

TOWN OF CLIFTON PARK

TOWN BOARD MEETING

March 15, 2021

- I. **DISCLAIMER:** *Due to the current status of the pandemic in our area, entry to the meetings is limited. Please check www.cliftonpark.org for final agenda with updates.* For those who wish to call in please dial Conference Call #: 605-472-5678, Access Code: 991-475# If you are muted after connecting press *6 to speak.

The Town Board meeting can be viewed live by visiting www.cliftonpark.org Scroll down to click on



- II. **Call to Order/7:00 P. M.**
- III. **Pledge to Flag**
- IV. **Roll Call**
- V. **Approval of Town Board Minutes**
- VI. **Communications/Announcements**
- VII. **Business**
- **Resolutions for Consideration**
 - **Other Business – Executive Session**
- VIII. **Open Public Privilege**

NOTE:

At this time, the Town Board meeting will be open to the public with strict social distancing protocol in place. Please check www.cliftonpark.org for final agenda and updates. All visitors must wear a face mask at all times. 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.

- IX. **Adjournment**

Resolutions for Consideration
Clifton Park Town Board Meeting
March 15, 2021

<u>SOURCE</u>	<u>RESOLUTION</u>	<u>CONTACT</u>
1. Planning	Authorize the implementation and funding of a Pedestrian Safety Action Plan (PSAP) Project at Clifton Park Center Road and Clifton Country Road	P. Barrett
2. Supervisor	Extend the employment of Betsey Snyder as Part-time Receptionist until May 31, 2021	P. Barrett
3. Supervisor	Approve the 2021 salary matrices for Summer Recreation Employees	P. Barrett
4. Parks & Recreation	Approve the 2021 General Facility Fee Schedule	A. Standaert
5. Parks & Recreation	Authorize Special Event Permits for use of the Clifton Common Stage for dance recitals in May and June, 2021	A. Standaert
6. Parks & Recreation	Authorize the hiring of golf course employees for the 2021 golf season	P. Barrett
7. Parks & Recreation	Authorize an alcohol permit to Tim Ward and “Dig Deep” at a fundraising softball tournament on September 4, 2021 at Veteran’s Memorial Park	P. Barrett
8. Buildings & Grounds	Authorize the Director of Buildings, Parks, & Recreation to accept a quote for reconstruction of ADA compliant cabinets and counters in the Town Clerk’s office	P. Barrett
9. Buildings & Grounds	Declare a 1992 Mack roll-off truck as surplus equipment to be listed on an online auction	P. Barrett
10. Supervisor	Extend the FFRCA for absence from work for exposure to Covid-19, and/or closure of daycare and schools due to pandemic related government orders	P. Barrett

11. Assessor Authorize a 36 month lease agreement for a Lanier Model MP C4500 Digital Copier/Scanner for the Assessor's Office P. Barrett

12. Supervisor Authorize the Supervisor to sign a Memorandum of with the State Police for police protection services P. Barrett

Resolution No. _____ of 2021 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 _____, who moved its adoption, seconded by _____.

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, the Town Board duly convened does hereby

RESOLVE, 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 by Resolution No. 16 of 2019 (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 TB Resolution 18 of 2021 (January 11, 2021) and the additionally required \$426,000 is appropriated by H53-3310-200 with an additional transfer of \$73,300 from Undesignated Fund Balance A-914, 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.

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

Introduced by _____, who moved its adoption, seconded by _____.

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.

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

Introduced by _____, who moved its adoption, seconded by _____.

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).

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

Introduced by _____, who moved its adoption, seconded by _____.

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 and Community Affairs.

Resolution No. _____ 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 _____, who moved its adoption, seconded by _____.

WHEREAS, the Office of Parks, Recreation and Community Affairs 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.

Resolution No. _____ of 2021, a resolution hiring returning seasonal Golf Course employees for the Barney Road Golf Course for the 2021 Season.

Introduced by _____, who moved its adoption, seconded by _____.

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

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.

Resolution No. _____ 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 _____, who moved its adoption, seconded by_____.

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.

Resolution No. _____ 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 _____, who moved its adoption, seconded by _____.

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 \$8,437.00 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 \$8,437.00, to be paid from A-1620-200 (General Fund – Town Hall – Equipment).

Resolution No. _____ 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 _____, who moved its adoption, seconded by _____.

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.

Resolution No. _____ 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 _____, who moved its adoption, and seconded by _____.

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.

Resolution No. _____ 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 _____, who moved its adoption, seconded by _____.

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 \$213.00 per month for thirty-six months, and

WHEREAS, the 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 \$213.00 per month, to be paid from A-1355-003 (Assessor - Copier).

Resolution No. _____ of 2021, a resolution approving a Memorandum of Understanding with the New York State Police for police protection in the Town.

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 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.