.06 | - | 4,493.06 | - | - | 4,493.06 |
| TOTAL BOARD OF TRUSTEES | | 13,478.48 | 17,972.24 | | | | 17,972.24 | - | - | 17,972.24 |
| A1110 | Village Justice | | | | | | | | | |
| | Village Justice | 19,583.87 | 19,583.87 | 19,583.87 | 20,073.47 | - | 20,073.47 | - | - | 20,073.47 |
| | Asst. Village Justice | 4,524.40 | 4,570.85 | 4,570.85 | 4,685.12 | - | 4,685.12 | - | - | 4,685.12 |
| | Court Clerk | 3,149.16 | 3,120.00 | 20.00 | 21.00 | 156 | 3,276.00 | - | - | 3,276.00 |
| | Court Clerk | 4,090.00 | 14,000.00 | 20.00 | 21.00 | 700 | 14,700.00 | - | - | 14,700.00 |
| | Asst. Court Clerk | 9,480.17 | 14,000.00 | 20.00 | 21.00 | 700 | 14,700.00 | - | - | 14,700.00 |
| TOTAL VILLAGE JUSTICES | | 40,827.60 | 55,274.72 | | | | 57,434.59 | - | - | 57,434.59 |
| A1210 | Mayor | | | | | | | | | |
| | Mayor | 5,350.32 | 7,700.00 | 7,700.00 | 7,700.00 | - | 7,700.00 | - | - | 7,700.00 |
| TOTAL MAYOR | | 5,350.32 | 7,700.00 | | | | 7,700.00 | - | - | 7,700.00 |
| A1230 | Mayor Assistant | | | | | | | | | |
| | Admin. Asisstant/DPW Typi | 56,724.72 | 53,844.53 | 53,844.53 | 55,190.64 | - | 55,190.64 | 5,000.00 | - | 60,190.64 |
| TOTAL MAYOR ASSISTANT | | 56,724.72 | 53,844.53 | | | | 55,190.64 | 5,000.00 | - | 60,190.64 |
| A1325 | Treasurer | | | | | | | | | |
| | Treasurer | 72,084.31 | 69,341.25 | 69,341.25 | 71,074.78 | - | 71,074.78 | - | - | 71,074.78 |
| | Deputy Treasurer | 5,374.21 | - | - | - | - | - | - | - | 42,500.00 |
| | Deputy Treasurer | 36,593.28 | 36,750.00 | 36,750.00 | 42,500.00 | - | 42,500.00 | - | - | 113,574.78 |
| TOTAL TREASURER | | 114,051.80 | 106,091.25 | | | | 113,574.78 | - | - | 113,574.78 |
| A1410 | Village Clerk | | | | | | | | | |
| | Village Clerk | 64,746.38 | 62,407.64 | 56,368.77 | 63,967.83 | - | 63,967.83 | - | 2,970.88 | 66,938.71 |
| | Deputy Clerk | 15,750.00 | 15,750.00 | 15,750.00 | 15,000.00 | - | 15,000.00 | - | - | 15,000.00 |
| TOTAL VILLAGE CLERK | | 80,496.38 | 78,157.64 | | | | 78,967.83 | - | 2,970.88 | 81,938.71 |
| A1640.1 | Central Garage | | | | | | | | | |
| | Mechanic | 58,404.27 | 53,278.01 | 24.05 | 28.27 | 2080 | 58,801.60 | 5,300.63 | - | 64,102.23 |
| TOTAL CENTRAL GARAGE | | 58,404.27 | 53,278.01 | | | | 58,801.60 | 5,300.63 | - | 64,102.23 |
| A3120 | Police | | | | | | | | | |
| | Police Chief | 35,312.31 | 34,900.00 | 34,900.00 | 34,900.00 | - | 34,900.00 | - | - | 34,900.00 |
| | Police Officer FT | 72,645.89 | 87,581.64 | 33.57 | 33.57 | 2080 | 69,825.60 | 20,336.71 | 2,756.04 | 92,918.35 |
| | Police Officer FT | 72,498.65 | 44,291.68 | 32.52 | 32.52 | 400 | 13,008.00 | 3,788.58 | 2,970.88 | 19,767.46 |
| | Police Officer FT | 109,879.76 | 79,563.20 | 31.04 | 31.04 | 2080 | 64,563.20 | 18,804.03 | - | 83,367.23 |
| | Police Officer FT | 75,669.40 | 81,602.40 | 31.78 | 31.78 | 2080 | 66,102.40 | 19,252.32 | - | 85,354.72 |
| | Police Officer FT | 91,674.67 | 79,667.20 | 31.09 | 31.09 | 2080 | 64,667.20 | 18,834.32 | - | 83,501.52 |
| | Police Officer PT | 27,338.40 | 18,186.00 | 25.98 | 25.98 | 750 | 19,485.00 | 974.25 | - | 20,459.25 |
| | Police Officer PT | 49,992.25 | 31,176.00 | 25.98 | 25.98 | 1200 | 31,176.00 | 1,558.80 | - | 32,734.80 |
| | Police Officer PT | 13,826.53 | 12,990.00 | 25.98 | 25.98 | 575 | 14,938.50 | 746.93 | - | 15,685.43 |
| | Police Officer PT | 2,928.03 | 12,990.00 | 25.98 | 25.98 | 575 | 14,938.50 | 746.93 | - | 15,685.43 |
| | Police Officer PT | 8,955.73 | 13,515.00 | 27.03 | 27.03 | 575 | 15,542.25 | 777.11 | - | 16,319.36 |
| | Police Officer PT | 24,051.62 | 13,515.00 | 27.03 | 27.03 | 575 | 15,542.25 | 777.11 | - | 16,319.36 |
| | Police Officer PT | 2,250.93 | 27,030.00 | 27.03 | 27.03 | 1000 | 27,030.00 | 1,351.50 | - | 28,381.50 |
| | Police Officer PT | 5,118.23 | 13,515.00 | 27.03 | 27.03 | 675 | 18,245.25 | 912.26 | - | 19,157.51 |
| | Police Officer PT | 10,177.14 | 13,515.00 | 27.03 | 27.03 | 575 | 15,542.25 | 777.11 | - | 16,319.36 |
| | Police Officer PT | 11,962.30 | - | - | - | - | - | - | - | - |
| | Police Officer PT | 23,718.86 | - | - | - | - | - | - | - | - |
| | Police Officer PT | 43,042.46 | 33,912.50 | 27.13 | 27.13 | 1250 | 33,912.50 | 1,695.63 | - | 35,608.13 |
| | Police Officer PT | 7,552.28 | 13,565.00 | 27.13 | 27.13 | 575 | 15,599.75 | 779.99 | - | 16,379.74 |
| | Police Officer PT | 4,228.53 | 5,426.00 | 27.13 | 27.13 | 575 | 15,599.75 | 779.99 | - | 16,379.74 |
| | Police Officer PT | 6,092.89 | 7,767.00 | 25.98 | 25.98 | 375 | 9,742.50 | 487.13 | - | 10,229.63 |
| | Parking Enforcement | - | 15,022.00 | 21.46 | 21.46 | 1040 | 22,318.40 | 1,115.92 | - | 23,434.32 |
| | Crossing Guard | 9,270.00 | 9,450.00 | 17.50 | 18.50 | 540 | 9,990.00 | - | - | 9,990.00 |
| | Crossing Guard | 8,580.00 | 9,450.00 | 17.50 | 18.50 | 540 | 9,990.00 | - | - | 9,990.00 |
| TOTAL POLICE | | 716,766.86 | 658,630.62 | | | | 602,659.30 | 94,496.61 | 5,726.92 | 702,882.83 |

| GL CODE | Position | 2024 W2 | 2024-25 Budget | 2024-25 Base Wage | 2025-26 Base Wage/Rate | Hours | Total Base Wage | Stipend/ Overtime Estimated | Longevity | 2025-26 Budgeted Approp. |
|--------------------------------------|-----------------------------|-------------------|-------------------|----------------------|---------------------------|-------|-----------------------|-----------------------------------|------------------|--------------------------------|
| A3410 Fire Chief Department | | | | | | | | | | |
| | Bookkeeper | 4,500.00 | 4,500.00 | 4,500.00 | 4,800.00 | - | 4,800.00 | - | - | 4,800.00 |
| TOTAL FIRE CHIEF | | 4,500.00 | 4,500.00 | | | | 4,800.00 | | | 4,800.00 |
| A3411.1 EML Fire Company #1 | | | | | | | | | | |
| | PT - Cleaner | 1,270.00 | 1,320.00 | 1,320.00 | 1,320.00 | - | 1,320.00 | - | - | 1,320.00 |
| TOTAL EML | | 1,270.00 | 1,320.00 | | | | 1,320.00 | | | 1,320.00 |
| A3412.1 Union Fire Company #2 | | | | | | | | | | |
| | PT - Cleaner | 1,320.00 | 1,320.00 | 1,320.00 | 1,320.00 | - | 1,320.00 | - | - | 1,320.00 |
| TOTAL UNION | | 1,320.00 | 1,320.00 | | | | 1,320.00 | | | 1,320.00 |
| A3620 Safety Inspector | | | | | | | | | | |
| | PT - Building Inspector | 15,911.20 | 16,074.56 | 16,074.56 | 16,476.42 | - | 16,476.42 | - | - | 16,476.42 |
| | PT - Building Assistant | 15,623.52 | 17,600.00 | 22.00 | 22.55 | 800 | 18,040.00 | - | - | 18,040.00 |
| | PT - Inventory Control | 2,143.28 | 2,143.28 | 2,143.28 | 2,196.86 | - | 2,196.86 | - | - | 2,196.86 |
| | PT - Fire Code Chief | 6,901.84 | 6,856.51 | 6,856.51 | 7,199.34 | - | 7,199.34 | - | - | 7,199.34 |
| | PT - Deputy Bldg. Inspector | 13,800.31 | 13,942.01 | 13,942.01 | 14,290.56 | - | 14,290.56 | - | - | 14,290.56 |
| TOTAL SAFETY | | 54,380.15 | 56,816.36 | | | | 56,203.18 | | | 56,203.18 |
| A5010 DPW - Superintendent | | | | | | | | | | |
| | Superintendent | - | - | - | - | - | - | - | - | - |
| | Superintendent | 81,259.56 | 80,701.61 | 80,701.61 | - | - | - | - | - | - |
| TOTAL DPW - SUPERINTENDENT | | 81,259.56 | 80,701.61 | 80,701.61 | | | | | | |
| A5110 DPW | | | | | | | | | | |
| | Crew Leader/Wtr Trt Plt Opt | 88,775.79 | 84,911.95 | 32.02 | 34.04 | 2080 | 70,803.20 | 29,652.80 | 3,500.00 | 103,956.00 |
| | Wtr Trt Plt Oper/MEO | 84,643.69 | 81,645.71 | 30.58 | 32.64 | 2080 | 67,891.20 | 27,317.30 | 3,500.00 | 98,708.50 |
| | Laborer | 63,190.24 | 70,160.66 | 27.16 | 30.57 | 2080 | 63,585.60 | 4,585.50 | 2,850.00 | 71,021.10 |
| | Laborer | 66,124.18 | 67,407.77 | 26.15 | 29.52 | 2080 | 61,401.60 | 7,306.20 | 3,500.00 | 72,207.80 |
| | Equipment Operator | 59,592.78 | 63,868.56 | 26.04 | 28.39 | 2080 | 59,051.20 | 11,639.03 | 2,500.00 | 73,190.23 |
| | Motor Equip. Operator | - | 47,644.52 | 19.77 | - | - | - | - | - | - |
| | Laborer | 52,862.71 | 49,819.16 | 20.79 | 25.62 | 2080 | 53,289.60 | 6,340.95 | - | 59,630.55 |
| | Laborer | 2,312.50 | 44,622.11 | 18.82 | 23.32 | 2080 | 48,505.60 | 4,372.50 | - | 52,878.10 |
| | Laborer | 11,915.00 | 48,840.58 | 20.33 | 23.32 | 2080 | 48,505.60 | 4,372.50 | - | 52,878.10 |
| | Laborer | 2,030.00 | - | 18.00 | 23.32 | 2080 | 48,505.60 | 4,372.50 | - | 52,878.10 |
| | Laborer | 24,551.50 | - | 18.00 | 23.32 | 2080 | 48,505.60 | 4,372.50 | - | 52,878.10 |
| | Laborer | 17,998.00 | - | - | - | - | - | - | - | - |
| | Laborer | 12,136.90 | - | - | - | - | - | - | - | - |
| | Laborer PT | - | 350.20 | 18.31 | 20.32 | 100 | 2,032.00 | - | - | 2,032.00 |
| | Laborer PT | - | 812.00 | - | 20.32 | 250 | 5,080.00 | - | - | 5,080.00 |
| | Laborer PT | - | 755.00 | - | 20.32 | 250 | 5,080.00 | - | - | 5,080.00 |
| | Laborer PT | 378.23 | 755.00 | 15.79 | 20.32 | 50 | 1,016.00 | - | - | 1,016.00 |
| TOTAL DPW | | 486,509.52 | 561,593.22 | | | | 583,252.80 | 104,331.78 | 15,850.00 | 703,434.58 |
| A7140 Kelley Park | | | | | | | | | | |
| | Cleaner | 3,900.00 | 3,900.00 | 26.00 | 30.00 | 150 | 4,500.00 | - | - | 4,500.00 |
| TOTAL KELLEY PARK | | 803,499.56 | 3,900.00 | | | | 4,500.00 | | | 4,500.00 |

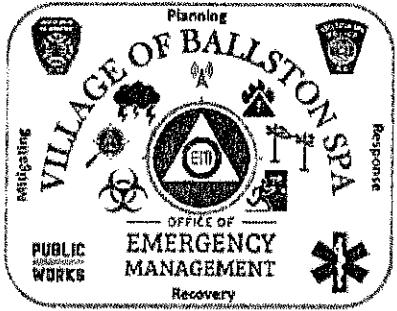
| GL CODE | Position | 2024 W2 | 2024-25 Budget | 2024-25 Base Wage | 2025-26 Base Wage/Rate | Hours | Total Base Wage | Stipend/ Overtime Estimated | Longevity | 2025-26 Budgeted Approp. |
|-----------------------------------|---------------------|-------------------|----------------|-------------------|------------------------|---------------------|-------------------|-----------------------------|---------------------|--------------------------|
| L7410 LIBRARY | | | | | | | | | | |
| Clerk PT | 12,811.70 | 14,742.00 | 15.75 | 16.40 | 900 | 14,760.00 | - | - | - | 14,760.00 |
| Clerk PT | - | 12,285.00 | 15.75 | 16.40 | 750 | 12,300.00 | - | - | - | 12,300.00 |
| Clerk PT | 8,278.70 | 13,608.00 | 15.75 | 16.40 | 850 | 13,940.00 | - | - | - | 13,940.00 |
| Clerk PT | 7,223.36 | - | - | - | - | - | - | - | - | - |
| Clerk PT | 12,354.05 | 14,742.00 | 15.75 | 16.40 | 900 | 14,760.00 | - | - | - | 14,760.00 |
| Clerk PT | 13,983.81 | 13,308.75 | 15.75 | 16.40 | 800 | 13,120.00 | - | - | - | 13,120.00 |
| Clerk PT | 12,428.63 | 3,150.00 | 15.75 | 16.40 | 200 | 3,280.00 | - | - | - | 3,280.00 |
| Clerk PT | 3,381.93 | 3,150.00 | 15.75 | 16.40 | 200 | 3,280.00 | - | - | - | 3,280.00 |
| Library Director | 68,333.08 | 65,521.43 | 65,521.43 | 67,159.47 | - | 67,159.47 | - | 3,185.20 | 70,344.67 | |
| TOTAL LIBRARY | 138,795.26 | 140,507.18 | | | | 142,599.47 | - | 3,185.20 | 145,784.67 | |
| TOTAL BOARD OF TRUSTEES | 13,479.48 | 17,972.24 | - | - | - | 17,972.24 | - | - | - | 17,972.24 |
| TOTAL VILLAGE JUSTICES | 40,827.60 | 55,274.72 | - | - | - | 57,434.59 | - | - | - | 57,434.59 |
| TOTAL MAYOR | 5,350.32 | 7,700.00 | - | - | - | 7,700.00 | - | - | - | 7,700.00 |
| TOTAL MAYOR ASSISTANT | 55,724.72 | 53,844.53 | - | - | - | 55,190.64 | 5,000.00 | - | - | 60,190.64 |
| TOTAL TREASURER | 114,051.80 | 106,091.25 | - | - | - | 113,574.78 | - | - | - | 113,574.78 |
| TOTAL VILLAGE CLERK | 80,496.38 | 78,157.84 | - | - | - | 78,967.83 | - | 2,970.88 | - | 81,938.71 |
| TOTAL CENTRAL GARAGE | 56,404.27 | 53,278.01 | - | - | - | 58,801.60 | 5,300.63 | - | - | 64,102.23 |
| TOTAL POLICE | 716,766.86 | 658,630.62 | - | - | - | 602,659.30 | 94,496.61 | 5,726.92 | - | 702,882.83 |
| TOTAL FIRE CHIEF | 4,500.00 | 4,500.00 | - | - | - | 4,800.00 | - | - | - | 4,800.00 |
| TOTAL EML | 1,270.00 | 1,320.00 | - | - | - | 1,320.00 | - | - | - | 1,320.00 |
| TOTAL UNION | 1,320.00 | 1,320.00 | - | - | - | 1,320.00 | - | - | - | 1,320.00 |
| TOTAL SAFETY | 54,380.15 | 56,616.36 | - | - | - | 58,203.18 | - | - | - | 58,203.18 |
| TOTAL DPW - SUPERINTENDENT | 81,259.56 | 80,701.61 | - | - | - | - | - | - | - | - |
| TOTAL DPW | 486,509.52 | 581,593.22 | - | - | - | 583,252.80 | 104,331.78 | 15,850.00 | - | 703,434.58 |
| TOTAL KELLEY PARK | 3,900.00 | 3,900.00 | - | - | - | 4,500.00 | - | - | - | 4,500.00 |
| TOTAL SWIMMING POOL | 64,155.03 | 62,270.00 | - | - | - | 66,582.00 | - | - | - | 66,582.00 |
| TOTAL ZONING | 8,045.80 | 9,118.93 | - | - | - | 9,346.85 | - | - | - | 9,346.85 |
| TOTAL PLANNING | 6,717.81 | 9,118.93 | - | - | - | 9,346.85 | - | - | - | 9,346.85 |
| TOTAL RETIREES BENEFITS | - | - | - | - | - | - | - | - | - | - |
| TOTAL LIBRARY | 138,795.26 | 140,507.18 | - | - | - | 142,599.47 | - | 3,185.20 | 145,784.67 | |
| 1,936,954.36 | 1,961,915.25 | | | | | 1,873,572.14 | 209,129.01 | 27,733.00 | 2,110,434.15 | |

Tentative

| | |
|--------|---------------------|
| A Fund | 1,835,784.86 |
| G Fund | 128,864.62 |
| L Fund | 145,784.67 |
| Total | <u>2,110,434.15</u> |

| DESCRIPTION | LENDER | AUD | % of | DATE OF | MATURITY | INTEREST | ORIGINAL ISSUE | BALANCE | 2024-25 | 2025-26 | 2026-27 | 2027-28 | 2028-29 | TOTAL |
|--|----------------------|-----|------------|------------|------------|---------------|-------------------|-------------------|------------------|------------------|------------------|------------------|-------------------|----------------------|
| | | | | | | | PRINCIPAL | PRINCIPAL | | | | | | |
| Refunding Bond GENERATIONS | A Fund | 70% | 12/31/2019 | 7/1/2028 | 2.30% | \$ 477,812.77 | 122,966.70 | 34,253.33 | 18,153.33 | 18,153.33 | 18,153.33 | \$ 122,966.69 | | |
| Refunding Bond GENERATIONS | G Fund | 30% | 12/31/2019 | 7/1/2028 | 2.30% | \$ 126,000.00 | 52,699.96 | 14,680.00 | 14,680.00 | 7,780.00 | 7,780.00 | \$ 52,699.96 | | |
| | | | | | | | 603,812.77 | 175,666.65 | 48,933.33 | 48,933.33 | 25,933.33 | 25,933.33 | 175,666.32 | |
| 2020 Fire Truck GENERATIONS | A Fund | | | 4/15/2020 | 4/15/2027 | 2.40% | \$ 1,159,407.00 | 520,937.49 | 169,414.04 | 173,479.98 | 177,643.47 | - | - | \$ 520,537.49 |
| | | | | | | | | 696,204.14 | 218,347.37 | 222,413.31 | 203,576.80 | 25,933.33 | 25,933.00 | |
| 2021 Tahoe GM Financial | A Fund | | | 7/15/2021 | 7/15/2025 | 4.56% | \$ 98,000.00 | 40,013.86 | 19,561.11 | 20,452.75 | - | - | - | \$ 40,013.86 |
| 2021 Tahoe GM Financial | A Fund | | | 10/15/2021 | 10/15/2025 | 4.34% | \$ 46,010.60 | 18,769.66 | 9,185.54 | 9,584.12 | - | - | - | \$ 18,769.66 |
| JD Backhoe | John Deere Financial | | | 4/27/2022 | 5/20/2026 | 5.20% | \$ 85,770.50 | 28,008.13 | 14,754.19 | - | - | - | - | \$ 28,762.32 |
| 2021 Dodge Durango ROC Leasing, LLC | A Fund | | | 9/20/2022 | 6/5/2025 | 6.50% | \$ 49,994.00 | 24,947.00 | 12,081.00 | 12,866.00 | - | - | - | \$ 24,947.00 |
| 2022 Dodge Durango ROC Leasing, LLC | A Fund | | | 11/1/2022 | 11/1/2025 | 7.17% | \$ 56,683.00 | 28,274.00 | 13,648.00 | 14,626.00 | - | - | - | \$ 28,274.00 |
| 2024 Silverado 3500 GM Financial | A Fund | | | 10/17/2023 | 10/16/2028 | 8.31% | \$ 79,914.27 | 61,280.82 | 13,535.57 | 14,861.58 | 15,881.26 | 17,202.41 | - | \$ 61,280.82 |
| | | | | | | | | 202,047.66 | 82,019.35 | 86,944.64 | 15,891.26 | 17,202.41 | | \$ 202,047.66 |

FOT 61



Village of Ballston Spa
Office of Emergency Management
66 Bath Street Ballston Spa, NY 12020
Phone (518) 885-5711 Fax (518) 670-2807



4/26/2025

EM # 0003
Date:

To: Chief Executive Officer, Village of Ballston Spa
From: Edward Ackley, Emergency Management Coordinator

SUBJ: RESOLUTION TO ESTABLISH OFFICE OF EMERGENCY MANAGEMENT
(OEM)

- 1) Please review below material as resolution to establish an Office of Emergency Management (OEM).


E. Ackley, EMC/OEM

June _____ , 2025

**EMERGENCY MANAGEMENT COMMITTEE
FOR THE ENACTMENT OF:
VILLAGE OF BALLSTON SPA OFFICE OF EMERGENCY MANAGEMENT**

Whereas, the purpose of the Office of Emergency Management is to develop emergency management programs that will provide systems to mitigate the effects of an emergency or disaster, preserve life and property, response during emergencies, provide necessary assistance, and establish a recovery process, in order to return the community to its normal state of affairs within reason; and

Whereas, the Office of Emergency Management will develop a necessary plan that aids in response, mitigation, and recovery of all hazards. The plan will attempts to clearly define the roles and responsibilities of each departments and functions with in the Village organization by providing guidance in accomplishing the objectives of the developed plan; and

Whereas, the Office of Emergency Management Committee Members will be Village of Ballston Spa Office of Emergency Management Committee, hereinafter referred to as the "Committee"; and

Whereas, the principal duty of the Committee shall be to develop an emergency plan that aims toward mitigating from, preparing for, responding to, and recovery from all hazards (manmade and natural disasters). The development of an emergency management plan will improve all affiliated emergency responding agencies and organization's the ability to respond to all threats and hazards for the Village of Ballston Spa. The committee will also review, and or, develop further such plan annually; and

Whereas, the committee will be governed by a set of Bylaws that serve as the internal operating manual for organization, defining its structure, governance, and member relationships, which is attached to this resolution as a running document; and

Whereas, on February 28, 2003, the President of the United States issued Homeland Security Presidential Directive (HSPD) - 5 Management of Domestic Incidents, which directs the Secretary of Homeland Security to develop and administer a National

Incident Management System (NIMS) and the directive also requires Federal Departments and agencies to make adoption of the NIMS by State, Tribal and Local organizations a condition for Federal preparedness assistance beginning in February FY 2005; and

Whereas, certain State and Federal disaster reimbursements require local jurisdictions to adopt and train in a Comprehensive Emergency Plan (CEMP), NIMS and Incident Command Systems (ICS); and

Whereas, certain Federal grant programs now require an adopted CEMP, which is attached to this resolution as a running document; and

Whereas, the Mayor (Chief Executive Officer) and the Emergency Management Committee (EMC) have reviewed the updated Comprehensive Emergency Management Plan with all of its attachments as periodically amended by the EMC, and recommends adoption by the Village Board of Trustees; and

Whereas, the Village Board of Trustees deems it in the best interest of the Village of Ballston Spa to formally adopt the Office of Emergency Management;

Whereas, natural and man-made disasters may occur in any part of the Village of Ballston Spa; and

Whereas, New York State Executive Law, Article 2-B, the New York State Defense Emergency Act, as amended, and the Federal Robert T. Stafford Disaster Relief and Emergency Assistance Act outline the authority; and

Whereas, Village of Ballston Spa is responsible to respond to emergency incidents as well as disasters with local responders, i.e. Law Enforcement, Fire, Emergency Medical Services, Public Services, and other such departments and divisions that might be required; and

Whereas, Village departments may be called to respond to and/or assist in response and/or recovery from the effects of emergency incidents and disasters; and

Whereas, the Village of Ballston Spa is committed to achieving a system that will provide a consistent approach for local, State and Federal governments to work effectively and efficiently together to prevent, prepare for, respond to and recover from domestic emergency and disaster incidents, regardless of cause, size or complexity; and

Whereas, The Homeland Security Presidential Directive (HSPD-5) requires Federal departments and local jurisdictions to adopt the National Incident Management Systems (NIMS); and

Whereas, in times of disaster, local and State agencies work closely with Federal agencies; and

Whereas, NIMS provides a consistent nationwide template for all agencies to work together to prevent, prepare for, respond to and recover from all hazards; and

Whereas, as a condition for Federal preparedness assistance, beginning in Federal Fiscal Year 2005, local organizations are mandated by HSPD-5 to adopt NIMS as the model for incident management in times of disaster; and

Whereas, an organizational chart identifying chain of command, which is attached to this resolution as a running document; and

Whereas, description of responsibilities of the Emergency Manager, Emergency Management Coordinator, Emergency Preparedness and Response Coordinators, Local Committee Members, and Community Emergency Response Team members, which is attached to this resolution as a running document; and

Whereas, the Village of Ballston Spa is vulnerable to many serious hazards and needs trained civilians to assist in disaster response, and the creation of the Community Emergency Response Team (CERT) program by the Village of Ballston Spa Office of Emergency Management will be educate civilians about disaster preparedness, and said civilians will be trained in the basic skills needed to assist others when professional responders are not immediately available; and

Whereas, CERT Program Guidelines are attached to this resolution that clarifies responsibilities and requirements, requirements to become a CERT member, organizational structure, team responsibilities, ongoing participation requirements, and activation procedures.

NOW, therefore, be it resolved by the Village of Ballston Spa Board of Trustees hereby adopt the Office of Emergency Management to be used by all Village departments for all incidents and/or disasters within the Village of Ballston Spa.

The foregoing resolution was voted upon with all Board of Trustees members voting as follows:

| | <u>AYE</u> | <u>NAY</u> | <u>Absent</u> |
|-------------------------|------------|------------|---------------|
| Mayor Rossi | — | — | — |
| Trustee Baskin | — | — | — |
| Trustee Price-Bush | — | — | — |
| Trustee Raymond | — | — | — |
| Trustee VanDeinse-Perez | — | — | — |

This Resolution is adopted _____ day of _____, 2025
and is ordered into record of the Village of Ballston Spa Board
with respect to the adoption of Resolution No. _____ of 2025.

Teri L. O'Conner, VILLAGE CLERK

Comprehensive Emergency Management Plan

Section 1, Purchase:

The purpose of this plan is to aid the Office of Emergency Management to minimize disasters or potential disasters and their effects, and provide for effective local responses when disasters occur and facilitate local recovery.

Section 2, Authority of OEM:

OEM, in whole or in part, may rely upon the New York State Executive Law, Article 2-B, the New York State Defense Emergency Act, as amended, and the Federal Robert T. Stafford Disaster Relief and Emergency Assistance Act for the power necessary for its development and implementation. Under these laws, the Village is and will be authorized to deal effectively with potential disaster situations.

Statutory authority is given to the Mayor, Chief Executive Officer, to designate and be responsible for any emergency situation occurring in or affecting the Village. The Mayor, or his or her designee, is the only person who may request assistance from the next higher level of government. For the Village, the next higher level of government is the county government.

A line of succession shall be set up to designate who shall act as the agent for the Village when the Mayor is unavailable or his or her arrival constitutes an unacceptable delay. Mayor Designee No. 1: Village Trustee; Designee No. 2: Emergency Manager; Designee No. 3: Emergency Management Coordinator, Designee No. 4: Chief of the Police Department; Designee No. 5: Chief Officer(s) of the Fire Department. Said designee may, under those conditions where the Mayor is unavailable or his or her arrival constitutes an unacceptable delay, issue a declaration of emergency which shall be followed by the steps required by New York State Executive Law, Article 2-B.

Section 3, Preparedness Planning:

The Mayor shall, in consultation with others which he or she deems appropriate, make such plans as he or she deems necessary to prevent and minimize the effects of disaster. These steps shall include but need not be limited to: 1) Identification of potential disasters and disaster sites, 2) Recommend disaster

prevention projects, 3) Suggest revisions and additions to building and safety codes and zoning and other land use programs, 4) Take such other measures as reasonably can be taken to prevent disasters or mitigate their impact.

Section 4, Declaration of Emergency Operation Center:

The Emergency Operations Center (EOC) will be the Village Office located at 66 Font Street, Village of Ballston Spa, New York, 12020. The Alternate Emergency Operations Center (AEOC) will be the Court House, located at 30 Bath Street, Village of Ballston Spa, New York, 12020.

The EOC to be used will be determined by the Mayor or his or her designee at the time of the emergency. The Mayor shall assess all information received from any or all Village departments, Village OEM, Village Police, Ballston Spa Fire Department, New York State Police, Saratoga County Sheriff's departments, any and all Village Board of Trustee members and the Saratoga County Emergency Management Office. The Mayor may declare an emergency (disaster) after all information is assessed.

Section 5, OEM Responsibilities for Disaster Operations:

The Mayor shall use any and all facilities, equipment, supplies, personnel and other resources of the political subdivisions in such a manner as may be necessary or appropriate to cope with the disaster.

The Mayor shall direct the activities of all agencies within the political subdivision against the effects of the emergency. The Mayor will utilize services of the Emergency Operations Center and its staff for implementation of necessary measures to achieve emergency operations. The Mayor may appoint an Emergency Management Coordinator to coordinate the operation of the EOC and to coordinate emergency response.

The Village Board of Trustees shall take all appropriate steps to prepare for any disaster or emergency and shall generally be responsible for the implementation of this and other emergency preparedness plans. The EOC staff is not limited to those listed below, nor are those listed required:

- 1) Mayor
- 2) Emergency Manager
- 3) Emergency Management Coordinator
- 4) Emergency Preparedness and Response Coordinators

- 5) Police Chief or designee
- 6) Fire Chief and Chief Officers or designee
- 7) Supervisor of Department of Public Works (DPW)
- 8) Board of Trustee's
- 9) Village Clerks
- 10) Attorney
- 11) Code Enforcement Officer

Section 6, Declaration and Notification of Disaster:

The Mayor, Village Board of Trustee members, Supervisor of the DPW, Village Clerk and other Village personnel as designated will assemble at the EOC upon notification of an emergency. The emergency notification list will be kept on file with the Village Clerks.

The Mayor or designee is responsible for making the formal declaration and proper notification of a disaster. This includes:

- a. A letter to the Village Clerk, the Saratoga County Clerk and the Secretary of State within 72 hours.
- b. A copy of this letter will be sent to the Saratoga County Emergency Management Office.
- c. The Village will contact the Saratoga County Emergency Management Office for assistance only after all local or mutual aid resources are exhausted. Requests for outside aid must first be approved by the Mayor or designee.
- d. When there is a need for mass care of persons, the American Red Cross is the recognized agency responsible. The Village Emergency Management Coordinator or Saratoga County Emergency Management Office will automatically notify the Red Cross to open a shelter when notified. If this mechanism is not used, then the burden of expense of sheltering and feeding may be assumed by the community, the Village of Ballston Spa.
- e. The Fire Chief and Fire Officers will be responsible for the direction of all action to contain and extinguish fire resulting from emergencies and the removal of trapped and injured persons from damaged buildings, disaster sites and flooded areas. The local Fire Chief may call upon the Village Emergency Management Coordinator and Saratoga County Fire Coordinator for advice and/or assistance concerning fire-related emergencies and relief operations. The Fire Department also adopts, incorporates and

shall participate in any Fire Mutual Aid Plan and the Saratoga County Hazardous Materials Response Plan and any other plan deemed in the best interest of the residents of the Village.

f. The Village Clerks shall serve as the Public Information Officer and shall direct the local dissemination of emergency information, the issuance of news reports to the public and notify the County Emergency Services on the status and development of emergency measures, using all media of public communications. Village Clerks will maintain Names, addresses and telephone numbers of all Village personnel. The Village Clerks will maintain a list of the order of designees for disaster declaration and emergency management. The Emergency Management Coordinator will provide a copy to the County Emergency Management Office.

g. The Mayor or designee shall request that the Saratoga County Sheriff's Department, Village Police and New York State Police assign their personnel to maintain order, secure affected areas, prevent looting, direct traffic and also to direct the injured to medical installations. This also includes providing immediate assistance to those in life-threatening situations, conducting search and rescue operations, and helping with the distribution of aid and critical information. They also play a crucial role in enforcing curfews, managing evacuations, and protecting critical infrastructure.

h. The Supervisor of the Department of Public Works will be responsible for maintaining essential public facilities and services, including the maintenance of streets, highways, bridges, public buildings and other vital community services. He or she will cooperate with all other departments of the Village to restore and maintain essential services.

i. The Code Enforcement Officer of the Village will be responsible for safety inspection of damaged buildings before evacuees are allowed to reoccupy such buildings.

Section 7, Information that needs to be supplied to County:

Those persons designated have the responsibility for supplying the County Emergency Management Office with the following information when requesting additional aid is:

1. Assessment of damage to the Village.
2. Information regarding extent of disaster response by the Village.
3. The special need of the Village.

Section 8, Documentation of Operations by EOC:

The maintaining of logs by EOC staff and all Village departments documenting personnel time, materials and equipment utilized to respond to the situation is required. Documentation should cover incident information, resource allocation, communications, and expenditure tracking. The following is a basic expectation during emergency operations:

- a. Incident Information: This includes the type of incident, location, time of activation, and any relevant background information.
- b. Resource Allocation: Documentation should track how resources are prioritized, assigned, and managed during an incident.
- c. Communications: It's crucial to document communication channels used within the EOC and with external agencies.
- d. Expenditure Tracking: All emergency response-related expenditures should be identified, documented, and tracked.
- e. Action Tracking: The EOC needs to document actions taken, assigned, and completed during the incident.
- f. EOC Operations: Documentation should outline EOC procedures, staffing, and communication protocols.
- g. Post-Incident Review: Following an incident, it's important to document lessons learned and identify areas for improvement.
- h. Training and Exercise Documentation: Documentation should also cover training programs and exercises conducted to prepare for emergencies.
- i. Building and Infrastructure: Documentation should cover the EOC's physical layout, communication systems, and redundancies.
- j. Accessibility: EOCs must comply with accessibility requirements, and documentation should reflect this.

Standard Operating Procedures

Section 1 - Duties of the Mayor

The Mayor of the Village of Ballston Spa is responsible for the conduct of the disaster operations within the Village. The Mayor of the Village shall use any and all facilities, equipment, supplies, personnel and other resources of the Village of Ballston Spa in such a manner as may be necessary to cope with the disaster.

The Mayor shall direct the activities of all agencies within the Village against the effects of an emergency in conformance with the approved plans for the rescue and relief of the people, the recovery and the rehabilitation of the community. The Mayor will utilize services of the Emergency Operations Center and its staff for implementation of necessary measures to achieve emergency operations.

Upon receiving notification of a potential emergency or an emergency in progress, the mayor and his OEM Committee must decide whether or not to activate EOC, and its location. If the EOC is NOT activated the Mayor and OEM Committee need to notify key staff, brief on emergency, and monitor the emergency.

If the EOC is activated, the Mayor with the assistance of the OEM Committee will:

- a. Go to the EOC
- b. Notify key staff to report to location
- c. Brief staff when they arrive
- d. Monitor the emergency
- e. Conduct periodic briefings

When the emergency is complete/over, the Mayor with the assistance of the OEM Committee will:

- a. Collect all logs, memos, messages, and more
- b. Return EOC to pre-emergency status
- c. Release staff

The Mayor should ensure the following pre-emergency reviews:

- a. Ensure that the Village has a current Emergency Operations Plan (EOP)
- b. Ensure that the EOP is reviewed and updated annually

c. Ensure that key staff have been trained on their portion of the EOP

Section 2 - Emergency Declaration

Once an emergency has been proclaimed, local emergency orders can be issued. A local emergency order shall be effective from the time and in the manner prescribed in the order and shall be published as soon as practicable in the news of general circulation in the area affected by such order. Such orders shall cease to be in effect five days after promulgation or upon declaration by the Chief Executive that the state of emergency no longer exists, whichever occurs sooner.

The Chief Executive may extend such orders for additional periods not to exceed five days each during the pendency of the local state of emergency. Local emergency orders shall be executed in triplicate and shall be filed within 72 hours, or as soon thereafter as practicable, in the Office of the Clerk of the governing board of the county, the governing board of the county, the Office of County Clerk and the Office of the Secretary of State.

The local state of emergency or proclamation declaration shall be submitted by:

1) By Email:

Proclamations of a local state of emergency and local emergency orders may be submitted to the Department of State for filing via email to Emergency.Declarations@dos.ny.gov.

2) By Mail:

Proclamations of a local state of emergency and local emergency orders may be mailed to the Department of State, Division of Corporations, State Records and Uniform Commercial Code, One Commerce Plaza, 99 Washington Avenue, Albany, NY 12231.

The Local State of Emergency or Proclamation Declaration Form is on the next page.

LOCAL STATE OF EMERGENCY OR PROCLAMATION DECLARATION

A State of Emergency is hereby declared in the Village of Ballston Spa for a period of time beginning at _____ hours on the date of _____ and continuing in effect for a period not to exceed five (5) days and ending at _____ hours on the date of _____.

The State of Emergency has been declared due to emergency conditions produced by:

Such conditions threaten or imperil the public safety of the citizens of:

As Chief Executive of the Village of Ballston Spa, I,

have exercised the authority given to me
under New York State Executive Law, Article 2-B, to preserve the
public safety and hereby render all required and available
assistance vital to the security, well-being and health of the
citizens of the community.

I hereby direct the Department(s) of _____
to take whatever steps necessary to protect life and property,
public infrastructure and other such emergency assistance as
deemed necessary.

Signed: _____ Print Name: _____

Title: _____

Date: _____

Section 2 is Complete, Move to Next Page for Section 3

Section 3 – Duties of the Village Board of Trustees

The Village of Ballston Spa Board of Trustees, as the elected body of the people, shall take all appropriate steps to prepare for any disaster or emergency and shall generally be responsible for the implementation of this and other emergency preparedness plans.

The Board of Trustees, pre-emergency, must ensure that the Village has a current EOP, that the EOP is reviewed and updated annually, and approve EOP changes annually.

The Board of Trustees during an emergency will receive notification and briefing on the emergency, respond as directed to EOC for assignments specific to requirements, i.e., financial, resources, building code, administrative records, assist Village Clerk as needed, etc.

Section 4 – Duties of Village Clerks

The Village Clerks is responsible for the maintenance and availability of essential records, documents and other materials required during the emergency.

Village Clerks will ensure for pre-emergency conditions that there is adequate supplies of:

- a. Time Sheets
- b. Vouchers
- c. Supply/Material Requests Purchase Vouchers
- d. EOC Log Forms
- e. Message Forms
- f. Other, any administrative supplies deemed necessary

The Village Clerks will ensure that the EOC can be established with least delay, and that all call-down lists are current, receive notifications and briefings from the Mayor, report to EOC when activated, perform designated duties, and be prepared to brief the Mayor on developments.

Act as Public Information Officer. The Village Clerks, under the direction of the Mayor, or his/her designee, coordinates the local dissemination of emergency information, the issuance of news reports to the public and notifies the County Emergency Management Office on the status and development of emergency measures, using all media of public communication.

Section 5 – Duties of the Emergency Manager

The Village Emergency Manager, or his/her designee, shall serve as Emergency Manager, and will direct the implementation of the comprehensive plan for the Emergency Operations Center, under the direction of the Mayor. Also, under the direction of the Mayor, the Emergency Manager will direct or advise the operations and control of the emergency operations of the Emergency Operations Center, prepare estimates of the situation, advise the Mayor or designee of operational priorities and recommend requests for assistance from the Saratoga County Emergency Management Office.

Upon notification by the Mayor, the Village Emergency Manager will activate the EOC with the assistance of the Emergency Management Coordinator. The Village Emergency Manager, with the assistance of the Emergency Management Coordinator will:

- a. Report to the EOC
- b. Establish communication with County and key agencies
- c. Monitor Emergencies
- d. Ensure that the EOC Staff receive periodic briefings
- e. Ensure that the staff receive and understand their SOP
- f. Be prepared to brief the Mayor
- g. At the termination of the emergency, return the EOC to pre-emergency status
- h. Ensure that all logs, memos and messages are collected when emergency is terminated

Section 6 - Duties of the Emergency Management Coordinator

The Village of Ballston Spa Emergency Management Coordinator (EMC) serves as the Chief Emergency Response Officer at the Village level. EMC will oversee and manage emergency response personnel. The EMC will ensure that county mutual aid plan, which facilitates resource sharing between responding agencies during emergencies. The EMC will serve as a bridge between the Village of Ballston Spa and the Saratoga County Office of Emergency Management. The EMC will manage resources between responding agencies in accordance to NYS Executive Law, particularly Article 2-B.

The EMC will play a vital role in assisting Incident Commanders, especially in larger or complex incidents. While the Incident Commander is responsible for overall incident management, Emergency Management Coordinator will provide support by ensuring the National Incident Management System (NIMS) is implemented and by advising on various aspects of the incident, including public information, safety, and liaison.

The EMC must be prepared to serve as the Incident Commander or provide support by advising on various aspects of the incident management, ensuring the NIMS framework is followed.

The EMC will oversee, assist, and guide the Command Staff (including the Public Information Officer, Safety Officer, and Liaison Officer) reports directly to the Incident Commander and provides support in their respective areas of expertise.

The EMC can assist in areas during emergencies by reviewing and developing public information plans, managing rumors, advising on safety matters, and coordinating with other agencies and organizations as intelligence of the incident is collected.

Upon notification by the Mayor, the Village Emergency Management Coordinator will activate the EOC with the assistance of the Emergency Manager. The Village Emergency Management Coordinator, with the assistance of the Emergency Manager will:

- a. Report to the EOC
- b. Establish Priorities
- c. Determine Incident Objectives and General Direction of Managing the Incident
- d. Verify location of Command Post
- e. Establish a secondary Command Post
- f. Ensure Scene/Incident Area Safety
- g. Establish Organization as mentioned in NIMS
- h. Consider Potential Crimes and Preserve Evidence
- i. Ensure Law Enforcement is alert to problem areas
- j. Establish communication with County and key agencies
- k. Assign a Communications Officer to EOC
- l. Assign a Runner to the Communications Officer
- m. Assign a Safety Officer
- n. Assign a Health Officer
- o. Assign a Resource Officer
- p. Assign a Transportation Officer
- q. Assign a School Representative
- r. Issue Command Staff checklists
- s. Monitor Emergencies
- t. Ensure that the EOC Staff receive periodic briefings
- u. Ensure that the staff receive and understand their SOP
- v. Be prepared to brief the Mayor
- w. Make appropriate notifications (e.g., Health Dept., Hospital, etc.)
- x. Keep all administrators informed
- y. Approve the use of trainees, volunteers, and auxiliary personnel, e.g., CERT)

- z. Ensure Incident Status Summary (ICS 209) is completed and forwarded to the appropriate higher authority
- aa. Order the demobilization of the incident when appropriate
- bb. Ensure established and oversight of a Joint Information Center (JIC)
- cc. Ensure the EOC is keeping Chronological information about the incident (ICS 214)
- dd. At the termination of the emergency, return the EOC to pre-emergency status
- ee. Ensure that all logs, memos and messages are collected when emergency is terminated

Section 7 - Duties of the Emergency Preparedness and Response Coordinator

Emergency Preparedness and Response Coordinators (EPRC), if available and not already assigned to tasks issued by their perspective agencies, may assist the EMC in the EOC or assume responsibilities in a division or branch depending on type of incident. In the absence of the EMC, an EPRC can assume the role and carry out the duties mentioned in Section 6.

Section 8 - Duties of the Village Fire Chief

The Fire Chief and fire officers will be responsible for the direction of all action to contain and extinguish fire resulting from emergencies and the removal of trapped and injured persons from damaged buildings and flooded areas. The local Fire Chief may call upon the Village Emergency Management Coordinator and/or Saratoga County Fire Coordinator, under mutual aid, for advice and/or assistance concerning fire-related emergencies, relief operations and coordination of emergency shelter and feeding operations.

Upon notification by the Village Mayor, or his/her designee, respond as directed:

- a. Standby Status:
 - i. Notify Key Fire Personnel
 - ii. Monitor Potential Emergency
- b. If Directed, Report to the EOC:
 - i. Notify Key Fire Personnel
 - ii. Review Fire Department SOP
 - iii. Monitor the Emergency
 - iv. Respond to individual Incidents as Needed

- c. At the Termination of the Emergency, return to pre-emergency status
- d. Turn in all ledgers, memos and messages to Village Clerks
- e. Assist in returning the EOC to pre-emergency status

Section 9 - Duties of the Village Police Chief

The Chief of Police may designate a traffic control officer to be part of the Emergency Operations Center for the purpose of controlling traffic and population movements. The local police will direct all action to maintain order, prevent looting and help alleviate panic; direct injured to medical installations, and assist handicapped persons by obtaining transportation and directing them to the nearest reception shelter. The Chief of Police may call upon the Saratoga County Sheriff's Department and/or other police agencies for advice and/or assistance.

Upon notification by the Village Mayor, or his/her designee, respond as directed:

- a. Standby Status:
 - i. Notify Key Police Personnel
 - ii. Monitor Potential Emergency
- b. If Directed, Report to the EOC:
 - i. Notify Key Police Personnel
 - ii. Review Police Department SOP
 - iii. Monitor the Emergency
 - iv. Respond to individual Incidents as Needed

Section 10 - Duties of the Village DPW Supervisor

The Supervisor of the Village's Streets Department is responsible for the maintenance of streets and bridges and all official trucks, cars and equipment. This person will direct action to check, restore and maintain essential public facilities and services, such as streets, bridges, public buildings and other vital community services, calling upon all public works and engineering services of Saratoga County for such assistance. This person will work in conjunction with the utility companies or authorities in the restoration of various essential services.

- a. If Directed, Report to the EOC:
 - i. Notify Key DPW Personnel
 - ii. Review DPW SOP
 - iii. Monitor the Emergency
 - iv. Respond to individual Incidents as Needed

Section 11 - Duties of the Code Enforcement Officer

The Code Enforcement Officer will be responsible for safety inspection of damaged homes and businesses before evacuees are allowed to reoccupy such buildings.

Section 12 - Duties of the Animal Control Officer

During a disaster, animal control officers in Ballston Spa, NY, and other areas, are responsible for ensuring the safety and well-being of animals, assisting in evacuations, and providing emergency veterinary care. They also help with sheltering animals, rescuing those in distress, and facilitating the return of lost pets.

Section 13 - Duties of the Communications Officer

A Village Clerk shall serve as the Communications Officer. The Communications Officer or staff supervises, directs, arranges and restores communications for all emergency purposes using available communication means and methods. Maximum use of all available forms of communications will be planned by all departments to aid the communications staff in carrying out their duties.

Section 14 - Duties of the Health Officer

A Lead Paramedic of Community EMS, or the Saratoga County EMS Coordinator shall serve as the Health Officer. The Health Officer directs all action to render health and medical services to the community. The officer or staff should alert hospitals and ambulances in the area regarding anticipated medical need.

Section 15 - Duties of the Resource Officer

The Resource Officer shall be appointed by the Mayor or his/her designee. The Resource Officer (resources and logistics) carries out measures necessary to the emergency handling of all local resources. Manpower directs the assignment of personnel to the various emergency services as requested.

Section 16 - Duties of the Transportation Officer

The Transportation Officer shall be appointed by the Mayor or his/her designee. The Transportation Officer carries out

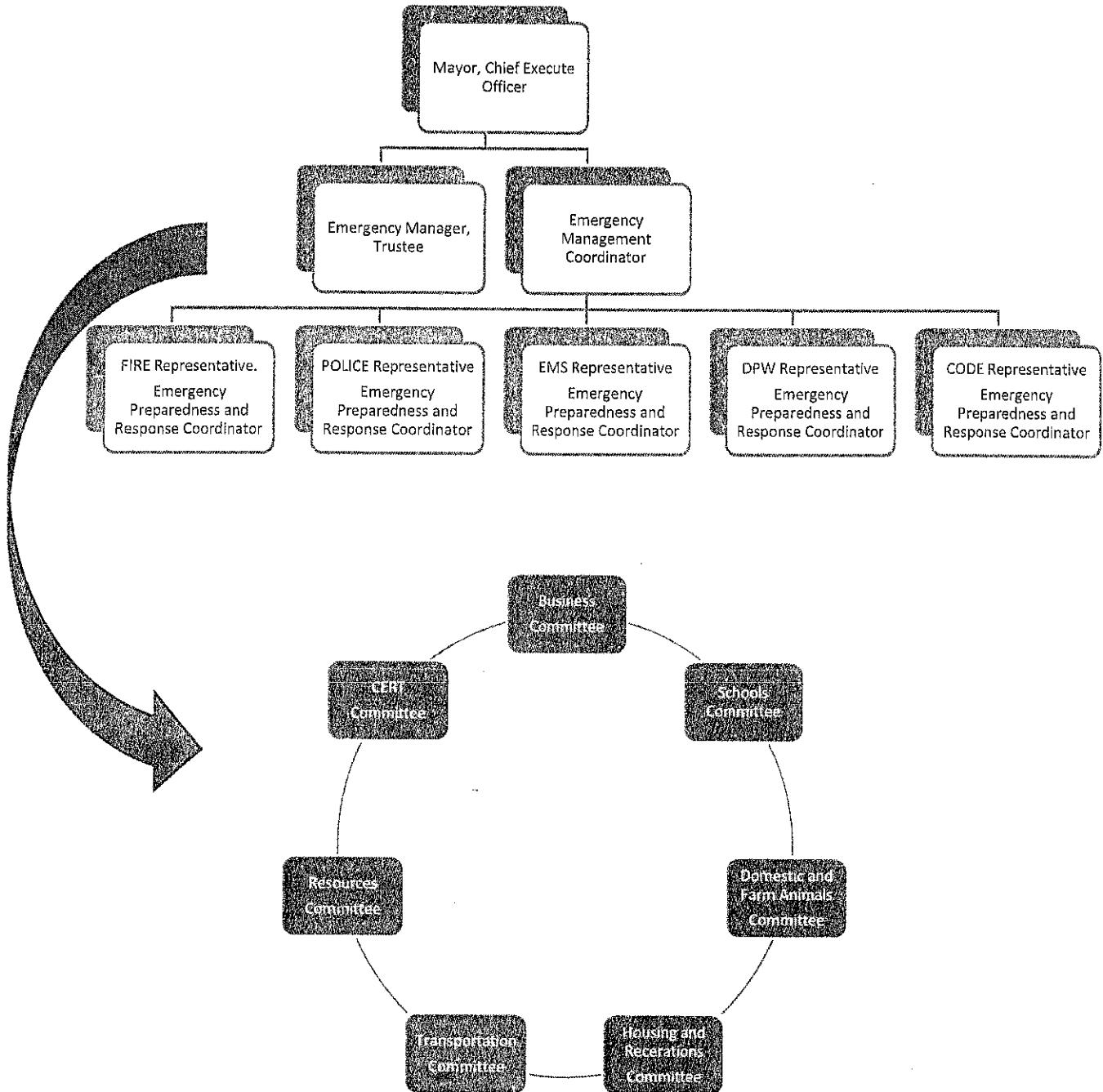
measures necessary to the utilization of all transportation modes for support and rescue operations.

Section 17 - Duties of the School Representative

The School Representative shall be appointed by the Mayor or his/her designee. The School Representative directs the action related to care for school students in school during an emergency situation.

End of SOP, Move to Next Page

Village OEM Organizational Chart



OEM Committee Bylaws

Section 1: Organization and Purpose

The name of the organization shall be the Village of Ballston Spa Office of Emergency Management Committee, hereinafter referred to as the “Committee”. The principal duty of the Committee shall be to develop an emergency plan that aims toward mitigating from, preparing for, responding to, and recovery from all hazards (manmade and natural disasters). The development of an emergency management plan will improve all affiliated emergency responding agencies and organization's the ability to respond to all threats and hazards for the Village of Ballston Spa. The committee will also review, and or, develop further such plan annually.

And

The Committee shall also fulfill the requirements established in Subtitle A, Section 301 of Title III (Emergency Planning and Right-to-Know) of the Superfund Amendments and Re-authorization Act of 1986 (hereinafter referred to as “Title III”). The Committee serves as advisory Committee to the Mayor of the Village of Ballston Spa.

And

The Committee serves at the pleasure of the Mayor as a Local Emergency Planning Committee, under the direction of the Emergency Manager who is assisted by the Emergency Management Coordinator. The committee's obligation, commitment, and duty are in reference to Sections 301-303: Emergency Planning and Community Right-to-Know Act.

Section 2: Membership

Membership will at all times include, at a minimum, representatives of the groups listed in Section 301 of SARA Title III (17). This includes equal representation of elected state and local officials, law enforcement, emergency management, public safety and health, local environmental personnel, healthcare, transportation, broadcast and print media, community groups and owners and/or operators of local facilities.

Section 3: Membership Qualifications

The members of the Committee will be recommended by the appointed Emergency Manager, Emergency Management Coordinator or delegate, and be approved by the Village of Ballston Spa Board of Trustees. These members serve at the pleasure of the Mayor for one year.

And

Membership updates will be provided to the Village of Ballston Spa Clerk's Office and the Saratoga County Office of Emergency Services on an annual basis or whenever there is a change in membership. Individuals appointed to the Committee shall represent the various professional and community groups as designated by the Mayor, Board of Trustees, Emergency Manager, and Emergency Management Coordinator.

And

Members of the Committee shall be residents of or surrounding touching jurisdictions of the Village of Ballston Spa, or conduct business in the jurisdictional area of the County of Saratoga, Village of Ballston Spa, in the State of New York.

Section 4: Officers of COMMITTEE/LEPC

Officers shall be elected to conduct meetings, appoint sub Committee, keep minutes, and to otherwise accomplish the work of the organization. Elected officer's positions are: President, Vice President, Secretary and Treasurer. These positions are not to be mistaken for the operational chain-of command: Chief Executive Officer (Mayor), Emergency Manager, Emergency Management Coordinator, Emergency Preparedness and Response Coordinator's, Committee Members, and Community Emergency Response Team. Any person in the operational chain-of-command, except the Emergency Manager, can also serve in administrative roles as President, Vice President, Secretary and Treasurer. Emergency Management Coordinator is an indefinite positions selected by the Emergency Manager and appointed by the Mayor. This is to support emergency response continuity, unity of command operations, unified command relationships, and continuous liaison with local stakeholders.

Section 5: Membership Terms of Office

The membership of the Committee will be for a period of one (1) year, except the Emergency Manager and Emergency Management Coordinator. There are no limits to the number of terms a member can serve in the Office of Emergency Management, Village of Ballston Spa. The Emergency Manager is a person who is elected by the Village of Ballston Spa community to serve a term, or multiple terms, as a member of the Board of Trustee's. The Emergency Management Coordinator is an indefinite term of service who is selected by the Emergency Manager and appointed by the Chief Executive Officer.

Section 6: Members Considered Inactive

Appointed members shall be considered inactive when they have missed more than two (2) consecutive Committee quarterly meetings without notification to the Emergency Manager, Emergency Management Coordinator and the President, or any Administrative Officer of Committee. The annual report listing members declared inactive will be provided to the Village

of Ballston Spa Board of Trustees for dismissal from the Office of Emergency Management, Village of Ballston Spa.

Section 7: Available Positions

Any openings occurring in the Committee by reason of the resignation, death or disqualification of a member will be filled by appointment in accordance with Section 3.

Section 8: Conduct of Meetings

The Committee shall meet at least quarterly. The President may call special meetings of the organization at such time and place as the President may determine. The President shall have the obligation to call a special meeting of the organization upon the written request of three (3) members.

And

Committee will have presence of thirty (30) percent of the members at the opening of the meeting. Thirty (30) percent shall constitute a quorum for the transaction of business by the Committee. For the purposes of a standing meeting, the presence of three (3) members shall constitute a quorum for the transaction of immediate business.

And

Any member of the Committee may request that the President place an item on the meeting agenda. If the President should decline to do so, a member may have such item placed on the agenda by submitting it in writing to the President with support signatures of three (3) members of the Committee.

And

The deliberations of all meetings of the Committee and its sub Committees shall be governed by Robert's Rules of Order, Newly Revised.

And

An annual notice of the regular meeting schedule of the Committee shall be published in a newspaper, or social media, with regular circulation in the Village of Ballston Spa in accordance with SARA Title III (EPCRA). This notice shall specify the meeting designated specifically for the receipt of public comments on the emergency plan.

Section 9: COMMITTEE/LEPC Positions and Officers

The Officers of the Committee shall be a President, Vice President, Secretary and Treasurer who shall be elected by the Committee as a whole in a manner herein provided. All officers shall be active members of the Committee. The committee consists of an Emergency Manager, Emergency Management Coordinator, Emergency Preparedness and Response Coordinator and Members. Members are selected by the Emergency Manager of Committee and appointed by the Mayor of the Village of Ballston Spa. The Emergency Manager (Board of Trustee), with the assistance of the Emergency Management Coordinator, has been appointed by the Mayor to manage the Office of Emergency Management.

And

Prior to the expiration of the officer's term of service, nomination and election of officers shall occur. Nominations will be accepted from the floor for the positions of President, Vice President, Secretary and Treasurer in November. The election shall be in January by ballot, except that when there is only one (1) nomination for each office, election may be by voice vote. These officers shall be selected by the majority of the members present and voting at the meeting.

And

The term of the officers elected at the meeting shall expire on December 31. Thereafter, the term of the officers shall be for a period of one (1) year.

And

The President shall preside at all meetings; shall serve as ex-officio member of all Committee's; and shall perform such duties and acts as necessary to accomplish the goals of the Committee. The President shall be empowered to create such other ad-hoc Committee's as necessary to accomplish the goals of the Committee.

And

Upon resignation or death or in the absence of the President, the Vice-President shall perform the duties of the President. The Vice-President shall perform such other duties as may be assigned by the President.

And

The Secretary-Treasurer in cooperation with the Coordinator shall be the custodian of all books, papers, documents and other property of the Committee. The Secretary-Treasurer shall keep a true record of the proceedings of all meetings. Additionally, the Secretary-Treasurer in conjunction with the Village of Ballston Spa Office of Emergency Management Coordinator shall attend to the business needs of the Committee and shall maintain an accurate record of all monies received and expended for the use of the Committee.

And

The Emergency Manager of the Village of Ballston Spa Office of Emergency Management will select an Emergency Management Coordinator for the Mayor to appoint. This is an indefinite position for unified command purposes as mentioned above in Section 4. The Emergency Management Coordinator is the liaison officer between the Committee and the Saratoga County Office of Emergency Management. The Coordinator shall process requests from the public for information under Section 324 (Right-to-Know). The Coordinator shall assist the Secretary-Treasurer in records management and financial matters. The Coordinators primary responsibility is to develop an emergency response plan with the assistance of all committee members. The Coordinator will oversee, manage and provide training to all members in the organization in the developing of the Emergency Response Plan. The plan at the minimum must identify facilities and transportation routes of extremely hazardous substances; describe emergency response procedures with an ALL HAZARD approach; implement the plan; outline emergency notification procedures; describe methods for determining the occurrence of a hazardous material release; and the probable affected area and population during a hazardous material incident; outline evacuation plans; describe a training program for emergency response personnel and non-emergency personnel of the Committee; present methods and schedules for exercising emergency response plans. In addition, the Coordinator will be responsible for assisting incident commanders in coordinating the activities of emergency response teams during catastrophic events, including police officers, firefighters, paramedics, and other first responders, to ensure that all hazards are quickly and safely contained, and that victims are rescued and treated. Additional position requirements are outlined in the Village of Ballston Spa Emergency Management Plan.

And

The Emergency Manager of the Committee, with the assistance of the Emergency Management Coordinator of the Committee, will select committee members for the Mayor to appoint. Additional position requirements are outlined in the Village of Ballston Spa Emergency Management Plan.

And

Members of the Committee comprise of elected state and local officials, law enforcement, emergency management, public safety and health, local environmental personnel, healthcare, transportation, broadcast and print media, community groups and owners and/or operators of local facilities/businesses. Members assist in the developing and review of emergency response plans for all hazardous incidents within a community, ensuring citizens are informed about potential hazards and coordinating preparedness efforts with local businesses and authorities. Members can be elected for administrative officer positions.

And

The Emergency Manager, Emergency Management Coordinator, and Members of the Committee must be familiar with, and possibly prepared for assignments during a true emergency identified in the established and continuous developed emergency response plan.

And

Emergency Manager and Emergency Management Coordinator of the Committee must be prepared to advise incident commander of financial and administrative capabilities. Emergency Manager and Emergency Management Coordinator are also responsible to advise the Mayor of all aspects of incident operations.

And

Emergency Manager and Emergency Management Coordinator must be prepared to respond to incidents and advise incident command of the current emergency action plan, provide assistance to incident command with recommendations of resources to accomplish efficient response, recovery and mitigation efforts. The Coordinator is at the will of the incident command and must be prepared to be assigned as a branch or area commander to manage a task force, response team, and more as identified in the incident command structure and unified command structure provided by FEMA.

And

Committee members from the Village of Ballston Spa Public Works must be prepared to advise incident commander of logistical support capacities. Public Works plays a critical role as responders by supporting and sometimes leading efforts to maintain or restore essential infrastructure. Public Works should be involved in identifying potential hazards and aid the Emergency Management Coordinator in the developing of emergency plans to mitigate their impact. Public Works contribute to evacuation plans, ensuring safe routes and addressing transportation needs (removing debris and clearing roads to ensure access and facilitate response efforts). Public Works staff assess the extent of damage to infrastructure, identifying critical areas for immediate attention. It is imperative that Public Works accomplish the mission of the Village of Ballston Spa Office of Emergency Management with other emergency agencies to coordinate resource allocation and ensure efficient deployment.

And

Committee members from Community EMS will advise incident command of EMS capabilities and identify key locations for triage and patient care. Committee members are at the will of the incident commander and must be prepared to be assigned as a branch or area

commander/supervisor to manage a task force, response team, and more as identified in the incident command structure and unified command structure provided by FEMA.

And

Committee members from the Ballston Spa Fire Department must be prepared for assignment to the Operations Section and or Planning Section of Incident Command Operation. Committee members from the Ballston Spa Fire Department will assist and advise the incident commander of capabilities to render an efficient response, strategies for evacuation and recovery, recommendation of resources and personnel available and mitigation of incident. Committee members are at the will of the incident commander and must be prepared to be assigned as a branch or area commander to manage a task force, response team, and more as identified in the incident command structure and unified command structure provided by FEMA.

And

Committee members from the Village of Ballston Spa Police Department must be prepared for assignment to the Operations Section and or Planning Section of Incident Command Operation. Committee members must be prepared to advise incident command of security concerns, recommended detour or routes preventing the incident from being compromised or contamination of surrounding areas, public address capabilities, evacuation capabilities, and personnel and community protection strategies. Members are at the will of the incident command and must be prepared to be assigned as a branch or area commander to manage a task force, response team, and more as identified in the incident command structure and unified command structure provided by FEMA.

And

All members participate in an After Action Review. All members participate in developing emergency response plans. All members participate in training requirements identified by New York State Office of Emergency Management. All members will fulfill annual requirements of training and familiarization identified on the FEMA Independent Learning Website. All members will have a FEMA issued identification number. All members will have a NYS Division of Homeland Security and Emergency Services (DHSES) Learning Management System Account.

Section 10: Committee's

The Executive Committee will consist of the President, Vice-President, Secretary-Treasurer, and Chairpersons of the four (4) standing Committees as described below. The Coordinator shall serve as a non-voting member of this Committee. The duties of the Executive Committee shall be to coordinate activities of the Standing and Ad-Hoc Committee's.

And

The following Standing Committees shall be established: 1) Right-to-Know Committee, 2) Public Education and Information Committee, 3) Hazardous Materials Liaison Committee, and 4) Emergency Response and Resources Committee.

And

Right-to-Know Committee shall be responsible for the formulation of all policies and procedures concerning the public's right-to-know program; the formulation of all chemical release reporting procedures; the establishment of trade secret protection procedures; and the formulation of all record keeping and information dissemination procedures for the Committee as deemed essential or mandated by the federal and/or state government.

And

Public Education and Information Committee shall be responsible for reviewing the public alert and notification program; public relations with affected communities and public at large; all publicity of the Committee; and the development of public education and information program.

And

Hazardous Materials Facilities Liaison Committee shall be responsible for procedures for identification and communication with affected facilities. This Committee shall work with the Emergency Response and Resources Committee and with affected facilities to review and help the local emergency management office(s) test a hazardous substance emergency response plan for the planning district as required by law.

And

Emergency Response and Resources Committee will work with the Hazardous Facilities Liaison Committee and with existing emergency response organizations in jurisdictions within the planning district to review and help the local emergency management office(s) test a hazardous substance emergency response plan for the planning district as required by law. This Committee shall review existing federal, state and local plans for the purpose of coordination with the Committee planning process.

And

Meetings of the Standing and Ad-Hoc Committee s may be called by the President of the Committee or the Chairperson of a designated Committee, as deemed necessary.

And

The Chairperson of the Standing Committee s shall be nominated and elected by their respective Committee s. Voting shall be conducted as provided in Section 9.

And

All members must serve on at least one Standing Committee and shall not serve on more than two Standing Committees. Final membership of the Standing Committees shall be determined by the President after consultation with the Executive Committee to ensure that all Committees have sufficient manpower to carry out their assigned tasks.

And

The President may create Ad-Hoc Committees as necessary to perform the functions of the Committee. Chairpersons of Ad-Hoc Committees shall be appointed by the President of the Committee.

Section 11: Additional Provisions

The fiscal year shall be considered to run from January 1 thru December 31.

And

All indebtedness incurred by the Committee shall follow Village approval and payment policies.

And

By-laws shall become effective upon approval by a majority of those in attendance at the organization meeting.

And

These by-laws may be amended by a two-thirds vote of members present and voting at any meeting of the Committee provided that any amendments to these by-laws be submitted to the members in writing at least one week in advance of the meeting. Any member of the Committee shall have the right to comment on or suggest revision to the by-laws.

And

Committee shall establish rules by which the Committee shall function. Such rules shall include provisions for public notification of Committee activities, public meetings to discuss the emergency plan, public comments, response to such comments by the Committee, and distribution of the emergency plan.

And

The Committee may, as necessary and proper, adopt rules of general application governing the execution of responsibilities under Emergency Planning and Community Right-to-Know Act and related applicable regulations. Such rules must first be published in proposed form not less than ten (10) days prior to final adoption by the Committee. Proposed rules are subject to public comment during the ten (10) day period. The Emergency Management Coordinator is encouraged, but not required, to notify the community of the proposed rulemaking to interested local government officials, industries, and citizens.

And

Any member of the Committee may recommend the initiation of proposed rulemaking. Any proposed rules shall initially be considered by the quorum of Committee, unless otherwise decided by the Committee. If the entire Committee, by majority vote approves the proposed rule, it shall thereafter proceed to publication as provided in the preceding section.

And

Following the expiration of the ten (10) day comment period, the Executive Committee shall review all public comments and prepare a statement that responds to comments and discusses the basis for any appropriate changes to the proposal. The Executive Committee shall present such statement to the Committee. The Committee shall then vote on the adoption of the proposed rule. If the vote is favorable, the rule shall take effect immediately upon the time and date the notice of adoption is first published.

And

Upon adoption of any rule, the Coordinator shall also publish the Committee's response to comments received and any changes to the proposal made in response to such comments. Publication of the final rule shall be in the same manner as that for the proposed rule.

And

In emergency circumstances, the Committee may adopt rules without prior public notice and comment, provided that no such rule will remain in effect for more than ninety (90) days.

Section 12: Community Information

In accordance with Section 324 of the Emergency Planning and Community Right-to-Know Act (EPCRA), all information obtained from an owner or operator pursuant to EPCRA and any requested Tier II form or the Material Safety Data Sheet (MSDS) or Safety Data Sheet (SDS)

otherwise in possession of the Committee shall be made available to the person submitting the request under this section, provided upon request of the owner or operator, the Committee shall withhold from disclosure the location of any specific chemical identified in the Tier II form.

And

All information requested to be photocopied by any member of the public, shall be provided at the sole expense of such persons. The cost of such photocopying shall be set from time to time by the Coordinator, with the approval of the Executive Committee, at a level, which will enable the Committee to recover all reasonable expenses associated with processing the request.

And

Copies of the Committee bylaws, proposed rules or rules shall be provided at no charge to the public, although the Coordinator is authorized to recover reasonable expenses for photocopying in the case of requests for multiple copies made by any single individual or entity.

And

Any request for information shall be governed by the NYS Freedom of Information Law Public Officers Law Article 6 Sections 84-90.

And

Any person may obtain a MSDS/SDS with respect to a specific facility by submitting a written request to the Coordinator.

And

Any person may obtain any other non-confidential information in the possession of the Committee by submitting a written request to the Coordinator.

And

If the Committee does not have in its possession the MSDS/SDS or other information requested in subsections C1 or C2 of this section, it shall request a submission of the MSDS/SDS from the owner or operator of the facility that is the subject of the request. The Committee will only make requests to specific facilities for information, which it is required to maintain or collect pursuant to applicable law.

And

Any person may request Tier II information with respect to a specific facility by submitting a written request to the Committee in accordance with the requirements of this section.

And

If the Committee does not have in its possession the Tier II information requested, it shall request a submission of the Tier II form from the owner or operator of the facility that is the subject of the request, provided that the request is from a state or local official acting in his or her official capacity or the request is limited to hazardous chemicals stored at the facility in an amount in excess threshold planning quantities.

And

If the request does not meet the requirements of this section, the Committee may request submission of the Tier II form from the owner or operator of the facility that is the subject of the request if the request includes a general statement of need.

Section 13: Trade Secrets

Emergency Planning and Community Right-to-Know Act (EPCRA) is generally public information. Except as provided in Section 12, all information submitted to the Committee by facilities pursuant to EPCRA shall be public information. Other than a claim designated in this section, the Committee will not honor any business confidentially or trade secret claims.

Pursuant to Section 312 and Section 214(a) of the Act, the location of specific chemicals requested to be submitted with Tier II information shall be maintained as confidential by the VBsoEM provided that a claim of confidentiality is submitted with the information, and satisfies all applicable requirements for such claims under EPCRA, and any regulations promulgated pursuant to the same. Such information shall be exempt from disclosure by the Committee permanently or until such time as an authorized governmental agency, and if applicable, a court or competent jurisdiction makes a final determination following any appeals, that such information not subject to a valid claim of business confidentiality or trade secret; and the Committee receives a written notice of such determination.

End of Bylaws

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Village of Ballston Spa OEM 12 Principles



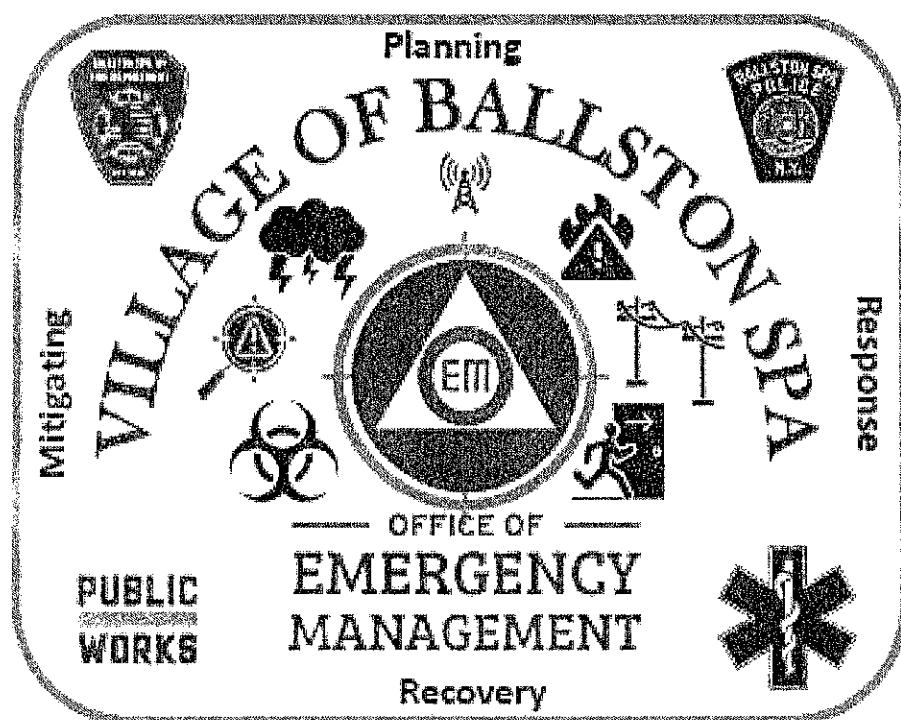
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Office of Emergency Management Patch



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Office of Emergency Management Department Logo



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Office of Emergency Management Uniforms

Class A Uniform - White Circular Formal Cap with Gold Hat Shield, White Long Sleeve BDU, Navy Blue Neck Tie, Gold Tie Clasp, Gold EM Collar Brass, Gold EM Name Tag, and Gold Sunburst EM Shield.

Class B Uniforms - White Circular Formal Cap with Gold Hat Shield, White Short Sleeve BDU, Gold EM Collar Brass, Gold EM Name Tag, and Gold Sunburst EM Shield.

Class C Uniforms - Navy Blue Fire Department Style Work Sweatshirt, Embroidered Sunburst EM Badge on Left Chest, Village of Ballston Spa OEM Embroidered Gold Letters of the right side, and the back is reflective OEM lettering; AND, Polo style short sleeve shirt with Embroidered Sunburst EM Badge on Left Chest, Village of Ballston Spa OEM Embroidered Gold Letters of the right side; and any style pant at the choice of the member.

Class D Uniform - White Wilder land Helmet with EM Identifiers on the sides and one Sticker EM identifier to the front; AND Tan Wilder land and Fire Protective Coat with EM patches on each shoulders with reflective OEM Gold Lettering on the back.

Each Member will be assigned an identification card. Each member will sign for an Office of Emergency Management Identification Card. By completing that form, they will acknowledge that they are granting the Agency Having Jurisdiction (AHJ) permission to use the following information to create and manage an emergency management credential that, upon approval, will be issued to them. This form, along with a profile photograph and any copies of qualifications to be added shall be submitted to the AHJ as a complete package. By also signing this form, members acknowledge, that should the credential issued be requested to be returned or if member(s) should leave the organization, shall send it back to the originating AHJ.

End of Uniform Guidelines

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Community Emergency Response (CERT) Program Guidelines

PURPOSE

The purpose of the Community Emergency Response Team (CERT) is to assist the Village of Ballston Spa in providing aid, as needed, for emergency disaster response and to educate and promote disaster preparedness and awareness in the community.

CERT activities during a disaster may include the following:

- a. Basic first aid and multiple victim triage
- b. Assisting with radio communications
- c. Staffing of disaster shelters, pet shelters & evacuation areas
- d. Assisting with Emergency Operations Center setup and scribing
- e. Assisting with traffic control
- f. Convergent volunteer management
- g. Small fire suppression
- h. Assist with urban search and rescue
- i. Serve as a local guide for outside agencies
- j. Assisting with Initial Damage Assessment

CERT activities during non-disaster are the following:

- a. Staffing public education booths at large community events
- b. Staffing first aid booths at large community events
- c. Assisting with traffic control at large community events
- d. Assisting with radio communications during large community events
- e. Assisting with short term care and shelter after a significant structure fire with multiple displaced individuals
- f. Assisting with EOC exercises and drills
- g. Assisting with general safety training for staff
- h. Assisting with safety training for the community

BACKGROUND

The Community Emergency Response Team (CERT) Program educates people about disaster preparedness for hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. The CERT concept was developed by the Los Angeles City Fire Department in 1985 and since its creation, numerous disasters have underscored the need for

training civilians to meet the immediate needs of a community.

CERT Training

CERT training graduates can assist others in their neighborhood or workplace following an event in which professional responders are not immediately available. CERT graduates who wish to become a member of CERT Team are required to complete additional training and participate in emergency preparedness projects in the community.

Training is vital to the safe and efficient operation of the team. No member should attempt any action for which he or she is not trained. The safety of the individual, the other team members, and the victim(s) are all dependent upon each member knowing exactly what he or she is doing and capable of. It is each member's responsibility to ensure that he or she is up-to-date with applicable training.

CERT Members are encouraged to participate in the New York State Citizens Preparedness Corps Training Program.

MEMBER REQUIREMENTS

The Village of Ballston Spa CERT Team is a critical emergency response asset in the Village, and as such, it is important that members are dedicated to making the necessary commitment of time. To become a member of CERT Team, individuals must do the following:

- a. Graduate from the Community Emergency Response Team training program;
- b. Register with the Village as a Disaster Service Worker;
- c. Complete FEMA's online courses: IS-100a (ICS) and IS-700a (Intro to NIMS);
- d. Attend Standardized Emergency Management System training;
- e. Be willing to attend periodic meetings, training sessions, and drills;
- f. Be willing to support at least two community events per year;
- g. Be willing to participate on at least one CERT committee;
- h. Be willing to provide their own Personal Protective Equipment (PPE);
- i. Be willing to serve at least **30 hours per year**, including time at meetings, trainings and events; and,
- j. Be willing and able to work in the potentially physically demanding and/or stressful environment that may be present in disaster situations.

MEMBER STATUS LEVELS

Members are either Active, Auxiliary, or Retired:

1. ACTIVE: Member is in good standing and meets ALL Member Requirements noted above. All Active members are required to display a current year sticker on their ID card.
2. AUXILIARY: Any active member who has not achieved the minimum number of hours or other requirements by the end of any year without a satisfactory reason will become re-classified as an Auxiliary member and shall return their uniform. Auxiliary status will signify that the member may not be aware of the latest CERT skills, safety procedures and protocols, and may be considered potentially unsafe due to this lack of awareness. Those classified Auxiliary are welcome to participate in CERT activities, but may be restricted by team management in the role that they may play, due to the lack of proven training and may not be included in the initial deployment.
3. RETIRED: If a member remains on the Auxiliary list for more than two years, a letter will be sent to the member to determine if the member wishes to continue with the team, or to officially retire. If a member indicates his desire to remain on the team, no further action will be taken and the member will remain on the Auxiliary list. In the case of a member choosing to retire, the official ID card must be returned to the Village. The member's status is changed to Retired and Disaster Service Worker coverage is no longer effective. The member's personal file will be kept for one year and then destroyed.

CERT TEAM ACTIVATION & DEACTIVATION

Only the Village Mayor or designee can activate and deactivate the CERT Team. Without this, members are acting as an individual member of the public, with no authority, and with no backup or support from the Village. Additionally, there is no provision of Disaster Service Worker status.

When activated, the Village Emergency Manager or EMC will designate a Team Leaders to supervise activities of the team. Should a Team member need to leave an incident or exercise prior to being deactivated, it is the member's responsibility to notify their Team Leader and check out. Should a Team Leader need to leave an incident or exercise prior to being deactivated, it is the Leader's responsibility to identify a

replacement, inform the Emergency Manager or EMC and then check out.

Prior to leaving an incident or following deactivation, Team members should ensure that all equipment is returned to the appropriate places and documentation is turned in to the appropriate individual.

UNIFORMS & IDENTIFICATION

Active members of the CERT Team will be provided with a uniform to ensure that local first responders can recognize them and differentiate them from other community volunteers, including individuals who have completed the CERT class, but no other training. Team members will be issued the uniform once they have completed all required training. When Team members are no longer participating at the required level they will be asked to return their uniform. CERT Team members will also be issued an ID Card once they have completed all required training. Team members must wear their ID card when activated to respond to an incident or assist at a community event. Team members who are in good standing at the end of each calendar year, will be issued a sticker for the next year to be placed on their ID.

CERT CODE OF CONDUCT

All CERT Team members shall abide by the CERT Code of Conduct. Any verified deviation from the Code of Conduct may result in dismissal from the team. A copy of the Code of Conduct will be included in the CERT Standard Operating Guidelines.

MANAGEMENT TEAM

The Management Team works with the Mayor or designee to implement the CERT Team program, set goals and objectives for the organization, as well as manage committees to implement the goals and objectives. There will be at least one Management Team meeting each quarter. Members of the Management Team are the members of the Village OEM.

Liability

New York State laws offer protections for volunteers, including CERT members, from liability for negligence, but these protections often have specific conditions and exclusions. CERT members can be held liable for injuries or damages caused by their negligence, such as failing to follow training protocols

or acting carelessly during a response. If a CERT member intentionally causes harm, they could face legal consequences. Community Emergency Response Guide, Managing Liability can be located at: https://www.ready.gov/sites/default/files/2021-04/CERT_Liability_Guide%20v2.pdf

End of CERT Program Guidelines

PROPOSAL FOR FURNISHING FIRE APPARATUS

May 8, 2025

Ballston Spa Fire Department
35 Washington Street
Ballston Spa, NY 12020

The undersigned is prepared to manufacture for you, upon an order being placed by you, for final acceptance by Firematic Supply Company, Inc., at its home office in E. Yaphank, NY, the apparatus and equipment herein named and for the following prices:

| | | |
|--|-------|----------------|
| One Pierce Enforcer, Ascendant 100' mid mount tower ladder | Price | \$2,510,000.00 |
| Per attached specification bid# 956 | | |
| | | |
| Including: | | |
| Trip for four members for final inspection, tool mounting, loose equipment, insurance, and three days of onsite training | | |
| | | |
| Total | | \$2,510,000.00 |

** Estimated lead time is approximately 45-48 months**

Said apparatus and equipment are to be built and shipped in accordance with the specifications hereto attached, delays due to strikes, war, or intentional conflict, failures to obtain chassis, materials, or other causes beyond our control not preventing, within about 1100 working days after receipt of this order and the acceptance thereof at our office at E. Yaphank, NY, and to be delivered to city of Ballston Spa Fire Department in Ballston Spa, NY.

The specifications herein contained shall form a part of the final contract, and are subject to changes desired by the purchaser, provided such alterations are interlined prior to the acceptance by the company of the order to purchase, and provided such alterations do not materially affect the cost of the construction of the apparatus.

The proposal for fire apparatus conforms with all Federal Department of Transportations (DOT) rules and regulations in effect at the time of the bid, and with all National Fire Protection Association (NFPA) Guidelines for Automotive Fire Apparatus as published at the time of bid, except as modified by the customer specifications. Any increased cost incurred by first party because of future changes in or additions to said DOT or NFPA standards will be passed along to the customers as an addition to the price set forth above.

Unless accepted within 10 days from date, the right is reserved to withdraw this proposition.

Firematic Supply Company Inc.

By:


AUTHORIZED SALES REPRESENTATIVE

Robert Lewis



Revised: 11/1/2017



CONTRACT

THIS AGREEMENT, made by Firematic Supply Co., Inc., East Yaphank, NY, first party and Ballston Spa Fire Department located at, 54 Washington Street, Ballston Spa, NY 12020 by its authorized representative, second party.

WITNESSETH:

First. The said first party hereby agrees to furnish the apparatus and equipment according to the specifications referenced in Bid #956 and to deliver the same as hereinafter provided.

Second. The first party agrees that all material and workmanship in and about said apparatus and equipment shall comply with said specifications. In the event there is any conflict between Customer Specifications and the Firematic Proposal, the Firematic Proposal will prevail. The standard Pierce Manufacturing Warranty will apply.

Third. This contract for fire apparatus conforms with all Federal Department of Transportation (DOT) rules and regulations in effect at the time of contract signing, and with all National Fire Protection Association (NFPA) guidelines for Automotive Fire Apparatus as published at the time of contract signing, except as modified by customer specifications. Any increased cost incurred by first party because of future changes in or additions to said DOT or NFPA standards will be passed along to the customer as an addition to the price set forth below, upon written approval of the second party.

Fourth. The said apparatus and equipment shall be ready for delivery from the Pierce Appleton, WI facility within about 1,460 days after receipt and acceptance of this contract at the first party's office at East Yaphank, New York. Delays due to strikes, failures to obtain chassis, materials or other causes beyond its control not preventing, and shall deliver to said party of the second part at 35 Washington Street, Ballston Spa, NY 12020.

Due to global supply chain constraints, any delivery date contained herein is a good faith estimate as of the date of this order/contract, and merely an approximation based on current information. Delivery updates will be made available, and a final firm delivery date will be provided as soon as possible.

Fifth. A competent serviceman shall upon request, be furnished by first party to demonstrate said apparatus for second party and to give its employees the necessary instructions in the operation and handling of said apparatus.

Sixth. The second party hereby purchases and agrees to pay for said apparatus and equipment, the sum of:

Two Million Five Hundred and Ten Thousand Dollars and Zero Cents \$ 2,510,000.00

Payment shall be made directly to first party at its, East Yaphank, New York, office. Under no circumstances shall payment be made to any other party except Firematic Supply Co, Inc.

Any representation that payment is authorized to be made to another party is in violation of this agreement. Net payment is due upon acceptance at the Fire House of the second party.



Payment is due upon delivery and acceptance.

Seventh. In case the second party desires to test the apparatus, such test shall be made within ten (10) days after arrival at destination and a written report of such test forthwith delivered to the first party at its principal office at East Yaphank, New York. If no such test is to be made, or if no such report be made by the second party within ten (10) days after arrival, then said apparatus and equipment shall be considered as fully complying with customers specifications.

Eighth. It is agreed that the apparatus and equipment covered by this contract shall remain the property of the first party, until the entire contract price has been paid.

Ninth. This contract to be binding must be signed and approved by an officer of Firematic Supply Co, Inc., or someone authorized by it to do so. This contract and specifications take precedence over all previous negotiations and no representations are considered as entering into this contract except as are contained herein or in the specifications attached hereto. This contract cannot be altered or modified except by mutual written agreement signed by the parties.

Tenth. If the Producer Price Index of Components for Manufacturing [www.bls.gov Series ID: WPUID6112] ("PPI") has increased at a compounded annual growth rate of 5.0% or more between the month Pierce accepts our order ("Order Month") and a month 14 months prior to the then predicted Ready For Pickup date ("Evaluation Month"), then pricing may be updated in an amount equal to the increase in PPI over 5.0% for each year or fractional year between the Order Month and the Evaluation Month.

The seller will document any such updated price for the customer's approval before proceeding and provide an option to cancel the order without charge if the updated price isn't accepted.

IN WITNESS WHEREOF, the said parties have caused these presents to be executed and the second party has caused its seal to be affixed and attested by its authorized representatives dated on this day of 5/8/2025.

FIREMATIC SUPPLY CO, INC.

By _____

Date of Acceptance _____

Ballston Spa Fire Department

By _____

**NOTICE OF ADOPTION OF
RESOLUTION SUBJECT TO PERMISSIVE REFERENDUM**

NOTICE IS HEREBY GIVEN that at a regular meeting held on the 12th day of May, 2025, the Village Board of the Village of Ballston Spa, Saratoga County, New York, duly adopted the following resolution, which resolution is subject to a permissive referendum pursuant to Section 36 of the Local Finance Law and Article 9 of the Village Law of the State of New York:

SERIAL BOND RESOLUTION DATED MAY 12, 2025

A RESOLUTION AUTHORIZING THE PURCHASE AND ISSUANCE OF \$3,000,000 SERIAL BONDS OF THE VILLAGE OF BALLSTON SPA, SARATOGA COUNTY, NEW YORK FOR THE PURCHASE OF ONE PIERCE ENFORCER, ASCENDANT 100 FOOT MID MOUNT TOWER LADDER FIRE TRUCK.

WHEREAS, on May 12, 2025 the Board of Trustees of the Village of Ballston Spa desires to authorize the purchase and financing of the purchase of one Pierce Enforcer, Ascendant 100 foot Mid Mount Tower Ladder Fire Truck at a maximum cost of \$3,000,000, or so much thereof as may be necessary to be paid from the proceeds of the obligations issued pursuant to the Local Finance Law,

NOW, THEREFORE, BE IT RESOLVED:

1. The Board of Trustees of the Village of Ballston Spa, Saratoga County, New York hereby authorizes the purchase and financing of the purchase of one Pierce Enforcer, Ascendant 100 foot Mid Mount Tower Ladder Fire Truck not to exceed \$3,000,000.

2. The specific object or purpose for which obligations are to be issued pursuant to this resolution is for the purchase and financing of the purchase of one Pierce Enforcer, Ascendant 100 foot Mid Mount Tower Ladder Fire Truck.

3. The current maximum cost of the aforesaid specific object or purpose of this

resolution is \$3,000,000, and the plan for the financing thereof is to issue serial bonds of said Village pursuant to the Local Finance Law for the amount of the purchase of one Pierce Enforcer, Ascendant 100 foot Mid Mount Tower Ladder Fire Truck. Such bonds are to be payable from amounts which shall annually be levied on all the taxable real property in said Village, and the faith and credit of said Village of Ballston Spa, Saratoga County, New York, are hereby pledged for the payment of said bonds and the interest thereon.

4. It is hereby determined that the period of probable usefulness of the aforesaid specific object or purpose of this resolution is twenty (20) years, pursuant to subdivision 27 of Paragraph a of Section 11.00 of the Local Finance Law.

5. Subject to the provisions of the Local Finance Law, the power to authorize the issuance of and to sell serial bonds and bond anticipation notes in anticipation of the issuance and sale of the serial bonds herein authorized, including renewals of such notes, is hereby delegated to the Mayor of the Village of Ballston Spa, the chief fiscal officer, or in his absence, the Village Clerk, who is the substituted fiscal officer. Such bonds or notes shall be of such terms, form and contents, and shall be sold in such manner, as may be determined by said Mayor or Village Clerk, pursuant to and consistent with the provisions of the Local Finance Law.

6. This resolution is adopted subject to a permissive referendum pursuant to Section 36 of the Local Finance Law and Article 9 of the Village Law of the State of New York.

7. The Village hereby authorizes the repayment of the serial bonds and/or the bond anticipation notes authorized by this resolution with level debt service or compliance with the fifty percent rule.

8. The validity of such bonds and bond anticipation notes may be contested only if:

- a. Such obligations are authorized for an object or purpose for which said Board of Trustees is not authorized to spend money; or
- b. The provisions of law which should be complied with as of the date of publication of this resolution are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty (20) days after the date of such publication; or
- c. Such obligations are authorized in violation of the provisions of the Constitution.

9. This resolution with the applicable notice shall be published in full within ten (10) days after its adoption in the Schenectady Daily Gazette, the official newspaper of the Village, for such purpose. This resolution shall take effect thirty (30) days after its adoption and thereafter shall be published in full in the official newspaper of the Village, together with a notice of the Village Clerk substantially in the form provided in Section 81.00 of the Local Finance Law.

LEGAL NOTICE

NOTICE IS HEREBY GIVEN that the resolution published herewith has been adopted by the Village Board of the Village of Ballston Spa, Saratoga County, New York, on the 12th day of May, 2025, and the validity of the obligations authorized by such resolution may be hereafter contested only if such obligations were authorized for an object or purpose for which said Village is not authorized to expend money, or if the provisions of law which should have been complied with as of the date of publication of this notice were not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of publication of this notice, or such obligations were authorized in violation of the provisions of the Constitution.

DATED: Ballston Spa, New York
May 12, 2025

Teri L. O'Connor, Village Clerk

SERIAL BOND RESOLUTION DATED MAY 12, 2025

A RESOLUTION AUTHORIZING THE PURCHASE AND ISSUANCE OF \$3,000,000 SERIAL BONDS OF THE VILLAGE OF BALLSTON SPA, SARATOGA COUNTY, NEW YORK FOR THE PURCHASE OF ONE PIERCE ENFORCER, ASCENDANT 100 FOOT MID MOUNT TOWER LADDER FIRE TRUCK.

WHEREAS, on May 12, 2025 the Board of Trustees of the Village of Ballston Spa desires to authorize the purchase and financing of the purchase of one Pierce Enforcer, Ascendant 100 foot Mid Mount Tower Ladder Fire Truck at a maximum cost of \$3,000,000, or so much thereof as may be necessary to be paid from the proceeds of the obligations issued pursuant to the Local Finance Law,

NOW, THEREFORE, BE IT RESOLVED:

1. The Board of Trustees of the Village of Ballston Spa, Saratoga County, New York hereby authorizes the purchase and financing of the purchase of one Pierce Enforcer, Ascendant 100 foot Mid Mount Tower Ladder Fire Truck not to exceed \$3,000,000.

2. The specific object or purpose for which obligations are to be issued pursuant to this resolution is for the purchase and financing of the purchase of one Pierce Enforcer, Ascendant 100 foot Mid Mount Tower Ladder Fire Truck.

3. The current maximum cost of the aforesaid specific object or purpose of this resolution is \$3,000,000, and the plan for the financing thereof is to issue serial bonds of said Village pursuant to the Local Finance Law for the amount of the purchase of one Pierce Enforcer, Ascendant 100 foot Mid Mount Tower Ladder Fire Truck. Such bonds are to be payable from amounts which shall annually be levied on all the taxable real property in said Village, and the faith and credit of said Village of Ballston Spa, Saratoga County, New York, are hereby pledged for the payment of said bonds and the interest thereon.

4. It is hereby determined that the period of probable usefulness of the aforesaid

specific object or purpose of this resolution is twenty (20) years, pursuant to subdivision 27 of Paragraph a of Section 11.00 of the Local Finance Law.

5. Subject to the provisions of the Local Finance Law, the power to authorize the issuance of and to sell serial bonds and bond anticipation notes in anticipation of the issuance and sale of the serial bonds herein authorized, including renewals of such notes, is hereby delegated to the Mayor of the Village of Ballston Spa, the chief fiscal officer, or in his absence, the Village Clerk, who is the substituted fiscal officer. Such bonds or notes shall be of such terms, form and contents, and shall be sold in such manner, as may be determined by said Mayor or Village Clerk, pursuant to and consistent with the provisions of the Local Finance Law.

6. This resolution is adopted subject to a permissive referendum pursuant to Section 36 of the Local Finance Law and Article 9 of the Village Law of the State of New York.

7. The Village hereby authorizes the repayment of the serial bonds and/or the bond anticipation notes authorized by this resolution with level debt service or compliance with the fifty percent rule.

8. The validity of such bonds and bond anticipation notes may be contested only if:

a. Such obligations are authorized for an object or purpose for which said Board of Trustees is not authorized to spend money; or

b. The provisions of law which should be complied with as of the date of publication of this resolution are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty (20) days after the date of such publication; or

c. Such obligations are authorized in violation of the provisions of the Constitution.

9. This resolution with the applicable notice shall be published in full within ten (10) days after its adoption in the Schenectady Daily Gazette, the official newspaper of the Village, for such purpose. This resolution shall take effect thirty (30) days after its adoption and thereafter shall be published in full in the official newspaper of the Village, together with a notice of the Village Clerk substantially in the form provided in Section 81.00 of the Local Finance Law.

At a regular meeting of the Village Board of the Village of Ballston Spa, in the County of Saratoga, held at 66 Front Street in Ballston Spa, New York, on the 12th day of May, 2025 at 7:00 o'clock P.M., Prevailing Time.

The meeting was called to order by Mayor Rossi, and upon roll being called, the following were

PRESENT:

ABSENT:

The following resolution was offered by _____, who moved its adoption, seconded by _____, to wit:

SERIAL BOND RESOLUTION DATED MAY 12, 2025

A RESOLUTION AUTHORIZING THE PURCHASE AND ISSUANCE OF \$3,000,000 SERIAL BONDS OF THE VILLAGE OF BALLSTON SPA, SARATOGA COUNTY, NEW YORK FOR THE PURCHASE OF ONE PIERCE ENFORCER, ASCENDANT 100 FOOT MID MOUNT TOWER LADDER FIRE TRUCK.

WHEREAS, on May 12, 2025 the Board of Trustees of the Village of Ballston Spa desires to authorize the purchase and financing of the purchase of one Pierce Enforcer, Ascendant 100 foot Mid Mount Tower Ladder Fire Truck at a maximum cost of \$3,000,000, or so much thereof as may be necessary to be paid from the proceeds of the obligations issued pursuant to the Local Finance Law,

NOW, THEREFORE, BE IT RESOLVED:

1. The Board of Trustees of the Village of Ballston Spa, Saratoga County, New York hereby authorizes the purchase and financing of the purchase of one Pierce Enforcer, Ascendant 100 foot Mid Mount Tower Ladder Fire Truck not to exceed \$3,000,000.

2. The specific object or purpose for which obligations are to be issued pursuant to this resolution is for the purchase and financing of the purchase of one Pierce Enforcer, Ascendant 100 foot Mid Mount Tower Ladder Fire Truck.

3. The current maximum cost of the aforesaid specific object or purpose of this resolution is \$3,000,000, and the plan for the financing thereof is to issue serial bonds of said Village pursuant to the Local Finance Law for the amount of the purchase of one Pierce Enforcer, Ascendant 100 foot Mid Mount Tower Ladder Fire Truck. Such bonds are to be payable from amounts which shall annually be levied on all the taxable real property in said Village, and the faith and credit of said Village of Ballston Spa, Saratoga County, New York, are hereby pledged for the payment of said bonds and the interest thereon.

4. It is hereby determined that the period of probable usefulness of the aforesaid

specific object or purpose of this resolution is twenty (20) years, pursuant to subdivision 27 of Paragraph a of Section 11.00 of the Local Finance Law.

5. Subject to the provisions of the Local Finance Law, the power to authorize the issuance of and to sell serial bonds and bond anticipation notes in anticipation of the issuance and sale of the serial bonds herein authorized, including renewals of such notes, is hereby delegated to the Mayor of the Village of Ballston Spa, the chief fiscal officer, or in his absence, the Village Clerk, who is the substituted fiscal officer. Such bonds or notes shall be of such terms, form and contents, and shall be sold in such manner, as may be determined by said Mayor or Village Clerk, pursuant to and consistent with the provisions of the Local Finance Law.

6. This resolution is adopted subject to a permissive referendum pursuant to Section 36 of the Local Finance Law and Article 9 of the Village Law of the State of New York.

7. The Village hereby authorizes the repayment of the serial bonds and/or the bond anticipation notes authorized by this resolution with level debt service or compliance with the fifty percent rule.

8. The validity of such bonds and bond anticipation notes may be contested only if:

a. Such obligations are authorized for an object or purpose for which said Board of Trustees is not authorized to spend money; or

b. The provisions of law which should be complied with as of the date of publication of this resolution are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty (20) days after the date of such publication; or

c. Such obligations are authorized in violation of the provisions of the Constitution.

9. This resolution with the applicable notice shall be published in full within ten (10) days after its adoption in the Schenectady Daily Gazette, the official newspaper of the Village, for such purpose. This resolution shall take effect thirty (30) days after its adoption and thereafter shall be published in full in the official newspaper of the Village, together with a notice of the Village Clerk substantially in the form provided in Section 81.00 of the Local Finance Law.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

VOTING Yes

VOTING Yes

VOTING Yes

VOTING Yes

VOTING Yes

I, the undersigned Clerk of the Village of Ballston Spa, Saratoga County, New York, DO
HEREBY CERTIFY

That I have compared the annexed extract of the minutes of the meeting of the Board of Trustees of said Village, including the resolutions contained therein, held on the 12th day of May, 2025 with the original thereof as recorded in the minute book of said Board of Trustees, and that same is a true and correct copy of said resolutions and of the whole thereof.

I FURTHER CERTIFY that all members of said Board had due notice of said meeting, and that, pursuant to Section 104 of the Public Officers Law (Open Meetings Law), said meeting was open to the general public, and that I duly caused a public notice of the time and place of said meeting to be given to the following newspaper and/or other news media as follows:

| <u>Newspaper and/or other News Media</u> | <u>Date Given</u> |
|--|-------------------|
|--|-------------------|

| | |
|-------------------------------|-----------------|
| The Schenectady Daily Gazette | January 8, 2025 |
|-------------------------------|-----------------|

and that I further duly caused public notice of the time and place of said meeting to be conspicuously posted in the following designated public location on the following date:

| <u>Designated Location of Posted Notice</u> | <u>Date of Posting</u> |
|---|------------------------|
|---|------------------------|

| | |
|-------------------------|-----------------|
| Village of Ballston Spa | January 7, 2025 |
|-------------------------|-----------------|

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of said Village this 12th day of May, 2025.

(CORPORATE SEAL)

Teri L. O'Connor
Village Clerk



Transportation
Land Development
Energy

May 8, 2025

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

Proposal to Amend Contract for Update to the Village's Zoning Code
The Village of Ballston Spa, New York

Dear Mr. Rossi,

Fisher Associates, P.E., L.S., L.A., D.P.C. (Fisher Associates) is submitting this proposal to continue our work on updating the Village's zoning code.

Overview

Zoning codes are one of the strongest tools a municipality has to guide future growth. After nearly two years, a first draft of the code was completed and presented to the public in spring 2025. To complete the code and bring forth for adoption by the Village Board of Trustees, there are several steps that must occur, several of which were unforeseen in the original contract:

- Develop an Open Space District provision within the Code
- Review and address nearly 80 pages of public comment
- Amend the zoning code map to incorporate new open space district, as well as other changes to boundaries and proposed districts, based upon Village feedback
- An additional in-person meeting to meet with Village Planning Board and Zoning Board of Appeals to address the above
- Work with the Village's Legal Counsel to refine the first draft, including addressing additional comments from the Mayor to address important provisions
- Potential additional in-person meeting to meet and present to the Village Board of Trustees
- Potential final refinement of the Zoning Code based upon feedback from the Village Board of Trustees.

Fee for Services and Basis of Billings

Once the funding for the original contract has been exhausted, billings for the above scope of work will be based on a **not-to-exceed amount of \$10,000**. Fisher will bill the Village monthly based upon the time and expense spent. This cost estimate is based on the anticipated scope of work outlined above, which represents our best judgment at this time as to the effort required to achieve the stated objectives. It must be recognized, however, that unforeseen conditions that may become evident during the course of the project may alter the effort required. If whatever it is that may impact costs occurs, revisions to the budget may be necessary. Client will be notified



immediately of any conditions requiring a change in the scope of work and budget. Fisher Associates will not undertake any additional work without your prior written consent.

We appreciate the opportunity to submit our proposal and are looking forward to continuing our work with you on this project.

Sincerely,

FISHER ASSOCIATES, P.E., I.S., L.A., D.P.C.

Don Naetzker, RLA, AICP
Director of Planning

By living our clientship principles and core values, we create powerful client experiences.

VILLAGE OF
BALLSTON SPA
WISWALL PARK



1227 West Galway Rd., Hagaman, NY 12086

Phone: 518-627-4260 Fax: 518-627-4264

bobstrees@nycap.rr.com

| Description | Size Available | Unit Price | Total |
|---------------------------------|----------------|------------|----------|
| AMELANCHIER X GRANDIFLORA | 2-2.5"C | \$ 203.45 | \$610.35 |
| | | | \$0.00 |
| CERCIS CANADENSIS | 2-2.5" | \$ 194.95 | \$584.85 |
| | | | \$0.00 |
| VIBURNUM CASSINOIDES RAISINETTE | #3 | \$ 44.95 | \$134.85 |
| | | | \$0.00 |
| PRUNUS JADE PARADE | #3 | \$ 43.45 | \$260.70 |
| | | | \$0.00 |
| DIERVILLA NIGHT GLOW | #3 | \$ 43.45 | \$217.25 |
| | | | \$0.00 |
| CALYCANTHUS (SWEET SHRUB) | #5 | \$ 70.95 | \$212.85 |
| | | | \$0.00 |
| SYRINGA MISS KIM | #3 | \$ 46.45 | \$278.70 |
| | | | \$0.00 |
| | | | \$0.00 |
| | | | \$0.00 |

Sub-Total \$2,299.55

Tax

Total \$2,299.55

Deposit

Remaining Balance

*quoted prices, sizes and varieties are subject to change due to current availability at order time

current availability at order time

VILLAGE OF
BALLSTON SPA
PARK & TREE



1227 West Galway Rd., Hagaman, NY 12086

Phone: 518-627-4260 Fax: 518-627-4264

bobstrees@nycap.rr.com

| Description | Size Available | Unit Price | Total |
|---|----------------|------------|------------|
| QUERCUS MACROCARPA 'URBAN PINNACLE' | #25 | \$ 577.95 | \$1,733.85 |
| | | | \$0.00 |
| LIRIODENDRON T L'L VOLUNTEER | #15 | \$ 200.45 | \$400.90 |
| | | | \$0.00 |
| GYMNOCLADUS DIOICUS (special order tree) | 1.5"C | \$ 294.45 | \$688.90 |
| | | | \$0.00 |
| QUERCUS PALUSTRIS | 2-2.5"C | \$ 226.45 | \$226.45 |
| | | | \$0.00 |
| RIGID PLASTIC MESH TREE GUARDS | 36" | \$ 8.95 | \$26.85 |
| | | | \$0.00 |
| Water Donut or Bag | 20 gal | \$ 19.95 | \$99.75 |
| | | | \$0.00 |
| BUMPER CROP | 2CU | \$ 22.95 | \$367.20 |
| | | | \$0.00 |
| ESPOMA SOIL ACIDIFIER | 30# | \$ 29.95 | \$69.00 |
| | | | \$0.00 |
| HARDWOOD STAKES | 6' | \$ 9.95 | \$318.40 |
| | | | \$0.00 |
| | | | \$0.00 |
| | | | \$0.00 |
| | | | \$0.00 |
| | | | \$0.00 |
| "SPECIAL ORDER PLANTS WILL REQUIRE A 30% NON-REFUNDABLE DEPOSIT ONCE ORDER IS CONFIRMED WITH GROWER | | | \$0.00 |

Sub-Total \$3,822.20

Tax

Total \$3,822.20

Deposit

Remaining Balance

*quoted prices, sizes and varieties are subject to change due to

current availability at order time