

# TOWN OF CLIFTON PARK

## TOWN BOARD MEETING

November 7, 2016

- 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**
  - **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

**November 7, 2016**

<u>SOURCE</u>	<u>RESOLUTION</u>	<u>CONTACT</u>
1. Supervisor	Schedule a Public Hearing on a proposal for renovations at Sherwood Forest Park and bond financing for same	P. Barrett
2. Zoning	Schedule a Public Hearing to amend §171-6 C(1)(b) of Town Code to eliminate the regulation of area and size of window signs within the Zoning Code	P. Barrett
3. Planning Board	Appoint Jeffery Jones to fill a vacant unexpired term of a voting member on the Planning Board	P. Barrett
4. Justice Court	Authorize the purchase of equipment and budget transfers for the Town Justice Court	D. Bull
5. Justice Court	Authorize the submittal of a Justice Court Assistance Program Grant by the Town Justice Court	R. Rybak
6. Communications & Technology	Award the contract for website redesign to Business Automation Systems and authorize the Supervisor to sign the agreement for same	P. Barrett
7. Justice Court	Authorize the reclassification of Carol O'Brien from a Half-time Clerk to Part-time Clerk	R. Rybak
8. Highway	Authorize the acceptance of bids from an online auction for the sale of equipment declared surplus by the Town Board	R. Kukuk

Resolution No. \_\_\_\_\_ of 2016, a resolution scheduling a public hearing regarding renovations and improvements of Sherwood Forest Park, within the Sherwood Forest Park District

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

WHEREAS, the Town Board of the Town of Clifton Park (the "Town") proposes to undertake renovations and improvements to the Sherwood Forest Park within the Sherwood Forest Park District, including the renovation and re-surfacing of two tennis courts, replacement of tennis court nets and poles, along with repairs to and replacement of existing fencing around the park, (the "Project"), as described in the report prepared by John M. McDonald Engineering, P.C., attached hereto as exhibit A, and which is on file in the Town Clerk's office; and

WHEREAS, the total estimated maximum cost of the Project is \$86,000 which will be funded through the proceeds of obligations issued by the Town, the debt service on which will be paid from assessments levied on properties within the Sherwood Forest Park District, and

WHEREAS, the Town Board now desires to call a public hearing regarding the Project, as required by Town Law Section 202-b; now, therefore be it

RESOLVED that the Town Board will hold a public hearing to hear all persons interested in the Project, which public hearing shall be held at Town of Clifton Park Town Hall, One Town Hall Plaza, Clifton Park, New York on November 21, 2016, at 7:05 p.m.; and be it further

RESOLVED, and ordered that the Town Clerk give notice of such hearing by publishing in the official Town newspaper the Notice of Public Hearing in substantially the form attached hereto and by posting the Notice of Public Hearing on the Town's official sign-board not less than ten nor more than twenty days before such hearing.

## NOTICE OF PUBLIC HEARING

The Town Board of the Town of Clifton Park (the "Town") proposes to undertake the renovation and improvement of the Sherwood Forest Park including renovations and resurfacing of the tennis courts, nets, poles and fencing as well as engineering and estimates in connection with the improvements required in connection therewith (the "Project"), as described in the report prepared by John M. McDonald Engineering, P.C., dated October 14, 2016, which is on file in the Town Clerk's office; and

The total estimated maximum cost of the Project is \$86,000.00 to be funded through the proceeds of obligations issued by the Town, the debt service on which will be paid from assessments levied on properties within the Sherwood Forest Park District.

The Town Board has scheduled a public hearing regarding the Project, as required by Town Law Section 202-b;

Town Board will hold a **Public Hearing** to hear all persons interested in the Project, which public hearing shall be held at Town of Clifton Park, Town Hall, One Town Hall Plaza, Clifton Park, New York, in the Town of Clifton Park on **November 21, 2016 at 7:05** p.m.

Resolution No. \_\_\_\_\_ of 2016, a resolution scheduling a public hearing to amend § 171-6 of Town Code to eliminate a portion of the area restriction on window signs.

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

WHEREAS, Chapter 171 of the Town Code regulates commercial signage within the Town; and

WHEREAS, size of window signs allowed in retail establishments relative to the size of window space available is regulated under §171-6 of the Town Code; and

WHEREAS, advancements in vinyl graphics and print have allowed retail establishments and other commercial enterprises to communicate branding, product and lifestyle messages utilizing window displays and graphics to promote retail and services while blending with building styles and architecture to limit adverse visual impacts in the non-residential zones within the Town; and

WHEREAS, the Town Board wishes to solicit public comment on a proposal to eliminate its regulation of the sizes and configuration of vinyl graphic and other window signs and displays to allow the retail industry more flexibility to communicate product and branding information, now, therefore be it

RESOLVED that a public hearing shall be held at Town of Clifton Park Town Hall, One Town Hall Plaza, Clifton Park, New York on November 21, 2016, at 7:07 p.m. on a proposal to eliminate the regulation of the size of window signs, and the relative size of window signs as a percentage of window size, from Chapter 171-6 of the Town Code; and be it further

RESOLVED, and ordered that the Town Clerk give notice of such hearing by publishing in the official Town newspaper the Notice of Public Hearing in substantially the form attached hereto and by posting the Notice of Public Hearing on the Town's official sign-board not less than ten nor more than twenty days before such hearing.

## Chapter 171

### Signs

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§ 171-6 Specific regulation of sign types.

Below are descriptions of signs varying in construction and type which must comply with the following additional conditions, unless otherwise specified elsewhere in a local law:

C. Other signs.

(1) Permanent window signs. **[Amended 10-26-1992 by L.L. No. 8-1992]**

(a) There shall be no more than two window signs per building side of each enterprise and a maximum of two per business enterprise.

(b) **[The total area of all window signs on each building side shall not exceed 50% of the area of the window nor more than eight square feet, whichever is smaller.]**

**(c)]** Changeable copy window signs shall not exceed three square feet.

**[ ]** indicates section to be deleted

TOWN OF CLIFTON PARK  
COUNTY OF SARATOGA  
STATE OF NEW YORK

NOTICE OF PUBLIC HEARING

Please take notice that the Town Board of the Town of Clifton Park will conduct a public hearing on Monday, November 21, 2016 at 7:07 P.M. in the Wood Memorial Meeting Room in the Town Hall, located at One Town Hall Plaza, Town of Clifton Park, County of Saratoga, State of New York, regarding a proposal to eliminate the regulation of the size and proportion of window signs from commercial and retail establishments from section 171-6 of the Town Code.

Resolution No. \_\_\_\_\_ of 2016, a resolution appointing Jeffery Jones as a full voting member of the Town of Clifton Park Planning Board.

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

WHEREAS, the resignation of Eric Prescott has left a vacancy on the Town of Clifton Park Planning Board, and

WHEREAS, Jeffery Jones, 3 Lincoln Town Drive, Clifton Park has been recommended to fill the position, and

WHEREAS, Jeffery Jones has served as the appointed alternate to the Planning Board since January 2016; now therefore be it

RESOLVED, that Jeffery Jones is hereby appointed to the Town of Clifton Park Planning Board to fill the unexpired term of Eric Prescott, term to expire December 31, 2021.

Resolution No. \_\_\_\_\_ of 2016, a resolution authorizing the Director of Communications and Technology to purchase and accept a contract with ABS Solutions for server equipment under New York State Contract.

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

WHEREAS, the Town Justice Court has requested that they be able to upgrade their existing server and accompanying equipment, and

WHEREAS, Dahn Bull, Director of Communication and Technology has recommended that the Town Justice Court improve the outdated server and related equipment; and

WHEREAS, certain budget lines will need to be transferred to A-1110-04 to fund the purchases; and

WHEREAS, the Director of Communications and Technology is authorized to make purchases and the Comptroller is authorized to make budget transfers; now, therefore, be it

RESOLVED, that Dahn Bull is authorized to purchase and accept a Dell Group 73600 Award #22802 PM 20820 Umbrella Contract per New York State contract from ABS Solutions for a total amount of \$6,994.00; and be it further

RESOLVED that the Comptroller is authorized to decrease certain budget lines per the attached schedule, and increase the Courts Computer Line A-111-04 in the amount of \$5,773.00.

Schedule A  
Transfer of Funds  
Town of Clifton Park Courts

Fund	Increase	Decrease
A-1110-E1110		\$ 3231.00
A-1110-00008		\$ 1662.00
A-1110-E2100		\$ 500.00
A-1110-00014		\$ 380.00
A-1110-04	\$ 5773.00	

Resolution No. \_\_\_\_\_ of 2016, a resolution authorizing the submittal of a \$5,500 Justice Court Assistance Program Grant by the Clifton Park Town Court.

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

WHEREAS, the State of New York provides grants to local courts through the Justice Court Assistance Program Grant, and

WHEREAS, Justice James F. Hughes and Robert A. Rybak wish to submit an application for a \$5,500 grant for an updated firewall and Wi-fi, and

WHEREAS, the Clifton Park Town Board supports the efforts of Judge Hughes and Judge Rybak to apply for such a grant; now, therefore, be it

RESOLVED, that the Town Board approves the submission of the application for a \$5,500 grant for an updated firewall and Wi-fi.

Resolution No. \_\_\_\_\_ of 2016, a resolution awarding the contract for Web Design Services per RFP

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

WHEREAS, the Town published a Request for Proposals on September 19, 2016, and

WHEREAS, the RFP was published in the NYS contract Reporter, Schenectady Gazette, and was posted on the town's website, with proposals due on October 7, 2016, and

WHEREAS, 38 proposals were reviewed for responsiveness to the RFP, price and a review of websites built by the entities submitting bids, and

WHEREAS, Supervisor Barrett appointed an evaluation committee to analyze responding bids and to interview top finalists, and

WHEREAS, the Committee recommended that the Proposal from Business Automated Services, (BAS), be accepted as most responsive to the needs expressed in the Request for Proposals and based on price, references and quality of work demonstrated, now therefore be it

RESOLVED, that the Town Board hereby accepts the recommendation of the evaluation committee, and be it further,

RESOLVED, that the Supervisor is authorized to execute the attached engagement letter from Business Automated Services, 1661 Plank Road, Clifton Park, New York 12065, and the Comptroller is authorized to pay the contract price, not to exceed \$19,000 with a transfer from A-1620-4, (General Town Hall-Computer)

Resolution No. \_\_\_\_\_ of 2016, a resolution reclassifying the position of the half-time part-time court clerk as a part-time court clerk.

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

WHEREAS, Judge James F. Hughes and Judge Robert A. Rybak recommend that the position of Carol O'Brien, 17 Tupelo Drive, Clifton Park, NY 12065, as half-time court clerk be reclassified as a part-time court clerk; now, therefore be it

RESOLVED that the position of Carol O'Brien, 17 Tupelo Drive, Clifton Park, NY 12065, as half-time court clerk be reclassified as a part-time court clerk, effective immediately.

Resolution No.     of 2016, a resolution accepting the bids for equipment declared surplus by the Town Board and sold at public auction.

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

WHEREAS, the Clifton Park Town Board adopted Resolution No. 140 of 2016 authorizing the sale of equipment declared surplus by the Town Board and authorizing the Highway Department to list the surplus equipment through Auctions International, an online public auction site, on behalf of the Highway Department and the Buildings & Grounds Department, and

WHEREAS, the public auction closed on Friday, November 4<sup>th</sup>, 2016, with proceeds from the auction totaling \$10,205.00; now, therefore, be it

RESOLVED, that the Clifton Park Town Board accepts the bids for the equipment declared surplus, per the attached printout of winning bids.