

TOWN OF CLIFTON PARK TOWN BOARD

March 15, 2021

The meeting of the Town Board of the Town of Clifton Park was held in the Town Office Building at 7:00 p.m. Supervisor Barrett presiding.

Present: Supervisor Barrett
Councilwoman Flood
Councilwoman Standaert
Councilman Morelli
Councilwoman Walowit
Town Clerk Brobston

Also Present: Town Attorney McCarthy
Mark Heggen, Comptroller
Daniel Clemens, Director of Buildings, Parks & Recreation
Myla Kramer, Director Parks, Recreation and Community Affairs
Walter Smead, Assessor

MINUTES APPROVAL

MOTION by Councilwoman Walowit, seconded by Councilman Morelli, to approve the minutes of the March 1, 2021 meeting as presented.

ROLL CALL VOTE

Ayes: Councilwoman Flood, Councilwoman Standaert, Councilman Morelli,
Councilwoman Walowit, Supervisor Barrett

Noes: None

MOTION CARRIED

ANNOUNCEMENTS AND COMMUNICATION

Supervisor Barrett announced the new tentative date for the Ashdown Road closure for the bridge replacement project is May 10, 2021.

Supervisor Barrett explained the stop light, to be installed by the county, at the intersection of Vischer Ferry and Grooms Roads is moving forward. The project will be completed this year.

Supervisor Barrett stated, regarding the street light replacement project with Siemen's, has moved to the construction phase of installation. 10 lights will be installed in the Clifton Country Road area which will give residents the opportunity to see what to expect as the lights eventually get installed throughout the town.

Councilwoman Flood thanked town historian John Scherer for the donation of his historic books to the Shenendehowa School Libraries. He will be creating a historic brochure to be distributed to teachers on topics he is willing to go into the schools and talk about on the history of Clifton Park.

RESOLUTIONS

No one wished to be heard.

Resolution No. 62 of 2021, a resolution authorizing the implementation and funding in the first instance, 100% of the federal-aid and State "Marchiselli" Program-aid eligible costs, of a transportation federal-aid project, and appropriating funds, therefore.

Introduced by Councilwoman Standaert, who moved its adoption, seconded by Councilwoman Flood.

WHEREAS, a Project Pedestrian Safety Action Plan (PSAP), Clifton Park Center Road and Clifton Country Road, Town of Clifton Park, Saratoga County P.I.N. 1760.93 (“the Project”) is eligible for funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the costs such program to be borne at the ratio of 100% federal funds, and

WHEREAS, the Town of Clifton Park desires to advance the Project by making a commitment of 100% of the non-federal share of the costs of Design and Construction/Construction Inspection (CI); now, therefore, be it

RESOLVED, that the Town Board hereby authorizes the Town of Clifton Park to pay in the first instance, 100% of the federal and non-federal share of the cost of the Design and Construction/CI work for the Project or portions thereof, and it is further

RESOLVED, that the sum of \$62,000 has hereby been previously appropriated from H53-3310-00135 (Clifton Park Center Road & Clifton Country Road PSAP Capital Project-Traffic Safety-Engineering) by Resolution No. 16 of 2019 on January 7, 2019, and made available to cover the cost of participation in the above phases of the Project, and it is further

RESOLVED, that the additional sum of \$479,000 is hereby appropriated as follows: \$53,000 has already been appropriated from H53-3310-200 (Clifton Park Center Road & Clifton Country Road PSAP Capital Project – Traffic Safety - Equipment) by Town Board Resolution No. 18 of 2021 on January 11, 2021, and the additionally required \$426,000 is appropriated by H53-3310-200 (Clifton Park Center Road & Clifton Country Road PSAP Capital Project – Traffic Safety - Equipment) with an additional transfer of \$73,300 from A-914 (Undesignated Fund Balance), that is transferred to A-8150-15 (General Fund – Interfund Transfers) and made available to cover the cost of participation in the above phases of the Project, and it is further

RESOLVED, that in the event the full federal and non-federal share costs of the project exceeds the amount appropriated above, the Town Board of the Town of Clifton Park shall convene as soon as possible to appropriate said excess amount immediately upon the notification by the New York State Department of Transportation thereof, and it is further

RESOLVED, that the Town Supervisor of the Town of Clifton Park be and is hereby authorized to execute all necessary agreements, certifications or reimbursement requests for federal aid and/or Marchiselli Aid on behalf of the Town of Clifton Park with the New York State Department of Transportation, in connection with the advancement or approval of the Project and providing for the administration of the Project and the municipality’s first instance funding of project costs and permanent funding of the local share of federal-aid and state-aid eligible Project costs and all Project costs within appropriations therefore that are not so eligible, and it is further

RESOLVED, that a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary agreement in connection with the Project; and it is further

RESOLVED, this resolution shall take effect immediately.

ROLL CALL VOTE

Ayes: Councilwoman Flood, Councilwoman Standaert, Councilman Morelli,
Councilwoman Walowit, Supervisor Barrett

Noes: None

DECLARED ADOPTED

Resolution No. 63 of 2021, a resolution re-appointing Betsey Snyder as a part-time clerk as needed, for Town Hall.

Introduced by Councilwoman Flood, who moved its adoption, seconded by Councilwoman Standaert.

WHEREAS, by Resolution No. 22 of 2021, the Town Board appointed Betsey Snyder as a part-time clerk through March 31, 2021, and

WHEREAS, the town’s need for part-time help remains; now, therefore, be it

RESOLVED, that the appointment of part-time Clerk Betsey Snyder, 607 Grooms Road, Clifton Park, be extended at Grade 4, Step 8, \$26.46 per hour, to be paid from A-1620-E4000 (General Fund – Town Hall Operations – Part-Time Employee), effective immediately.

ROLL CALL VOTE

Ayes: Councilwoman Flood, Councilwoman Standaert, Councilman Morelli, Councilwoman Walowit, Supervisor Barrett

Noes: None

DECLARED ADOPTED

Resolution No. 64 of 2021, a resolution approving the 2021 salary matrices for Summer Recreation employees.

Introduced by Councilwoman Walowit, who moved its adoption, seconded by Councilwoman Standaert.

WHEREAS, the Director of Parks, Recreation and Community Affairs, has requested that rates of pay be increased for 2021 Summer Recreation Staff Matrices, per Schedule A (Day Camps), Schedule B (Pool, Lifeguard & WSI), and Schedule C (Golf Course), and

WHEREAS, the Supervisor wishes to maintain pay rate increases similar across all seasonal recreation employees; now, therefore, be it

RESOLVED, that the Town Board hereby adopts the 2021 Salary Matrix for Summer Recreation Employees staff, per Schedules A, B and C (attached).

ROLL CALL VOTE

Ayes: Councilwoman Flood, Councilwoman Standaert, Councilman Morelli, Councilwoman Walowit, Supervisor Barrett

Noes: None

DECLARED ADOPTED

Councilwoman Standaert stated that when the NYS minimum wage increase was enacted, the town needs to keep competitive.

Supervisor Barrett stated the town is now in-line with NYS minimum wage.

Resolution No. 65 of 2021, a resolution adjusting the General Facility Fee Schedule for memberships, and short-term use of town-owned facilities and programs.

Introduced by Councilman Morelli, who moved its adoption, seconded by Councilwoman Standaert.

WHEREAS, Myla Kramer, Director of Parks, Recreation and Community Affairs has recommended that the fee schedule be adjusted for residents wishing to attend the ~~pools~~, day camps and golf course operated by the town, and

WHEREAS, Mrs. Kramer also recommends that the fees be adjusted for short-term use of facilities owned by the town and rented out by the Parks & Recreation Department, and

WHEREAS, the Town Board is anticipating more normal operations of facilities this summer and wishes to return to a pre-pandemic fee structure including family memberships at the pools; now, therefore, be it

RESOLVED, that the Town Board adopts the attached 2021 General Facility Fee Schedule for permits and memberships issued by the office of Parks & Recreation.

Supervisor Barrett stated the town is actively preparing for the opening of the pools this year, but if the situation changes and the opening would need to be adjusted, he would like to wait to include the fee schedule for the pools. The change would only cause confusion.

SUPERVISOR BARRETT MOVED, to amend the resolution to remove the town pool fees/information temporarily, seconded by Councilman Morelli.

MOTION CARRIED

Amended Resolution No. 65 of 2021, removing the town pool fees/information was Introduced by Councilwoman Standaert, who moved its adoption, seconded by Councilwoman Flood.

ROLL CALL VOTE

Ayes: Councilwoman Flood, Councilwoman Standaert, Councilman Morelli, Councilwoman Walowit, Supervisor Barrett

Noes: None

DECLARED ADOPTED

Councilwoman Standaert highlighted the change to the half-day camp. There will no longer be a ticket system daily, only for the week. On-line registration will also be offered.

Resolution No. 66 of 2021, a resolution authorizing recitals and performances to be held at the Clifton Common stage on May 23, June 4 & 5, and June 11-13, 2021.

Introduced by Councilwoman Standaert, who moved its adoption, seconded by Councilman Morelli.

WHEREAS, the Office of Parks & Recreation has received (3) Special Event Park Permit Applications for community groups to use the Clifton Common Stage during May and June of 2021, as follows:

Date	Applicant	Address	Event
5/23	Baker School of Dance	15 Glenridge Road, Glenville	Dance Recital
6/4&5	Spendwood School of Dance	50 Johnson Ave., Cohoes	Dance Recital
6/11-13	Drama Kids of the Capital Region	36 Graffin Dr., Latham	Youth Performances

WHEREAS, the Town Board wishes to encourage safe outdoor enjoyment of performing arts; now, therefore, be it

RESOLVED, that the Baker School of Dance, Spendwood School of Dance and Drama Kids of the Capital Region, are permitted to host events at the Clifton Common stage, per the attached Special Event Park Permit Applications.

ROLL CALL VOTE

Ayes: Councilwoman Flood, Councilwoman Standaert, Councilman Morelli, Councilwoman Walowit, Supervisor Barrett

Noes: None

DECLARED ADOPTED

Resolution No. 67 of 2021, a resolution hiring returning seasonal golf course employees for the Barney Road Golf Course for the 2021 season.

Introduced by Councilwoman Flood, who moved its adoption, seconded by Councilwoman Standaert.

WHEREAS, the Town Board wishes to rehire seasonal staff for the 2021 golfing season at the Barney Road Golf Course, and

WHEREAS, Myla Kramer, Director of Parks, Recreation and Community Affairs, has recommended that the individuals listed on Schedule A be rehired as returning staff for the golf course, per the approved Summer Recreation Matrix Schedule C; now, therefore, be it

RESOLVED, that authorization is hereby given to retain Joan Martini, Jim Ciani, David Trifilo, and Michael Kelly as returning staff for the Barney Road Golf Course, effective April 1, 2021 through the remainder of the 2021 season to be paid as indicated on the attached Schedule A from A-7190-E4000.

ROLL CALL VOTE

Ayes: Councilwoman Flood, Councilwoman Standaert, Councilman Morelli,
Councilwoman Walowit, Supervisor Barrett

Noes: None

DECLARED ADOPTED

Resolution No. 68 of 2021, a resolution authorizing Tim Ward and “Dig Deep” to serve alcoholic beverages at a fundraising event to be held at Veteran’s Memorial Park on September 4, 2021.

Introduced by Councilwoman Walowit, who moved its adoption, seconded by Councilman Morelli.

WHEREAS, Tim Ward and “Dig Deep, Inc.” are hosting a fundraising softball tournament on September 4, 2021 from 10:00 A.M to 5:00 P.M., and

WHEREAS, Tim Ward has requested permission to serve alcohol in the form of beer and wine at the event; now, therefore, be it

RESOLVED, that Tim Ward and “Dig Deep, Inc.” are hereby authorized to serve beer and wine at a fundraising softball tournament at Veteran’s Memorial Park on September 4, 2021 from 10:00 A.M. to 5:00 P.M.

ROLL CALL VOTE

Ayes: Councilwoman Flood, Councilwoman Standaert, Councilman Morelli,
Councilwoman Walowit, Supervisor Barrett

Noes: None

DECLARED ADOPTED

Resolution No. 69 of 2021, a resolution accepting a quote from KDS Contracting for the installation of new ADA compliant counters and cabinets in the Town Clerk’s office.

Introduced by Councilwoman Standaert, who moved its adoption, seconded by Councilwoman Flood.

WHEREAS, quotes were received for the construction and installation of a counter and cabinet that meets ADA requirements, and

WHEREAS, KDS Contracting, 41 Berkshire Dr. W., Clifton Park, submitted the lowest responsive quote in the amount of \$8,437 for the cabinetry, and

WHEREAS, Daniel Clemens, Director of Buildings, Parks, and Recreation, has reviewed the quote and recommends accepting the quote which was submitted by KDS Contracting; now, therefore, be it

RESOLVED, that the Town Board, accepts the quote of KDS Contracting for the construction and installation of an ADA compliant cabinet and counter in the Town Clerk’s office, for an amount not to exceed \$8,437, to be paid from A-1620-200 (General Fund – Town Hall – Equipment).

ROLL CALL VOTE

Ayes: Councilwoman Flood, Councilwoman Standaert, Councilman Morelli, Councilwoman Walowit, Supervisor Barrett

Noes: None

DECLARED ADOPTED

Resolution No. 70 of 2021, a resolution authorizing the sale of equipment declared surplus by the Town Board and authorizing departments to sell the surplus equipment at public auction.

Introduced by Councilwoman Standaert, who moved its adoption, seconded by Councilwoman Walowit.

WHEREAS, Daniel Clemens, Director of Buildings, Parks, & Recreation, has identified a 1992 Mack roll-off truck with VIN #2M2P264C5NC010762, as surplus property due to an aging frame that is considered uneconomical to repair, and

WHEREAS, based upon the recommendation of Mr. Clemens, the Town Board declares the 1992 Mack truck as surplus; now, therefore, be it

RESOLVED, that the Town Board authorizes the Buildings & Grounds Department to sell the surplus equipment, as is, through an upcoming online public auction.

ROLL CALL VOTE

Ayes: Councilwoman Flood, Councilwoman Standaert, Councilman Morelli, Councilwoman Walowit, Supervisor Barrett

Noes: None

DECLARED ADOPTED

Resolution No. 71 of 2021, a resolution extending the provisions of the Families First Coronavirus Act for employee leave for individuals and families impacted by the coronavirus pandemic.

Introduced by Councilman Morelli, who moved its adoption, and seconded by Councilwoman Standaert.

WHEREAS, on March 18, 2020, President Trump signed the Families First Coronavirus Response Act (FFRCA), which, among other things, provided employees with mandatory paid leave for six separate reasons related to the coronavirus pandemic, and

WHEREAS, on December 27, 2020, the President signed the Federal Emergency Stimulus Legislation into Law, which authorizes employers to continue provision of the FFRCA voluntarily, and

WHEREAS, the Coronavirus Pandemic continues to impact employees and their families throughout the region, causing disruptions to the work schedules of employees for reasons covered by the act, and

WHEREAS, the Town Board wishes to adopt a policy consistent with the FFRCA, as well as the related New York State guidance on authorized sick leave for employees subject to mandatory or precautionary isolation due to Covid-19, to assist employees and their families who are impacted by government requirements and school closures impacted by executive order pending distribution of vaccines against the virus; now, therefore, be it

RESOLVED, that the Comptroller’s office and staff are authorized to continue the policies contained within the March 2020 FFRCA, as interpreted and implemented by the town, through and including June 30, 2021.

ROLL CALL VOTE

Ayes: Councilwoman Flood, Councilwoman Standaert, Councilman Morelli, Councilwoman Walowit, Supervisor Barrett

Noes: None

DECLARED ADOPTED

Resolution No. 72 of 2021, a resolution authorizing the Sole Assessor to enter a lease agreement with De Lage Landen Financial Services, Inc. (through Electronic Business Products), for a digital copying system for use by the Assessor’s Office.

Introduced by Councilwoman Flood, who moved its adoption, seconded by Councilwoman Standaert.

WHEREAS, Sole Assessor Walter Smead, has requested that the new digital copier/printer lease be authorized for 36 months for use by the Assessor’s Department, and

WHEREAS, the proposed cost for leasing the copier has been budgeted, per the attached schedule, and

WHEREAS, quotes were received with Electronic Business Products submitting the lowest quote of \$213 per month for 36 months, and

WHEREAS, the Town Board finds that the use of an installment purchase contract to finance the digital copying system is a cost-effective method of acquisition of such equipment and is consistent with General Municipal Law Section 109 (B); now, therefore, be it

RESOLVED, that the Sole Assessor is authorized to enter into a lease agreement with De Lage Landen Financial Services, Inc. (through Electronic Business Products), for a Lanier, MP C4500 Digital Copier/Printer System with print/scan/fax modules and fifty sheet stapling finisher, for thirty-six (36) months, at a cost not to exceed \$213 per month, to be paid from A-1355-003 (Assessor - Copier).

ROLL CALL VOTE

Ayes: Councilwoman Flood, Councilwoman Standaert, Councilman Morelli, Councilwoman Walowit, Supervisor Barrett

Noes: None

DECLARED ADOPTED

Resolution No. 73 of 2021, a resolution approving a memorandum of understanding with the New York State Police for police protection in the town.

Introduced by Councilman Morelli, who moved its adoption, seconded by Councilwoman Flood.

WHEREAS, the New York State Police have maintained a presence in Clifton Park, and

WHEREAS, the town has provided patrol station premises at 5 Municipal Plaza, and

WHEREAS, the Town Board and the State Police wish to enter into a term agreement through December 31, 2030, whereby the town will provide and maintain space for a patrol station at no charge in exchange for the increased police presence and level of protection; now, therefore, be it

RESOLVED, that the Supervisor is authorized to execute the attached Memorandum of Understanding with the New York State Police for the provision and maintenance of a patrol station in exchange for police protection in Clifton Park.

ROLL CALL VOTE

Ayes: Councilwoman Flood, Councilwoman Standaert, Councilman Morelli,
Councilwoman Walowit, Supervisor Barrett

Noes: None

DECLARED ADOPTED

Supervisor Barrett explained the proposed 10-year MOU agreement restates the town's commitment with the NYSP in offering a significant amount of free office space now and in the future. The number of personnel reporting out of the Clifton Park NYSP office has significantly increased over the years. This offer commits the town to upgrades/improvements and additional security measures. The MOU stated the space and amenities the town will be providing and lists the town responsibility on a regular basis and lists new improvements that the town agree to make. The agreement provides long-term commitment, and the Clifton Park location is very valuable.

New York State Police Captain LaTardo and New York State Police Sargent Mehan stated this MOU is to get the needed upgrades. The personnel have increased since the original agreement. The location is valuable due to its closeness to I87. The increase in size when/if a new facility is built would accommodate the 25+ office more efficiently.

Councilman Morelli explained this a unique situation with the agreement of the state police and the town. The long-term commitment is huge for our town to have the police force located in our town and the increased police presence.

PUBLIC PRIVILEGE

No one wished to be heard.

MOTION BY Councilwoman Walowit, seconded by Councilwoman Standaert, to adjourn the meeting to the next regular meeting or any other meeting necessary for the conduct of town business.

Motion carried at 8:07 PM

Teresa Brobston
Town Clerk