



Trails & Open Space Committee

Thursday, October 6, 2022 4PM
40 McMaster Street, Ballston Spa, NY

Chair: Joe Grasso

Members:

Eric Connolly
Ed Kinowski
Kevin Tollisen
Matt Veitch-VC

- I. Welcome and Attendance

- II. Approval of the minutes of the August 4, 2022 meeting.
 - I. Authorizing an amendment to Resolution 258-2019 to eliminate a requirement placed on a 2019 Open Space Grant as it relates to a 2015 Trails Grant.

 - II. Authorizing an amendment to Resolution 216-2020 awarding a 2020 Trails Grant to the Village of Victory to be awarded to the Town of Saratoga.

- III. Awarding the 2022 Trails Grants.

- IV. Discussion: 2022 Farmland and Open Space Grant Applications.

- V. Authorizing a contract with GPI for the design of the Zim Smith North Project.

- VI. Discussion: Open Space, Trail Projects, County Forestland, Timber Harvest, Community Forest Project.

- III. Other Business

- IV. Adjournment



SARATOGA COUNTY
DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT

JASON KEMPER
DIRECTOR

TOM L. LEWIS
COUNTY PLANNING BOARD
CHAIRMAN

MEMORANDUM

TO: Trails and Open Space Committee Members

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

FROM: Jason Kemper, Director of Planning and Economic Development

DATE: September 28, 2022

RE: October 2022 Trails and Open Space Meeting

Amending Town of Clifton Park 2019 Open Space Grant Resolution 258-2019

The Town of Clifton Park was awarded a Trails Grant via resolution 201-2015 in 2015. In addition, the Town of Clifton Park was awarded an open Space grant via resolution 258-2019 with the condition that the 2015 Trails grant be completed prior to the reimbursement for the Open Space Grant. By letter dated 9-23-2022 the Town of Clifton Park is requesting that the requirement that the 2015 Trails Grant be constructed prior to reimbursement be eliminated from the 2019 resolution. If this requirement is removed the Town will relinquish the 2015 Trails Grant Funds and is ready to submit immediately for reimbursement of the 2019 Open Space Grant. A copy of the letter from the Town of Clifton Park detailing the challenges faced in completing the 2015 Trail project, and history of completing past funded applications is attached to this memo.

Amending Village of Victory 2020 Trails Grant Resolution 216-2020

The Village of Victory was awarded a grant for the Seige Trail via resolution 216-2020. The Village of Victory has requested that the grant award be shifted to the Town of Saratoga so that they can complete the project. The Town of Saratoga has agreed to take on the project so that it can be completed. The deliverables of the project will remain the same, but the Town of Saratoga will administer the project. The grant amount will remain the same at \$9717. The total project cost will be reduced as in-kind services will no longer be provided by the municipality. The Saratoga County Planning and Economic Development Department will also assist with the completion of the project.

2022 County Trails Grants (*Board Resolution will be required depending on Committee Recommendation*)

The 2022 Municipal Trails Grants have been received and a summary is listed below. In 2022, there were 12 applications received from 12 different municipalities totaling \$118,653.00. The 12 requests have a total project cost of \$270K. The total budgeted amount for 2022 is \$100,000. Being that the requests

exceed the budgeted amount the final awards will need to be determined at the Trails and Open Space Committee meeting and forwarded on to the Board of Supervisors for vote. Typically, there are three alternatives that are presented for committee approval 1.) fund all applications at the full request and do a budget transfer from fund balance to cover the shortfall (this was done in 2021), 2.) fund all applications at a certain percentage of the total request to keep within budget limits, 3.) critique individual applications and reduce the request to stay within budgeted amount.

City of Saratoga Springs

Saratoga Springs Blodgett Park Blueway Trail Improvements **Amount Requested \$10,000**

A proposal to create parallel street parking dedicated to the park, to place fresh stone dust on the trail and to place new signage for the City's access to the Kayaderosseras Creek-Fish Creek Greenway.

Town of Clifton Park

Addison Estates to Settler's Hill Neighborhood Trail Restoration **Amount Requested \$10,000**

Proposed subbase restoration and new asphalt paving of an existing 1+ miles of the 8-ft wide multi-use trail that interconnects the residential neighborhoods.

Town of Edinburg

Fox Hill West Trail Expansion **Amount Requested \$10,000**

A proposal to create a snowmobile trail connection to the Great Sacandaga Lake by extending the trail 8 miles from Fox Hill Rd to the lake. Construction will include bridge placement, clearing, grubbing and grading.

Town of Greenfield

Brookhaven Park Trail **Amount Requested \$10,000**

A proposal to continue improvement of a 0.5-mile portion of the Brookhaven Trail by placing asphalt surface.

Town of Halfmoon

Champlain Canalway Trail Trailhead - Upper Newtown Road **Amount Requested \$10,000**

The Champlain Canalway Trail terminates on the Southern side of Upper Newtown Road. The proposal is to create a trailhead with parking and crossing delineation and signage on the Northern side of Upper Newtown Road. Continuing the trail North is being sought through separate funding.

Town of Malta

Malta Nature Preserve Trail Restoration **Amount Requested \$8,653**

A proposal to restore ~2,500 l.f. of trail by restoring the trail with crusher run.

Town of Moreau

Scenic Hudson River/Big Bend Trail Ph. I Design & Expansion **Amount Requested \$10,000**

A proposal to engage engineering services for site & topographic survey, archaeological services, grant administration services and construction administration services.

Town of Providence

Fox Hill West Trail Expansion

Amount Requested \$10,000

A proposal to create a snowmobile trail connection from the Great Sacandaga Lake to the Town of Edinburg boundary where the trail is to be extended to Fox Hill Rd. Construction will include bridge placement, clearing, grubbing and grading.

Town of Saratoga

Saratoga Boat Launch Improvements Phase II

Amount Requested \$10,000

Proposed improvements include a kayak/canoe launch, additional picnic tables, bbq grills, bike rack, picnic shelter and improve parking and access along with added landscaping and signage.

Town of Stillwater

Bemis Heights Historic Trail

Amount Requested \$10,000

A proposal for design and engineering of a 2-mile trail along the Champlain Canal from Price Rd/Stratton Lane intersection to Bemis Heights Pocket Park on Rt 32.

Town of Wilton

Southeast Wilton Trail Restoration & Feasibility Study

Amount Requested \$10,000

Proposed repair of a deteriorated boardwalk and trailhead improvements on Neilmann parcel and a feasibility study to connect trails within Edie Road and Ruggles Road area.

Village of South Glens Falls

Betar Byway Trail Improvements

Amount Requested \$10,000

Proposed improvements to the existing 3.2 miles of trails by resurfacing with stone dust, staining existing benches and placing six additional benches along with repair or replacement of existing signage.

2022 Saratoga County Farmland Protection and Open Space Preservation Grants

The Saratoga County Farmland Protection and Open Space Preservation grant program was established in 2003 by the County Board of Supervisors. In 2022, the Saratoga County Board of Supervisors allocated \$400,000 to the Farmland Protection and Open Space Preservation Grant Program. The Farmland/Open Space Reserve fund surplus has been allocated to the Community Forest Project via a previous resolution. The Farmland Protection and Open Space Preservation grant program applications were made available to the public in June 2022 with a due date of September 16, 2022. During this time, the Saratoga County Planning and Economic Development Department received nine applications consisting of four proposed open space preservation projects and three proposed farmland protection project, and two ROW easement projects. The total amount of county funding requested is \$755,912.90. A spreadsheet of the project details is attached for your review and below is a brief summary of the Farmland Protection and Open Space Preservation grant program projects received in 2022:

Town of Ballston

Phase I Extension to Beacon Hill Neighborhood

Amount Requested \$10,000

To the Town of Ballston, the sum of \$10,000 upon the condition that an easement acquisition takes place over a portion of lands owned by National Grid (SBL# 228.14-1-26, 228.-3-15.2, 228.-3-15.2 & 239.-1-15). The easement is phase I of the project that entails providing access to the trail that will connect Burnt Hills with the Village of Ballston Spa and ultimately with the Zim Smith Trail. The total project cost is estimated at \$150,000. The balance of the project cost is to be paid by parkland deposits and town funds.

Town of Ballston

Phase 2 Connection to the Zim Smith with railroad underpass

Amount Requested \$10,000

To the Town of Ballston, the sum of \$10,000 upon the condition that an easement acquisition takes place over a portion of lands owned by Curtis Industrial Park (SBL# 228.-3-1-64). The easement is phase II of the project that entails providing access with the Zim Smith Trail with a railroad underpass. The total project cost is estimated at \$150,000. The balance of the project cost is to be paid by parkland deposits and town funds.

Town of Charlton

Mill Pond Park Property Acquisition

Amount Requested \$3,000

To the Town of Charlton, the sum of \$3,000 upon the condition that Town acquires a 0.05-acre parcel (Tax Parcel #s 246.-3-75) to be utilized for parking and trail head to the Mill Pond Park. The total project cost is estimated at \$6,000. The balance of the project costs is to be paid by town funds.

Town of Charlton

Scotch Ridge Farm Conservation Easement

Amount Requested \$262,226

To the Town of Charlton, the sum of \$262,226 upon Saratoga PLAN completing a bargain sale, plus in-kind donations, for the purchase of the development rights of a 154.4-acre portion of the farm in order to place a perpetual conservation easement over the Scotch Ridge Farm (Tax Parcel # partial-223.-1-13.12, 223.-1-13.2 & partial-223.-1-12). Total project cost is estimated at \$524,452. The balance of the project cost is to be paid by a combination of contributions from the landowner and donation from the bargain sale transaction.

Town of Greenfield

Middle Grove Town Park Expansion

Amount Requested \$31,227.90

To the Town of Greenfield, the sum of \$31,227.90 upon the acquisition of a 0.62-acre property (SBL# 162.8-1-18) that fronts along the Middle Grove Town Park. The total project cost is estimated at \$62,455.73. The balance of the project will be paid by in-kind services and town funds.

Town of Milton

Woods Hollow Nature Preserve Conveyance Project

Amount Requested \$100,000

To the Town of Milton, the sum of \$100,000 upon the acquisition of a 130.22-acre property owned by the Village of Ballston Spa (SBL# 203.-3-1.12) and known as Woods Hollow Preserve. The total cost is estimated at \$200,000. The balance of the project cost will be paid by town funds.

Town of Milton

Bombard Farm Conservation Easement

Amount Requested \$124,762

To the Town of Milton, the sum of \$124,762 upon Saratoga PLAN completing a bargain sale, plus in-kind donations for the purchase of development rights of a 42.2-acre farm in order to place a perpetual conservation easement over the Bombard Farm (SBL# 214.-1-23.1). The total cost of the project is estimated at \$249,524. The balance of the project cost is to be paid by a combination of contributions from the landowner and donation from the bargain sale transaction.

Town of Moreau

Moreau Big Bend Trail Connection to Saratoga County Trails

Amount Requested \$15,000

To the Town of Moreau, the sum of \$15,000 for the acquisition of a portion of an 0.81-acre parcel (SBL# 63.-1-37.1) to provide the Big Bend Trail future connection to the county forest and county trail system. The estimated project cost is \$30,000. The balance of the project will be paid by town funds.

Town of Northumberland

18 Karat Farm Conservation Easement

Amount Requested \$199,697

To the Town of Northumberland, the sum of \$199,697 upon Saratoga PLAN completing a bargain sale, plus in-kind donations for the purchase of development rights of a 75.2-acre farm in order to place a perpetual conservation easement over the 18 Karat Farm (SBL# 143.-2-26 & 143.-2-25). The total cost of the project is estimated at \$399,889. The balance of the project cost is to be paid by a combination of contributions from the landowner and donation from the bargain sale transaction.

Authorize Contract with GPI

The Planning and Economic Development Department is seeking board approval to award a contract to GPI Engineering, Inc for the design of the Zim Smith North Project. The contract will include items from design to bid opening and award for the project. The 2022-2025 LDSA Regional Consultant list for NYSDOT Region 1 was used for this solicitation. A copy of the solicitation is attached to this memo for review. A total of 15 firms were contacted and solicited for proposals. 3 Firms (MJ Engineering, CHA, and Creighton Manning) responded in writing and declined to submit a proposal due to existing workload, conflicts and scheduling. GPI was the only firm that submitted a proposal for the project. NYSDOT has concurred with the selection of GPI. The proposed fee for the project is \$819,000 and is available in the Zim Smith Capital Account. It should be noted that \$500,000 of this design cost is a grant that was authorized by Resolution 264-2022.

County Forestland / Zim Smith Trail Updates/County Grant Updates /Community Forest Update

- There are currently 4 pending Open Space/Farmland Protection Projects being administered by the Planning Department. The 2021 Town of Corinth/LeClair Preserve Project closed in August 2022. The Town of Clifton Park 2019 Open Space project is ready for reimbursement if the details of the resolution are amended as previously discussed.
- There are currently 13 pending Trail Projects being administered by the Planning Department with a 2021 grant for the Town of Moreau closing in September 2022 and a 2021 grant for the Town of Malta closing in September 2022. The Town of Clifton Park has relinquished their 2015 trail grant award by a September 23, 2022, letter subject to the resolution be amended. Charlton has submitted reimbursement for the 2020 Trails Grant, Wilton has submitted the 2020 Trails Grant Reimbursement, and Edinburg is preparing a reimbursement for the 2019 and 2020 grants.
- The AML 303b agricultural district annual 30-day inclusion period occurs every October (1st - 31st). The Legal Notices appeared in the newspapers between 9-8 and 9-11, 2022.
- Purchase Order issued for the fencing on the Zim Smith Trail
- Timber Harvest on Edie Road has begun (possible site visit)
- Community Forest Update (Town of Wilton and Town of Greenfield) - Saratoga County, Saratoga PLAN, and the Open Space Institute are currently refining the governance and management structure for the property. The committee can expect to receive a proposal regarding an agreement for consideration in November. The proposal is for Saratoga PLAN to provide general oversight, management, and maintenance of the parcel during a trial period. The Graphite Range Management Board has provided a draft management plan for review (a requirement of the grant). The draft was concurrently reviewed by the US Forest Service who confirmed the draft management plan met the requirements of the US Forest Service. Saratoga County continues its due diligence of the property with the support of the Open Space Institute. Trail and access improvements to the larger Graphite Range Community Forest parcel are nearing completion. The construction of approximately 5 miles of trails will further enhance the recreational benefits of the property. The additional 20-acre acquisition of the Northern Gateway (no financial commitment by Saratoga County) parcel is on hold as partners focus their attention on the larger parcel and its acquisition is now expected to take place in 2023 with the support of the partners and Saratoga County approval.



Town of Clifton Park

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September 22, 2022

Mr. Jason Kemper, Director of Planning
Saratoga County Department of Planning
50 West High Street
Ballston Spa, NY 12020

Re: 2015 Trail Grant – Mystic Lane to Thoroughbred Way Trail Connection-Stony Creek Park District
2019 Open Space Grant – Acquisition of One-Acre Open Space at 10-12 Thoroughbred Way

Dear Mr. Kemper:

The proposed trail connection from Mystic Lane north to Thoroughbred Way concept, while supported by the Stony Creek Park District leadership for decades, involves one parcel of private property of which the private landowners have shifted away from the proposal to convey land to the Town of Clifton Park for a potential lot line adjustment as a strategic step in creating this community's desired connection between two neighborhoods. Other immediate neighbors to this potential new trail route also expressed their concerns. Wetlands were more extensive than originally anticipated, and thus significant boardwalks would have been required, coupled with residents' requests for intensive screening and fencing. As a town, we respect the wishes of property owners, and prefer to pursue projects that involve willing landowners and minimal impacts to residents. To date, the community invested about \$7,500 in surveying, wetlands delineation and engineering design for this proposed trail. However, now, since this project is no longer able to proceed forward in its current proposed location, the Town is willing to relinquish the 2015 Trails Grant Project of \$12,500, provided it receives funding for its successful acquisition completed for the 2019 Grant Project as outlined below.

As part of the greater plan for this proposed Mystic to Thoroughbred trail connection which is a small part of the existing larger trail network in the Stony Creek Park District, the Town of Clifton Park submitted a 2019 Open Space Grant application to acquire land for a neighborhood park/open space and for utilizing a portion of the property, for a trail route, but as its own distinct acquisition action and project. The Town of Clifton Park did successfully acquire on May 5, 2020, a 1.03 acre of land, a lot in Countryman Estates, at 10-12 Thoroughbred Way as park/open space for the neighborhood, Tax Parcel #283.12-1-92, filed as Deed Book 2020, Deed Page 16446. This open space acquisition project was the recipient of a 2019 Open Space Grant and is fully complete with a total project cost of \$64,441 (purchase price plus transaction costs). Currently, the Town respectfully requests the county fully fund and reimburse the Town of Clifton Park the 2019 open space grant funds (50% of total project costs) of \$32,220.50. At the time of the 2019 Open Space Award and county contract, the county had added to the grant contract that there would be conditions for the 2019 project to be tied to the 2015 trail grant project – linking the fulfillment of the 2019 grant project to fulfillment of the 2015 grant project. However, as the 2015 trail project is unable

PHILIP C. BARRETT
Supervisor

LYNDA M. WALOWIT
Councilwoman

AMY J. H. STANDAERT
Councilwoman

ANTHONY F. MORELLI
Councilman

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Councilwoman



Town of Clifton Park

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to move forward in its current proposed location and the relocation of the trail route potentially to alongside Moe Road, is not determined to be within any specific time frame, the Town respectfully requests the release of the 2019 open space grant funds from the conditions of the 2015 trails grant project. The Town completed its 2019 acquisition grant project in less than 3 months from grant contract execution, completing the project in May 2020. The property is now permanently protected as open space for the public.

Per the 2020 Trails Grant Project, the Town successfully completed this trail rehabilitation of Park Lane Estates to Meadow Estates to Summerhill in November 2021, within a year of grant contract execution (1/26/2021). This trail grant project with a \$10,000 grant award value has been completed and closed out.

Per the 2021 Trails Grant Project, the Town completed the restoration and repaving of Summerhill to The Oaks into and including Wishing Well Estates trail network, in September 2022, less than one year from grant contract execution (10/13/2021). This grant paperwork is being prepared for the reimbursement request of \$10,000 in county grant award and will be submitted to Saratoga County in early October.

Thank you for Saratoga County's support of the Town of Clifton Park's trails and open space acquisition projects. If you have any questions, please do not hesitate to contact me.

Sincerely,

Philip C. Barrett
Town Supervisor

PHILIP C. BARRETT
Supervisor

LYNDA M. WALOWIT
Councilwoman

AMY J. H. STANDAERT
Councilwoman

ANTHONY F. MORELLI
Councilman

AMY G. FLOOD
Councilwoman

2022 Saratoga County Trail Grant Program

Municipality	Project Name	SBL #	Description	Total Project Cost	Grant Request	Outside Funding Source	Notes
City of Saratoga Springs	Saratoga Springs Blodgett Park Blueway Trail Improvements	192.-1-3.2	A proposal to create parallel street parking dedicated to the park, to place fresh stone dust on the trail and to place new signage for the City's access to the Kayaderosseras Creek-Fish Creek Greenway.	\$ 20,000.00	\$ 10,000.00	Open Space funds and In-kind Services	(Received 7/15/2022) The Blueway Trail compliments 2002 Saratoga Springs Open Space Plan, 2016 NYS Open Space Conservation Plan and 2006 Saratoga County Green Infrastructure Plan.
Town of Clifton Park	Addison Estates to Settler's Hill Neighborhood Trail Restoration	270.20-3-47, 276.-2-1.21, 276.8-2-1, 276.7-3-20.2 & 276.-1-14.11	Proposed subbase restoration and new asphalt paving of an existing 1+ miles of the 8ft wide multi-use trail that interconnects the residential neighborhoods.	\$ 25,000.00	\$ 10,000.00	Town funds	(Received 7/15/2022) The residential interconnecting trails meets the Town's 1999 Trails Master Plan, connects over 100 residential homes and is open to the public.
Town of Edinburg	Fox Hill West Trail Expansion	107.-1-12, 107.-1-13, 107.-1-6, 107.-1-8, 107.-1-7, 108.-1-2, 108.-1-14, 108.-1-15, 108.-1-12, 108.-1-7, 108.-1-8 & 109.11-13	A proposal to create a snowmobile trail connection to the Great Sacandaga Lake by extending the trail from Fox Hill Rd, 8 miles to the lake. Construction will include bridge placement, clearing, grubbing and grading.	\$ 20,000.00	\$ 10,000.00	Snowmobile Club fundraiser efforts and support from DEC and landowners	(Received 8/26/2022) Important connection to the Saratoga County Trail system, GSL and Fulton County Trails. Economically important to the region.
Town of Greenfield	Brookhaven Park Trail	98.-2-6	A proposal to continue improvement of a 0.5-mi. portion of the Brookhaven Trail by placing asphalt surface.	\$ 20,408.57	\$ 10,000.00	Town's Parks and Recreation budget	(Received 8/10/2022) Local importance of an existing 11 mi. trail system used for walking, cross country skiing and snowshoeing.
Town of Halfmoon	Champlain Canalway Trail Trailhead - Upper Newtown Road	274.-1-28	The Champlain Canalway Trail terminates on the Southern side of Upper Newtown Road. The proposal is to create a trailhead with parking and crossing delineation and signage on the Northern side of Upper Newtown Road. Continuing the trail North is being sought through separate funding.	\$ 23,000.00	\$ 10,000.00	Town funds and in-kind services	(Received 7/19/2022) Local and Regional importance for the potential 62-mile trail linking the Town of Waterford and the Town of Whitehall (Washington Co.) as well as linking with other local and regional trail networks.
Town of Malta	Malta Nature Preserve Trail Restoration	217.-2-52.2	A proposal to restore ~2,500 l.f. of trail by restoring the trail with crusher run.	\$ 8,653.00	\$ 8,653.00	In-Kind services	(Received 8/10/2022) Local importance. Resurfacing trail segment of the 141-acre nature park.

Municipality	Project Name	SBL #	Description	Total Project Cost	Grant Request	Outside Funding Source	Notes
Town of Moreau	Scenic Hudson River/Big Bend Trail Ph. I Design & Expansion	63.-1-7, 63.-1-8, 63.-1-9 & 63.-1-46	A proposal to engage engineering services for site & topographic survey, archaeological services, grant administration services and construction administration services.	\$ 59,950.00	\$ 10,000.00	Professional Service from Town budget	(Received 8/19/2022) Total Project cost from supplied estimate of services. Potential to connect with Big Boom Trail, Moreau State Park, Palmertown Range and Betar Byway Trail (Total of 2.2 miles of 3 phased trail)
Town of Providence	Fox Hill West Trail Expansion	119.-2-1, 119.-1-11.1, 119.-1-10, 119.-1-8, 120.-1-1, 120.-1-3 & 120.-1-2	A proposal to create a snowmobile trail connection from the Great Sacandaga Lake to the Town of Edinburg boundary where the trail is to be extended to Fox Hill Rd. Construction will include bridge placement, clearing, grubbing and grading.	\$ 15,000.00	\$ 10,000.00	Various fundraising from various snowmobile clubs.	(Received 8/26/2022) Important connection to the Saratoga County Trail system, GSL and Fulton County Trails. Economically important to the region.
Town of Saratoga	Saratoga Boat Launch Improvements PhII		Proposed improvements include a kayak/canoe launch, additional picnic tables, bbq grills, bike rack, picnic shelter and improve parking and access along with added landscaping and signage.	\$ 17,080.00	\$ 10,000.00	Other grant funding - Champlain Canal Grant	(Received 8/26/2022) Local importance. Allows access to the Hudson River and adjacent to the Empire State Trail/Champlain Canalway Trail.
Town of Stillwater	Bemis Heights Historic Trail	233.-1-45	A proposal for design and engineering of a 2 mi. trail along the Champlain Canal from Price Rd/Stratton Lane intersection to Bemis Heights Pocket Park on Rt 32.	\$ 20,000.00	\$ 10,000.00	Other grant funding (HRV)	(Received 8/23/2022) Old Champlain Canal gap closure. Connects the Village of Stillwater, Village of Schuylerville Saratoga National Historic Park with regional importance to Empire State Trail and Hudson River Valley Greenway.
Town of Wilton	Southeast Wilton Trail Restoration & Feasibility Study	128.-1-61, 63,& 76; 141.-3-37.1, 44.2, & 51.2; 142.-1-43.1	Proposed repair of a deteriorated boardwalk and trailhead improvements on Neilmann parcel and a feasibility study to connect trails within Edie Road and Ruggles Road area.	\$ 31,196.00	\$ 10,000.00	In-Kind services & Town funds	(Received 8/24/2022) Local importance of restoration of an existing trail and a feasibility study to link neighborhoods, county and state lands.
Village of South Glens Falls	Betar Byway Trail Improvements	37.45-6-4, 37.-3-1, 37.45-9-5, 37.77-1-12 & 49.36-1-1	Proposed improvements to the existing 3.2 miles of trails by resurfacing with stone dust, staining existing benches and placing six additional bench along with repair or replacement of existing signage.	\$ 10,000.00	\$ 10,000.00	Town funds and in-kind services	(Received 6/20/22) The Betar Byway Trail has the capacity to link the Town of Moreau's Hudson River Byway Trail and the Feeder Canal Trail (Warren Co.)
			Totals	\$ 270,287.57	\$ 118,653.00		
			2022 Grant allotment: \$100,000				

Saratoga County Farmland Protection and Open Space Grants 2022

Municipality	Project Name	Acreage	S.B.L #	Original County Request	County Awarded	Total Project Cost	Total Outside Funding	Open Space/ Farm Protection	Description	Source of Outside Funding
Ballston	Phase I Extension to Beacon Hill Neighborhood	N/A	228.14-1-26; 228.-3.-56; 228.-3-15.2; 239.-1-15	\$10,000.00		\$150,000.00	\$140,000.00	Open Space - Easement Acquisition	A portion of the land is owned by the Town of Ballston and a portion is owned by National Grid. We are working with National Grid to be granted a Right Of Way through the portion of land they own which is currently an access road. This phase (1) is part of a four phase project that will connect Burnt Hills to Ballston Spa. Hundreds of residences have been developed in this area and those residents will now have access to the trail system that is planned to be connected to the Zim Smith trail.	Parkland Deposits from the Town of Ballston will cover the rest.
Ballston	Phase 2 Connection to the Zim Smith with railroad underpass	N/A	228.-3-64;	\$10,000.00		\$150,000.00	\$140,000.00	Open Space - Easement Acquisition	This property is currently owned by the Curtis Industrial park / Todd Curtis. It is used as an industrial park for businesses.	Parkland Deposits from the Town of Ballston will cover the rest.
Charlton	Mill Pond Park Property Acquisition	0.05	246.-3-75	\$3,000.00		\$6,000.00	\$3,000.00	Open Space	The parcel is a vacant plot of flat overgrowth that sits along the roadside and is at the head of the walking trail into Mill Pond Park. The property borders Crane Street and blocks the head of the trail. Once acquired, the property will allow access to Mill Pond Park and serve as a parking area and trailhead for the path into the park.	Town funds

Saratoga County Farmland Protection and Open Space Grants 2022

Municipality	Project Name	Acreage	S.B.L #	Original County Request	County Awarded	Total Project Cost	Total Outside Funding	Open Space/ Farm Protection	Description	Source of Outside Funding
Charlton / Saratoga PLAN	Scotch Ridge Farm Conservation Easement	154.4	223.-1-13.12 (partial); 223.-1-13.2; 223.-1-12 (partial)	\$262,226.00		\$524,452.00	\$262,226.00	Farmland Protection	Scotch Ridge Farm, owned by David and Kathryn Arnold, is a diverse property with fertile farm fields, well-managed woodlands on Dennison Hill, premier wetland habitat in the Consalus Vly, an extensive manicured landscape, well-groomed snowmobile, hiking and cross-country ski trails, ponds, a primary residence as well as a rental residence, and a large metal utility building / barn with an office. This grant application, which will be matched by the landowners, will conserve the 154.4-acre eastern section of the farm as an initial phase, with a second phase to complete conservation of the 46.5-acre eastern section as a subsequent transaction. This initial phase of the Scotch Ridge Farm conservation project will make the remaining acres of the farm eligible for state funding by leveraging and augmenting its chances as an adjacent protected farm and natural area; each section boosting the integrity of the other for agriculture, habitat, water quality, scenic views, and rural character.	\$262,226 is provided by the landowners: \$226,276 as the donation portion of a bargain sale transaction and \$35,950 in cash.
Greenfield	Middle Grove Town Park Expansion	0.62	162.8-1-18	\$31,227.90		\$62,455.73	\$31,227.90	Open Space	This property, 426 Middle Grove Rd, has been abandoned and is in the process of going to auction later this year. It contains an abandoned trailer home, shed, garage and trees. The Town of Greenfield is been discussing purchasing the property with Real Property Services. Exact costs will be determined later this year, so we are applying for our best estimate at this time. It may cost less, which will show at the time we are requesting reimbursement. It is a parcel directly linked to the entrance of our Middle Grove Town Park and one we have long wanted to clean up and add to the natural beauty of our town's busiest park. We have detailed costs for purchase of property, as well as to clean up the property to turn it into open space.	Town funds

Saratoga County Farmland Protection and Open Space Grants 2022

Municipality	Project Name	Acreage	S.B.L #	Original County Request	County Awarded	Total Project Cost	Total Outside Funding	Open Space/ Farm Protection	Description	Source of Outside Funding
Milton	Woods Hollow Nature Preserve Conveyance Project	130.22	203.-3-1.12	\$100,000.00		\$200,000.00	\$100,000.00	Open Space	The Woods Hollow Nature Preserve (Preserve) is a 130-acre property owned by the Village of Ballston Spa and maintained by the Town of Milton. The Preserve is the former reservoir property for the Village of Ballston Spa and has a network of walking trails throughout the property, which is comprised primarily of pine forest and sandy soils. The Town has honored an unwritten agreement to maintain the Village's property for decades. From recent discussions with Village Officials, they do not have the resources required to properly maintain the property. Additionally, the Village has recently solicited companies to value the timber and consider logging to increase their fiscal wellbeing. From the Town's point of view, logging may damage the public's perception of the Town since the community perceives the Town as an owner of the property due its geographic location and maintenance commitment. After considering the aforementioned items, Town Officials believe that acquisition of the property could benefit both the Town and Village. If acquired, the Town would be able to: Create recreational amenities for residents i.e. pavilion's, docks, and campsites; Adequately maintain and improve the existing trail system; Maintain the habitat for the endangered wildlife.	Town funds
Milton / Saratoga PLAN	Bombard Farm Conservation Easement	42.2	214.-1-23.1	\$124,762.00		\$249,524.00	\$124,762.00	Farmland Protection	The Bombard Property, owned by Tracy Bombard, is a historic property with fertile farm fields and a wide riparian zone around a Kayaderoseras Creek tributary. The aquatic habitat surrounding the tributary is ranked as medium according to the Saratoga PLAN Conservation Plan adopted in 2014. There is a primary residence and historic barn that are restored with several additional farm buildings that are in the process of restoration. The farm operation is currently focused on fiber. The Bombard's are working to card, weave, and dye wool fibers from their angora goats, alpacas and llamas. The Bombard's have been leading educational workshops on agrarian lifestyles for groups from all over the Northeast.	\$124,762 provided by landowners; \$89,360 through a bargain sale and \$35,402 in cash

Saratoga County Farmland Protection and Open Space Grants 2022

Municipality	Project Name	Acreage	S.B.L #	Original County Request	County Awarded	Total Project Cost	Total Outside Funding	Open Space/ Farm Protection	Description	Source of Outside Funding
Moreau	Moreau Big Bend Trail Connection to Saratoga County Trails	0.81	63.-1-37.1	\$15,000.00		\$30,000.00	\$15,000.00	Open Space	Property is currently a residential parcel of 12.55 acres of which .81 acres is proposed to be purchased. This property would be key in connecting Moreau's Big Bend trail project to the County Forest and County Trail system.	Town funds
Northumberland/ Saratoga PLAN	18 Karat Farm Conservation Easement	75.2	143.-2-26; 143.-2-25	\$199,697.00		\$399,889.00	\$200,192.00	Farmland Protection	18 Karat Farm is owned by 18 Karat Farm LLC (the members of which are Peter and Suzann Bobley). The Farm is a pristinely managed 75-acre horse farm located in the Town of Northumberland. The property on the East side of Beaver Street provides fertile pastures and scenic views. The West side offers a dense forested habitat and an east-west wildlife corridor. This parcel is one of the few remaining wooded tracts on Beaver Street. The farm's pastures are well-managed with four board fencing and wide gateways for easy turnouts. The horse stable on the property has all the necessities and more: eighteen 12" by 12" stalls, tack room, feed room, bathroom, laundry facilities, spacious stone dust aisles, and wide doorways. Woven metal stall doors, stall windows, the airy aisles, and a cupola provide good ventilation for the health of the horses. A separate hay barn promotes better air quality in the horse barn and prevents fire danger from the hay. A third barn is used for tool and equipment including vehicles storage and one for equipment. There are two residences on the property, both with garages, one for the farm manager and one where Mr. and Mrs. Bobley, the members of the LLC, live year-round.	\$164,500 (bargain sale) + \$35,692 (cash):\$200,192 from landowner (total)
				\$755,912.90		\$1,772,320.73	\$1,016,407.90			



SARATOGA COUNTY
DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT

JASON KEMPER
DIRECTOR

TOM L. LEWIS
COUNTY PLANNING BOARD
CHAIRMAN

August 2, 2022

Request for Qualifications

Saratoga County
Zim Smith Trail Northern Extension Project
Engineering and Design Services

Purpose and Scope

Saratoga County Planning and Economic Development Department is seeking to retain an engineering firm to provide preliminary and final design, right-of-way acquisition and construction inspection services, under supplemental agreement, for a locally administered federal aid project. Firms will be selected from the 2022 – 2025 LDSA Regional Consultant list for NYSDOT Region 1 to provide their services for the following project:

- Zim Smith Trail Northern Extension Project

All work will be designed to AASHTO specifications, and the New York State Department of Transportation (NYSDOT Standard Specifications (Construction and Materials) requirements and the Local Projects Manual (LPM). English Standard Units will be used. Preliminary Design will include but not be limited to: preparation of the Design Approval Document (identifying, assessing and selecting a feasible design alternative and its associated impacts), topographic and right-of-way survey and mapping, evaluation of cost and environmental factors, and preparation for attendance and participation at public informational meetings and/or hearings. Final design will include but not be limited to: development of multi-use trail, highway and bridge plans, preparation of right-of-way plans and acquisition maps, development and design for public utilities, maintenance and protection of traffic during construction, and preparation of final plans, specifications, and estimate (PS&E) for the project. The consultant shall provide assistance to the County to research and actively pursue grant opportunities for construction funding. If construction funding becomes available for the project, the County will include construction support and inspection services as part of a supplemental agreement.

Right of Way will include, but not be limited to right of way incidental and acquisition of the necessary lands needed to construct the trail.

Construction Support will include but not be limited to: providing technical support during construction on questions relating to the design, and providing assistance in construction bid proceedings, analysis of bids, and review of shop drawings, if necessary.

Construction Inspection will include but not be limited to: providing on-site construction inspection and oversight to ensure the quality of construction and conformity with the contract plans and specifications, and preparation of as-built plans.

The Saratoga County Planning and Economic Development Department will review the proposals and make a recommendation to Saratoga County Board of Supervisors. A presentation by the consultants to the Planning and Economic Development Department may be required prior to a final recommendation. Final selection of a design and engineering consultant will be made by Saratoga County through its delegated authority.

The anticipated start date of preliminary design is October 2022 with an anticipated completion of design and right-of-way work by October 2023.

Background

Saratoga County has long anticipated the extension of the Zim Smith Trail to the Saratoga Spa State Park. A feasibility report was conducted in 2021 to develop concepts of potential route, estimated design, right-of-way, and construction costs as well as environmental considerations. The Zim Smith Trail Northern Extension will extend the trail from the current terminus on Oak Street in the Town of Ballston northerly approximately 4 miles to the Saratoga Spa State Park at E West Street in the City of Saratoga Springs.

There is a lack of safe pedestrian or bicycle facilities between the Village of Ballston Spa and the Saratoga Spa State Park. This trail extension must provide a continuous ADA-accessible trail system that supports users of all means and abilities, improving access and safety of pedestrians and bicyclists on the Zim Smith Trail. The trail will generally utilize the existing County sewer easement. Recreational trail use is not currently permitted under the existing easement.

Proposal Evaluations

Saratoga County will select the most highly qualified firm for the completion of the Zim Smith Trail Northern Extension Project according to the following criteria, listed with the rating value below:

1. Understanding of work to be done (25%)
2. Experience with similar kinds of projects and/or work (25%)
3. Familiarity with AASHTO and NYSDOT Design Standards and Specifications (20%)
4. Logistics and familiarity with the project area (15%)
5. Quality of staff for work to be done (10%)
6. Client references (5%)

The proposal should include your firm's technical approach and address the project schedule including major tasks and target completion dates. Firms are encouraged to propose innovative and cost-effective approaches to meeting the project objectives.

Qualified firms must also demonstrate a familiarity with:

1. The project location in Saratoga County
2. NYSDOT Federally Funded Projects and the grant funding process including any D/M/WBE goals.
3. The completion of similar projects

Saratoga County is seeking to include the following elements into the northern extension of the Zim Smith Trail:

1. Determine the ultimate route of the trail extension.

2. Provide ADA accessible ramps and at-grade crossings for all users.
3. Investigate appropriate locations for parking lots and other amenities for trail users.
4. Coordinate with the many stakeholders to provide a trail system that meets the needs of the surrounding communities.
5. Address challenging soils and wet conditions along the existing sewer easement.

Submission of Qualifications

Interested firms should submit four (4) copies of their proposal to the Saratoga County Planning and Economic Development Department Office, 50 West High Street, Ballston Spa, New York 12020; Attention: Jason Kemper, Director of Planning and Economic Development; RE: Zim Smith Trail Northern Extension Project on or before 4 P.M. on August 22, 2022. Electronic or late submittals will not be accepted. All inquiries regarding the Request for Qualifications shall be submitted, in writing, to the Director of Planning and Economic Development via email to jkemper@saratogacountyny.gov with "Zim Smith Trail Northern Extension Project RFQ Questions" in the subject line, by 4:00 p.m. on Friday, August 12th. A response from the County to all inquiries shall be emailed to all known vendors no later than 5:00 on August 17th, 2022 p.m. on. Only questions submitted through this process can be relied upon.

Proposers should submit the following information to the Saratoga County Planning Department.

1. Qualifications of your firm and all staff (including sub-consultants) proposed to perform the work on this project, including resumes of key individuals. Resumes of key individuals should be limited to a single (one-sided) page. Include details of experience your firm has with trail construction project design and engineering.
2. A list of similar projects completed in the last five years. Particularly relevant are projects with NYSDOT or similar federal and state agency project funding.
3. A list of critical issues that the consultant considers to be of importance for the project.
4. A scope and schedule of work for the proposed design and management of the project. Include an approach to quality control, project management, and team communication. Upon award of selection, the scope of work will be revised with County staff to formulate the final scope of work for the project.
5. References from at least three other projects with similar requirements that have been completed within the past five years and that have involved the staff proposed to work on this project. As part of the reference check process, the County may choose to visit one or more of the listed projects and/or request a copy of the plans and documentation completed.
6. A completed signed cover page.
7. The overall document including resumes shall not exceed 10 pages, not including the signed cover page. Each side of a two-sided page will count as a separate page.

Terms and Conditions

1. Proposers are expected to examine all instructions carefully. Failure to do so will be at the proposer's risk.
2. Each proposer shall furnish all information required in the proposal.
3. The Contract will be awarded to that responsible proposer whose submittal, conforming to the Request for Qualifications will be most advantageous to the Saratoga County Planning Department, all factors considered.

4. Saratoga County Planning and Economic Development Department reserves the right to reject any or all RFQ's and to waive informalities and minor irregularities in responses received, and to accept any portion of or all items proposed if deemed in the best interest of the Saratoga County Planning and Economic Development Department to do so.
5. The County will negotiate and reach an agreement with respect to the scope of services and fee with the highest ranked firm. If an agreement is not reached, the County may de-designate the highest ranked firm and contact the next highest ranked firm. The County also retains the right to reject all firms.
6. Late or unsigned proposals or those submitted electronically **will not** be accepted or considered. It is the responsibility of bidders to ensure that their proposal arrives at the designated place prior to the time indicated in the "Request for Qualifications."
7. The proposed project shall be exclusive of any Federal or State taxes from which Saratoga County is exempt by law.
8. Any interpretation, correction or change of the RFQ documents will be made by written Addendum. Interpretations, corrections, and changes of the bid documents made in any other manner will not be binding, and bidder shall not rely upon such interpretations, corrections and changes. The Saratoga County Department of Planning and Economic Development Representative will not be responsible for oral clarification.



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
Stephanie Hodgson, Director of Budget

CC: Jason Kemper, Director of Planning and Economic Development
Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Clare Giammusso, County Attorney's Office
Audra Hedden, County Administrator's Office

DEPARTMENT: Department of Planning & Economic Development

DATE: 9.28.22

COMMITTEE: Trails & Open Space

RE: Town of Clifton Park 2015 Trails Grant and 2019 Open Space Grant

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

Resolution Amending 2019 Open Space Grant

3. Specific Details on what the resolution will authorize:

Resolution will eliminate a requirement placed on a 2019 Open Space Grant as it relates to a 2015 Trails Grant

This column must be completed prior to submission of the request.

County Attorney's Office
Consulted

4. Is a Budget Amendment needed: YES or NO
 If yes, budget lines and impact must be provided.
 Any budget amendments must have equal and offsetting entries.

County Administrator's Office
 Consulted

Please see attachments for impacted budget lines.
 (Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount

Expense

Account Number	Account Name	Amount

Source of Revenue

Fund Balance	State Aid	Federal Aid	Other

5. Identify Budget Impact:

No Budget Impact. Funds are included in the Department Budget

- a. G/L line impacted A.80.000-8492 and A.80.000-7091.9
- b. Budget year impacted
- c. Details

6. Are there Amendments to the Compensation Schedule?

YES or NO (If yes, provide details)

a. Is a new position being created? Y N

Effective date

Salary and grade

b. Is a new employee being hired? Y N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? Y N

Is this position currently vacant? Y N

Is this position in the current year compensation plan? Y N

7. Does this item require hiring a Vendors/Contractors: Y N

a. Were bids/proposals solicited: Y N

b. Type of Solicitation

c. Is the vendor/contractor a sole source: Y N

d. If a sole source, appropriate documentation has been submitted and approved by Purchasing Department? Y N N/A

e. Commencement date of contract term:

f. Termination of contract date:

g. Contract renewal and term:

h. Contact information:

i. Is the vendor/contractor an LLC, PLLC or partnership:

j. State of vendor/contractor organization:

k. Is this a renewal agreement: Y N

l. Vendor/Contractor comment/remarks:

Human Resources Consulted

Purchasing Office Consulted

8. Is a grant being accepted: YES or NO

County Administrator's Office Consulted <input type="checkbox"/>

a. Source of grant funding:

b. Agency granting funds:

c. Amount of grant:

d. Purpose grant will be used for:

e. Equipment and/or services being purchased with the grant:

f. Time period grant covers:

g. Amount of county matching funds:

h. Administrative fee to County:

9. Supporting Documentation:

- Marked-up previous resolution
- No Markup, per consultation with County Attorney
- Program information summary
- Copy of proposal or estimate
- Copy of grant award notification and information
- Other Memo and Letter from Town of Clifton park

10. Remarks:

See attached memo



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
Stephanie Hodgson, Director of Budget

CC: Jason Kemper, Director of Planning and Economic Development
Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Clare Giammusso, County Attorney's Office
Audra Hedden, County Administrator's Office

DEPARTMENT: Department of Planning & Economic Development

DATE: 9.28.22

COMMITTEE: Trails & Open Space

RE: Village of Victory 2020 Trails Grant

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

Resolution Amending 2020 Trails Grant

3. Specific Details on what the resolution will authorize:

Resolution will transfer the 2020 Village of Victory Trails Grant to the Town of Saratoga. The Town of Saratoga will complete the work proposed in the Village of Victory application.

This column must be completed prior to submission of the request.

County Attorney's Office
Consulted

4. Is a Budget Amendment needed: YES or NO
 If yes, budget lines and impact must be provided.
 Any budget amendments must have equal and offsetting entries.

County Administrator's Office
 Consulted

Please see attachments for impacted budget lines.
 (Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount

Expense

Account Number	Account Name	Amount

Source of Revenue

Fund Balance	State Aid	Federal Aid	Other

5. Identify Budget Impact:

No Budget Impact. Funds are included in the Department Budget

- a. G/L line impacted
- b. Budget year impacted
- c. Details

6. Are there Amendments to the Compensation Schedule?

YES or NO (If yes, provide details)

a. Is a new position being created? Y N

Effective date

Salary and grade

b. Is a new employee being hired? Y N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? Y N

Is this position currently vacant? Y N

Is this position in the current year compensation plan? Y N

7. Does this item require hiring a Vendors/Contractors: Y N

a. Were bids/proposals solicited: Y N

b. Type of Solicitation

c. Is the vendor/contractor a sole source: Y N

d. If a sole source, appropriate documentation has been submitted and approved by Purchasing Department? Y N N/A

e. Commencement date of contract term:

f. Termination of contract date:

g. Contract renewal and term:

h. Contact information:

i. Is the vendor/contractor an LLC, PLLC or partnership:

j. State of vendor/contractor organization:

k. Is this a renewal agreement: Y N

l. Vendor/Contractor comment/remarks:

Human Resources Consulted

Purchasing Office Consulted

8. Is a grant being accepted: YES or NO

County Administrator's Office Consulted <input type="checkbox"/>

a. Source of grant funding:

b. Agency granting funds:

c. Amount of grant:

d. Purpose grant will be used for:

e. Equipment and/or services being purchased with the grant:

f. Time period grant covers:

g. Amount of county matching funds:

h. Administrative fee to County:

9. Supporting Documentation:

Marked-up previous resolution

No Markup, per consultation with County Attorney

Program information summary

Copy of proposal or estimate

Copy of grant award notification and information

Other Memo

10. Remarks:

See attached memo



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
Stephanie Hodgson, Director of Budget

CC: Jason Kemper, Director of Planning and Economic Development
Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Clare Giammusso, County Attorney's Office
Audra Hedden, County Administrator's Office

DEPARTMENT: Department of Planning & Economic Development

DATE: 9.28.22

COMMITTEE: Trails & Open Space

RE: 2022 Trails Grants

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

Resolution Awarding the 2022 Trails Grants (possible budget amendment)

3. Specific Details on what the resolution will authorize:

Resolution will award the 2022 Trails Grants

This column must be completed prior to submission of the request.

County Attorney's Office
Consulted

4. Is a Budget Amendment needed: YES or NO
 If yes, budget lines and impact must be provided.
 Any budget amendments must have equal and offsetting entries.

County Administrator's Office
 Consulted

Please see attachments for impacted budget lines.
 (Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount

Expense

Account Number	Account Name	Amount

Source of Revenue

Fund Balance	State Aid	Federal Aid	Other

5. Identify Budget Impact:

No Budget Impact. Funds are included in the Department Budget

- a. G/L line impacted **A.80.000-8492**
- b. Budget year impacted
- c. Details

6. Are there Amendments to the Compensation Schedule?

YES or NO (If yes, provide details)

a. Is a new position being created? Y N

Effective date

Salary and grade

b. Is a new employee being hired? Y N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? Y N

Is this position currently vacant? Y N

Is this position in the current year compensation plan? Y N

7. Does this item require hiring a Vendors/Contractors: Y N

a. Were bids/proposals solicited: Y N

b. Type of Solicitation

c. Is the vendor/contractor a sole source: Y N

d. If a sole source, appropriate documentation has been submitted and approved by Purchasing Department? Y N N/A

e. Commencement date of contract term:

f. Termination of contract date:

g. Contract renewal and term:

h. Contact information:

i. Is the vendor/contractor an LLC, PLLC or partnership:

j. State of vendor/contractor organization:

k. Is this a renewal agreement: Y N

l. Vendor/Contractor comment/remarks:

Human Resources Consulted

Purchasing Office Consulted

8. Is a grant being accepted: YES or NO

County Administrator's Office Consulted <input type="checkbox"/>

a. Source of grant funding:

b. Agency granting funds:

c. Amount of grant:

d. Purpose grant will be used for:

e. Equipment and/or services being purchased with the grant:

f. Time period grant covers:

g. Amount of county matching funds:

h. Administrative fee to County:

9. Supporting Documentation:

- Marked-up previous resolution
- No Markup, per consultation with County Attorney
- Program information summary
- Copy of proposal or estimate
- Copy of grant award notification and information
- Other Memo and Spreadsheet

10. Remarks:

See attached memo



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
Stephanie Hodgson, Director of Budget

CC: Jason Kemper, Director of Planning and Economic Development
Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Clare Giammusso, County Attorney's Office
Audra Hedden, County Administrator's Office

DEPARTMENT: Department of Planning & Economic Development

DATE: 9.28.22

COMMITTEE: Trails & Open Space

RE: 2022 Farmland and Open Space Grants

1. Is a Resolution Required:

No, Discussion Only

2. Proposed Resolution Title:

3. Specific Details on what the resolution will authorize:

This column must be completed prior to submission of the request.

County Attorney's Office
Consulted

4. Is a Budget Amendment needed: YES or NO
If yes, budget lines and impact must be provided.
Any budget amendments must have equal and offsetting entries.

County Administrator's Office
Consulted

Please see attachments for impacted budget lines.
(Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount
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Expense

Account Number	Account Name	Amount
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Source of Revenue

Fund Balance	State Aid	Federal Aid	Other
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5. Identify Budget Impact:

No Budget Impact

- a. G/L line impacted
- b. Budget year impacted
- c. Details

6. Are there Amendments to the Compensation Schedule?

YES or NO (If yes, provide details)

a. Is a new position being created? Y N

Effective date

Salary and grade

b. Is a new employee being hired? Y N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? Y N

Is this position currently vacant? Y N

Is this position in the current year compensation plan? Y N

7. Does this item require hiring a Vendors/Contractors: Y N

a. Were bids/proposals solicited: Y N

b. Type of Solicitation

c. Is the vendor/contractor a sole source: Y N

d. If a sole source, appropriate documentation has been submitted and approved by Purchasing Department? Y N N/A

e. Commencement date of contract term:

f. Termination of contract date:

g. Contract renewal and term:

h. Contact information:

i. Is the vendor/contractor an LLC, PLLC or partnership:

j. State of vendor/contractor organization:

k. Is this a renewal agreement: Y N

l. Vendor/Contractor comment/remarks:

Human Resources Consulted

Purchasing Office Consulted

8. Is a grant being accepted: YES or NO

County Administrator's Office Consulted <input type="checkbox"/>

a. Source of grant funding:

b. Agency granting funds:

c. Amount of grant:

d. Purpose grant will be used for:

e. Equipment and/or services being purchased with the grant:

f. Time period grant covers:

g. Amount of county matching funds:

h. Administrative fee to County:

9. Supporting Documentation:

- Marked-up previous resolution
- No Markup, per consultation with County Attorney
- Program information summary
- Copy of proposal or estimate
- Copy of grant award notification and information
- Other Memo and Spreadsheet

10. Remarks:

See attached memo and spreadsheet



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
Stephanie Hodgson, Director of Budget

CC: Jason Kemper, Director of Planning and Economic Development
Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Clare Giammusso, County Attorney's Office
Audra Hedden, County Administrator's Office

DEPARTMENT: Department of Planning & Economic Development

DATE: 9.28.22

COMMITTEE: Trails & Open Space

RE: Engineering and Design for Zim Smith North Project

1. Is a Resolution Required:

2. Proposed Resolution Title:

Resolution Awarding Contract for the Zim Smith North Project

3. Specific Details on what the resolution will authorize:

Resolution will authorize contract with GPI for the Engineering and Design associated with the Zim Smith North Project.

This column must be completed prior to submission of the request.

County Attorney's Office
Consulted

4. Is a Budget Amendment needed: YES or NO
 If yes, budget lines and impact must be provided.
 Any budget amendments must have equal and offsetting entries.

County Administrator's Office
 Consulted

Please see attachments for impacted budget lines.
 (Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount

Expense

Account Number	Account Name	Amount

Source of Revenue

Fund Balance	State Aid	Federal Aid	Other

5. Identify Budget Impact:

No Budget Impact. Funds are included in the Department Budget

- a. G/L line impacted **HG.80.100-7098 (Zim Smith Capital Acct)**
- b. Budget year impacted
- c. Details

6. Are there Amendments to the Compensation Schedule?

YES or NO (If yes, provide details)

a. Is a new position being created? Y N

Effective date

Salary and grade

b. Is a new employee being hired? Y N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? Y N

Is this position currently vacant? Y N

Is this position in the current year compensation plan? Y N

7. Does this item require hiring a Vendors/Contractors: Y N

a. Were bids/proposals solicited: Y N

b. Type of Solicitation

c. Is the vendor/contractor a sole source: Y N

d. If a sole source, appropriate documentation has been submitted and approved by Purchasing Department? Y N N/A

e. Commencement date of contract term:

f. Termination of contract date:

g. Contract renewal and term:

h. Contact information:

i. Is the vendor/contractor an LLC, PLLC or partnership:

j. State of vendor/contractor organization:

k. Is this a renewal agreement: Y N

l. Vendor/Contractor comment/remarks:

Human Resources Consulted

Purchasing Office Consulted

8. Is a grant being accepted: YES or NO

County Administrator's Office Consulted <input type="checkbox"/>

a. Source of grant funding:

b. Agency granting funds:

c. Amount of grant:

d. Purpose grant will be used for:

e. Equipment and/or services being purchased with the grant:

f. Time period grant covers:

g. Amount of county matching funds:

h. Administrative fee to County:

9. Supporting Documentation:

- Marked-up previous resolution
- No Markup, per consultation with County Attorney
- Program information summary
- Copy of proposal or estimate
- Copy of grant award notification and information
- Other Memo

10. Remarks:

See attached memo and information in regards to solicitation.



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
Stephanie Hodgson, Director of Budget

CC: Jason Kemper, Director of Planning and Economic Development
Bridget Rider, Deputy Clerk of the Board
Matt Rose, Management Analyst
Clare Giammusso, County Attorney's Office
Audra Hedden, County Administrator's Office

DEPARTMENT: Department of Planning & Economic Development

DATE: 9.28.22

COMMITTEE: Trails & Open Space

RE: Updates on Trails Grants, Open Space Grants, County Forestland, County Forestland, Zim Smith, Community Forest Project, Etc.

1. Is a Resolution Required:

No, Discussion Only

2. Proposed Resolution Title:

3. Specific Details on what the resolution will authorize:

This column must be completed prior to submission of the request.

County Attorney's Office
Consulted

4. Is a Budget Amendment needed: YES or NO
If yes, budget lines and impact must be provided.
Any budget amendments must have equal and offsetting entries.

County Administrator's Office
Consulted

Please see attachments for impacted budget lines.
(Use ONLY when more than four lines are impacted.)

Revenue

Account Number	Account Name	Amount
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Expense

Account Number	Account Name	Amount
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Source of Revenue

Fund Balance	State Aid	Federal Aid	Other
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5. Identify Budget Impact:

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- a. G/L line impacted
- b. Budget year impacted
- c. Details

6. Are there Amendments to the Compensation Schedule?

YES or NO (If yes, provide details)

a. Is a new position being created? Y N

Effective date

Salary and grade

b. Is a new employee being hired? Y N

Effective date of employment

Salary and grade

Appointed position:

Term

c. Is this a reclassification? Y N

Is this position currently vacant? Y N

Is this position in the current year compensation plan? Y N

7. Does this item require hiring a Vendors/Contractors: Y N

a. Were bids/proposals solicited: Y N

b. Type of Solicitation

c. Is the vendor/contractor a sole source: Y N

d. If a sole source, appropriate documentation has been submitted and approved by Purchasing Department? Y N N/A

e. Commencement date of contract term:

f. Termination of contract date:

g. Contract renewal and term:

h. Contact information:

i. Is the vendor/contractor an LLC, PLLC or partnership:

j. State of vendor/contractor organization:

k. Is this a renewal agreement: Y N

l. Vendor/Contractor comment/remarks:

Human Resources Consulted

Purchasing Office Consulted

8. Is a grant being accepted: YES or NO

County Administrator's Office
Consulted

a. Source of grant funding:

b. Agency granting funds:

c. Amount of grant:

d. Purpose grant will be used for:

e. Equipment and/or services being purchased with the grant:

f. Time period grant covers:

g. Amount of county matching funds:

h. Administrative fee to County:

9. Supporting Documentation:

Marked-up previous resolution

No Markup, per consultation with County Attorney

Program information summary

Copy of proposal or estimate

Copy of grant award notification and information

Other Attached memo

10. Remarks:

See Attached memo on updates