



## DEPARTMENT OF PLANNING & ECONOMIC DEVELOPMENT

JASON KEMPER, DIRECTOR

518.884.4705

SARATOGACOUNTY.NY.GOV

50 WEST HIGH ST, BALLSTON SPA, NY 12020

August 6, 2024

Town of Halfmoon  
2 Halfmoon Town Plaza  
Halfmoon, NY 12065

RE: 2024 Economic Development Grant

Dear Supervisor Tollisen:

It is my pleasure to inform you that at the July 3, 2024 meeting, the Saratoga County Economic Development Committee has awarded an Economic Development grant in the amount of \$10,000.00 to the Town of Halfmoon for the Halfmoon Town Complex Lighting Project project. For your records, attached is a copy of the Draft July Meeting Minutes.

The funds must be spent by the municipality and then Saratoga County will issue a reimbursement when the request for funds is made. The Saratoga County Department of Planning and Economic Development is requesting the following documentation be provided when disbursement of the grant funding is sought by the municipality:

- Reimbursement Request Form (attached)
- Copies of invoices, vouchers, proof of payment

Once all the above-mentioned materials are provided, I will present the request to the Economic Development Committee for reimbursement. Once the committee approves the reimbursement, a completed voucher will be sent to you for signature.

Please contact this department with any questions you may have.

Sincerely,

A handwritten signature in black ink that reads "Jason Kemper".

Jason Kemper, Director

ecc: Paul Maiello (grounds@townofhalfmoon.org)

Encl.

JK/nm