



Trails & Open Space Committee

Wednesday, October 4, 2023 4PM
40 McMaster Street, Ballston Spa, NY

Chair: Joe Grasso

Members: Eric Connolly, Tara Gaston, Ed Kinowski,
Matt Veitch (vc)

Agenda

- I. Welcome and Attendance
- II. Approval of the minutes of the September 6, 2023 meeting.
- III. Authorize the transfer of funds from the County Trails Development Reserve and amending the 2023 County budget in relation thereto – Jason Kemper, Planning & Economic Development
- IV. Trails and Open Space Updates– Jason Kemper, Planning & Economic Development
- V. Other Business
- VI. Adjournment



DEPARTMENT OF PLANNING & ECONOMIC DEVELOPMENT

JASON KEMPER, DIRECTOR

518.884.4705

SARATOGACOUNTY.NY.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: September 27, 2023

RE: October 2023 Trails and Open Space Meeting

Trails Reserve Fund Transfer

The following grants are completed or will be completed shortly and will be submitted for reimbursement. Transfer must be made from the Trails Reserve Fund (A-0888.TR) to the Municipal Planning Trails Grant Program (A.80.000-8492.9) to facilitate the reimbursement:

1. 2022 Town of Malta Trail Grant (awarded via Resolution 309-2022) – \$8,653
2. 2022 Town of Stillwater Trail Grant (awarded via Resolution 309-22, to be completed by mid October) - \$10,000

County Forestland / Zim Smith Trail Updates / County Grant Updates

- There are currently 8 pending Open Space/Farmland Protection Projects, including the three (3) 2023 awards, being administered by the Planning Department. Of the 8 projects, 2 are 2022 (last year) awards and 3 are prior awards.
- Currently, there are 26 pending Trail Projects being administered by the Planning Department. Of the 26 projects, 12 are 2023 (this year) awards and 11 are 2022 awards. Town of Edinburg has submitted a reimbursement request for their 2021 grant award (funds previously transferred). A 2022 Malta award reimbursement package has been approved by the County Auditor payment pending transfer of funds & Town of Stillwater has indicated that a 2022 reimbursement request will be forthcoming by the end of the month.
- One 2023 Trails contract has been fully executed (Town of Milton) and two contracts are pending execution (Towns of Clifton Park and Stillwater).
- The annual AML-303b Agricultural District Inclusion applications will be made available for the upcoming 30-day Agricultural District inclusion period beginning October 1, 2023 to October 31, 2023.



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
Audra Hedden, County Administrator's Office

DEPARTMENT: Department of Planning & Economic Development

DATE: 9.27.23

COMMITTEE: Trails & Open Space

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

Authorize the Transfer of Funds From The Trails 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 Trails
Reserve Account (A.-0888.TR) to the General Fund - Local
Assistance County Trails Grant Program (A.80-000-8492.9) to
allow for payment of 2022 trail projects for the Towns of Malta
(\$8,653) and Stillwater (\$10,000).

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 **Yes**

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

Revenue

Account Number	Account Name	Amount
A.0888TR	Trails Reserve	\$18,653

Expense

Account Number	Account Name	Amount
A.80.000-8492.9	Local Assistance Trails Grant Program	\$18,653

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

Amount:

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

Other

- a. G/L line impacted **A.0888TR and A.80.000-8492.9**
- b. Budget year impacted **2023**
- c. Details

The budget will be amended to increase appropriations and reduce the Trails Reserve Fund by \$18,653

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 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:

Human Resources Consulted

Purchasing 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 on grant projects



BOARD OF SUPERVISORS

10/17/2023

RESOLUTION XXX – 2023

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

AUTHORIZING THE TRANSFER OF FUNDS FROM THE COUNTY TRAILS DEVELOPMENT RESERVE AND AMENDING THE 2023 COUNTY BUDGET IN RELATION THERETO

WHEREAS, pursuant to Resolution 249-2015, this Board established a capital reserve fund to be known as the “County Trails Development Reserve” for the purpose of depositing unexpended funds for the Saratoga County Trails 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 Country Trails Development Reserve for reimbursement to the municipal applicant; and

WHEREAS, unexpended grant funds for 2022 Town of Malta (\$8,653.00) and Town of Stillwater (\$10,000.00), total \$18,653.00; and

WHEREAS, a reimbursement voucher from the Town of Malta and the Town of Stillwater have been submitted for grant projects previously approved in 2022; and

WHEREAS, the transfer of funds from the County Trails Development Reserve to the Saratoga County Trails 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 \$18,653.00 be transferred from the County Trails Development Reserve to the Saratoga County Trails Grant Program account; now, therefore, be it

RESOLVED, that this Board authorizes the transfer of \$18,653.00 from the County Trails Development Reserve funds to the Saratoga County Trails Grant Program account to provide reimbursement to municipal applicants as approved by our Saratoga County Trails 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.80.000-8492.9 – Local Assistance County Trails Grant Program \$18,653.00

Decrease Reserve

Acct.: #A-0888.TR Trails Reserve \$18,653.00

; and it is further

RESOLVED, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: The budget will be amended to increase appropriations and reduce the Trails Reserve Fund by \$18,653.00

October 17, 2023 Regular Meeting

Motion to Adopt:

Second:

AYES

NOES (0):

ABSENT



SARATOGA COUNTY

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

DEPARTMENT: Department of Planning & Economic Development

DATE: 9.27.23

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
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County Administrator's Office
Consulted **No**

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Expense

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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?

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☒ Information summary memo

☐ Copy of proposal or estimate

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☐ Other _____

10. Remarks:

See attached memo for summary