



# Trails & Open Space Committee

Wednesday, September 4, 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 August 7, 2024 meeting
- III. Authorizing the transfer of funds from the Trails Reserve Fund and amending the 2024 County Budget in relation thereto – Jason Kemper, Planning & Economic Development
- IV. Other Business
- V. Adjournment



# DEPARTMENT OF PLANNING & ECONOMIC DEVELOPMENT

JASON KEMPER, DIRECTOR

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## 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:** August 28, 2024

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

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### 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. 2022 City of Saratoga Springs (awarded via Resolution 309-2022) \$10,000

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

- There are currently 9 pending Open Space/Farmland Protection Projects, including the three 2024 awards, 3 from 2023, 1 from 2022, and 2 from 2021.
- Currently, there are 14 pending Trail Projects being administered by the Planning Department. Of the 14 projects, 7 are 2023 awards, 5 are 2022, one is 2021 and one is 2020. Additionally, there are fifteen (15) 2024 Trail grant projects awarded by the Board of Supervisors on August 20, 2024. A 2023 Town of Malta trail grant award has satisfied the County Auditor's review and is ready for payment.
- In Mid-September, the annual AML-303b Agricultural District Inclusion applications will be made available for the upcoming 30-day Agricultural District inclusion period beginning October 1, 2024 to October 31, 2024.



# 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:** 8.27.24

**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 Saratoga Springs (2022 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

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.



# BOARD OF SUPERVISORS

09/17/2024

## RESOLUTION XX– 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 known as the “County Trails Development Reserve” for the purpose of depositing unexpended funds into the Saratoga County Trails Grant Program Account; and

**WHEREAS**, upon receipt of a reimbursement voucher from the municipal applicant, funds will be appropriated from the County Trails Development Reserve to the General Fund Reserve to reimburse the municipal applicant; and

**WHEREAS**, unexpended funds from the 2022 City of Saratoga Springs Grant total ten thousand dollars (\$10,000); and

**WHEREAS**, reimbursement requests have been submitted by the City of Saratoga Springs for the grant project previously approved in 2022; and

**WHEREAS**, the transfer of funds from the County Trails Development Reserve to the Saratoga County Trails Grant Program Account necessary to reimburse municipal applicants requires approval from this Board, as does an 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 ten thousand dollars (\$10,000) 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 ten thousand dollars (\$10,000) from the County Trails Development Reserve to the Saratoga County Trails Grant Program Account; and be it further

**RESOLVED**, that the Budget Officer is hereby authorized to enter the appropriate journal entries to reflect the approved budget transfer; and be it further

**RESOLVED**, that the 2024 County Budget is hereby amended as follows:

DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT:

Increase Expenses:

A.80.000-8492.9	County Trails Grant Program Account	\$10,000
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Decrease Reserve:

A.0888.TR	County Trails Development Reserve	\$10,000
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; and be it further

**RESOLVED**, that the form and content of such an agreement shall be subject to the approval of the County Attorney.

**BUDGET IMPACT STATEMENT:** The budget will be amended to increase expenses and reduce the County Trails Development Reserve by ten thousand dollars (\$10,000).