



Trails & Open Space Committee

Wednesday, October 30, 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 October 2, 2024 meeting
- III. Authorizing the transfer of funds from the County Trails Development Reserve and amending the 2024 County budget in relation thereto – Jason Kemper, Planning & Economic Development
- IV. Updates: Open Space/Farmland Protection Projects, Trails, Ag. District, County Forestland – Jason Kemper, Planning & Economic Development
- V. Jeff Olsen, Saratoga Trails Alliance, “The Importance of Saratoga County in the Empire State Trail System”
- VI. Other Business
- VII. 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: October 23, 2024

RE: November 2024 Trails and Open Space Meeting

Trails Grant Reserve Fund Transfer

The following grants 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. The work for this important snowmobile connector was allowed to commence due the NYS Acquisition of and easement on the property and DEC approval for a bridge that will be located on the property. Grant funds will be passed through to the Saratoga Snowmobile Association which completed the work:

1. 2022 Town of Edinburg (awarded via Resolution 309-2022) \$10,000
2. 2022 Town of Providence (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. The Department received notification that Governor Hochul signed documents required for the transfer the Woods Hollow Nature Preserve Property from the Village of Ballston Spa to the Town of Milton. A closing is being scheduled for the near future, once the project closes the 2022 Town of Milton Open Space Grant will be closed out.
- Currently, there are 29 pending Trail Projects being administered by the Planning Department. Of the 29 projects, 15 are 2024, 7 are 2023 awards, 5 are 2022, one is 2021 and one is 2020. In the end of September, the 2024 Trail Grant awardees received their trail grant award package including the contract needed to be signed by the awarded municipality and the county. Of the fifteen 2024 contracts, the department has received 8 signed contracts (Towns of Ballston, Hadley, Halfmoon, Malta, Moreau, Northumberland and Villages of Stillwater and Corinth) with four that have been fully executed (Towns of Hadley, Malta, Moreau and Village of Stillwater) since 10/22/2024.

October 23, 2024

Page 2 of 2

- 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. As of October 22, 2024, the department has received petitions from two landowners petitioning three parcels, with an approximate total acreage of 335 acres, to be added into Saratoga County Ag. Dist. #2. Both petitioner's lands are in the Town of Greenfield.
- A new entrance sign for the county forestland on Redmond Road to aid in parking for trail and equine users (picture attached). DPW assisted with the fabrication and installation of the sign.
- Saratoga County and GPI met with the NYSDOT and the FHWA on October 17th to discuss the Environmental Assessment process that is being undertaken for the Zim Smith Trail. Additional environmental studies will be needed. Wetland delineations will be completed the week of November 4th, 2024. Letters will be sent to affected property owners to make them aware of the upcoming delineation efforts.

New Sign County Forestland Moreau





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: 10.23.24

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 projects for the 2022 Town of Edinburg and 2022 Town of Providence combined snowmobile trail project.

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	\$20,000

Expense

Account Number	Account Name	Amount
A.80.000-8492.9	Local Assistance - County Trails Grant Program	\$20,000

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

Amount:

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

Other

- G/L line impacted A.0888TR and A.80.000-8492.9
- Budget year impacted 2024
- Details

The budget will be amended to increase appropriations and reduce the Trails Reserve Account fund by \$20,000

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

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:
- 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

9/17/2024

RESOLUTION ~~239~~ – 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 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 to reimburse the municipal applicant; and

WHEREAS, unexpended funds from the 2022 Town of Edinburg (\$10,000) and 2022 Town of Providence (\$10,000) City of Saratoga Springs grants total \$240,000; and

WHEREAS, pursuant to Resolution 309 – 2022, reimbursement requests are in the process of being ~~have been~~ submitted by the Towns of Edinburg and Providence 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 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 \$20,000~~\$10,000~~ be transferred from the County Trails Development Reserve to the County Trails Grant Program Account; now, therefore, be it

RESOLVED, that this Board hereby authorizes the transfer of \$20,000~~\$10,000~~ from the County Trails Development Reserve to the 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 be amended as follows:

DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT:

Increase Expenses:

A.80.000-8492.9	Local Assistance County Trails Grant Program	\$20,000 \$10,000
-----------------	--	------------------------------

Decrease Reserve:

A.0888.TR	Special Reserves Trails Reserve	\$20,000 \$10,000
-----------	---------------------------------	------------------------------

; 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 Special Reserves Trails Reserve by ~~\$20,000~~\$10,000.

~~September 17, 2024 Regular Meeting~~

~~Motion to Adopt: Supervisor Ball~~

~~Second: Supervisor K. Veitch~~

~~AYES (199,077.50): Joseph Grasso (4328), Philip C. Barrett (19014.5), Angela Thompson (19014.5), C. Eric Butler (6500), Diana Edwards (819), James D. Arnold (3525), Kevin Veitch (8004), Arthur M. Wright (1976), Kevin Tollisen (25662), Cynthia Young (17130), Thomas Richardson (5163), Scott Ostrander (18800), Jesse Fish (16202), Willard H. Peck (5242), Sandra Winney (2075), Ian Murray (5808), Matthew E. Veitch (14245.5), David Ball (8208), John Lant (17361)~~

~~NOES (0):~~

~~ABSENT (36,431.50): Eric Connolly (11831), Jean Raymond (1333), Michele Madigan (14245.5), Edward D. Kinowski (9022)~~



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: 10.23.24

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.
(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

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:
- 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