



# Trails & Open Space Committee

**Wednesday, February 8, 2023 4PM**  
40 McMaster Street, Ballston Spa, NY

Chair: Joe Grasso

Members:

Eric Connolly  
Tara Gaston  
Ed Kinowski  
Matthew Veitch

- I. Welcome and Attendance
- II. Approval of the minutes of the December 8, 2022 meeting.
- III. Appointment of a Vice-Chair.
- IV. Updates – Jason Kemper, Planning & Economic Development
  - a. Open Space/Farmland Protection projects
  - b. Trails Projects
  - c. Zim Smith Trail
- V. Other Business
- VI. Adjournment



# 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:** 2.2.23

**COMMITTEE:** Trails & Open Space

**RE:** Updates on Trails Grants, Open Space Grants, County Forestland, Zim Smith Improvements, Zim Smith Design Work.

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

Expense

Account Number	Account Name	Amount

Source of Revenue

Fund Balance	State Aid	Federal Aid	Other

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 <input type="checkbox"/>
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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



**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:** February 2, 2023

**RE:** February 2023 Trails and Open Space Meeting

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**County Forestland / Zim Smith Trail Updates / County Grant Updates**

- There are currently 8 pending Open Space/Farmland Protection Projects being administered by the Planning Department. Of the 8 projects, 4 are 2022 (last year) awards and 4 are prior awards. Town of Clifton Park 2019 Open Space project is ready for reimbursement as we wait for the amended contract to be fully executed.
- There are currently 16 pending Trail Projects being administered by the Planning Department. Of the 16 projects, 12 are 2022 (last year) awards and four are prior awards. A 2019 trail grant award for the Town of Milton was closed in December 2022, 2019 and 2020 trail grant awards to the Town of Edinburg, and 2021 Town of Clifton Park trail grant closed in January. The Town of Edinburg will be providing additional information for their 2021 trail grant award and that will be closed out.
- Additional wetland delineation work has been completed on the Zim Smith North Project and survey work is mostly complete. A concerned landowner has reached out and additional routes are being evaluated.