



Trails & Open Space Committee

Wednesday, October 2, 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 September 4, 2024 meeting
- III. Authorizing an agreement with 3 B Timber Co. Inc. for a timber harvest on County owned property in the Town of Northumberland – Jason Kemper, Planning & Economic Development
- IV. Zim Smith North Project update
- V. County Grants, Ag District, Forestland updates
- VI. Other Business
- VII. Adjournment



DEPARTMENT OF PLANNING & ECONOMIC DEVELOPMENT

JASON KEMPER, DIRECTOR

518.884.4705

SARATOGACOUNTYNY.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: September 26, 2024

RE: October 2024 Trails and Open Space Meeting

Timber Harvest

The Planning and Economic Development Department has been preparing for the 2024/25 timber harvest that will occur in the Town of Northumberland on Parcel #129.-1-15. Site visits have been performed with the Chairman of the Trails and Open Space Committee and Town Supervisor. A letter was mailed to adjoining property owners on 9.5.24 explaining the timber harvest and advising that a survey would also be completed to re-establish the county forestland boundary. A letter will be sent to the neighbors prior to the commencement of the harvest.

Field work for the survey will be completed by 9.27.24. The parcel will be harvested in two phases, the perimeter of the parcel will be harvested with this bid. The remaining portion of the parcel will be marked for a timber sale this fall and bids sent out in winter of 2025 with a late winter 2025 award date. Both timber harvest projects must be completed by December 31st of 2025. Timber bids were mailed to several companies and two responses were received for the bid opening. Two bids were received, the winning bid was awarded to 3B timber in the amount of \$52,006.41. The resolution will award the contract to the second bidder (Prentiss and Carlisle \$42,313.00) if the winning bidder cannot complete the project.

Zim Smith Trail North Project update

Greenman Pederson Engineering PLLC will provide an update at the meeting on the Zim Smith North Project. The summary will include project status, grant funding received, outreach to neighbors, coordination with NYSDOT and FHWA and a summary on rough estimates for the extension of Zim Smith North to the Saratoga Spa State Park.

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.
- The annual AML-303b Agricultural District Inclusion application is on the Saratoga County Planning Website and the Public Notice has been posted in the official county newspapers. for the upcoming 30-day Agricultural District inclusion period beginning October 1, 2024 to October 31, 2024. The annual 30-day inclusion period allows county landowners, with viable agricultural land, to petition the county to include their land within one of the two county agricultural districts. The Department has received several inquiries from interested landowners wanting to add their lands to an agricultural district.
- The County will be installing a new entrance sign for the county forestland on Redmond Road to aid in parking for trail and equine users.
- Saratoga PLAN presented the county a Conservation Hero award for the county's efforts on the Graphite Range Community Forest. Supervisor Grasso and Jason Kemper were in attendance at the event to accept the award on behalf of Saratoga County.



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: 9.20.24

COMMITTEE: Trails & Open Space

1. Is a Resolution Required:

Yes, Contract Approval

2. Proposed Resolution Title:

AUTHORIZING A LOGGING REVENUE AGREEMENT WITH 3 B TIMBER CO, INC. FOR A TIMBER HARVEST ON A COUNTY OWNED PARCEL IN THE TOWN OF NORTHUMBERLAND

3. Specific Details on what the resolution will authorize:

Resolution will award a contract the timber harvest on County Forestland in the Town of Northumberland

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.80-2652	Sale of Forest Products	\$12,006

Expense

Account Number	Account Name	Amount
A.80.000-8170	Coordination/Mtg Services	\$1,206

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

Increase A-0599.B Appropriated Fund Balance-Budgetary



Amount: \$10,800

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

Other



a. G/L line impacted A.80.2652 and A.80.000-8170

b. Budget year impacted 2024

c. Details

"The budget will be amended to accept these funds, authorize the related expenses and increase fund balance by \$10,800."

Timber consultant receives 10 percent of harvest to manage the project.
Therefore, A.80.000-8170 only increased by 10 % of the revenue adjustment

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 BID

b. Specification # (BID/RFP/RFQ/OTHER CONTRACT #)

24-TC-1

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):

3B Timber Co, Inc. PO Box 761, Boonville, NY 13309

e. Is the vendor/contractor an LLC, PLLC, or partnership: Inc.

f. State of vendor/contractor organization: New York

g. Commencement date of contract term: Upon passing of resolution

h. Termination of contract date: Timber harvest must be completed by December 31st, 2025

i. Contract renewal date and term: None at this time

k. Is this a renewal agreement: Y N

l. Vendor/Contractor comment/remarks:

If winning bidder opts to not complete the project then the second bidder will be authorized to complete the project.

Human Resources Consulted

Purchasing 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, bid summary and letter to neighbors



BOARD OF SUPERVISORS

RESOLUTION DRAFT

Introduced by

**AUTHORIZING A LOGGING REVENUE AGREEMENT WITH 3B TIMBER CO, INC.
FOR A TIMBER HARVEST ON A COUNTY OWNED PARCEL IN THE TOWN OF
NORTHUMBERLAND**

WHEREAS, the County owns forest land located on Taylor Road in the Town of Northumberland, which parcels have been inventoried and selected for harvest in accordance with the County's Forestry Management Plan and in consultation with the county forester;

WHEREAS, the parcel, known and designated as Tax Parcel #129.-1-15, #, encompasses approximately 75 acres of harvest area; and

WHEREAS, the highest bid received was a lump sum timber harvest bid submitted by 3B Timber Co, Inc. in the amount of \$52,006.41; and

WHEREAS, the second highest bid was a lump sum timber harvest bid submitted by Prentiss and Carlisle Management Company, Inc. in the amount of \$42,313.00; and

WHEREAS, our Trails and Open Space Committee, the County's Director of Planning and Economic Development and the County Forester recommend that the bid of 3B Timber Co., Inc. be accepted; now, therefore, be it

RESOLVED, that the Chair of the Board is authorized to execute an agreement with 3B Timber Company, Inc. of Booneville, New York, for the selective harvesting of timber on approximately 75 acres of County forest land in the Town of Northumberland, identified herein as Tax Parcel #129.-1-15, for which 3B Timber Company, Inc., Inc. will pay to the County the sum of \$52,006.13 for the harvested timber; and it is further

RESOLVED, that in the event that 3B Timber Company Inc, Inc. withdraws their bid or otherwise cannot meet the contract requirements, the Chair of the Board is authorized to enter into an agreement with the underbidder, Prentiss and Carlisle Management Company, Inc. Saranac Lake, New York, for the selective harvesting of timber on approximately 75 acres of County forest land in the Town of Northumberland, identified herein as Tax Parcels #129.-1-15, for which Prentiss and Carlisle Management Company, Inc., will pay to the County the sum of \$42,313.00 for the harvested timber, without further legislative approval being required; and it is further

RESOLVED, that the form and content of any agreements shall be subject to the approval of the County Attorney; and it is further

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

DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT:

Increase Revenue:

A.80-2652	Sale of Forest Products Revenues	\$ 12,006
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Increase Expenses:

A.80.000-8170	Coordination/Mgt Services Services	\$ 1,206
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Increase Fund Balance: A.-0599.B	Appropriated Fund Balance – Budgetary	\$10,800
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; and be it further

RESOLVED, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: The budget will be amended to accept these funds and authorize the related expenses.



**DEPARTMENT OF
CENTRAL SERVICES**

JOHN WARMT, DIRECTOR

518.885.2210

SARATOGACOUNTYNY.GOV

50 WEST HIGH ST, BALLSTON SPA, NY 12020

MEMORANDUM

TO: Jason Kemper, Planning
FROM: John Warmt, Purchasing *JW*
DATE: September 19, 2024
RE: Timber Bid – 24-TC-1

On September 19, 2024 the Department of Central Services received the following bids for the 2024 Timber Contract (Taylor Road):

Prentice & Carlisle Mgt. Co., Inc	Total Bid: \$42,313.00
3B Timber Company, Inc.	Total Bid: \$52,006.41

I have attached their proposals for review, please get back to me with an award recommendation.



DEPARTMENT OF PLANNING & ECONOMIC DEVELOPMENT

JASON KEMPER, DIRECTOR

518.884.4705

SARATOGACOUNTYNY.GOV

50 WEST HIGH ST, BALLSTON SPA, NY 12020

September 5, 2024

Dear Landowner:

You are receiving this letter as an adjacent landowner to Saratoga County Forestland (SBL # 129.-1-15). This letter is to inform you that in accordance with County Reforestation Law (Section 219), Saratoga County will be completing a timber harvest on the lands adjoining your property. The access for the timber harvest will occur on Taylor Road.

The timber harvest will be a thinning project broken into two phases. The first phase is currently out to bid, with a bid award occurring this fall. The second phase generally covering the interior of the parcel will be put out to bid during the winter/spring of 2025. All work will be completed by winter 2025. Attached to this letter is a map illustrating the approximate harvest limits of the project. Upon completion of the harvest the main trails on the property will be restored to allow for continued recreational opportunities on the parcel.

Please refrain from entering the woods during the harvest operation and seeking information from the contractors. Saratoga County utilizes a forestry consultant to mark the timber and manage the timber sale. The contractor performing the harvest operations performs the work at the direction of the forestry consultant and Saratoga County. In addition, Saratoga County will be completing a boundary line survey to verify the boundary line of the County Forestland parcel.

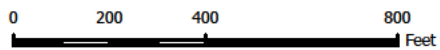
Saratoga County manages approximately 3000 acres of county forestland across several municipalities. Timber harvest occurs on these parcels on a rotational basis. Saratoga County's sustainable timber harvest practices help to maintain forest health and biodiversity including reducing the risk of wildfires, promoting new growth, and enhancing habitats for wildlife. Prior to the commencement of any harvest, Saratoga County will send a notice to the adjoining property owners advising them of the schedule for timber harvest.




All inquiries or question should be directed to Jason Kemper at jkemper@saratogacountyny.gov or by phone at 518-884-4705.

Sincerely,

A handwritten signature in cursive script that reads "Jason Kemper".

Jason Kemper, Director



-  Saratoga County Forest
-  Harvest Area - PHASE I
-  Trail

Saratoga County
Taylor Road
Northumberland, NY
70 Harvest Acres





SARATOGA COUNTY AGENDA ITEM REQUEST

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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: 9.26.24

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
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.
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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**):

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- 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

Purchasing Office Consulted

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

8. Is a grant being accepted: YES or NO

- a. Source of grant funding:
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9. Supporting Documentation:

- Marked-up previous resolution
- No Markup, per consultation with County Attorney
- Information summary memo
- Copy of proposal or estimate
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10. Remarks:

See attached memo for Summary