



Trails & Open Space Committee

Wednesday, June 7, 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 May 3, 2023 meeting.
- III. Amending Resolution 378-2022 for the Greenfield 2022 Open Space Grant – Jason Kemper, Planning & Economic Development
- IV. Authorizing the transfer of funds from the Open Space Reserve Fund for the Town of Greenfield 2022 Open Space Grant – Jason Kemper, Planning & Economic Development
- V. Updates: County Forestland/Zim Smith Trail Updates/County Grant Updates – Jason Kemper, Planning & Economic Development
- VI. Other Business
- VII. Adjournment



DEPARTMENT OF PLANNING & ECONOMIC DEVELOPMENT

JASON KEMPER, DIRECTOR

518.884.4705

SARATOGACOUNTYNY.GOV

50 WEST HIGH ST, BALLSTON SPA, NY 12020

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: May 23, 2023

RE: June 2023 Trails and Open Space Meeting

Amended Resolution for 2022 Town of Greenfield Open Space Grant Award

Resolution 378-2022 awarded the Town of Greenfield \$5,000.00 for the acquisition of a 0.62-acre parcel that is adjacent to the Middle Grove Town Park. The total project in the grant application and at the time of the resolution was estimated to be \$64,455.00. The Town has submitted for reimbursement with proof of total project cost of \$4,638.73. An amended Resolution will be needed in order to address the total project cost differential being more than the 10% allotted in the resolution. The total grant award is 50% of the total project cost or \$2,319.37. This is a reduction from the 2022 grant award.

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). As soon as the amended resolution for the 2022 Town of Greenfield Open Space Project is resolved, this project will be ready for reimbursement and therefore, \$2,319.37 must be transferred from the Open Space Reserve Account to the Farmland and Open Space Program account.

County Forestland / Zim Smith Trail Updates / County Grant Updates

- There are currently 7 pending Open Space/Farmland Protection Projects being administered by the Planning Department. Of the 7 projects, 4 are 2022 (last year) awards and 3 are prior awards. Town of Clifton Park 2019 Open Space project will close in late May (payment entered). The Town of Greenfield's 2022 Open Space grant project is ready for reimbursement but is in need of an amended grant award resolution and transfer of funds

- resolution prior to closing the project. Recent discussions have also indicated 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 (Town of Edinburg, Village of Victory (assigned to Town of Saratoga), Town of Wilton (Saratoga PLAN), Town of Greenfield (Saratoga PLAN)).
 - Staff continues to work on the Graphite Range Community Forest Project, the Town of Wilton has completed the work on the parking lot that was funded with a Saratoga County Trails Grant and will they will be seeking reimbursement shortly. The Community Forest Management Plan (requirement of USFS grant) is expected to be submitted for Saratoga County BOS approval in June. Once that approval is granted a resolution will be proposed for the closing on the property.
 - Zim Smith Trail North – Survey is completed, Design has been initiated and due diligence continues on the project. Outreach to landowners has been initiated in some project areas. Recently the County, Village of Ballston Spa, and Town of Ballston met to discuss the trail, timing and possible future connections.
 - Saratoga County Fish Stocking has been completed. School events were completed at Corinth Reservoir Property and the Great Sacandaga Lake. Approx. 275 students from various schools participated in the stocking events and Trout in the Classroom activities.
 - Timber Harvest marking for the 2023 project on Edie Road has been completed. A bid spec is being prepared and will be released by early summer for a fall/winter harvest.
 - Saratoga County Planning and Economic Development participated Saratoga County Regional Envirothon on May 3rd, and the 4H Environmental Field Day on May 10th.
 - The 2023 Saratoga County Trail Grant applications are due June 30, 2023 and the 2023 Saratoga County Farm Protection and Open Space grant applications are due July 28, 2023.

Saratoga County Fish Stocking Pictures







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
Tracy Goodson, County Attorney's Office
Audra Hedden, County Administrator's Office

DEPARTMENT: Department of Planning & Economic Development

DATE: 5.24.23

COMMITTEE: Trails & Open Space

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

AMENDING RESOLUTION 378-2022 TO REDUCE THE TOTAL
PROJECT COST AND AWARD AMOUNT
TO THE TOWN OF GREENFIELD FOR THE MIDDLE GROVE TOWN
PARK EXPANSION ACCREDITED BY THE FARMLAND/OPEN
SPACE PRESERVATION GRANT PROGRAM

3. Specific Details on what the resolution will authorize:

Amend previous resolution to reduce the total project costs
associated with the 2022 Town of Greenfield Open Space
grant.

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 **NO**

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

Amount:

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

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

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 _____

10. Remarks:

The resolution following this one will include the budget transfer for this project.



SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION XXX - 2023

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

**AMENDING RESOLUTION 378-2022 TO REDUCE THE TOTAL PROJECT COST AND AWARD AMOUNT
TO THE TOWN OF GREENFIELD FOR THE MIDDLE GROVE TOWN PARK
EXPANSION ACCREDITED BY THE FARMLAND/OPEN
SPACE PRESERVATION GRANT PROGRAM**

WHEREAS, the Saratoga County Farmland and Open Space Program was established in 2003 to give matching grants to purchase development or other rights or outright ownership of productive agricultural and open space land; and

WHEREAS, pursuant to Resolution 378-2022, this Board awarded a 2022 Farmland Protection/Open Space Preservation Grant in the amount of \$5,000 to the Town of Greenfield upon acquisition of a 0.62-acre parcel adjoining the Middle Grove Town Park (SBL#: 162.8-1-18). The total project cost is \$62,455.

WHEREAS, the original projected costs for the project were estimated at \$62,455; and

WHEREAS, the Town acquired the property for \$4,638.73 including taxes, recording fees and filing documents, and

WHEREAS, the actual total cost of the project being lower than the original 2022 grant award, the required 50% match and grant award is reduced to \$2,319.37; and

WHEREAS, the actual project cost and the grant award is less than the maximum permitted 10% adjustment and therefore requires authorization to amend Resolution 378-2022; now, therefore, be it

RESOLVED, that Resolution 378-2022 is hereby amended to authorize payment to the following municipality for the purpose and upon conditions stated:

4. To the Town of Greenfield, a sum not to exceed \$2,319.73 or 50% of total project cost upon the Town's submittal of documents with proof of acquiring a 0.62-acre parcel (SBL#: 162.8-1-18) that adjoins the Town's Middle Grove Park with a total project cost of \$4,638.73; and, be it further

RESOLVED, that the foregoing grant amounts may be adjusted by the Trails and Open Space Committee by up to 10% over the total grant amount provided the requirements of each grant are satisfied and sufficient grant monies are available; and, be it further

RESOLVED, that the Trails and Open Space Committee may place such further conditions and requirements on said grants as it deems necessary and advisable to fulfill the intent and purpose of the Farmland Protection and Open Space Preservation Program; and, be it further

RESOLVED, the Chair is authorized to execute any and all agreements and other documents necessary to ensure the fulfillment of said conditions and the transfer of said funds, with such agreements and documents to be subject to the approval of the County Attorney as to form and content.

BUDGET IMPACT STATEMENT: None. Funds available in the operating budget and the Open Space Reserve account to cover awards.



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
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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
Tracy Goodson, County Attorney's Office
Audra Hedden, County Administrator's Office

DEPARTMENT: Department of Planning & Economic Development

DATE: 5.24.23

COMMITTEE: Trails & Open Space

1. Is a Resolution Required:

No, Other

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 2022 Open Space Project in the Town of Greenfield.

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	\$2319.37

Expense

Account Number	Account Name	Amount
A.80.000-7091.9	Farmland and Open Space Protection	\$2319.27

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 \$2,319.37

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 _____

10. Remarks:

See attached memo for summary



SARATOGA COUNTY BOARD OF SUPERVISORS

RESOLUTION XX – 2023

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

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 2022 Town of Greenfield grant total \$2,319.37; and

WHEREAS, the Town of Greenfield has requested reimbursement for a grant project previously approved via resolution 378-2022 and amended via Resolution xxx-2023; 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 \$2,319.37 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 \$2,319.37 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 **\$2,319.37**

Decrease Reserve

Acct.: #A-0888.OS Open Space Reserve **\$2,319.37**

; 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 by **\$2,319.37**.



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

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Matt Rose, Management Analyst
Tracy Goodson, County Attorney's Office
Audra Hedden, County Administrator's Office

DEPARTMENT: Department of Planning & Economic Development

DATE: 5.24.23

COMMITTEE: Trails & Open Space

1. Is a Resolution Required:

No, Committee Approval 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 No

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
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Expense

Account Number	Account Name	Amount
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Fund Balance (if applicable): (Increase = additional revenue, Decrease = additional expenses)

Amount:

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

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

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:
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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 of Trails and Open Space Updates