



# Trails & Open Space Committee

Wednesday, February 7, 2024 4PM  
40 McMaster Street, Ballston Spa, NY

**Chair:** Joe Grasso

**Members:** Eric Connolly, Ed Kinowski, Michele Madigan,  
Matt Veitch

## Agenda

- I. Welcome and Attendance
- II. Approval of the minutes of the December 6, 2023 meeting
- III. Appointment of Vice Chair
- IV. Committee Approval: 2024 Saratoga County Trail Grant Program Application – Jason Kemper, Planning & Economic Development
- V. Discussion: Committee Goals for 2024
- VI. Other Business
- VII. Adjournment



# DEPARTMENT OF PLANNING & ECONOMIC DEVELOPMENT

JASON KEMPER, DIRECTOR

518.884.4705

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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:** January 28, 2024

**RE:** February 2024 Trails and Open Space Meeting

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### 2024 Saratoga County Trail Grant Program Application

Enclosed is the 2024 Saratoga County Trail Grant application that will be sent to all of the municipalities in Saratoga County as well as Saratoga PLAN and other land conservation groups.

- The releases date and the due date for the application needs to be discussed with committee. For the 2023 grant cycle the application was sent out on February 22, 2023 with a due date of June 30<sup>th</sup>, 2023. If the timeframe to return the grant remains the same then a possible due date is June 28<sup>th</sup>, 2024.

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

- There are currently 6 (down from 7) pending Open Space/Farmland Protection Projects, including the three (3) 2023 awards, being administered by the Planning Department. Of the 6 projects, 1 is 2022 (last year) awards and 2 are prior awards. The 2018 Town of Clifton Park Farmland Protection grant was closed in December 2023.
- The Saratoga County Farmland and Open Space Grant application was released on January 10, 2024 with a due date assigned for March 29, 2024. It was sent to all municipalities as well as Saratoga PLAN.
- Currently, there are 19 (down from 24) pending Trail Projects being administered by the Planning Department. Of the 19 projects, 11 are 2023 awards, 6 are 2022, one is 2021 and one is 2020. The 2022 Town of Wilton and the Village of South Glens Falls trail grants were closed in December 2023. The 2022 Town of Clifton Park trail grant award was closed in January 2024. The 2022 & 2023 Town of Stillwater trail grant awards have cleared the County Auditor's review and are pending payment in January 2024.
- Nine of twelve 2023 Trails contracts have been fully executed (The City of Saratoga Springs, the Town of Halfmoon and the Town of Malta are pending signature).
- Saratoga County closed on the Graphite Range Community Forest Project on 10.17.23. There have been periodic closures due the wet and warm winter weather we have been experiencing.
- The county timber harvest on Edie Road was completed, trail restoration was completed and the security deposit was released to the contractor.



# SARATOGA COUNTY AGENDA ITEM REQUEST

**TO:** Steve Bulger, County Administrator  
Ridge Harris, Deputy County Administrator  
George Conway, 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  
Samantha Kupferman, County Attorney's Office

**DEPARTMENT:** Department of Planning & Economic Development

**DATE:** 1.28.24

**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 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

Expense

Account Number	Account Name	Amount

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

Amount:

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

- 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 **Yes**

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



## Planning & Economic Development

### Saratoga County Trails Grant Program 2024

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**A. Background:** Saratoga County Board of Supervisors has allocated \$100,000 in grant funds to assist municipalities with the planning and construction of trails. Grant funds are awarded directly to the municipality upon completion of the proposed project.

**B. Eligible Applicants:** All Saratoga County municipalities may apply for this grant program.

**C. Eligible Projects:** Project that may be funded through this grant program include:

- Engineering/Design/Feasibility Study
- Construction of new recreation trails
- Restoration of existing trails
- Development and improvement of trail amenities including wayfinding signs
- Land acquisition and permanent easements
- Water trails aka "blue trails"

**D. Eligible Costs:** Grant funds may be used for costs associated with the planning, construction or reconstruction of trails including survey work, scoping reports and feasibility studies. The maximum amount of award for a single proposal is \$10,000.

**E. Match Requirements:** The grant program provides a 100% match of the applicant's contribution to the project costs up to \$10,000. The applicant may provide a match in the form of cash, in-kind services or a combination of both.

**F. Post Award:** Upon notice of award, the Saratoga County Planning Department will provide the awardee with a checklist of submission requirements along with a template for the project's final budget. If an awarded grant remains active for more than one (1) year following the date of award, the awardee will be required to provide quarterly updates to the County outlining the progress of the project. Saratoga County reserves the right to rescind the awarded amount if the project has not made satisfactory progress within two (2) years from the date of award. No grant monies shall be released without sufficient evidence of expenditures by the awardee.

**Application must be received by **Month XX, 2024.****

**Please submit one (1) electronic copy and (3) paper copies of the application to:**

Saratoga County Planning Department  
50 West High Street, Ballston Spa, New York 12020  
518.884.4705

[JWilliams@saratogacountyny.gov](mailto:JWilliams@saratogacountyny.gov)



# Saratoga County Trails Grant Program 2024

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*(Please type responses)*

## APPLICATION COVERSHEET

Title of Proposed Project: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Project Contact: \_\_\_\_\_

Project Contact address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Location of Proposed Project: \_\_\_\_\_

Project Address: \_\_\_\_\_

Tax Map number(s): \_\_\_\_\_

Proposed Trail Length: \_\_\_\_\_

Proposed Construction Material: \_\_\_\_\_

Signature: \_\_\_\_\_



## PROJECT SUMMARY

Description of the property and its current use:

Is the right of way currently owned or controlled by the applicant?  Yes  No

Provide a detailed description of how grant funds will be used for the proposed trail project:

Is the proposed project identified or in compliance with any local, regional or statewide plans?  Yes  No  
If yes, which plans?

## REQUIRED PROJECT MAPS

- Location map showing street names and important landmarks
- Aerial photo with tax map overlay
- Location of connecting trails and nearby natural and cultural resources.

## PROJECT BUDGET

Total estimated cost of proposed project: \$

Feasibility/Design: \$

Survey: \$

Plan Preparation: \$

Construction: \$

Materials: \$

Other (please list): \$

Amount and sources of other outside funding sources, identify sources:

Amount of County grant funds requested: \$

Will this project proceed if awarded amount is less than the requested amount?  Yes  No

## Project Ranking Considerations

Items are ranked on a scale from 1 to 5, 1 being the lowest, and 5 being the highest value.

### RESOURCE PROTECTION

- Proximity to protected water body/waterway/aquifer
- Wildlife Habitat corridor
- Close proximity to significant wetlands complex
- Scenic view shed
- Provides public access
- Proximity to other parklands

### COMMUNITY RESOURCE

- Important to rural character of municipality
- Proximity to expanding residential growth
- Located close to public infrastructure
- Connectivity of Trail to other public resources
- Provides viable transportation alternative in populated area
- Allows for multi-use trail

### LOCAL SUPPORT

- Municipal designation as an important Community Resource as evidenced in a Town adopted ordinance
- Matching funding sources confirmed as evidenced by a letter from entities providing the match.
- Letters of support from local offices and stakeholders may be submitted as evidence of local support

### OTHER

Applicant may provide additional narrative regarding the proposed project that will help the Saratoga Trails and Open Space Committee understand its importance to the surrounding landscape and community, and why it is a good candidate for grant funding.

**Please Submit one (1) electronic copy and (3) paper copies of the application to:**

Saratoga County Planning Department  
50 West High Street, Ballston Spa, New York 12020  
518.884.4705  
[JWilliams@saratogacountyny.gov](mailto:JWilliams@saratogacountyny.gov)

All applications must be received by: **Month XX, 2024.**