



Trails & Open Space Committee

Wednesday, May 3, 2023 4PM
40 McMaster Street, Ballston Spa, NY

Chair: Joe Grasso

Members:

Eric Connolly
Tara Gaston
Ed Kinowski
Matthew Veitch - vc

- I. Welcome and Attendance
- II. Approval of the minutes of the April 5, 2023 meeting.
- III. Authorizing the transfer of funds from the County Open Space Reserve and amending the 2023 County budget in relation thereto – Jason Kemper, Planning & Economic Development
- IV. Authorizing the implementation and funding in the first instance 100% of the Federal Aid and State “Marchiselli” program-aid eligible costs of a Transportation Federal Aid Project, appropriating funds therefore, and amending the 2023 County budget in relation thereto – Jason Kemper, Planning & Economic Development
- V. Discussion: Updates on Trails Grants, Open Space Grants, County Forestland Harvest, Zim Smith improvements, County Fish Stocking, Staff participation in environmental events – Jason Kemper, Planning & Economic Development
- VI. Other Business
- VII. 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: April 26, 2023

RE: May 2023 Trails and Open Space Meeting

Open Space Reserve Fund Transfer

In order to pay pending grant awards as well as adjust the Open Space reserve account to clearly reflect awarded projects, transfers must be made from the Open Space Reserve Fund (A-0888.OS) to the Farmland and Open Space Protection Program (A.80.000-7091.9). The 2019 Town of Clifton Park Open Space Project is ready for reimbursement and therefore, \$32,220.50 must be transferred from the Open Space Reserve Account to the Farmland and Open Space Program account.

Zim Smith North Grant Award

The Zim Smith North received funding for design work in the amount of \$500,000 (80/20 match). This amount was authorized and approved by the Board of Supervisors via resolution 264-2022. The county was recently notified that this project is Marchiselli eligible for funding. Therefore, the project will become 80 percent federal (\$400K), 15 percent state (\$75K), and 5 percent county (\$25K). This will reduce the county contribution for the grant. An amended resolution must be passed to correctly illustrate the shift in contributions for grant award.

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 and will be paid when the above mentioned resolution is passed. Recent discussions stated that a 2018 Town of Clifton Park Farm Protection grant is preparing to close.
- Currently, there are 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.

April 26, 2023

Page 2 of 2

- Staff continues to work on the Graphite Range Community Forest Project, the Town of Wilton has commenced the work on the parking lot that was funded with a Saratoga County Trails Grant
- Zim Smith Trail North - Survey is completed, Design has been initiated and due diligence continues on the project. Outreach to landowners has initiated in some project areas.
- Saratoga County Fish Stocking has commenced. Brook Trout stocking is ongoing. School events are planned for May 2nd at the Corinth Reservoir and May 19th at the Town of Day Boat Launch site.
- Timber Harvest marking for the 2023 project on Edie Road is ongoing and expected to be completed in 3 weeks. Once that is completed a bid will be released.
- Saratoga County Planning and Economic Development will be participating in Saratoga County Regional Envirothon on May 3rd, and the 4H Environmental Field Day on May 10th.



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
Michelle Granger, County Attorney
Therese Connolly, Clerk of the Board
Stephanie Hodgson, Director of Budget

CC: John Warmt, Director of Purchasing
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: 4.25.23

COMMITTEE: Trails & Open Space

1. Is a Resolution Required:

2. Proposed Resolution Title:

Authorize the Transfer of Funds From The Open Space Reserve Fund And Amending the 2023 County Budget in Relation THERETO

3. Specific Details on what the resolution will authorize:

Resolution will authorize a budget transfer from the Open Space Reserve Account (A.-0888.OS) to the General Fund - Open Space and Farmland Protection (A.80-000-7091.9) to allow for payment of 2019 Open Space Project in the Town of Clifton Park.

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

County Attorney's Office
Consulted Yes

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 Yes

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

Revenue

Account Number	Account Name	Amount
A.0888OS	Open Space Reserve	\$32,220.50

Expense

Account Number	Account Name	Amount
A.80.000-7091.9	Farmland and Open Space Protection	\$32,220.50

Fund Balance (if applicable): (Increase = additional revenue, Decrease = additional expenses)

Amount:

5. Identify Budget Impact (**Required**):

Other

- a. G/L line impacted A.0888OS and A.80.000-7091.9
- b. Budget year impacted 2023
- c. Details

This budget transfer will reduce the Open Space Reserve fund by \$32,220.50

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

Human Resources Consulted

7. Does this item require the awarding of a contract: Y N

a. Type of Solicitation

b. Specification # (BID/RFP/RFQ/OTHER CONTRACT #)

c. If a sole source, appropriate documentation, including an updated letter, has been submitted and approved by Purchasing Department? Y N N/A

d. Vendor information (including contact name):

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

f. State of vendor/contractor organization:

g. Commencement date of contract term:

h. Termination of contract date:

i. Contract renewal date and term:

k. Is this a renewal agreement: Y N

l. Vendor/Contractor comment/remarks:

Purchasing Office Consulted

County Administrator's Office
Consulted

8. Is a grant being accepted: YES or NO
- 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
- Information summary memo
- Copy of proposal or estimate
- Copy of grant award notification and information
- Other Attached Memo

10. Remarks:

See attached memo for summary



SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION XX – 2023

Introduced by Trails and Open Space:

AUTHORIZING THE TRANSFER OF FUNDS FROM THE COUNTY OPEN SPACE RESERVE AND AMENDING THE 2023 COUNTY BUDGET IN RELATION THERETO

WHEREAS, pursuant to Resolution 221-2015, this Board established a capital reserve fund to be known as the “County Open Space Reserve” for the purpose of depositing unexpended funds for the Saratoga County Farmland and Open Space Grant Program; and

WHEREAS, upon receipt of a reimbursement voucher from the municipal applicant, funds will be appropriated to the General Fund budget from the County Open Space Reserve for reimbursement to the municipal applicant; and

WHEREAS, unexpended grant funds for the 2019 Town of Clifton Park grant total \$32,220.50; and

WHEREAS, reimbursement vouchers from the Town of Clifton Park have been submitted for a grant project previously approved in 2019 and amended in 2022; and

WHEREAS, the transfer of funds from the County Open Space Reserve to the Saratoga County Farmland and Open Space Grant Program account for disbursement to municipal applicants require this Board’s approval and an associated amendment to the 2023 County budget; and

WHEREAS, our Trails and Open Space Committee and the Director of Planning and Economic Development have recommended that \$32,220.50 be transferred from the County Open Space Reserve to the Saratoga County Farmland and Open Space Grant Program account; now, therefore, be it

RESOLVED, that this Board authorizes the transfer of \$32,220.50 from the County Open Space Reserve funds to the Saratoga County Farmland and Open Space Protection Program account to provide reimbursement to municipal applicants as approved by our Saratoga County Open Space Grant Program;

; and it is further

RESOLVED, that the Budget Officer is hereby authorized to enter the appropriate journal entries to reflect the approved budget transfer; and it is further

RESOLVED, that the 2023 County Budget is hereby amended as follows:

PLANNING

Increase Appropriations

Acct.: #A.80.000-7091.9 – Farmland and Open Space Protection \$32,220.50

Decrease Reserve

Acct.: #A-0888.OS Open Space Reserve \$32,220.50

; and it is further

RESOLVED, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: No Budget Impact. The transfer will reduce the balance in the Open Space Reserve fund.



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
Michelle Granger, County Attorney
Therese Connolly, Clerk of the Board
Stephanie Hodgson, Director of Budget

CC: John Warmt, Director of Purchasing
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: 4.26.23

COMMITTEE: Trails & Open Space

1. Is a Resolution Required:

Yes, Grant Acceptance

2. Proposed Resolution Title:

AUTHORIZING THE IMPLEMENTATION AND FUNDING IN THE FIRST INSTANCE 100% OF THE FEDERAL AID AND STATE "MARCHISELLI" PROGRAM-AID ELIGIBLE COSTS OF A TRANSPORTATION FEDERAL AID PROJECT, AND APPROPRIATING FUNDS THEREFORE, AND AMENDING THE 2023 COUNTY BUDGET IN RELATION THERETO

3. Specific Details on what the resolution will authorize:

Resolution will authorize the acceptance of the additional grant funds for the project.

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

County Attorney's Office
Consulted Yes

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 Yes

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

Revenue

Account Number	Account Name	Amount
HG.80-3097	State Aid Federal Projects	\$75,000

Expense

Account Number	Account Name	Amount
HG.80.100-7098	Professional Services	\$75,000

Fund Balance (if applicable): (Increase = additional revenue, Decrease = additional expenses)

Amount:

5. Identify Budget Impact (**Required**):

The budget will be amended to accept these funds and authorize the related expenses

- a. G/L line impacted HG.80-3097 and HG.80.100-7098
- b. Budget year impacted 2023
- c. Details
 See Attached memo.

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

Human Resources Consulted

7. Does this item require the awarding of a contract: Y N

a. Type of Solicitation

b. Specification # (BID/RFP/RFQ/OTHER CONTRACT #)

c. If a sole source, appropriate documentation, including an updated letter, has been submitted and approved by Purchasing Department? Y N N/A

d. Vendor information (including contact name):

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

f. State of vendor/contractor organization:

g. Commencement date of contract term:

h. Termination of contract date:

i. Contract renewal date and term:

k. Is this a renewal agreement: Y N

l. Vendor/Contractor comment/remarks:

Purchasing Office Consulted

County Administrator's Office
Consulted **Yes**

8. Is a grant being accepted: YES or NO
- a. Source of grant funding:
Federal
 - b. Agency granting funds:
NYS DOT
 - c. Amount of grant:
\$500,000 (80 federal, 15 state, 5 county match)
 - d. Purpose grant will be used for:
Zim Smith North Trail Design
 - e. Equipment and/or services being purchased with the grant:
Engineering
 - f. Time period grant covers:
Ongoing
 - g. Amount of county matching funds:
\$25,000
 - h. Administrative fee to County:
None

9. Supporting Documentation:

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

10. Remarks:
See attached memo

5/16/23



SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION XXX - 2023

**Introduced by Trails and Open Space: Supervisors Grasso, Connolly, Kinowski,
and M. Veitch**

**AUTHORIZING THE IMPLEMENTATION AND FUNDING IN THE FIRST
INSTANCE 100% OF THE FEDERAL AID AND STATE “MARCHISELLI”
PROGRAM-AID ELIGIBLE COSTS OF A TRANSPORTATION
FEDERAL AID PROJECT, AND APPROPRIATING FUNDS THEREFORE, AND
AMENDING THE 2023 COUNTY BUDGET IN RELATION THERETO**

WHEREAS, a Project known as the “Zim Smith Trail North Extension” (design only) in the Towns of Ballston, Malta, Milton, City of Saratoga Springs, and Village of Ballston Spa, P.I.N. 1762.43 (“Project”), is eligible for funding under Title 23 of the U.S. Code, as amended, that calls for the apportionment of the costs of such program to be borne by a ratio of 80% of federal funds and 20% nonfederal funds; and

WHEREAS, the County of Saratoga desires to advance the Project by making a commitment of 100% of the nonfederal share of the costs of design services; and

WHEREAS, an amendment of the 2023 budget is needed to appropriate the necessary funding for the Project; and accept additional funding sources identified after the authorization and adoption of Resolution 264-2022; and

NOW THEREFORE, the Saratoga County Board of Supervisors hereby approves the Project; and it is hereby further

RESOLVED, that the Saratoga County Board of Supervisors hereby authorizes the County of Saratoga to pay in the first instance 100% of the federal and nonfederal share of the costs of design services for the Project or portions thereof; and it is further

RESOLVED, that the sum of \$500,000 is hereby appropriated from the Zim Smith Capital Fund and made available to cover the cost of the County’s participation in the design phase of the Project; and it is further

RESOLVED, that in the event the full federal and nonfederal share costs of the Project exceeds the amount appropriated above, the Saratoga County Board of Supervisors shall convene as soon as possible to appropriate said excess amount immediately upon notification by the New York State Department of Transportation thereof; and it is further

RESOLVED, that the Chair of the Saratoga County Board of Supervisors be and is hereby authorized to execute all necessary agreements, certifications or reimbursement requests for federal aid and/or Marchiselli aid on behalf of the County of Saratoga with the New York State Department of Transportation in connection with the advancement or approval of the Project and providing for the administration of the Project and the municipality's first instance funding of project costs and permanent funding of the local share of federal-aid and state-aid eligible Project costs and all Project costs within appropriations therefore that are not so eligible; and it is further

RESOLVED, that a certified copy of this resolution be filed with the Commissioner of the New York State Department of Transportation by attaching it to any necessary agreements in connection with the Project; and it is further

RESOLVED, that the 2023 County budget is amended as follows:

UNDER PLANNING AND ECONOMIC DEVELOPMENT:

Increase Appropriations:

Acct.: # HG.80.100-7098 – Professional Services \$ 75,000

Increase Revenues:

Acct.: # HG.80-3097 – State Aid Capital Projects \$ 75,000

; and it is further

RESOLVED, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: The anticipated revised County share of this Project is \$25,000 and is available within the Zim Smith Capital Fund.



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: 4.26.23

COMMITTEE: Trails & Open Space

RE: Updates on Trails Grants, Open Space Grants, County Forestland Harvest, Zim Smith Improvements, County Fish Stocking, Staff participation in Environmental events.

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:

--

- 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