

TOWN OF CLIFTON PARK TOWN BOARD MEETING

April 5, 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

 ONLINE BOARD MEETINGS

- 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
April 5, 2021

<u>SOURCE</u>	<u>RESOLUTION</u>	<u>CONTACT</u>
1. Planning	Authorize the Open Space Coordinator to accept grant funding from New York State Urban Forestry Council for the 2021 Arbor Day Event project on Clifton Common	P. Barrett
2. Planning	Authorize a Memorandum of Understanding with the Capital District Transportation Committed for a Capital Coexist Traffic Safety Ambassador Mini-Grant Program.	P. Barrett
3. Supervisor	Authorize the Supervisor to sign a one-year lease agreement with The Fruitful Vine Christian Church for renting space at the Burning Bush Club House	P. Barrett
4. Parks & Recreation	Authorize the signing of additional 2021 recreation subcontractors	P. Barrett
5. Parks & Recreation	Authorize the hiring of Half and Full-day Summer Camp staff for the 2021 Summer Camp Season	A. Standaert
6. Buildings & Grounds	Authorize the Center for Security to install doors and locks at the Public Safety Building	P. Barrett
7. Buildings & Grounds	Authorize the installation of tempered glass windows at the Public Safety Building	P. Barrett
8. Buildings & Grounds	Northeast Commercial Interiors to supply and install VCT and carpet tiles at the Public Safety Building	P. Barrett
9. Public Safety	Authorize the hiring of Vincent LaBarbera as part-time Security Officer	P. Barrett
10. Town Board	Designate Councilwoman Amy Flood as Liaison to the Historic Preservation Commission	A. Standaert

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|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 11. Historic Preservation | Appoint new members to the Historic Preservation Commission | A. Flood |
| 12. Sewer Department | Authorize the purchase of a Vactor Impact Combination Sewer Cleaner/Vacuum Truck from Joe Johnson Equipment | P. Barrett |
| 13. Supervisor | Approve a Lease-Purchase Agreement with Key Government Financing for the purchase of Highway and Sewer Department Equipment purchases | P. Barrett |
| 14. Parks & Recreation | Authorize the hiring of Adventure Challenge Course Staff for the 2021 season | P. Barrett |
| 15. Supervisor | Authorize the hiring of Summer Pool Managers for the 2021 season | P. Barrett |
| 16. Parks & Recreation | Authorize Nolan Yowell to attend Adventure Challenge Instructor Training in Beverly, MA June 14-17, 2021 | P. Barrett |
| 17. Buildings & Grounds | Authorize the hiring of John Dworak as part-time seasonal laborer for the Buildings & Grounds Department | P. Barrett |
| 18. Parks & Recreation | Authorize a Special Event Permit to use the Clifton Common Stage for a dance recital on May 22, 2021 held by World Class Dance | A. Standaert |

Resolution No. _____ of 2021, a resolution to authorize the Supervisor to sign an agreement accepting a grant from the 2021 New York State Urban Forestry Council Quick Start Grant program for the GREEN Committee's 2021 Arbor Day Event.

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

WHEREAS, the GREEN Committee intends to host a celebration in honor of Arbor Day on April 24 with tree plantings at the Clifton Common to enhance awareness of the significance of planting, caring for and preserving trees in our community, and

WHEREAS, Jennifer Viggiani, Open Space Coordinator, submitted an application to the NYS Urban Forestry Council Quick Start Program for the purchase of 4 trees for the median in the entrance to the Clifton Common, and

WHEREAS, on March 8, 2021 the Town was notified that we were selected as a recipient of a \$1000 grant in support of the Arbor Day planting project by the GREEN Committee; now therefore be it

RESOLVED, that Supervisor Barrett and Ms. Viggiani are authorized to sign the Agreement with the New York State Urban Forestry Council to accept the grant funding for the planting of trees during the Arbor Day celebration; and, be it further

RESOLVED, that the comptroller is authorized to increase revenue by \$1,000 in A-02705 (General Fund - Gifts & Donations) and that corresponding expenditures will also be increased by \$1000 in A-07112-00090 (General Fund – Clifton Common – Greenhouse/Trees).

Resolution No. _____ of 2021, a resolution to authorize the Supervisor to sign Memorandum of Understanding accepting a grant from the Capital District Transportation Committee (CDTC) for its Capital Coexist Traffic Safety Ambassador Mini-grant program for the Clifton Park Trail Discovery Event project in 2021.

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

WHEREAS, the Open Space, Trails & Riverfront Committee intends to implement a project, designed by Clifton Park youths, to engage all ages and encourage exploration of town trails while learning pedestrian and bicycle safety awareness, and

WHEREAS, Jennifer Viggiani, Open Space Coordinator, submitted an application to the Capital District Transportation Committee for a project in the amount of \$2020, for the community awareness project, and

WHEREAS, on March 15, 2021 the Town was notified that we were selected as a recipient of a \$1,515 grant conditioned upon a \$505 local match funding in support of the project by the Walkability Subcommittee; now therefore be it

RESOLVED, that Supervisor Barrett is authorized to sign the Agreement with CDTC to accept the grant funding for trail safety awareness project; and, be it further

RESOLVED, that the comptroller is authorized to increase revenue by \$1,515 in A-04090 (General Fund – Federal Revenues) and that corresponding expenditures will also be increased by \$1515 in A-07629-00200 (General Fund – Trails Contractual – Equipment), and be it further

RESOLVED, that the total cost of the project is not to exceed \$2,202 from A-07629-0200.

Resolution No. _____ of 2021, a resolution authorizing the Supervisor to sign a Lease Agreement with Fruitful Vine Christian Church, for rental of the top floor of the Burning Bush Clubhouse.

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

WHEREAS, pursuant to Town Law 64 2 (a) the Town Board is authorized to lease Town owned property; and

WHEREAS, Fruitful Vine Christian Church wishes to rent the top floor of the Burning Bush Clubhouse for a term of twelve (12) months, lease to expire on March 19, 2022, at an annual rent of \$21,600; and

WHEREAS, the Tenant may elect to remain in possession of the property after March 19, 2022 as a month to month Tenant for up to twelve (12) consecutive months; now therefore be it

RESOLVED, that the Supervisor is hereby authorized to sign the attached Lease Agreement with Fruitful Vine Christian Church for rental of the top floor of the Burning Bush Clubhouse, provided that the Town is provided a Certificate of Insurance in the amount of \$1,000,000 naming the Town of Clifton Park as certificate holder.

Resolution No. _____ of 2021, a resolution authorizing the Supervisor to sign contracts with 2021 Subcontract hires.

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

WHEREAS, Myla Kramer, Director of Parks, Recreation and Community Affairs has requested that the Town Board authorize contracts for certain Recreation Programs; and

WHEREAS, the Town Board supports continuation of the listed Recreation Programs with the Subcontractors listed on the attached Schedule "A"; now therefore be it

RESOLVED, that the Town Supervisor is hereby authorized to sign contracts with 2021 Recreation Subcontractors, per Schedule "A".

Resolution No. _____ of 2021, a resolution hiring staff for the 2021 Summer Day Camp Program.

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

WHEREAS, the Town Board wishes to hire Directors, Assistant Directors, Specialists and Counselors as staff members for operation of the Town's Summer Camp Program for 2021, and

WHEREAS, Myla Kramer, Director of Parks, Recreation and Community Affairs has recommended that the individuals listed in the attached Schedules A, B, and C be hired ; now therefore be it

RESOLVED, that the individuals listed in the attached Schedules A, B, and C be accepted as staff for the Town's 2021 Day Camp Program, to be paid as indicated on the respective schedules through the 2021 Summer Camp Season.

Resolution No. _____ of 2021, a resolution authorizing the installation of doors and locks in the New York State Police Barracks of the Public Safety Building.

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

WHEREAS, by Resolution No. ___ of 2021, the Board authorized the execution of a Memorandum of Understanding with the New York State Police for the use and occupancy of portions of the Public Safety Building, and for certain upgrades and renovations to the police space at the building, and

WHEREAS, the Supervisor wishes install doors and locks consistent with the Memorandum of Understanding and per NYSP specifications in the New York State Police quarters at the Public Safety Building , and

WHEREAS, quotes were obtained for the window on March 29, 2021, and

WHEREAS, Daniel Clemens, Superintendent of Buildings and Grounds recommends that Center for Security, 1659 Route 9, Clifton Park, NY be authorized to supply and install the doors and locks, for an amount not to exceed \$7,381; now, therefore, be it

RESOLVED, that the installation of the doors and locks per NYSP specifications in the New York State Police barracksof the Public Safety Building is awarded to Center for Security, at a cost not to exceed \$7381 to be paid from A-1621-200 (General Fund - Public Safety Building – Equipment) and be it further

RESOLVED, that the Comptroller is authorized to transfer the balance of the charges from A-03120-00015 (General Fund - Law Enforcement – Other Contract) to A-1621-200.

Resolution No. _____ of 2021, a resolution authorizing the installation of a tempered glass transaction window in the New York State Police Lobby of the Public Safety Building.

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

WHEREAS, the Supervisor also wishes to place a Level 3 tempered glass transaction window at the lobby in the New York State Police quarters at the Public Safety Building pursuant to the newly authorized Memorandum of Understanding with the Police for their continued use and occupancy of this building, and

WHEREAS, quotes were obtained for the window on March 29, 2021, and

WHEREAS, Daniel Clemens, Superintendent of Buildings and Grounds recommends that National Glass and Aluminum of Schenectady, NY be authorized to supply and install the window, for an amount not to exceed \$8,628; now, therefore, be it

RESOLVED, that the installation of the Level 3 tempered glass transaction window in the New York State Police lobby of the Public Safety Building is awarded to National Glass & Aluminum, 830 State St., Schenectady, at a cost not to exceed \$8,628 to be paid from A-1621-200 (General Fund - Ephraim Stevens Public Safety Building – Equipment); and be it further

RESOLVED, that the Comptroller is authorized to transfer the balance of the charges from A-03120-00015 (General Fund - Law Enforcement – Other Contract) to A-1621-200.

Resolution No. _____ of 2021, a resolution authorizing the installation of new flooring in the New York State Police Barracks of the Public Safety Building.

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

WHEREAS, the Supervisor also wishes to replace vinyl composition tile and carpeting in the New York State Police quarters at the Public Safety Building consistent with the Memorandum of Understanding and per NYSP specifications, and

WHEREAS, Daniel Clemens, Superintendent of Buildings and Grounds advises that Northeast Commercial Interiors, Clifton Park, NY be authorized to supply and install the flooring, for an amount not to exceed \$15,735 under state contract; now, therefore, be it

RESOLVED, that the replacement of vinyl composition tiles and carpeting in the New York State Police barracks of the Public Safety Building is awarded to Northeast Commercial Interiors, PO Box 4843, Clifton Park, NY, at a cost not to exceed \$15,735, under State Contract #PC-6778 to be paid from A-1621-200 (General Fund - Public Safety Building – Equipment); and be it further

RESOLVED, that the comptroller is authorized to transfer the balance of the charges from A-3120-15 (General Fund – Law Enforcement – Other Contract) to A-1621-200.

Resolution No. _____ of 2021, a resolution authorizing the hiring of Vincent LaBarbera as a part-time Security Officer.

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

WHEREAS, a vacancy exists for a part-time security officer, and

WHEREAS, Vincent LaBarbera, 40 Squire Lane, Clifton Park, has successfully passed the Civil Service Exam, and

WHEREAS, Louis Pasquarell, Director of Safety & Security, has recommended that Vincent LaBarbera be hired to fill the position of the part-time Security Officer; now, therefore, be it

RESOLVED, that Vincent LaBarbera, 40 Squire Lane, Clifton Park, NY be appointed as a part-time Security Officer at Grade 5, Step 1, to be paid \$23.73/ hour according to the most recent collective bargaining agreement, from A-3120-E4010 General Fund (Security-Part Time Security Officer), effective immediately.

Resolution of 2021, appointing Councilwoman Amy Flood as Town Board Liaison to the Historic Preservation Commission.

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

WHEREAS, due to the resignation of James Whalen from the Town Board, an opening exists for a liaison to the Historic Preservation Commission, and

WHEREAS, Town Board Member, Amy Flood, has expressed an interest in serving as liaison to the Commission; now, therefore, be it

RESOLVED, that Amy Flood is hereby appointed as the Town Board Liaison to the Historic Preservation Commission.

Resolution of 2019 a resolution appointing Theresa Flanigan and Elizabeth Andrus to the Historic Preservation Commission.

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

WHEREAS, pursuant to Section 208-78 (C) (2) of the Town Code, members of the Historic Preservation are appointed by and serve at the discretion of the Town Board, and

WHEREAS, Amy Flood, Liaison to the Historic Preservation Commission, recommends that Dr. Theresa Flanigan and Elizabeth Andrus be appointed to serve on the Commission, now therefore, be it,

RESOLVED, that Dr. Theresa Flanigan, 46 Liberty Way, Clifton Park and Elizabeth Andrus, 28 Ashley Drive, Ballston Lake, are hereby appointed to the Historic Preservation Commission, as members.

Resolution No. of 2021 a resolution authorizing the purchase of a newly built Vactor Impact Sewer Cleaner/Vacuum Truck for the Sewer Department from Joe Johnson Equipment pursuant to Sourcewell Contract.

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

WHEREAS, Collections Manager Mike O'Brien has requested authorization to purchase a new Dual purpose Sewer Cleaner and Vacuum truck from Joe Johnson Equipment, pursuant to a competitive procurement process through the Sourcewell Service Cooperative, for use by the Sewer Department, and

WHEREAS, pursuant to General Municipal Law §103(16) municipalities are authorized to purchase materials, equipment or supplies through publicly bid contracts of another political state or political subdivision thereof, and

WHEREAS, Sourcewell-mn.gov is a Service cooperative created under Minnesota Statutes §123A.21, and provides cooperative purchasing contracts to public entities under Minn. Stat. 471.59 to participating Agencies and governments, and

WHEREAS, the Comptroller has solicited bids authorized by Resolution No. 50 of 2021, for a municipal lease to pay for the Sewer Vacuum Truck, and

WHEREAS, Mr. O'Brien advises that the Vactor combination Single Engine Sewer Cleaner and Vacuum Truck available through Source Well contract # 122017 issued following a Request for Proposal using Best Value criteria, will best meet the needs of the Department and provide cost effective dual purpose capacity for the Department, now, therefore, be it

RESOLVED, that the Sewer Department is authorized to purchase the Vactor Cleaner/Vacuum Truck referenced above in an amount not to exceed \$286,810.00 to be through a municipal Lease to be bid and authorized separately.

RESOLVED, the Town Supervisor is authorized to enter into a lease purchase to purchase the Sewer Vacuum truck over a 7-year period.

Resolution No. _____ of 2021, a resolution authorizing the Supervisor to sign a lease agreement with Key Government Financing, Inc. for leasing of General Fund and Highway Fund Vehicles.

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

WHEREAS, by Resolution No. 50 of 2021, the Town Board authorized the purchase of an Elgin Broom Bear Sweeper pursuant to a competitive bidding process conducted by Sourcewell, Service Cooperative in the amount of \$268,969.00, and authorized the Comptroller to solicit bids for a capital Lease for purchase financing, and

WHEREAS, by Resolution No. ___ the Board also authorized the purchase of a new Vactor Impact cleaner/Vacuum Truck for the Town Sewer Department, also through the Sourcewell Cooperative, in the amount of \$286,810.00, also to be financed through a municipal Lease,

WHEREAS, following solicitation by the Comptroller's Office, KeyBank submitted the lowest financing rate proposal, and

WHEREAS, the Town Board determines that financing of the recently approved acquisitions of such vehicles for municipal use is best accomplished through a Master Lease Agreement with Key Government Financing, Inc. at competitive lease financing rates; now, therefore, be it

RESOLVED, that the Town Supervisor is authorized to enter into a lease agreement with Key Government Financing, Inc., for the lease/purchase of the vehicles identified above, for a seven-year term at a rate of 1.34%, resulting in annual lease payments of \$82,602.45, and be it further

RESOLVED that the Board ratifies the Comptroller's execution of a rate hold commitment for the Lease rate on March 29, 2021, in order to lock in funds in a daily rate environment, and be it further

RESOLVED, that the Comptroller is authorized to charge \$39,975.42 from DA-05130-00145 (Highway Machinery-Lease Payments) and a further transfer of \$42,627.03 from GS-08111-00200 (Sewer Contractual-Lease Payments) to G7-0811100145 to fund the year 1 Lease payment.

Resolution No. _____ of 2020, a resolution authorizing the hiring of as Adventure Challenge Course staff for the 2021 Project Adventure season.

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

WHEREAS, the Town Board wishes to hire Adventure Challenge Staff to conduct the 2021 Project Adventure Program within the Department of Parks, Recreation and Community Affairs, and

WHEREAS, the Director of Parks, Recreation and Community Affairs has recommended that the individuals listed on Schedule A, attached, be hired as Adventure Challenge Course Staff, as indicated; now, therefore, be it

RESOLVED, that those individuals on Schedule A are appointed to said positions, effective immediately for the 2021 Adventure Challenge Program, to be paid as indicated from A7621-E2360 (Adventure Challenge - Staff).

Resolution No. _____ of 2021, a resolution authorizing the hiring of Pool Management for the 2021 Season, per "2021 Summer Pool Managers Schedule A".

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

WHEREAS, the Town Board wishes to hire Management and Training Staff to operate the three Town-owned pools for the 2021 Season; and

WHEREAS, the Town Board wishes to rehire the returning Pool Director and Managers - Duane Nichols, Brian Czerpak, and Bruce Sutphin as per "Schedule A 2021 Summer Pool Managers"; now, therefore be it

RESOLVED, that the individuals listed above and on the attached Schedule A are hereby hired as staff for the three Town-owned pools.

Resolution No. _____ of 2021, a resolution authorizing Nolan Yowell from the Parks & Recreation Department to attend Project Adventure's Advanced Skills and Standards course in Beverly, MA.

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

WHEREAS, Myla Kramer, Director of Parks, Recreation, and Community Affairs recommends that Nolan Yowell be approved for attendance at the Project Adventure Advance Skills and Standards Workshop in Beverly, MA on June 14-17, 2021 at a cost not to exceed \$1519, and

WHEREAS, the Town Board wishes that our Adventure Challenge staff have advanced skills and knowledge acquired through attendance at these workshops to prepare them for Practitioner Certification; now, therefore, be it

RESOLVED, that the Parks & Recreation Department is authorized to approve Nolan Yowell's attendance at the Project Adventure Workshop in Beverly, MA from June 14-17, 2021, at a total cost not to exceed \$1519, to be budgeted from A-7620-001(Adventure Challenge - Training and Conferences).

Resolution No. _____ of 2021, a resolution authorizing the hiring of 2021 summer help for the Buildings and Grounds Department.

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

WHEREAS, an opening exists for seasonal help in the Buildings and Grounds Department,
and

WHEREAS, Daniel Clemens, Director of Buildings, Parks, and Recreation, has recommended that John Dworak, 78 Meehan Road, Mechanicville, NY, be hired to fill the position; now, therefore, be it

RESOLVED, that the John Dworak be employed as a seasonal worker for Buildings and Grounds for the summer of 2021, at the rate of \$15/hour to be paid from A-7110-E4000 (Buildings & Grounds – PT Labor Seasonal), effective immediately.

Resolution No. _____ of 2021, a resolution authorizing a recital to be held at the Clifton Common Stage on May 22, 2021.

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

WHEREAS, the Office of Parks, Recreation and Community Affairs has received a Special Event Park Permit Application for World of Dance to use the Clifton Common Stage for a dance recital on May 22, 2021, and

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

RESOLVED, that the World of Dance is permitted to host an event at the Clifton Common Stage on May 22, 2021.