



## Trails & Open Space Committee

Wednesday, December 6, 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 November 1, 2023 meeting.
- III. Authorizing the transfer of funds from the Trails Reserve Fund and amending the 2023 County Budget in relation thereto – Jason Kemper, Planning & Economic Development
- IV. County Forestland / Zim Smith Trail Updates / County Grant Updates – Jason Kemper, Planning & Economic Development
- V. Other Business
- VI. Adjournment



# DEPARTMENT OF PLANNING & ECONOMIC DEVELOPMENT

JASON KEMPER, DIRECTOR

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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:** November 29, 2023

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

### Trails Grant Reserve Fund Transfer

The following grants are preparing for reimbursement and transfers 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 Clifton Park Trails Grant (awarded via Resolution 309-2022) - \$10,000
2. 2022 Village of South Glens Falls Trails Grant (awarded via Resolution 309-2022) – \$10,000
3. 2022 Town of Wilton Trails Grant (awarded via Resolution 309-2022) - \$10,000

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

- There are currently 7 pending Open Space/Farmland Protection Projects, including the three (3) 2023 awards, being administered by the Planning Department. Of the 7 projects, 1 is 2022 (last year) awards and 3 are prior awards. A November 1, 2023 email from Saratoga Plan has indicated that the 2022 Scotch Ridge Farm Protection Grant, in the Town of Charlton, is no longer being considered and the grant funds are being relinquished. The 2018 Town of Clifton Park Farmland Protection grant is waiting to complete the reimbursement package and will be removed from the list once it clears the auditor's review.
- The Saratoga County Farmland and Open Space Grant application modifications were discussed at the November meeting. In addition, the changes were sent out for comments on 11.2.23. No additional comments were received on the application.
- 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 Stillwater, the Town of Clifton Park and the Village of South Glens Falls have indicated that a 2022 reimbursement request will be forthcoming by the end of the month.
- Nine 2023 Trails contracts have been fully executed (Towns of Ballston, Clifton Park, Edinburg, Greenfield, Milton, Moreau, Northumberland, Stillwater and the City of Mechanicville).

November 29, 2023

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- Saratoga County closed on the Graphite Range Community Forest Project on 10.17.23. A press release announcing the project will go out shortly and the parcel will be open to the public.
- The County Timber Harvest on Edie Road has been restarted with an estimated completion within 2 weeks.
- There were no petitions received for this year's AML-303b 30-day Agricultural District Inclusion period that is carried out annually between October 1<sup>st</sup> to the 31<sup>st</sup>. The current mapping to the agricultural districts will remain the same and both districts are in good status.



# 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 Warnt, 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:** 11.26.23

**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 Wilton (\$10,000), Clifton Park (\$10,000), and the Village of South Glens Falls (\$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	\$30,000

Expense

Account Number	Account Name	Amount
A.80.000-8492.9	Local Assistance Trails Grant Program	\$30,000

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 \$30,000

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 on grant projects



# BOARD OF SUPERVISORS

12/19/2023

## 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 Clifton Park (\$10,000.00), 2022 Village of South Glens Falls (\$10,000.00) and Town of Wilton (\$10,000.00), total \$30,000.00; and

**WHEREAS**, reimbursement requests have been submitted by the Town of Clifton Park, Village of South Glens Falls and the Town of Wilton 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 \$30,000.00 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 \$30,000.00 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 \$30,000.00

Decrease Reserve

Acct.: #A-0888.TR Trails Reserve \$30,000.00

; 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 \$30,000.00

December 19, 2023 Regular Meeting

Motion to Adopt:

Second:

AYES

NOES (0):

ABSENT



# SARATOGA COUNTY

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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:** 11.29.23

**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:

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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:
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- Other \_\_\_\_\_

10. Remarks:

See attached memo for summary