



Trails & Open Space Committee

Wednesday, November 1, 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 October 4, 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. Zim Smith Trail Update – Jason Kemper, Planning & Economic Development
- V. Discussion: Revised Farmland and Open Space Grant Application – Jason Kemper, Planning & Economic Development
- VI. Trails and Open Space Updates – Jason Kemper, Planning & Economic Development
- VII. Other Business
- VIII. 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: October 25, 2023

RE: November 2023 Trails and Open Space Meeting

Farmland Protection and Open Space Reserve Fund Transfer

The following grant will be completed shortly and will be submitted for reimbursement. Transfer must be made from the Farmland Protection and Open Space Reserve Fund (A.0888.OS) to the Municipal Planning Farmland Protection and Open Space Grant Program (A.80.000-000-7091.9) to facilitate the reimbursement:

1. 2018 Town of Clifton Park (awarded Resolution 168-2018) \$14,000

Zim Smith North Trail Update

GPI will be present at the committee meeting to give an update on the design for the Zim Smith North Trail project. The presentation will summarize the route of the trail, funding, trail segments and alternative routes explored, property owner outreach, schedule, and next steps. Attached to the memo is a draft of the presentation.

Proposed revision of the Farmland Protection and Open Space Grant Program Application for 2024

The Chair of the Trails and Open Space Committee, Saratoga PLAN and staff have met with Saratoga PLAN to discuss possible changes to the Farmland and Open Space Grant application process to potentially increase applications for the funding moving forward. The following are some highlighted changes to each segment of the application:

Background:

- Added language to explain the grant's funding purpose

Eligibility:

- Removal of Saratoga County landowner from eligible list
- Clarifying what types of projects are eligible
- Allowing transactional costs 12 months prior to a funded project to be utilized in funding.
- Fortified the Open Space eligibility description

Funding Level:

- Added "Funding Level" segment to the application
- Farmland protection projects are eligible for up to 90% of the project's total cost (increase from 50%), with a maximum single year grant award of \$400,000.
- Open Space acquisition projects are eligible for up to 90% of the project's total cost (increase from 50%), with a maximum single year grant award of \$200,000 (previously \$100,000).
- Farmland and Open Space projects that involve a full donation of the value of the land or easement are eligible for up to 100% of the project's total transactional costs, with a maximum grant award of \$50,000 (donations weren't previously counted toward the required match).

Eligible Cost:

- Clarifying cost that are eligible to be covered by the grant award
- Allowing due diligence 12 months prior to funding a project to be eligible

Eligible Local Share:

- Allowing due diligence 12 months prior to funding a project to be eligible

Project Ranking Criteria:

- 4.d. Added inclusion to municipal farmland, open space
- 4.e. Added projects that provide public access or passive recreation.
- 5. Added "Timeline".
- 5.a. Added language to identify tasks needed to be procured and a timeline when the tasks are to be completed before the grant award is released.
- 6. Added "Expertise" to lists applicant's experience and success rate on land preservation projects.

Application submission requirements.

Project Cover Sheet:

- Added Transaction Type: Donations, Bargain Sale, or Full Compensation

Timeline:

- Added "Timeline" Realistic timeline for completing the proposed project, with benchmarks for all due diligence steps.

Entity Credentials

- Added: Entity Credentials"
- Description of the applicant entity's capacity, expertise and track record related to successful land conservation projects and ongoing stewardship of conserved lands

Project Budget:

- Added Title Insurance, Phase 1 Environmental Assessment, Ecological Assessment and/or Management Plan, Legal Fees (applicant's, not landowner's), Recording fees, Project Management to budget items.

Submission:

- May 31, 2024 deadline date with announced awards in the Fall of 2024

Post Award

- Removed "Post Award"

Application Coversheet

- Added evidence of local support for the project

October 25, 2023

Page 3 of 3

- Added project timeline with benchmarks and evidence of landowner commitment
- Added applicant's experience, capacity, expertise and track record conservation transactions and stewardship of conserved lands.
- Added a worksheet to track budget items

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. The 2018 Town of Clifton Park Farmland Protection grant award is on the agenda for Open Space Reserve Fund transfer and will close shortly.
- Currently, there are 24 pending Trail Projects being administered by the Planning Department. Of the 24 projects, 12 are 2023 (this year) awards and 10 are 2022 awards. The Town of Edinburg and Town of Malta will be paid on 10.26.23. The Town of Stillwater has indicated that a 2022 reimbursement request will be forthcoming by the end of the month.
- Five 2023 Trails contract has been fully executed (City of Mechanicville, Town of Clifton Park, Town of Milton, Town of Northumberland, Town of Stillwater)
- Saratoga County closed on the Graphite Range Community Forest Project on 10.17.23. Saratoga County is working with the project partners to complete the necessary items remaining and prepare for opening the parcel to the public.
- The County Timber Harvest on Edie Road has paused due to market condition, the contractor has withdrawn from the site and will return in the near future to complete the harvest.



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: 10.25.23

COMMITTEE: Trails & Open Space

1. Is a Resolution Required:

Yes, 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 TOpen Space Reserve Account (A.-0888.OS) to the General Fund - Farmland and Open Space Protection (A.80-000-7091.9) to allow for payment of a 2018 Farmland Project in the Town of Clifton Park in the amount of \$14,000.

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.0888 OS	Open Space Reserve	\$14,000

Expense

Account Number	Account Name	Amount
A.80.000-7091.9	Farmland and Open Space Protection	\$14,000

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

The budget will be amended to increase appropriations and reduce the Open Space Reserve Fund by \$14,000

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 of grant projects



BOARD OF SUPERVISORS

11/21/17/2023

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 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, unexpected grant fund for the ~~2022-2018~~ Town of ~~Greenfield-Clifton Park~~ grant total ~~\$2,319.37~~ \$14,000; and

WHEREAS, the Town of ~~Greenfield-Clifton Park~~ has requested reimbursement for a grant project previously approved via resolution ~~378-2022168-2018~~, and has presented a voucher for ~~\$14,000~~\$2,319.37 ~~which is less than the initial projected cost and grant awarded~~; 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 ~~\$14,000~~\$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 ~~\$14,000~~\$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

A.80.000-7091.9 – Farmland and Open Space Protection ~~\$2,319.37~~ \$14,000

Decrease Reserve

A-0888.OS Open Space Reserve ~~\$2,319.37~~ \$14,000

; 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 Open Space Reserve fund by ~~\$2,319.37~~ \$14,000.

October 17, 2023 Regular Meeting

Motion to Adopt:

Second:

AYES

NOES (0):

ABSENT



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

TO: Steve Bulger, County Administrator
Ridge Harris, Deputy County Administrator
Michelle Granger, County Attorney
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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: 10.25.23

COMMITTEE: Trails & Open Space

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 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 **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

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

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 Powerpoint

10. Remarks:

See Attached powerpoint from GPI on the Zim Smith North Project



Engineering | Design | Planning | Construction Inspection

Zim Smith Trail Northern Extension

Date: November 1, 2023

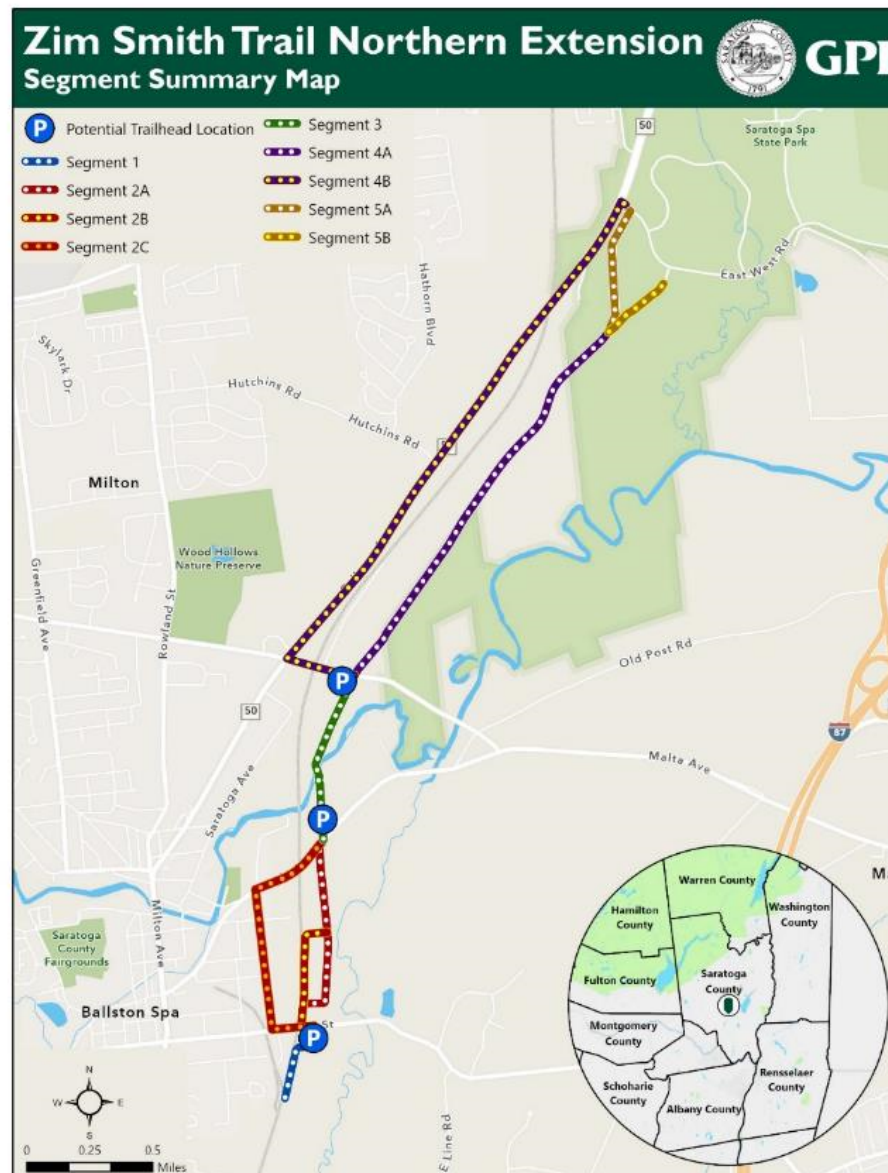
gpinet.com

Agenda

- Route Overview
- Funding
- Trail Segments
 - Alternative Routes
- Property Owner Outreach
- Schedule
- Next Steps

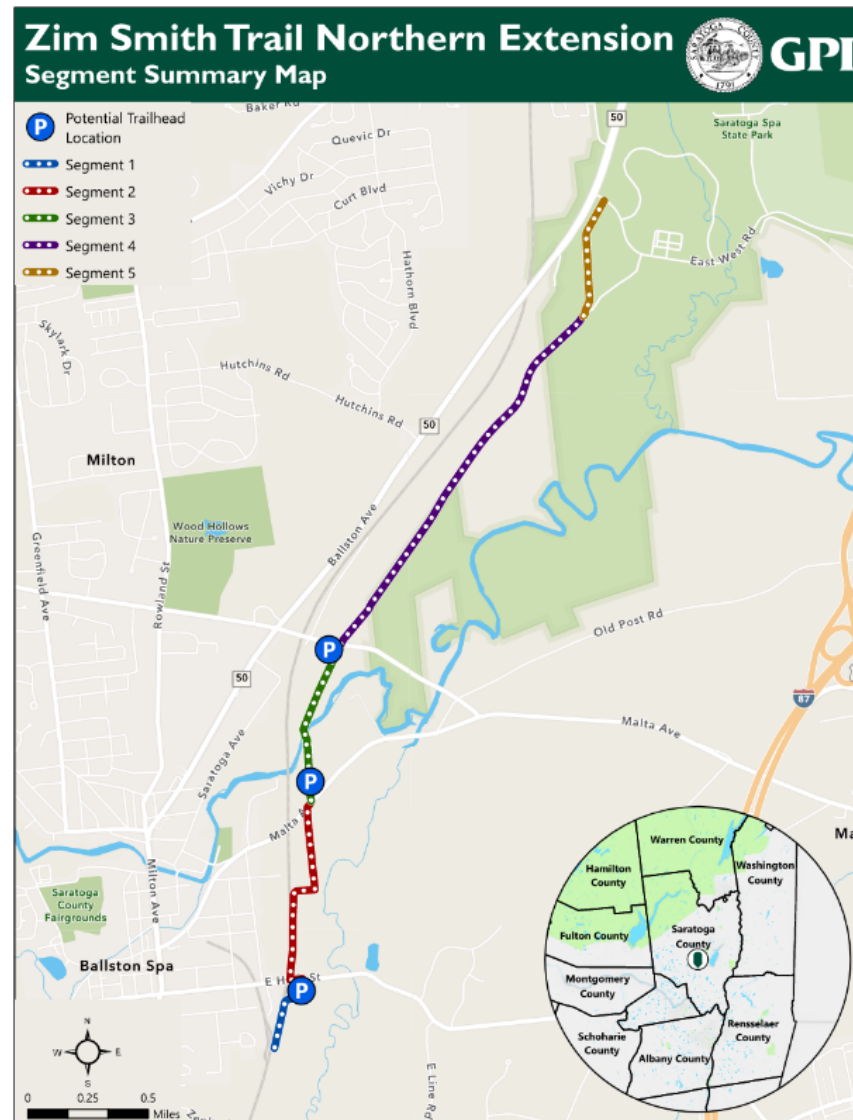
Overall Trail Map - Feasibility Report

Feasibility Report Route Options



Overall Trail Map - Preliminary Design

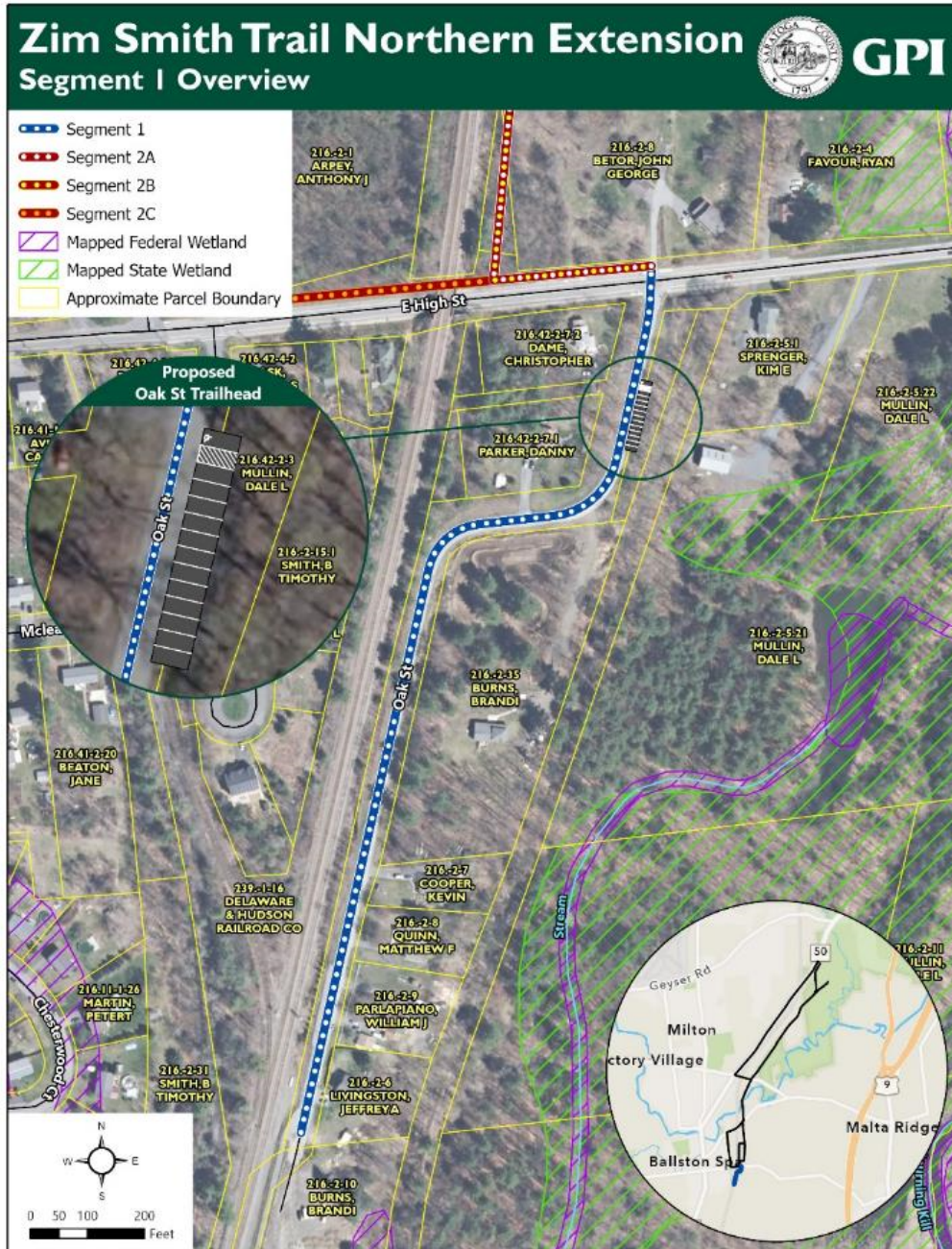
Oak Street to Saratoga Spa State Park Preferred Route



Trail Funding

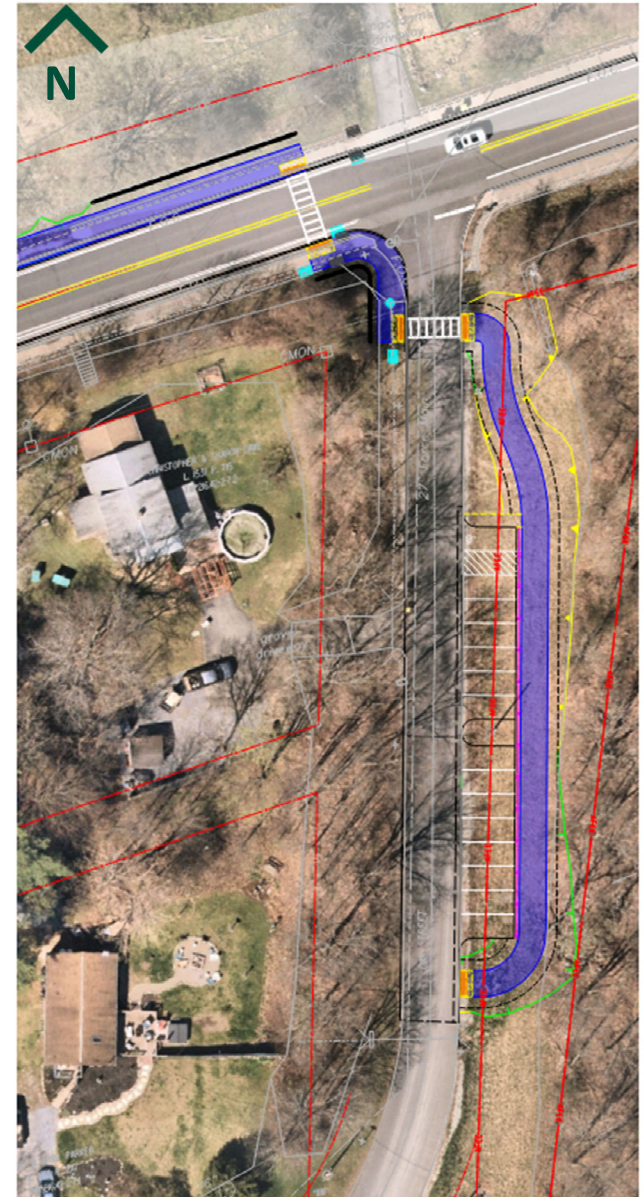
- Design Funding: partial funding for all five segments
 - County is funding right-of-way efforts and supplementing design funds
 - Will complete environmental screenings and design report for all five segments
- Construction Funding: Currently have \$1.7M funding for Segments 1 and 2
 - Will seek funding for Segments 3, 4, and 5
- \$1.5M County Capital Funds

Segment 1 - Oak Street to E High St

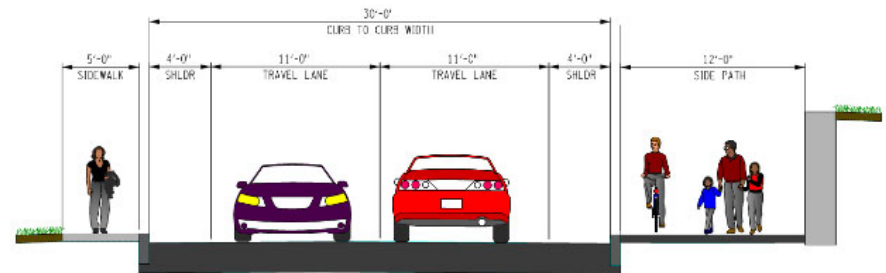
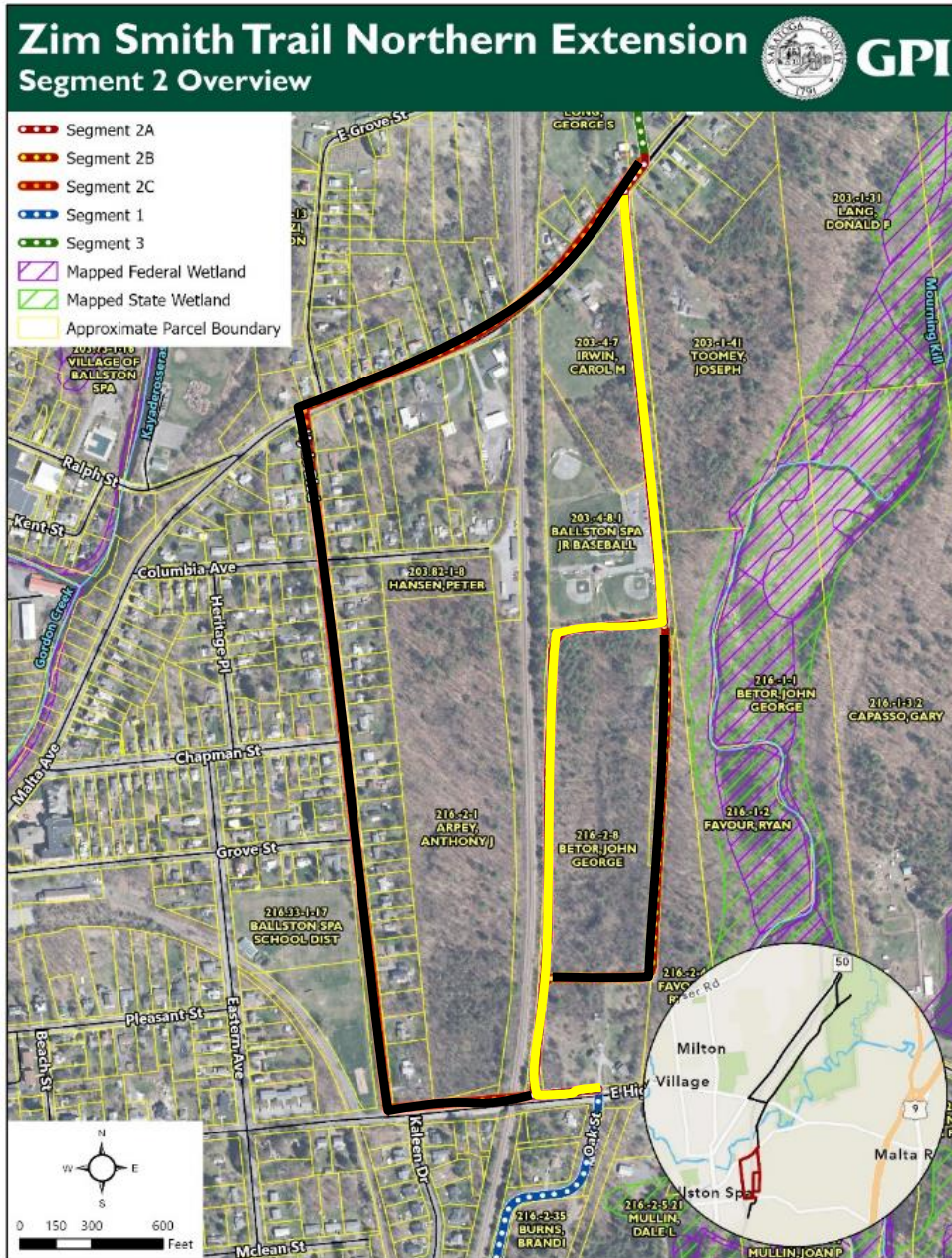


Segment 1 - Oak Street to E High St

- Narrow Oak Street Terminus
- Eliminate existing on-street parking
- On-road trail segment
- Construct new dedicated parking area
 - 14 spaces, 1 handicap accessible space

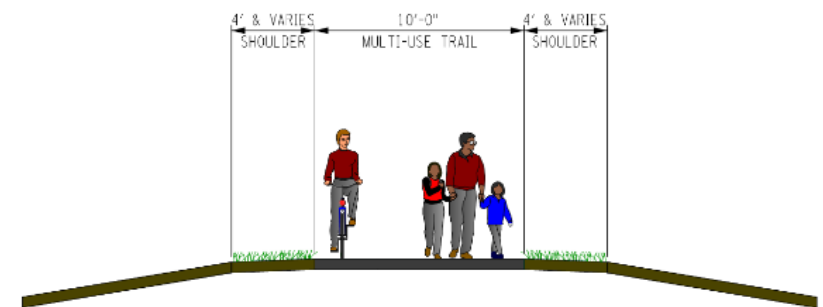
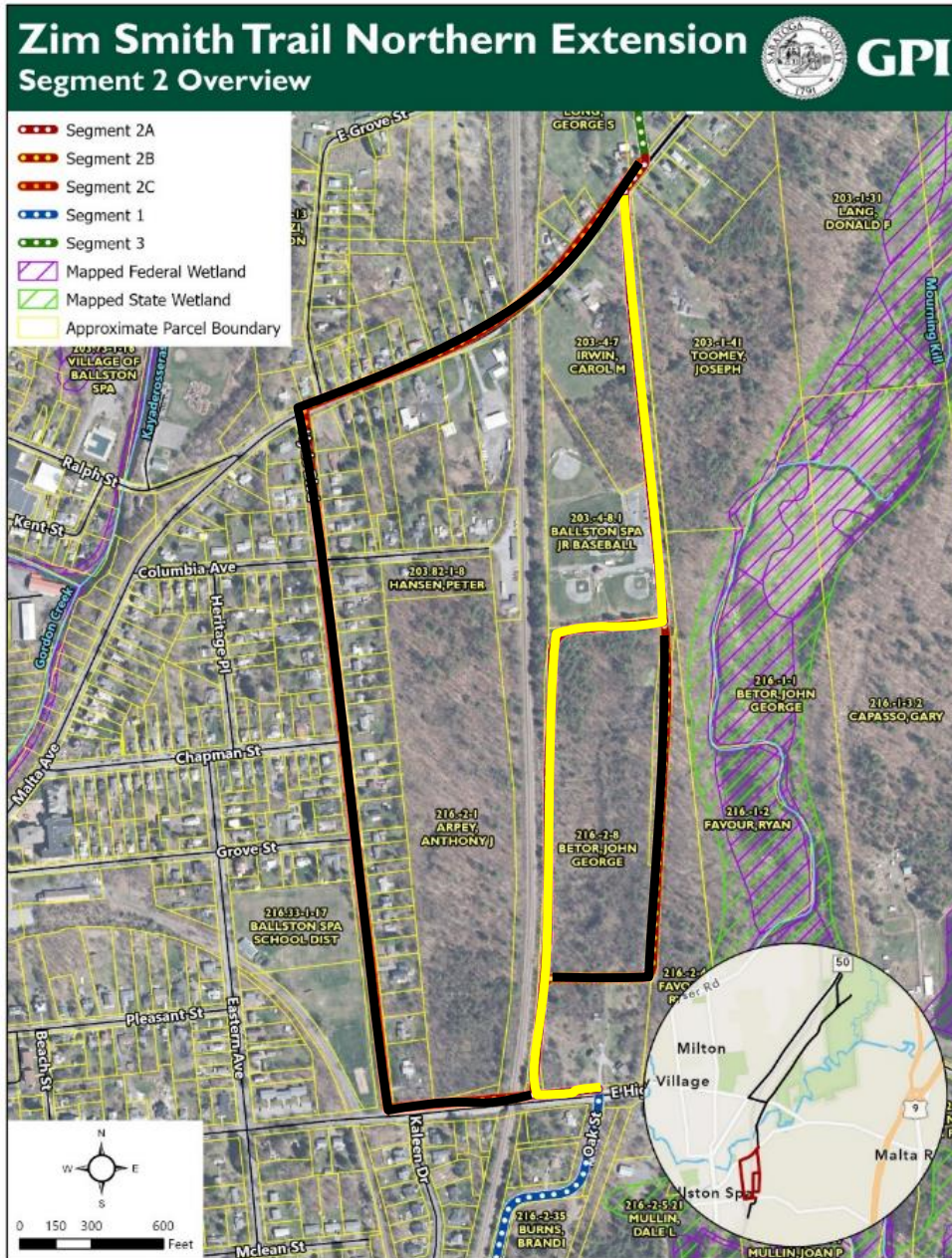


Segment 2 - E High Street to Malta Ave



Looking West on E.High

Segment 2 - E High Street to Malta Ave

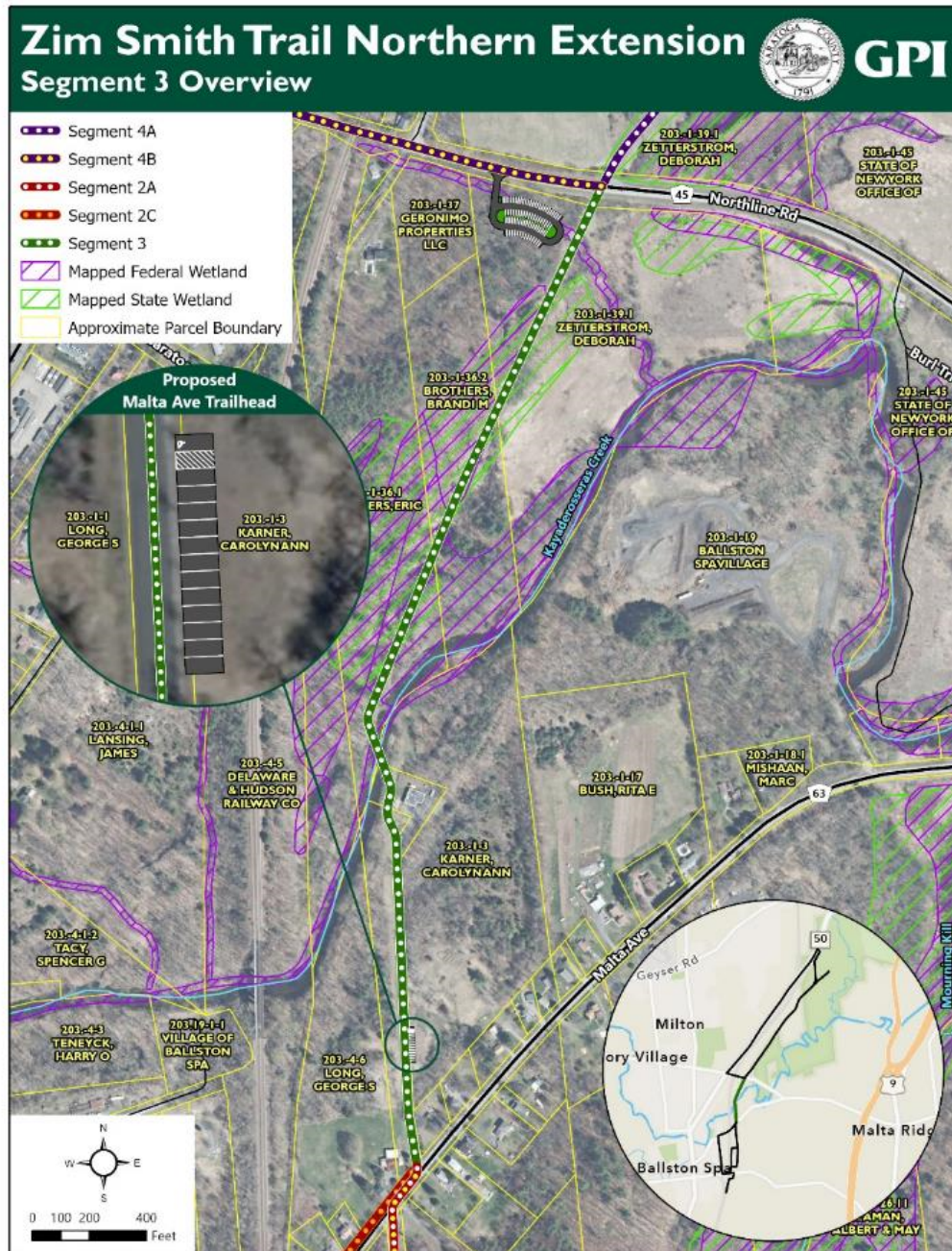


Segment 2 - E High Street to Malta Ave

- Parallel to railroad
 - Minimize residential ROW impacts
 - 50 ft minimum separation from nearest track
- Largest wetland impact
 - Stone bridge or boardwalk
- Perpendicular parking along Doubleday Driveway
 - 60 spaces, 4 accessible spaces



Segment 3 - Malta Ave to Northline Rd



Segment 3

- On-road trail on Milton pump station driveway
- Bridge over Kayaderosseras
- Follow sewer easement



Segment 3 Alt. Route 1 - Zetterstrom

- Northern side of Kayaderosseras
- Through Gray's Crossing
 - Floods seasonally
- Old trolley line
- Significant wetland impacts



Segment 3 Alt. Route 1 - Zetterstrom

- Northern side of Kayaderosseras
- Through Gray's Crossing
- Old trolley line
- Significant wetland impacts



Segment 3 Alt. Routes 2 & 3

Alt. Route 2 (Orange)

- Southern side of Kayaderosseras
- Through residential and Ballston Spa DPW properties
 - Used for leaf/stump dump
 - Police gun range
- Bridge to Gray's Crossing
- Old trolley line



Segment 3 Alt. Routes 2 & 3

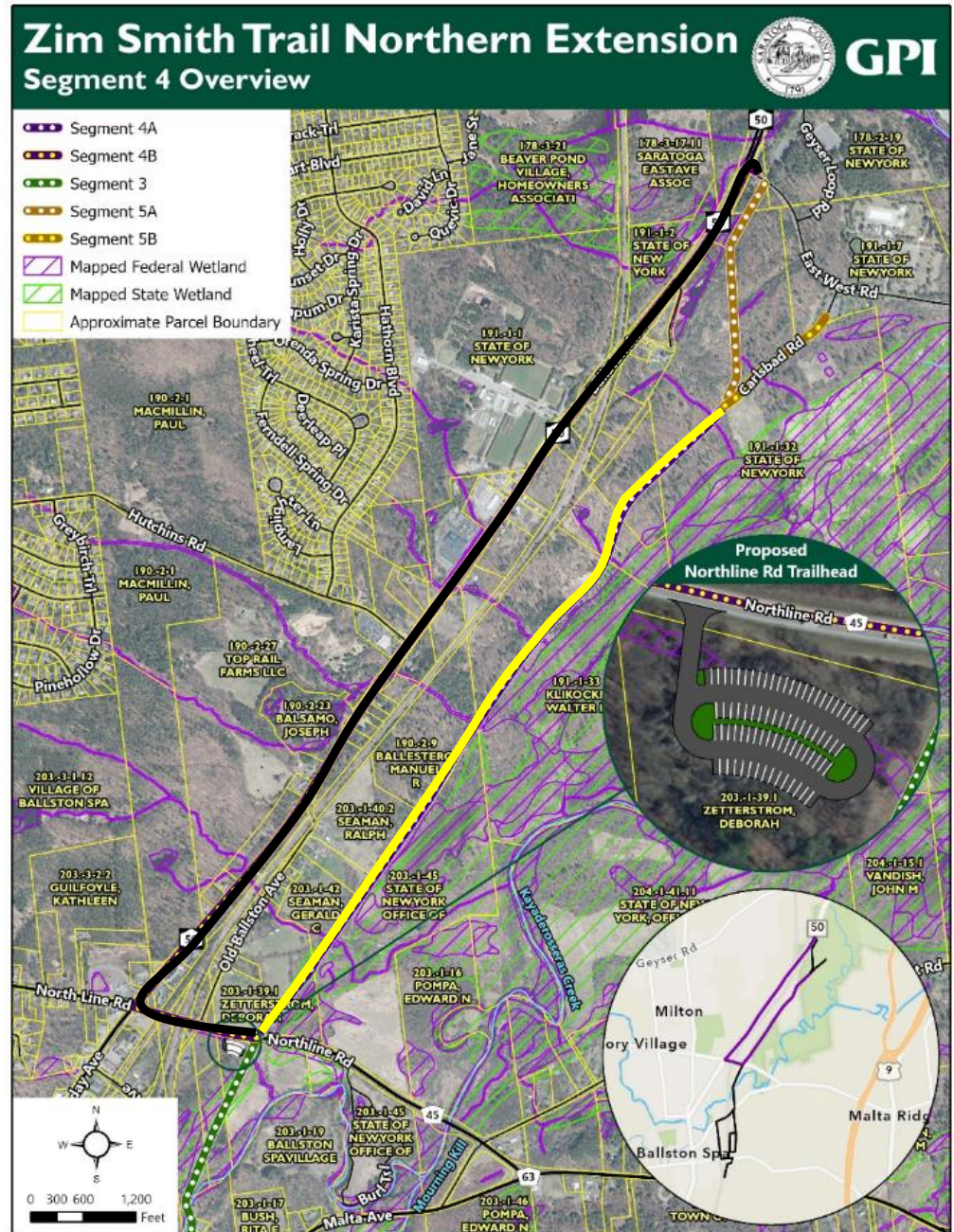
Alt. Route 3 (Blue)

- Northern edge of Mourning Kill
- Through residential and commercial properties
 - Used for stump dump
 - Difficult sight distance at crossing
- Bridge to Gray's Crossing
- Old trolley line



Segment 4 - Northline Ave to Park Access Road

- Off-road trail
- 1.7 miles
- Waterline blow offs to remain
- Minor wetland impacts
- Existing culverts condition assessed

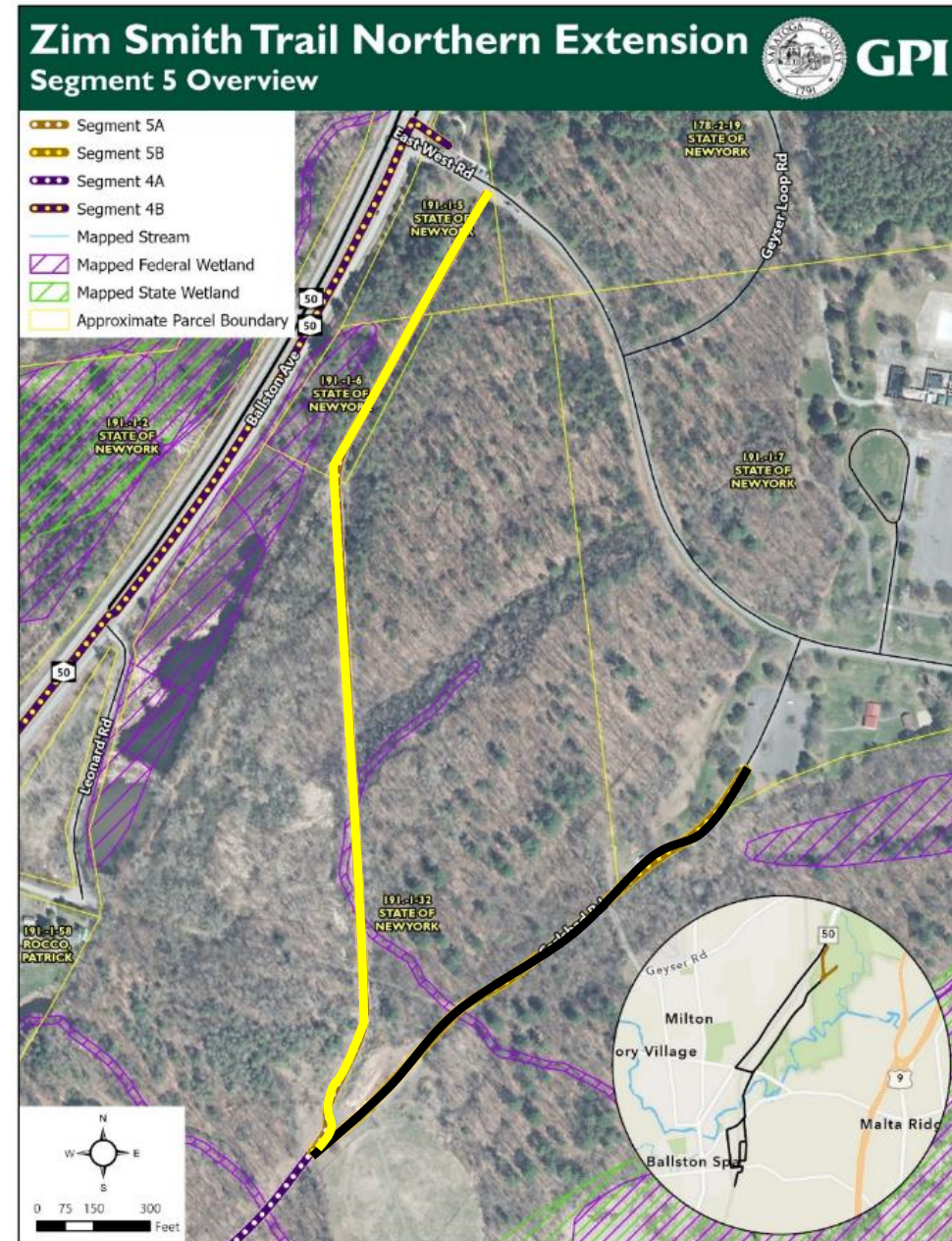


Segment 4



Segment 5

- Off-road trail
- "Wetland Trail" in Saratoga Spa State Park
- Existing stone remains from sewer lining project
- Wetland impacts
- Stone bridge or boardwalk needed for section



Segment 5



Property Owner Outreach

- 22* of properties impacted
- Take entirety of permanent easement and anything additional needed for proposed trail
- Preliminary Outreach
 - Send letter to property owner introducing ROW staff and explaining project
 - High level map will be included to show the approximate limits of the taking
 - Generally, this prompts first contact with affected property owners
 - Some property owners have been consulted regarding alternative routes

*Multiple NYS properties impacted (only counted as 1)

Next Steps

- Supplemental survey
 - Revise trail alignment
 - Confirm property takings
 - Environmental screenings
 - Update estimate
- Begin ROW Incidentals
- Initial Environmental Submittals
- Draft Design Report

Schedule

- Preliminary Design – On going - April 2024
- Initial Property Outreach – Begin November 2023
- Design Approval – April 2024
- Complete ROW Incidentals – April 2024
- Segments 1 & 2 Final Design** – May to October 2024
- Complete ROW Acquisitions – September 2024
 - Assuming property owner support, complications will delay
- Segments 1 & 2 - Construction Begin – Winter 2024/2025
- Segments 1 & 2 - Construction End – Fall 2025
- ***Progress Segments 3, 4, & 5 to 60-70% complete to be competitive for future funding opportunities*

Questions



GPI
gpinet.com



SARATOGA COUNTY

AGENDA ITEM REQUEST FORM

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Audra Hedden, County Administrator's Office

DEPARTMENT: Department of Planning & Economic Development

DATE: 10.25.23

COMMITTEE: Trails & Open Space

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 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 **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

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

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 proposed 2024 Farmland and Open Space Grant application.



Saratoga County Farmland Protection and Open Space Grant Program

2024

Background: The Saratoga County Farmland Protection and Open Space Preservation grant program was established in 2003 by the County Board of Supervisors to aid farmers in meeting the required local match to the New York State Farmland Protection Implementation Grant Program (FPIG) which enables the purchase of development rights (PDR) on eligible farmland. The program has been expanded to provide funding for lands containing natural areas, wildlife habitats, natural parkland, preserves, and other important open spaces within Saratoga County.

For fiscal year 2024, the Saratoga County Board of Supervisors allocated \$400,000 to the Farmland Protection and Open Space Grant Program to provide matching funds for the FPIG program and in addition to acquire farmland or open space lands whose preservation is deemed to be of significant public benefit. The County Board of Supervisors and the Trails and Open Space Committee encourage all municipalities within Saratoga County to consider applying for project funding.

Please contact the County Planning Staff with any questions or for assistance with an application at: 518-884-4705.

Eligibility: All Saratoga County municipalities, not-for-profit land trusts, and conservation groups are eligible to apply for this program. All applications must provide a resolution of support by the municipality in which the project is located or a letter of intent signed by the chief elected official on the municipality's letterhead. Eligible projects include conservation easements, trail easements, and fee title land acquisitions. Transactions acquired through full donation, purchase by full compensation, or bargain sale (partial donation / partial compensation) are eligible for this funding. Transactional costs (surveys, title searches, etc.) that are part of an overall project likely to result in the permanent protection of farmland or open space within 12 months are also eligible.

Eligible open space projects may include lands that offer a unique recreation opportunity for a community such as natural parkland, preserve, nature trail, bikeway or a project that provides a trail connection or access to a waterway or waterbody. The Saratoga County Green Infrastructure Plan provides a comprehensive overview of unique open space resources eligible for County funding and which may receive a high project ranking during the application review process.

Lands identified in local comprehensive plans or in an open space inventory, a municipal Farmland Protection Plan, or the New York State Open Space Plan are also eligible.

Grants for farmland protection and open space acquisition are contingent on the applicant's demonstration of the commitment of matching funds from Federal, State, and/or local funding programs and/or private contributions. Private contributions may be in the form of a "bargain sale" or donation.

Funding Levels:

Farmland protection projects are eligible for up to 90% of the project's total cost, with a maximum single year grant award of \$400,000.

Open Space acquisition projects are eligible for up to 90% of the project's total cost, with a maximum single year grant award of \$200,000.

Farmland and Open Space projects that involve a full donation of the value of the land or easement are eligible for up to 100% of the project's total transactional costs, with a maximum grant award of \$50,000.

Eligible Costs: Grant funds can be used by the applicant towards transaction costs associated with the purchase of development rights or the acquisition of open space including title search, title insurance, appraisal, survey, environmental or ecological assessments, project management, preparation of baseline documentation for a property, and any recording, closing or legal fees incurred. Eligible costs may be incurred up to 12 months prior to submission of an application and up until the time of closing.

Stewardship fees or costs associated with stewardship for the project are not eligible for funding under this program but may be included in the project budget as eligible local share match (See below.).

County payments shall be made directly to Saratoga County Municipalities which will, in turn, convey the County funds to the applicant entity.

Eligible Local Share: The following expenses may be used as the required local match to grant monies received:

- Local funds expended within 12 months prior to submission of the application and up until the time of closing
- Stewardship fees related to the proposed project
- Local funds utilized for the purchase of development rights or a fee interest in additional parcels of land if the applicant has demonstrated a clear linkage between the parcel and the proposed project

Project Ranking Criteria:

Proposed projects will be evaluated based on the following criteria adopted by the Open Space and Trails Committee (Ranked from 1 to 5, 1 being the lowest, and 5 being the highest ranking):

1. Agricultural Importance:
 - a. Soil quality
 - b. Economic viability of farming operation
 - c. Protection of natural resources
 - d. Inclusion in a County Agricultural District
 - e. Proximity to a critical mass of productive farmland

2. Resource Protection:
 - a. Proximity to a protected waterbody, waterway, or aquifer
 - b. Proximity to a wildlife habitat or corridor
 - c. Proximity to a significant wetlands complex
 - d. Provides protection of a scenic viewshed
 - e. Proximity to other conserved lands
 - f. Provision of public access to a significant resource
 - g. Proximity to National, State, County, Municipal, or private park or forest lands

3. Development Pressure:
 - a. Importance of the project to the rural character of the municipality
 - b. Proximity to expanding residential growth
 - c. Proximity to public infrastructure

4. Local Support:
 - a. Designation of the proposed project area as an important community resource
 - b. Inclusion of the proposed project area in the New York State Open Space Plan
 - c. Inclusion of the proposed project area in the Saratoga County Green Infrastructure Plan
 - d. Inclusion in a municipal or county farmland, open space, or trail system plan
 - e. Project provides public access or passive recreation
 - f. Inclusion in any municipal comprehensive plan or land use plan
 - g. Matching funding sources confirmed as evidenced by a letter from those providing the matching funds

5. Timeline:
 - a. The applicant shall provide a reasonable timeline and documentation of landowner commitment to expediently complete the transaction. Once an award has been made the County will provide the awardee with a list of submission requirements needed to receive grant funds. At a minimum, the timeline should reflect benchmarks for:
 - i. All due diligence steps leading to a closing.
 - ii. Within six months of a county-municipality contract for a grant award, a binding contract between applicant and landowner must be signed and submitted to the

County Planning Dept.

- iii. Within 24 months of a county-municipality contract for a grant award, the transaction documentation for reimbursement must be submitted to the County Planning Dept.
 - iv. Prior to the release of grant funds, if full or partial compensation is being provided, the project applicant shall submit an appraisal of the property certifying the value of the development rights to be purchased with grant funds or the value of the land to be purchased in fee. Successful applicants will also be required to submit copies of all conservation easements and/or deeds and title search of title insurance commitment prepared in conjunction with the awarded project. An environmental audit may be required if the proposed property's environmental integrity has the possibility of being compromised through a previous use or uses in the vicinity.
 - v. Closing must take place within 30 days of the receipt of County funds by the applicant entity. Subject to extenuating circumstances, such as other funding being used as a match, extensions may be requested; extensions will be granted at the Planning Dept.'s discretion.
- b. Failure to meet any of the above timeline requirements may result in cancellation of the grant award at the discretion of the County Trails and Open Space Committee.
6. Expertise: Applicant's experience, capacity, professional expertise, and track record for successful conservation transactions and land stewardship.
 7. Other: Applicant may provide an additional narrative regarding the proposed project to assist the Trails and Open Space Committee in understanding the project's importance to the surrounding landscape and community.

Application submission requirements:

Project Cover Sheet:

- Title of proposed project
- Project type: farmland or open space protection
- Land Acquisition Type: Fee Title OR Conservation Easement
- Transaction Type: Donation, Bargain Sale, or Full Compensation
- Location of proposed project
- Tax map number, acreage, and landowner name
- Project contact and sponsoring organization address, telephone number and email

Project Summary-Brief proposal description:

- Description of the property and its current use
- Property's local and regional importance as an agricultural or open space resource
- Description of development pressure
- Proposed project's compliance with local plans such as comprehensive plan, green infrastructure plan, or farmland protection plan
- Proposed type and level of public access, if any

Timeline:

- Realistic timeline for completing the proposed project, with benchmarks for all due diligence steps

Entity Credentials:

- Description of the applicant entity's capacity, expertise and track record related to successful land conservation projects and ongoing stewardship of conserved lands

Required Project Maps and Supporting Documentation:

- Location map showing street names and important landmarks
 - Aerial photo with tax map overlay
 - Soils map showing prime farmland soils and statewide significant soils and acreages
 - For Open Space applications, notable environmental features warranting protection, including locations of connecting trails and associated amenities
- Resolution or Letter of Endorsement from the Supervisor of the municipality in which the project is located.

Note: For assistance with the preparation of project maps, please call the Saratoga County Planning Department at 518-844-4705.

Project Budget:

- Total estimated cost of Proposed Project
- Amount and sources of other outside funding sources
- Amount of County Grant funds being requested
- Estimated Cost per acre (if application is successful an appraisal will be required)
- Survey Cost
- Appraisal Cost
- Baseline mapping and documentation
- Title search
- Title Insurance
- Phase 1 Environmental Assessment
- Ecological Assessment and/or Management Plan
- Legal Fees (applicant's, not landowner's)
- Recording fees
- Project Management
- Administrative Costs
- Stewardship/Monitoring Costs

Letters of Support: In addition to the resolution of support or letter of intent from the municipality, additional letters of support from local elected officials or other stakeholders may be submitted for consideration.

Submission: Applications must be submitted to the Saratoga County Planning Department, 50 West High Street, Ballston Spa, NY by May 31, 2024. No submissions will be considered after the closing date.

Following the close of the application period, applications shall be reviewed and prioritized by the County's Trails and Open Space Committee. Upon completion of its review, the Trails and Open Space Committee will vote on the applications and forward its recommendations to the Saratoga County Board of Supervisors Law and Finance Committee. Grant awards shall be awarded by resolution of the Board of Supervisors. Announcement of awards is expected in the fall of 2024.



**Saratoga County Farmland and Open Space Grant Program
Application Coversheet
2024**

Applicant Information:

Municipality/Land Trust: _____

Name of Primary Project Contact: _____

Address: _____

Phone/Email: _____

Landowner Information:

Name: Address: _____

Phone Number: _____

Project Description:

Project Name: _____

Street Address/Location of Project: _____

Tax Map Numbers: _____

Current Use of the Property: _____

Project's proximity to other conserved lands: _____

Budget Summary:

Total Project Cost: _____

Total County Funding Requested: Total: _____

Outside Funding Expected: _____

Project Summary-Brief proposal description:

Description of the property and its current use.

Property's local and regional importance as an agricultural or open space resource.

Description of development pressure.

Project alignment with local plans such as comprehensive plan, green infrastructure plan, or farmland protection plan, with NYS Open Space Plan, or other adopted plans. Explain.

Evidence of local support for project.

Project timeline, with benchmarks, and evidence of landowner commitment.

Applicant's experience, capacity, expertise, and track record for conservation transactions and stewardship of conserved lands.

Project Budget:

Fill in all cost estimates applicable to your project. Do not enter numbers in shaded cells. Spreadsheet automatically calculates those cells.

			Total Cost Estimate	County Grant Request	Landowner	Applicant	Other Source	Total Local Source Match	
Land/Easement Value									0
Survey									0
Appraisal									0
Baseline Mapping/Documentation									0
Title Search									0
Title Insurance									0
Phase 1 Environmental Site Assessment									0
Ecological Assessment / Management Plan									0
Legal Fees (applicant's)									0
Recording Fees									0
Project Management									0
Administration									0
Stewardship Fund Investment									0
Other: _____									0
		TOTALS	0	0	0	0	0	0	0
		Acres: _____							
		Cost per Acre:	#DIV/0!	#DIV/0!					

Required Project Maps:

- Location map showing street names and important landmarks
- Aerial photo with tax map overlay
- Soils Map showing prime farmland soils and statewide significant soils and acreages
- For Open Space applications, locations of connecting trails and associated amenities

Submit one (1) electronic copy and three (3) hard copies of the grant application and materials to:

Jeffrey Williams, Planner
Saratoga County Planning Department
50 West High Street
Ballston Spa, NY 12020
518-884-4705
JWilliams@saratogacountyny.gov



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: 10.25.23

COMMITTEE: Trails & Open Space

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 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 **NO**

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
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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

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

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