

# TOWN OF CLIFTON PARK

## TOWN BOARD MEETING

October 5, 2015

**I. Call to Order/7:00 P. M.**

**II. Pledge to Flag**

**III. Roll Call**

**IV. Approval of Town Board Minutes**

**V. Communications/Announcements**

**VI. Business**

- **Public Hearing to consider adoption of Local Law No. \_\_\_ of 2015, a local law amending Section 103-16 of the Town Code, Building Permit Fees**
- **Resolutions for Consideration**
- **Other Business**

**VII. Open Public Privilege**

NOTE:

Each speaker shall state name and address prior to addressing the Board and shall be granted the floor for a single time frame of up to five minutes. The Board asks that members of the public respect the opportunity of the speaker at the podium to be heard, and asks that the public refrain from conducting side meetings within the meeting room. In an effort to ensure that the widest number of community viewpoints are heard, the Board asks members of groups or the public to withhold comment, if their viewpoints have already been presented.

The Board thanks everyone in attendance for their understanding and also for their desire to actively participate in the Town decision making process.

**VIII. Adjournment**

Resolutions for Consideration

Clifton Park Town Board Meeting

**October 5, 2015**

<u>SOURCE</u>	<u>RESOLUTION</u>	<u>CONTACT</u>
1. Supervisor	Approve Health Reimbursement Account agreement with CDPHP for September 1, 2015 through September 1, 2016	P. Barrett
2. Supervisor	Authorize the Assessor to re-levy the expense of repairs or maintenance against the land on which abandoned or foreclosed homes are located, as provided for in Section 77-12 of the Town Code	P. Barrett
3. Supervisor	Authorize the transfer of insurance claims received from Selective Insurance to pay for repairs and equipment replacement at Barney Road Pool	P. Barrett
4. Supervisor	Authorize the hiring of Donovan Ryan, 14 Mallard Drive, as attendant at the Clifton Park Action Park for the remainder of the 2015 season	P. Barrett
5. Supervisor	Authorize the purchase of parks and recreation management software from Business Automation Service, Inc.	P. Barrett

Resolution No. \_\_\_\_\_ of 2015, a resolution scheduling a public hearing to consider adoption of Local Law No. \_\_\_\_\_ of 2015, a local law amending Section 103-16 of the Town Code, Building Permit Fees.

Introduced by \_\_\_\_\_, who moved its adoption, seconded by \_\_\_\_\_.

WHEREAS; Steven Myers, Director of Building and Zoning has recommended amending Section 103-16 Building Permit fees; and

WHEREAS; the Town Board wishes to schedule a public hearing to obtain input regarding the proposed changes; now therefore be it

RESOLVED, that a public hearing is scheduled for October 5 at 7:05 P.M. in the Wood Memorial Room, One Town Hall Plaza, Clifton Park, New York to consider adoption of Local Law No. \_\_\_\_\_ of 2015 a local law amending Section 103-16 of the Town Code, Building Permit fees; and be it further

RESOLVED, the Town Clerk is directed to publish appropriate notice of the same.

SS 103-16 Permit Fees

Permit	Existing Fees	Proposed Fee
Residential permits:		
New structures or additions to existing structures:		
Per 100 square feet of floor area or portion thereof	\$[17]	<u>20</u>
Minimum charge	\$55	<u>75</u>
Residential remodeling or renovations, i.e., conversions of nonhabitable to habitable space (garage to living space); any structural change to the building; any structural change to the foundations; door and window changes		
Per 100 square feet of floor area or portion thereof	\$[17]	<u>20</u>
Minimum charge	\$[55]	<u>75</u>
Toolsheds, storage buildings and garages, either metal or wood, regardless of whether they are permanent or portable. (No permit is required for a structure less than 144 square feet in floor area. However, it must adhere to side line and rear line setbacks.)		
Per 100 square feet of floor area or portion thereof	\$[12]	<u>15</u>
Minimum charge	\$[55]	<u>75</u>
Reroofing:		
Residential	\$[55]	<u>60</u>
Commercial	\$250	
Siding:		
Residential	\$[55]	<u>60</u>
Commercial	\$250	
Patios and decks:		
Residential	\$[55]	<u>60</u>
Commercial	\$250	
Swimming pools (in-ground or aboveground)		
Residential	\$55	
Commercial	\$250	
Chimneys, fireplaces and inserts, wood stoves, HVAC and water heaters		
Residential	\$[55]	<u>60</u>
Commercial	\$250	
Septic systems (new or replaced)		
Residential	\$[55]	<u>60</u>
Commercial	\$250	
Sewer and water utility lines, to include lateral connections		

<b>Permit</b>	<b>Existing Fees</b>	<b>Proposed Fee</b>
Residential	\$[55]	<u>60</u>
Commercial	\$250	
Demolition		
Residential	\$[55]	<u>60</u>
Commercial	\$250	
Utility lines other than laterals (sewer, water, etc.)	\$200	
Commercial/nonresidential permits:		
New structures, additions or alterations to existing structures:		
Per 100 square feet of floor area or portion thereof	\$30	
Minimum charge	\$350	
Toolsheds, storage buildings and garages, either metal or wood, regardless of whether they are permanent or portable		
Per 100 square feet of floor area or portion thereof	\$30	
Minimum charge	\$350	
Change of tenancy (no construction activity)	\$200	
Tents or inflatable structures (special events)	\$200	
Special use permit		
Application only (site plan review fees apply separately)	\$300	
Variances		
Single-lot residence	\$150	
All others, including logging	\$300	
Signs		
Per square foot	\$5	
Minimum	\$125	

Resolution No. \_\_\_\_\_ of 2015, a resolution approving the Health Reimbursement Arrangement Plan Agreement with CDPHP for September 1, 2015 through September 1, 2016.

Introduced by \_\_\_\_\_, who moved its adoption, seconded by \_\_\_\_\_.

WHEREAS, by Memorandum of Agreement dated July 14, 2011 with the Town's Collective Bargaining Units, and by subsequent agreements effective September 1, 2011, the Town entered into a high Deductible HMO Health Plan for Employees, Retirees and their dependents, and

WHEREAS, each year since 2012 the Town has signed subsequent agreements to renew the Agreement with Capital District Physician's Health Plan (CDPHP) for the Administration of the Health Reimbursement Arrangement on September 1<sup>st</sup> of each year, and

WHEREAS, the Town wishes to renew the Agreement with CDPHP for the Administration of the Health Reimbursement Arrangement associated with the Town's High Deductible HMO Health plan through September 1, 2016, now, therefore be it

RESOLVED, that the attached Health Reimbursement Arrangement Plan Document is hereby approved by the Board in the form presented, and be it further

RESOLVED, that the Supervisor is authorized to execute the attached Health Reimbursement Arrangement Plan Document and related Administrative Agreements with CDPHP for the continuation of the Health Reimbursement Arrangement Plan, and be it further

RESOLVED, that the Employer shall be the Sponsor of the HRA and shall be the Administrator of the HRA for purposes of ERISA, and be it further

RESOLVED, that the Employer hereby appoints the Administrative Agent to assist it with the administration of the HRA and to perform all such non-discriminatory duties related thereto, and be it further

RESOLVED, that the Administrative Agent shall be instructed to take such actions that are deemed necessary and proper in order to implement the HRA, and to set up adequate accounting and administrative procedures to provide benefits under the HRA, and be it further

RESOLVED that the duly authorized agents of the Employer shall act as soon as possible to notify the Employees of the Employer of the adoption of the HRA by delivering to each Employee a copy of the summary description of the HRA in the form of the Summary Plan Description presented to this meeting, which form is approved.

Resolution No. \_\_\_\_\_ of 2015, a resolution authorizing the Assessor to re-levy the expense of repairs or maintenance against the land on which such building is located, as provided for in Section 77-12 of the Town Code.

Introduced by \_\_\_\_\_, who moved its adoption, seconded by \_\_\_\_\_.

WHEREAS, in February of 2012, the Town Board adopted Resolution No. 40 to respond to isolated incidents where the abandonment of properties or extended foreclosure process results in neglect to real property; and

WHEREAS, Section 77-12, of the Town Code as amended requires that records of costs and expenses incurred in providing such maintenance be reported to the Town Board no later than November 1<sup>st</sup> of each year, and

WHEREAS, the Code Enforcement Officer has reported the identification of (33) vacant, abandoned, or foreclosure properties meeting criteria outlined in Section 77-10, as amended, and

WHEREAS, maintenance performed by the Buildings and Grounds Departments pursuant to Section 77 of the Town Code has been completed by the Department of Buildings and Grounds on all (33) properties at a cost of \$17,040, per the attached exhibit; and

WHEREAS, the Code requires that the Town Board authorize the assessor to re-levy the unpaid bills on affected properties for the 2016 tax roll to ensure re-payment to the Town consistent with Resolution No. 40 of 2012, now therefore be it

RESOLVED, that the Town Board authorizes the Assessor to re-levy the unpaid bills on the respective properties as delineated on Attachment 1 to this resolution for the 2016 Town and County Tax bills; and be it further

RESOLVED, that all proceeds be returned in February to the Town of Clifton Park.

Resolution No. \_\_\_\_\_ of 2015, a resolution declaring an emergency pursuant to General Municipal Law Section 103 (4), and authorizing the transfer of Barney Road Pool Funds and payment to Clardon Swimming Pool Services, Inc. for repairs of damaged filtration system.

Introduced by \_\_\_\_\_, who moved its adoption, seconded by \_\_\_\_\_.

Whereas, on July 20, 2015 a failure in power delivery to the Barney Road Pool House developed at the intersection of Barney Road and South Barney Road when a transformer breaker did not fully trip, delivering lower voltage power to the pump room, and

Whereas, the loss of three-phase power to the pool house caused the pool motors to work, underpowered, for several hours, leading to their irreparable damage, and

Whereas, in a situation where the motors are not pumping water to the pool, the Barney Road Pool had to be shut down, and

Whereas General Municipal Law Section 103 (4) provides that the appropriate officers may award contracts to respond to emergency or unforeseen conditions affecting public property which cannot await competitive bidding, and

Whereas, Town Supervisor Phil Barrett determined the situation constituted an emergency under General Municipal Law Section 103 (4) and retained Clardon Swimming Pool Service, Inc. to remove damaged equipment, repair and replace the necessary piping and hardware, bringing the Barney Road Pool back online, and

Whereas, the Town of Clifton Park's insurance company, Selective Insurance, was contacted and a claim was filed for the repairs and equipment losses, and

Whereas, Selective Insurance paid the claim in the amount of \$21,788.61 to cover costs incurred by the damage, now, therefore be it

Resolved, that the Town Board determines that the failure and damage of the existing pumps at Barney Road Pool House constitutes an emergency for procurement purposes under Section 103 (4) of General Municipal Law, and be it further

Resolved, that the Comptroller is authorized to increase Insurance Recoveries (A-2680), by \$21,789.00, and increase the Barney Road Pool Equipment line (A-7150-200) by the same amount, for payment to Clardon Swimming Pool Service, Inc., Schenectady, New York for the Emergency Repair of the Barney Road Pool pumps.

Resolution No. \_\_\_\_\_ of 2015, a resolution authorizing the hiring of staff for the Clifton Park Action Park.

Introduced by \_\_\_\_\_, who moved its adoption, seconded by \_\_\_\_\_.

WHEREAS, an opening exists for an Attendant for the Clifton Park Action Park; and

WHEREAS, Myla Kramer, Director of the Office of Parks, Recreation and Community Affairs has recommended that Donovan Ryan, 14 Mallard Drive, Rexford be hired to fill the position; now therefore be it

RESOLVED, that authorization is hereby given to hire Donovan Ryan as attendant for the Clifton Park Action Park, effective retroactively from October 2, 2015 through November 5, 2015 at a salary of \$8.50 per hour from A-7200-E4000.

Resolution No. \_\_\_\_\_ of 2015, a resolution authorizing the Town Supervisor to sign a purchase agreement acquiring Parks and Recreation management software from Business Automation Services, Inc.

Introduced by \_\_\_\_\_, who moved its adoption, seconded by \_\_\_\_\_.

Whereas, the Supervisor is authorized to enter into a contract with any accounting, engineering firm, professional services firm, or other professional consulting firm for the needs of the Town of Clifton Park, subject to legal review by the Town Attorney's office, and as the Town Board may deem appropriate, and

Whereas, a registration system was created and initiated in 2006 by ICOM Tech Services of Clifton Park in order to establish a means of registering and scheduling for classes, sports, events, and memberships offered by the Town's Parks and Recreation Department, and through its internet webpage, and,

Whereas, the current system relies heavily on manual upkeep and patches to maintain the registration system, and

Whereas, the number of programs, camps and classes offered by the Department of Parks, Recreation and Community Affairs has grown, offering far more recreational opportunities, classes, sports leagues and events as well as weekly and seasonal camps, and

Whereas, Business Automation Services, Inc. provides software and other services to the Town's Receiver of Taxes, and Town Clerk's offices, and has demonstrated the ability to provide user friendly applications, and

Whereas, Business Automation Services, Inc., of Clifton Park, has proposed a plan to reconstruct the Parks Department's software registration systems, replacing and updating software registration for residents, improving user interface and creating a program in the Parks and Recreation Department which is compatible with the department's current internal operations, and

Whereas, these significant changes will greatly enhance the Parks & Recreation Department's daily operations, limit server malfunctions and enhance security without disrupting current programs or operations, now, therefore be it

Resolved, that the Town Supervisor is hereby authorized to enter into an agreement with Business Automation Services, Inc. of Clifton Park, acquiring software and professional services to institute a new registration system for the Parks, Recreation and Community Affairs Department, and be it further

Resolved, that the comptroller is authorized to pay a down payment of \$7,000.00 from Line A-7021-004 be paid to Business Automation Services, Inc. for immediate services required to assess the needs for the program, and be it further

Resolved, that the remaining cost of the project shall be offset as budgeted in the 2016 Budget.