



Trails & Open Space Committee

Wednesday, April 3, 2024 4PM
40 McMaster Street, Ballston Spa, NY

Chair: Joe Grasso

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

Agenda

- I. Welcome and Attendance
- II. Approval of the minutes of the March 6, 2024 meeting
- III. Authorizing the transfer of funds from the Trails Reserve Fund and amending the 2024 County Budget in relation thereto – Jeffrey Williams, Planning & Economic Development
- IV. County Forestland / Zim Smith Trail Updates / County Grant Updates– Jeffrey Williams, Planning & Economic Development
- V. 2024 Open Space Grant Update
- VI. Trails Map Update
- 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: March 25, 2024
RE: April 2024 Trails and Open Space Meeting

Trails Grant Reserve Fund Transfer

The following grant is 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. 2023 City of Mechanicville (awarded via Resolution 216-2023) - \$10,000

County Forestland / Zim Smith Trail Updates / County Grant Updates

- There are currently 6 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.
- Currently, there are 17 pending Trail Projects being administered by the Planning Department. Of the 17 projects, 10 are 2023 awards, 5 are 2022, one is 2021 and one is 2020. The City of Mechanicville has submitted for reimbursement and a resolution will be proposed in April 2024 to close out this project. Town of Halfmoon 2022 and Town of Northumberland 2023 trail grant projects were closed in April 2024.
- The 2024 Trail Grant application was sent out to all of the Town Supervisors on February 21, 2024 and all the Village/City Mayors on February 22, 2024. Also, Saratoga PLAN received the trail grant application on the 22nd. A due date of June 28, 2024 has been posted.
- The Department is in the process the stocking dates for the 2024 season, once those dates are finalized they will be provided to committee members.
- The Planning and Economic Development Department is planning a site visit with NYS Parks on 3.29.24 to discuss connections between the NYS Parks Property (Big Bend), the county forestland and Moreau Lake State Park. The county may be improving trail connections, creating possible parking areas, installing signage, etc.
- The 2024 Farmland Protection and Open Space grants will be due on 3.29.24. Jeff Williams will present a summary of the number and type of applications received as well as the requested grant amount.



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: 3.25.24

COMMITTEE: Trails & Open Space

1. Is a Resolution Required:

Yes, Other

2. Proposed Resolution Title:

Authorizing the Transfer of Funds From The Trails Reserve Fund And Amending the 2024 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 the payment of trails project for the City of Mechanicville (2023 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 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 TR	Trails Reserve Account	\$10,000

Expense

Account Number	Account Name	Amount
A.80.000-8492.9	Local Assistance - County Trails Grant Program	\$10,000

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 2024
- c. Details

The budget will be amended to increase appropriations and reduce the Trails Reserve Account fund by \$10,000

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.



BOARD OF SUPERVISORS

034/169/2024

RESOLUTION ~~83~~ - 2024

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

AUTHORIZING THE TRANSFER OF FUNDS FROM THE COUNTY TRAILS DEVELOPMENT RESERVE AND AMENDING THE 2024 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 the ~~2023 City of Mechanicville 2022 Town of Halfmoon, and 2023 Town of Northumberland~~ grants total \$~~120,000.00~~; and

WHEREAS, reimbursement requests have been submitted by the ~~Town of Halfmoon and Town of Northumberland~~ City of Mechanicville for the grant projects previously approved in ~~2022 and 2023~~; 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 2024 County budget; and

WHEREAS, our Trails and Open Space Committee and the Director of Planning and Economic Development have recommended that ~~\$10,000.00~~\$20,000.00 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 ~~\$10,000.00~~\$20,000.00 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 2024 County Budget is hereby amended as follows:

PLANNING

Increase Appropriations

A.80.000-8492.9 Local Assistance County Trails Grant Program

~~\$10,000.00~~~~\$20,000.00~~

Decrease Reserve

A-0888.TR Trails Reserve

~~\$10,000.00~~~~\$20,000.00~~

; 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 ~~\$10,000.00~~~~\$20,000.00~~

~~March 19~~April 16, 2024 Regular Meeting

Motion to Adopt:

Second:

AYES:

NOES:

ABSENT:



SARATOGA COUNTY AGENDA ITEM REQUEST

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CC: John Warmt, Director of Purchasing
Jason Kemper, Director of Planning and Economic Development
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Matt Rose, Management Analyst
Audra Hedden, County Administrator's Office
Samantha Kupferman, County Attorney's Office

DEPARTMENT: Department of Planning & Economic Development

DATE: 3.25.24

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 Yes

4. Is a Budget Amendment needed: YES or NO
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County Administrator's Office
Consulted **Yes**

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k. Is this a renewal agreement: Y N

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Consulted **Yes**

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10. Remarks:

See attached memo for Summary