

TRAILS & OPEN SPACE COMMITTEE  
July 7, 2021 2:00 p.m.

AGENDA

Chair: Kevin Tollisen

Members:

Phil Barrett  
Ed Kinowski  
Jack Lawler  
Tom Richardson - VC  
Mo Wright  
Benny Zlotnick

- I. Welcome and Attendance
- II. Approval of Minutes of May 5, 2021
- III. Agreement with Saratoga Land Management Corporation for timber harvest management services on the East site in the Town of Northumberland – Jason Kemper, Planning
- IV. Trails and Open Space Application updates – Jason Kemper, Planning
- V. Other Business
- VI. Adjournment

The public will have an opportunity to hear the meeting live via an audio signal using this call-in number and access code:

Dial: 1-978-990-5145  
Access Code: 1840389



# SARATOGA COUNTY

## AGENDA ITEM REQUEST FORM

**TO:** Steve Bulger, County Administrator  
Ridge Harris, Deputy County Administrator  
Michael Hartnett, County Attorney  
Therese Connolly, Clerk of the Board

**CC:** Jason Kemper, Planning Director  
Bridget Rider, Deputy Clerk of the Board  
Matt Rose, Management Analyst  
Clare Giammusso, County Attorney's Office

**FROM:**

**DATE:**

**RE:**

**COMMITTEE:**

1. Is a Resolution Required: **YES** or **NO**  
(If YES, please complete #2- #10) (If NO, skip to #10 and provide reason for bringing the item)
2. Is a Budget Amendment needed: **YES** or **NO**  
(If yes, budget lines and impact must be provided)
3. Are there Amendments to the Compensation Schedule: **YES** or **NO**  
(If yes, provide details)
4. Specific details on what the resolution will authorize:
5. Does this item require hiring a Vendors/Contractors: **YES** or **NO**
  - a. Were bids/proposals solicited:
  - b. Is the vendor/contractor a sole source:
  - c. Commencement date of contract term:
  - d. Termination of contract date:
  - e. Contract renewal and term:
  - f. Contact information:
  - g. Is the vendor/contractor an LLS, PLLC or partnership:
  - h. State of vendor/contractor organization:
  - i. Is this a renewal agreement: **YES** or **NO**
  - j. Vendor/Contractor comment/remarks:



# SARATOGA COUNTY

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6. Is this an annual housekeeping resolution: **YES** or **NO**  
(If yes, attach the last approved resolution)
- What were the terms of the prior resolution
  - Are the terms changing:
  - What is the reason for the change in terms:
7. Is a new position being created: **YES** or **NO**
- Effective date
  - Salary and grade
8. Is a new employee being hired: **YES** or **NO**
- Effective date of employment
  - Salary and grade
  - Appointed position:
  - Term:
9. Is a grant being accepted: **YES** or **NO**
- Source of grant funding:
  - Amount of grant:
  - Purpose grant will be used for:
  - Equipment and/or services being purchased with the grant:
  - Time period grant covers:
10. Remarks/Reasoning (Supporting documentation must be attached to this form):



## **SARATOGA COUNTY PLANNING DEPARTMENT**

**JASON KEMPER  
DIRECTOR**

**TOM L. LEWIS  
COUNTY PLANNING BOARD  
CHAIRMAN**

**June 29, 2021**

**To: Trails and Open Space Committee**

**CC: County Administrator's Office  
County Attorney's Office  
Clerk of the Board of Supervisors**

**From: Jason Kemper, Director of Planning**

**RE: July 2021 Trails and Open Space Meeting**

***East Site Timber Harvest Management Fee (Action Item – Authorize a major contract with Saratoga Land Management for timber harvest management of the East Site located in the Town of Northumberland) (Budget Impact – None, the revenue associated with this contract has been covered by timber sales on the East Site, a budget amendment will be necessary)***

The Planning Department has been assisting the Dept. of Public Works in the creation of the Karner Blue Habitat Mitigation Areas in the Towns of Wilton and Northumberland. The County Attorney's office is also involved because of the permitting required by NYSDEC and USFWS. A total of three sites; the North Site, the South Site and the East Site have been harvested of timber as a result of this project. Total harvested area encompasses approximately 180 acres. The North and South Site have been de-stumped, top soil removed and seeded with the appropriate species for the mitigation work. The East Site has been harvested of timber and mitigation work is scheduled for later this year and in 2022.

Saratoga Land Management is Saratoga County's consultant that works with the Planning Department to manage the timber sales on county forestland. Typically the firm receives 10% of the revenue associated with the timber harvest. Due to the magnitude of these projects and the significant time commitment because of the complexity of the project the county entered into 3 minor contracts with Saratoga Land Management for the three parcels. Terms were 15% of the timber harvest for each parcel or a max of \$15,000.00. On the North Site the revenue was \$110,297.00, therefore the minor contract was maxed out at \$15,000. South site revenue was \$52,291.44 so Saratoga Land Management received \$7,843.12 (15% of the timber harvest).

The harvest was completed on the East Site and the total revenue received by the County was \$163,580.00. The budgeted amount in the 2021 Planning Department revenue line was \$50,000.00, to date in 2021 \$150,136.78 has been collected in this budget line, \$100,000 over projections. In addition, 2020 revenue exceeded projections by nearly \$100K as well. Saratoga

Land Management notified the Planning Department early on in the harvest that there were some issues discovered prior to the timber harvest and during the early stages of the harvest that were taking significant time to resolve and much more coordination from the consultant. I advised the consultant that we would finish out the project then make a determination on compensation for the additional time and effort. The consultant has requested that they be compensated at 15% of timber revenue for the harvest of the East site. The 15% equates to \$24,537.00 which will require a major contract, \$15,000 of which is already budgeted.

Based on the increased time and effort, coupled with the significantly increased revenue as a result of these efforts I believe the consultant should be compensated at the 15% rate. Some reasoning for the additional compensation outside of the additional duties that were performed is that the total compensation for the three projects will still be very close to the original anticipated expense of \$45,000 and the revenue for the three sites far exceeded all budget expectations and projections.

The proposed major contract will have no budget impact as the total received revenues for the East Site of \$163,580 far exceeded the 2021 budgeted amount of \$50,000. A budget amendment will be necessary to facilitate the payment for these services. In working with the Director of Finance it was determined the budget amendment will be as follows:

Increase Acct: A.80.000-8170 (Meeting/Coordination Services)      \$9,537.00

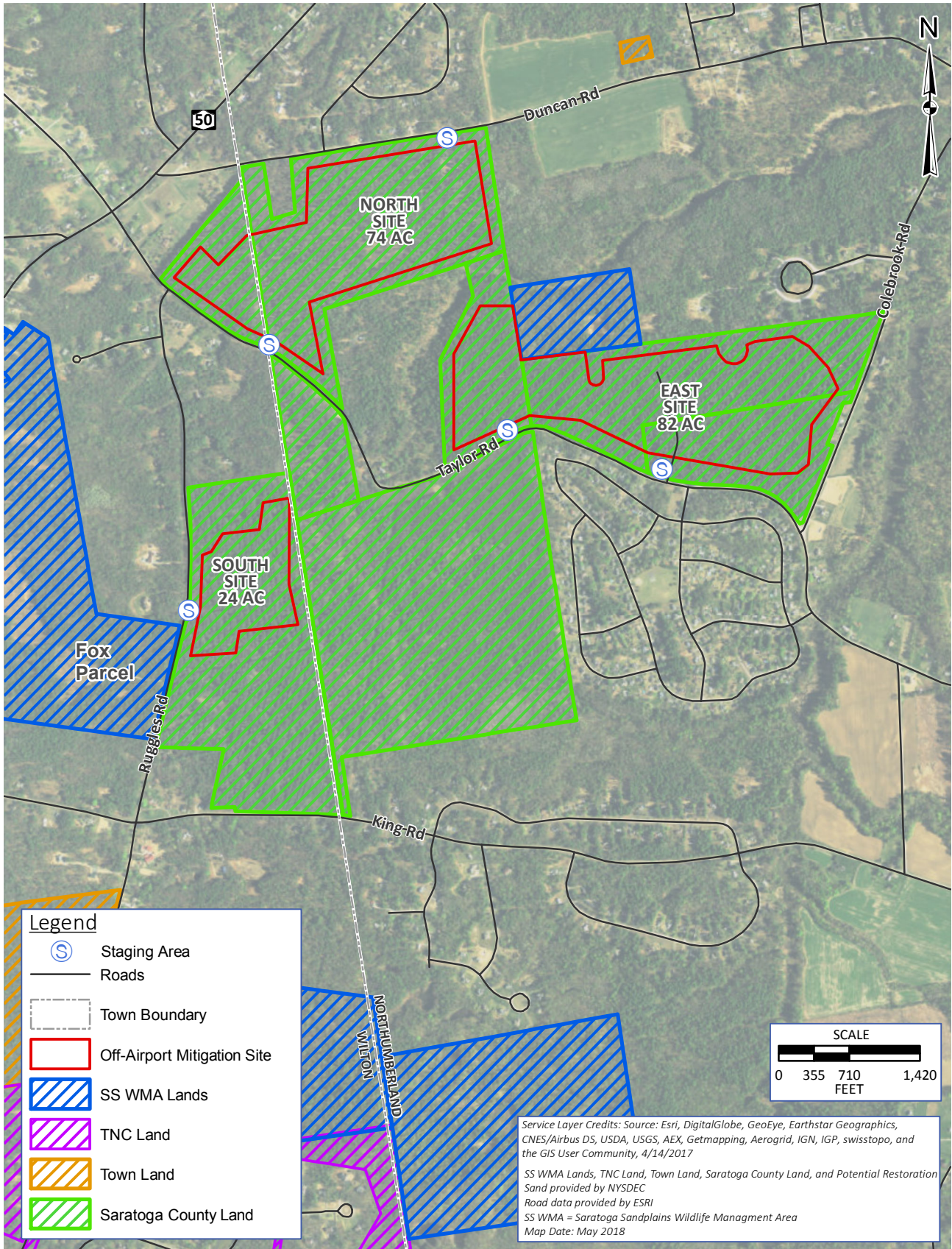
Increase Revenue Acct. A. 80.2652 (Sale of Forest Products)      \$9,537.00

I have included a map of the mitigation areas and some drone sites from the North Site and the South Site to show the completed work.

If you need any additional information, feel free to contact me.



Figure 11: Off-Airport Habitat Mitigation Sites



Document Path: K:\SARATOGA\T-17588.11 Master Plan Ph 1 EA\Draw\GIS\Figures\Biological Assessment\12 HabitatMitigation\_rev.mxd



**North Site**



**South Site**

