

TOWN OF CLIFTON PARK TOWN BOARD MEETING

November 1, 2021

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



- I. **Call to Order/7:00 P. M. – Wood Room, Town Hall**
- II. **Pledge to Flag**
- III. **Roll Call**
- IV. **Approval of Town Board Minutes**
- V. **Communications/Announcements**
- VI. **Business**
 - **Public Hearing 7:05 PM – Proposal to allow tax bill inserts**
 - **Public Hearing 7:07 PM – Adopt a Tree Ordinance**
 - **Public Hearing 7:09 PM – Adopt Solar Energy Project Fees**
 - **Presentation of 2021 Community Action Fund Awards**
 - **Resolutions for Consideration**
 - **Other Business**
- VII. **Open Public Privilege**

NOTE:

At this time, the Town Board meeting will be open to the public following CDC and New York State Guidelines for COVID-19. If vaccinated, no mask is required. Please check www.cliftonpark.org for final agenda and updates. 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 1, 2021

<u>SOURCE</u>	<u>RESOLUTION</u>	<u>CONTACT</u>
1. Receiver of Taxes	Authorize the Receiver of Taxes to add informational inserts relative to tax bills to the annual tax bill mailings	P. Barrett
2. Planning & Building Departments	Adopt solar building project permit fee schedule	P. Barrett
3. Board Member	Reaffirm the Town's commitment to transparency and openness in the conduct of public meetings	A. Standaert
4. Buildings & Grounds	Authorize the roof replacement on the Locust Lane building shop	P. Barrett
5. Building Department	Authorize the permanent appointment of John Desimone and Max Luetters as Building Inspectors per civil service classification in the Building & Development Department	P. Barrett
6. Highway	Authorize an agreement with Barton & Loguidice for engineering design services for a culvert repair/replacement project on a portion of Forest Drive	D. Bull

TOWN OF CLIFTON PARK
COUNTY OF SARATOGA
STATE OF NEW YORK
NOTICE OF PUBLIC HEARING REGARDING
AN AMENDMENT TO CH. 182 OF TOWN CODE
AUTHORIZING INFORMATIONAL TAX BILL INSERTS

Please take notice that the Town Board of the Town of Clifton Park will conduct a public hearing on November 1, 2021 at 7:07 p.m. in the Wood Memorial Meeting Room in the Town Office Building, located at One Town Hall Plaza, Town of Clifton Park, County of Saratoga, State of New York on a proposal to authorize the Receive of Taxes to include general payment information, methods of payment, and sources of real property tax information as an insert with annual real property tax bills.

Copies of Proposed amendments to Chapter 182 of Town Code are available at www.cliftonpark.org/government/legal-notices.html and are available for review in the Town Clerk's office during normal business hours.

Teresa Brobston, Clifton Park Town Clerk

Chapter 182

Taxation

ARTICLE VIII

Receiver of Taxes-Authorized Information

182-18-Informational Inserts

- A. The Receiver of Taxes is authorized to include an informational insert within the annual Real Property tax bills to provide additional, and general, information concerning the payment of Real Property taxes, locations and methods of payments, and the location on the Town's official website where such information can be accessed.

- The name and address of the collecting officer;
- The interest and penalties incurred if payment is not timely made;
- A legend stating "if you wish to receive a receipt for payment of this tax bill, place an 'x' in this box ()";
- An explanation of the assessment review process IF the assessing unit does not mail notice of the assessment review process after the tentative roll is filed;
- Explanations of any abbreviations or technical terms that appear on the bill;
- The school district code established by the Department of Taxation and Finance (if the bill is for school district taxes); and
- The amount of local assistance received from the state for that fiscal year.

Agricultural Assessment Tax Reduction

When preparing the tax bills, upon the request of a taxpayer that receives the agricultural assessment, the collecting officer must provide "the dollar value of the reduction in the tax liability attributable to land receiving such agricultural assessment" (see Real Property Tax Law § 922 [1-b]). This can be computed by multiplying the amount of exemption by the applicable tax rates (i.e., town, county and fire district if the fire district has adopted a resolution to make the agricultural assessment apply to their taxes).

Inserts

Occasionally, the collecting officer will inquire as to whether they can include certain enclosures when mailing the tax bills. The short answer is maybe. The long answer is that it depends on the information contained within the enclosure and whether the town has adopted legislation authorizing the enclosure. In addition to those enclosures that are required by state law (e.g., the senior citizen exemption notice), there are three mechanisms for the town to authorize inserts in the tax bills:

1. Real Property Tax Law § 922 (1) (d) authorizes the town board to adopt a resolution to include inserts in the tax bill that address the amount of the tax due, a summary of the adopted budget and an explanation of how the town computed the tax rate;
2. Tax Law § 1826 authorizes the town board to adopt a *unanimous* resolution to include inserts in the tax bill that address water rates, sewer rentals, permit fees and other fees payable to the town; and
3. Municipal Home Rule Law § 10 gives the town board the authority to adopt a local law to include inserts in the tax bill that include public information that does not constitute propaganda or advertising.

If the collecting officer wants to include an insert in the tax bill that includes information that relates to the tax season, they should seek board authorization via a local law. Tax Law § 1826 sets forth that the use of the tax bill to mail any notice other than that authorized or required by law constitutes a misdemeanor. In short, ensure that there is specific authorization in place before placing any inserts in the tax bill.

inserts in tax bills by town board authorization:

Authority	Action by Town Board Required	Information Contained Within Enclosure
Real Property Tax Law § 922 (1) (d)	Resolution	Amount of tax due, summary of adopted budget and explanation of computation of the tax rate
Tax Law § 1826	Unanimous resolution	Water rates, sewer rentals, permit fees and other fees
Municipal Home Rule Law § 10	Local law	Public information that does not constitute advertising or propaganda

Notice of Arrears

if there are delinquent taxes on a parcel at the time the tax bills are mailed, the tax bill in question must include notice of the taxes in arrears. Specifically, the law requires the tax bill to state:

"Taxes from one or more prior levies remained due and owing when this statement of taxes was prepared. Payment of the arrears should be made to (insert name, address and telephone number of the enforcing officer [e.g., county treasurer]). To determine the amount in arrears, contact that officer. Continued failure to pay all of the taxes levied against the property will result in your loss of the property" (see Real Property Tax Law § 981 [1]).

The enforcing officer – those collecting the back taxes, which typically will be the county treasurer – must provide the collecting officer, upon his or her request, with either 1) a list of parcels with delinquent taxes no later than 30 days before tax bills are mailed or 2) a list of delinquent taxes recorded by the enforcing officer pursuant to Real Property Tax Law § 1122. This gives the collecting officer the ability to determine which tax bills must include the delinquent taxes language. If the parcel in question is owned by a disabled or elderly taxpayer that has designated a third party to receive a duplicate tax bill (see further discussion below), the notice of unpaid taxes must be included in the tax bill sent to the third party. While the collecting officer is legally required to include the notice of delinquent taxes in the tax bills, the failure to include this notice does not invalidate the delinquent taxes nor prevent the enforcement of such taxes.

A collecting officer is not required to include the notice of delinquent taxes on school tax bills, nor village tax bills where the county serves as the enforcing officer (see Real Property Tax Law § 981 [4]).

Duplicate Tax Bills and Third-Party Notification

Occasionally, the collecting officer may receive a request for a duplicate tax bill. The collecting officer is statutorily required to provide a duplicate tax bill at no cost to the taxpayer in two instances:

1. **Transfer of ownership:** When the collecting officer, prior to the expiration of the warrant, receives notice of a transfer of title to property occurring after the taxable status date, the collecting officer must mail a tax bill to the new



**TOWN OF CLIFTON PARK
ONE TOWN HALL PLAZA
CLIFTON PARK, NEW YORK 12065
Tax Office (518) 371-5720 Fax (518) 371-1136**

2022 TOWN & COUNTY PROPERTY TAX COLLECTION

Property Tax collection in the Town of Clifton Park takes place from Mon., January 3, 2022, up to and including Thurs., March 31, 2022. Office hours are Mon-Fri from 9am-5pm. For information /updates visit the Receiver of Taxes page under Departments on the website at www.cliftonpark.org

General Payment Information

- Checks should be made payable to: **RECEIVER OF TAXES** for the **exact amount due** as indicated on your bill. We do not accept PARTIAL or INSTALLMENT payments. Write out the amount due in both words and numbers correctly on your check. Remember to date and sign your check.
- Other acceptable forms of payment include cash, electronic checks, & debit/credit cards. Please note there are convenience fees associated with some forms of payment. (See details below*)
- For all payment options please include payment stub found at the bottom of your bill. A receipt will automatically be mailed to you after payment has been processed. Please note returned checks will be charged a \$15 fee.

SAMPLE CHECK

Include contact info - phone # 1025
and/or email- so we can contact
you about your payment if needed. DATE 1/11/22

PAY TO THE ORDER OF Receiver of Taxes \$ 1,234.56

One Thousand Two Hundred Thirty-four dollars and 56/100 DOLLARS

Bill No. 012345
SBL 258.15-1
XYZ Road

Your signature here

MEMO _____

⑆0000000000⑆ ⑆0000000000⑆ 1025

Methods of Payment

- Mail payment to our offsite Lockbox at: Town of Clifton Park, PO Box 10788, Albany, NY 12201 (NO CASH)
- Secure Drop Box located at the Vischer Ferry Entrance to the building inside the doorway to the right. (NO CASH). If you use this method and would like a receipt, please leave your entire bill so we can stamp it paid and mail it back to you. Entrance is open 24 hours a day, 7 days a week.
- In person in the Wood Room located at the Clifton Park Center Rd entrance to the building Mon, - Fri. 9am-4:30pm **January only**. You may also pay in person in the Receiver of Taxes' Office located on the 2nd floor of the building Mon-Fri. 9am-5pm during entire collection season (Jan-Mar). Please bring your whole bill if you want a paid receipt. All forms of payment will be accepted.
- Online payments can be made at www.cliftonpark.org Under the heading Departments choose Receiver of Taxes. Scroll down page to Tax Bill Portal & click here. Click on it and follow directions on search page. * There is a 2.45% convenience fee for debit/credit card transactions and \$1.75 convenience fee for electronic checks. This fee is not collected by the Town. It is charged at the time of payment and paid directly to the credit card vendors / banks who provide the service.

Town of Clifton Park
Encumbrance Budget
A - General Fund
From 1/1/2021 Through 12/31/2021

Account Code	Account Title	Current Period Actual	YTD Actual	YTD Encumbrance	YTD Actual & Encumbrance	Total Budget \$ - Original	Remaining Budget
01330	Tax Collector's Office						
00001	Travel & Conferences	0.00	0.00	0.00	0.00	800.00	800.00
00004	Computer	3,280.00	3,280.00	300.00	3,580.00	3,600.00	20.00
00006	Office Supplies	209.82	209.82	66.00	275.82	400.00	124.18
00007	Dues & Subscriptions	25.00	25.00	0.00	25.00	25.00	0.00
00008	Printing	347.00	347.00	0.00	347.00	400.00	53.00
00027	Legal Advertising	82.88	82.88	0.00	82.88	100.00	17.12
00200	Equipment	0.00	0.00	0.00	0.00	300.00	300.00
E0715	Rose Savallo	28,563.64	28,563.64	0.00	28,563.64	52,873.00	24,309.36
E4000	Part Time Employee	14,351.49	14,351.49	0.00	14,351.49	15,000.00	648.51
Total 01330	Tax Collector's Office	(46,859.83)	(46,859.83)	(366.00)	(47,225.83)	(73,498.00)	(26,272.17)
	Total A - General Fund	(46,859.83)	(46,859.83)	(366.00)	(47,225.83)	(73,498.00)	(26,272.17)
Report Total		(46,859.83)	(46,859.83)	(366.00)	(47,225.83)	(73,498.00)	0.00

ELECTRONIC RESOLUTION REQUEST

Please type in this form. Scan and attach all backup materials.

Must be submitted by email to mspringli@cliftonpark.org

CC: jspiegel@cliftonpark.org

SOURCE (DEPARTMENT): Tax CONTACT: Rose Savallo

REQUESTED MEETING DATE: 11/1/21 (Subject to approval. Submissions received after NOON on the deadline date* may be delayed to the next meeting)

BRIEF DESCRIPTION

Public hearing for Tax Inserts 7:05pm

BUDGET #: _____

BUDGET DESC: _____

\$ AMOUNT: _____

****Please contact Comptroller x233 to verify Budget Line and #. Resolution Requests without verified funding sources will not be placed on an agenda**

ADDITIONAL COMMENTS/DETAILS

Attach Legal Notice Attachments

*Typical Submission dates are Wednesday prior to the meeting, however, may be subject to change due to holiday schedules.

TOWN OF CLIFTON PARK
COUNTY OF SARATOGA
STATE OF NEW YORK

NOTICE OF PUBLIC HEARING REGARDING ADOPTION OF A TREE
ORDINANCE

Please take notice that the Town Board of the Town of Clifton Park will conduct a public hearing on November 1, 2021 at 7:05p.m. in the Wood Memorial Meeting Room in the Town Office Building, located at One Town Hall Plaza, Town of Clifton Park, County of Saratoga, State of New York to consider adoption of a Tree Ordinance.

The local ordinance is for preservation, maintenance, care removal and disposal of trees and shrubs on lands and rights-of-way owned or maintained by the Town. The Ordinance is to enhance the Town's natural environment through tree protection and sustainable tree planting for the benefit of Clifton Park's current residents and for those of the generations to come.

Copies of the proposed Tree Ordinance are available at www.cliftonpark.org/government/legal-notices.html and are available for review in the Town Clerk's office during normal business hours.

Teresa Brobston, Clifton Park Town Clerk

Schedule A

Clifton Park Tree Ordinance

Section 1. Purpose

The intent of this Ordinance is to preserve, protect, and enhance the Town of Clifton Park's natural environment through tree protection and sustainable tree planting. The Town Board shall delegate responsibility for the management of the Town's community forest to the Tree Committee, for the benefit of Clifton Park's current residents and for those of the generations to come.

Section 2: Motivation

The presence of trees, shrubs and related vegetation in populated areas correlates with the health and well-being of community residents. Trees mitigate noise pollution, remove carbon dioxide in the air, prevent soil erosion, and add charm and beauty to their surroundings. Trees provide critical protection and a natural habitat for precious wildlife as well as contribute to biodiversity of the environment.

Section 3: Establishment of a Tree Committee

- A. The Town Board shall create an advisory body known as the Clifton Park Tree Committee. This committee shall consist of between seven (7) and fifteen (15) members, all of whom are residents of the Town. A Town Board member shall serve as chairperson and an ex-officio member of this body. The Tree Committee shall endeavor to recruit at least one (1) member who is professionally educated or experienced in a field such as horticulture, botany, forestry, or related area. In addition, a Technical Adviser (non-voting) member may serve by virtue of his/her special expertise.
- B. The members shall be appointed by the Town Board and will serve two-year terms. Members may be reappointed every two (2) years. If a committee member does not serve a full term, the chairperson will appoint a successor.
- C. Meetings of the Tree Committee shall be held at least once per month at a time and day convenient for members. Minutes of all meetings shall be maintained and available to the community.
- D. Members of the Tree Committee shall serve without compensation.

Section 4. Duties and Responsibilities

The charge of this committee includes but is not limited to:

- A. The Tree Committee shall serve as an advisory body to the Town Board and other town boards and committees. The Tree Committee shall oversee the development of a written plan, updated as necessary, for the planting, caring, preserving, pruning, removal, or disposal of trees and shrubs along town streets, in parks and preserves, and other public areas. When requested by the Town Board, the Tree Committee will investigate, research, and present findings and recommendations regarding any matter within the framework of its purpose.
- B. The Tree Committee shall help build and maintain an inventory of the location of trees on Town property; determine areas where trees could thrive but are absent; and research and develop an official list of street tree species to be planted on Town property.
- C. The Tree Committee shall sponsor educational events, provide support for tree inventory surveys, and serve as a resource for residents on the planting, care, and pruning of trees on private land.
- D. The Tree Committee shall educate the community about laws and legislation pertaining to the protection of trees.

Section 5. Preservation of Trees

The Tree Committee will strive to stay informed about proposed residential, commercial, and other new developments in Town and may request to visit the property to identify any "heritage" trees that have exceptional historical, cultural, or aesthetic value and to note any other rare, endangered, or protected plants. The Tree Committee will work with the Town to attempt to maintain any tree identified as heritage.

Section 6. Tree Planting, Maintenance and Removal

The Tree Committee will advise and support the Town on tree planting, maintenance, and removal on municipal property and rights-of-way.

Section 7: Tree Protection

The Tree Committee will support Town efforts to address and help prevent threats to trees, such as diseases and pest infestations.

Section 8: Nuisance Trees

The Tree Committee will report any identified nuisance trees that could pose a threat to free passage of pedestrians or vehicles on roads within the Town of Clifton Park.

Section 9: Definitions

Heritage Trees: Trees that have been formally recognized by the Town of Clifton Park as unique or irreplaceable. Criteria for heritage tree designation may include age, rarity, size, and/or aesthetic, botanical, cultural, ecological, social, historical, or horticultural significance.

Nuisance: Any thing or act that annoys or disturbs unreasonably, hurts a person's use of their property, or violates the public health, safety, and welfare.

Park: Includes land designated as a park pursuant to New York State statutes as well as areas such as playgrounds, pools, or other recreational facilities within the Town of Clifton Park.

Planting: The placing of a tree or shrub into soil that will encourage growth and maximum health and vigor.

Preserve: To keep a tree or shrub from harm, damage or danger; to protect and save a tree or shrub.

Prune/Pruning: To remove dead or living parts from a tree or shrub to increase health, vigor, and maintain a desired shape or size or form.

Public Areas/Places: Includes all grounds and/or property, including public streets and rights-of-way, owned, leased, or controlled by the Town of Clifton Park for public use.

Removal: To take away and remove a tree or shrub, including the stump, to below ground level.

Shrub: A woody plant with more than one main stem emerging from the ground.

Spray/Spraying: The application of any pesticide, fertilizer, or other substance to a tree or shrub.

Street Tree: Any tree or shrub planted or growing within the right-of-way of a public street.

Town: The Town of Clifton Park, New York.

Tree: A woody plant with a single central axis (trunk) emerging from ground and acquiring a minimum height of ten (10) feet at maturity.

Trim/Trimming: To remove parts of a shrub to maintain a desired shape or size.

ELECTRONIC RESOLUTION REQUEST

Please type in this form. Scan and attach all backup materials.

Must be submitted by email to mspringli@cliftonpark.org

CC: jspiegel@cliftonpark.org

SOURCE (DEPARTMENT): Board Member CONTACT: A. Standaert

REQUESTED MEETING DATE: 11-01-2021 (Subject to approval. Submissions received after 5:00 pm on the deadline date* may be delayed to the next meeting)

BRIEF DESCRIPTION

Public Hearing for Tree Ordinance at 7:07pm

BUDGET #: _____

BUDGET DESC: _____

\$ AMOUNT: _____

****Please contact Comptroller x233 to verify Budget Line and #. Resolution Requests without verified funding sources will not be placed on an agenda**

ADDITIONAL COMMENTS/DETAILS

Attach Legal Notice
Attach Copy of ordinance as published

*Typical Submission dates are the Tuesday prior to the meeting, however, may be subject to change due to holiday schedules.

TOWN OF CLIFTON PARK
COUNTY OF SARATOGA
STATE OF NEW YORK

NOTICE OF PUBLIC HEARING ON A
PROPOSED LOCAL LAW REGARDING AMENDMENTS TO SECTION 103-16 OF THE
TOWN CODE FOR THE FEE SCHEDULE FOR BUILDING PERMITS FOR SOLAR
SYSTEMS AND EQUIPMENT

Please take notice that the Town Board of the Town of Clifton Park will conduct a public hearing on November 1, 2021, at 7:09 p.m. in the Wood Memorial Meeting Room in the Town Office Building, located at One Town Hall Plaza, Town of Clifton Park, County of Saratoga, State of New York to consider a proposed Local Law amending Section 103-16 relative to the review fee schedule for applications to construct and install solar systems and equipment within the Town.

The proposed legislation would maintain the Town's current fee schedule of \$75.00 for Building Permits for roof mounted or building integrated solar systems, as well as any Solar system up to 25Kw of capacity as measured in AC (Alternating Current). For systems with a capacity above 25Kw (AC), the Building Permit fees would follow the following schedule:

PV Energy Systems

PV: \$1000 up to 50 kW

+\$7 per kW for 51-250 kW

+5 per kW above 251 kW

Copies of the proposed local law are posted at <https://cliftonpark.org/government/legal-notices.html>, and are available for review in the Town Clerk's office during normal business hours.

Teresa Brobston Town Clerk

The following Code does not display images or complicated formatting. Codes should be viewed online. This tool is only meant for editing.

Article I
(Reserved)

§ 103-1 through § 103-12. (Reserved)

Article II
Local Activity Fees

Swimming pools (in-ground or aboveground)	
Residential	\$65
Commercial	\$275
Chimneys, fireplaces and inserts, wood stoves, HVAC and water heaters	
Residential	\$65
Commercial	\$275
Septic systems (new or replaced)	
Residential	\$65
Commercial	\$275
Sewer and water utility lines, to include lateral connections	
Residential	\$65
Commercial	\$275
Demolition	
Residential	\$65
Commercial	\$275
Utility lines other than laterals (sewer, water, etc.)	\$250

Solar Energy Systems

<u>(1) Tier 1 Solar Energy Systems</u>	<u>\$75.00</u>
<u>Roof-mounted and/or building integrated</u>	
<u>(2) Tier 2 Solar Energy Systems</u>	<u>\$75.00</u>
<u>Ground mounted up to 25kW AC</u>	
<u>(3) Tier 3 Solar Energy Systems</u>	<u>PV Energy Systems</u>
<u>more than 25kW AC</u>	<u>PV: \$1000 up to 50 kW</u>
	<u>+\$7 per kW for 51-250 kW</u>
	<u>+5 per kW above 251 kW</u>

ELECTRONIC RESOLUTION REQUEST

Please type in this form. Scan and attach all backup materials.

Must be submitted by email to mspringli@cliftonpark.org

CC: jspiegel@cliftonpark.org

SOURCE (DEPARTMENT): Planning/Bldg Dev CONTACT: JScavo/SMyers

REQUESTED MEETING DATE: 11/1/2021 (Subject to approval. Submissions received after 5:00 pm on the deadline date* may be delayed to the next meeting)

BRIEF DESCRIPTION

Public Hearing for fee schedule for Solar Project Permits 7:09

BUDGET #: _____

BUDGET DESC: _____

\$ AMOUNT: _____

****Please contact Comptroller x233 to verify Budget Line and #. Resolution Requests without verified funding sources will not be placed on an agenda**

ADDITIONAL COMMENTS/DETAILS

Attach Legal Notice
Attach Copy of proposed code updates

**Typical Submission dates are the Tuesday prior to the meeting, however, may be subject to change due to holiday schedules.*

ELECTRONIC RESOLUTION REQUEST

Please type in this form. Scan and attach all backup materials.

Must be submitted by email to mspringli@cliftonpark.org

CC: jspiegel@cliftonpark.org

SOURCE (DEPARTMENT): Supervisor CONTACT: P. Barrett

REQUESTED MEETING DATE: 11/01/2021 (Subject to approval. Submissions received after 5:00 pm on the deadline date* may be delayed to the next meeting)

BRIEF DESCRIPTION

2021 Community Action Fund Awards to be placed on agenda as a Presentation

BUDGET #: _____

BUDGET DESC: _____

\$ AMOUNT: _____

****Please contact Comptroller x233 to verify Budget Line and #. Resolution Requests without verified funding sources will not be placed on an agenda**

ADDITIONAL COMMENTS/DETAILS

Attach Press Release - winner list

**Typical Submission dates are the Tuesday prior to the meeting, however, may be subject to change due to holiday schedules.*

Pres. 1



Town of Clifton Park

One Town Hall Plaza • Clifton Park, New York 12065 • (518) 371-6651 • FAX: (518) 371-1136

Clifton Park Announces 2021 Community Action Fund Award Winners

On February 4, 2019 the Town of Clifton Park announced the establishment of a Community Action Fund. The Fund provides an opportunity for community non-profit organizations to apply for funding to support programs and projects that would result in a tangible benefit to Clifton Park and its residents. Financial support of the Community Action Fund is generated by the donation of bottles and cans that can be redeemed for a deposit. No Town funds are used to support the program.

Town Supervisor Barrett noticed a large quantity of redeemable bottles and cans in the recycling bins at the Town Transfer Station. The goal was to provide a donation option for people adjacent to the recycling bins. The donations would allow the Town to capture revenue from the redeemable bottles and cans. The funds could then be used to support community organizations and strengthen the Town's social infrastructure.

A committee consisting of Supervisor Barrett, Councilwoman Walowit and several community representatives was established to make a series of recommendations to the Town Board relating to the establishment of an application process and criteria. The committee met in the Spring of 2019 and formalized the application process, establishing that applications would be due September 30th of each year, organizations serving Clifton Park residents could apply and requests would be limited to a maximum of \$1,000. Requests for applications were released in August of 2021 and disseminated through Town social media and Town website.

On Wednesday, October 13, 2021, the Community Action Fund Committee met to review all applications received by the deadline and made recommendations for awarding the \$16,265.00 in available funds. The Town Board unanimously approved the committee's recommendations at the October 18, 2021 Board Meeting and checks to the organizations will be presented during the regularly scheduled Town Board Meeting on Monday, November 1, 2021 at 7:00 p.m. at Clifton Park Town Hall.

The following grant awards will be made:

APPLICANT: Boy Scouts of America Troop 4006
DESIGNEE: Eagle Scout Project
AWARD: \$400.00
DESCRIPTION: Funds will be used to make trail improvements in the Dwaaskill Nature Preserve's Red Trail.

APPLICANT: Clifton Park & Halfmoon EMS
DESIGNEE: Clifton Park & Halfmoon EMS
AWARD: \$999.50
DESCRIPTION: Funds will be used to purchase 50 reflective house number sign kits to make house numbers more visible.

APPLICANT: Friends of Historic Grooms Tavern
DESIGNEE: Friends of Historic Grooms Tavern
AWARD: \$1,000.00
DESCRIPTION: Funds will be used to continue the makeover of the second floor and support events at the Tavern.

APPLICANT: Clifton Park Elks Lodge #2466
DESIGNEE: Clifton Park Elks Lodge #2466
AWARD: \$500.00
DESCRIPTION: Funds will be used for the Elks Hoop Shoot event to purchase shirts and prizes to support the Veterans, Scholarships, and charity.

APPLICANT: Boy Scouts of America Troop 3083
DESIGNEE: Boy Scouts of America Troop 3083
AWARD: \$500.00
DESCRIPTION: Funds will be used to replace worn equipment that is used to bring Scouts camping.

APPLICANT: Girl Scouts of Northeastern New York
DESIGNEE: Girl Scout Troop 2058
AWARD: \$350.00
DESCRIPTION: Funds will be used to buy supplemental personal care items to assemble toiletry kits for clients at CAPTAIN and WELLSRING.

APPLICANT: Bump in the Night
DESIGNEE: Bump in the Night
AWARD: \$192.64
DESCRIPTION: Funds will be used to purchase trick or treat items for the event.

APPLICANT: Clifton Park Elks Lodge #2466
DESIGNEE: Eagle Scout Project
AWARD: \$600.00
DESCRIPTION: Funds will be used to build a pollinator garden at Orenda Elementary.

APPLICANT: Boy Scouts of America Troop 4006
DESIGNEE: Eagle Scout Project
AWARD: \$650.00
DESCRIPTION: Funds will be used to build 2 chess tables and 4 benches to be located near the Senior Center.

APPLICANT: Sunnyview Rehabilitation Hospital Foundation Inc.
DESIGNEE: Sunnyview Rehabilitation Hospital Foundation Inc.
AWARD: \$1,000.00
DESCRIPTION: Funds will be used toward purchasing a Radial Pulse Wave Therapy equipment.

APPLICANT: Clifton Park Tree Committee
DESIGNEE: Clifton Park Tree Committee
AWARD: \$922.00
DESCRIPTION: Funds will be used to fund Arbor Week 2022- purchase of a tree, banner, refreshments for event, speaker, educational books for the CP/Halfmoon Library

APPLICANT: Cub Scout Pack 4045
DESIGNEE: Cub Scout Pack 4045
AWARD: \$1,000.00
DESCRIPTION: Funds will be used to purchase and upgrade existing Scout Class B uniforms.

APPLICANT: Clifton Park GREEN Committee
DESIGNEE: Clifton Park GREEN Committee
AWARD: \$800.00
DESCRIPTION: Funds will be used to purchase new Habitat for Humanity sign for Transfer Station, flyers to help inform residents about Healthy Lawn campaign, other Signage for Transfer Station about recycling, supplies for July 4th parade.

APPLICANT: Christ Community Reformed Church
 DESIGNEE: Christ Community Reformed Church
 AWARD: \$750.00
 DESCRIPTION: Funds will be used to help support the cost of BBQ, drinks, popcorn machine, tent, Rental/chairs/tables for the annual 5K Run/Walk for the CP Community.

APPLICANT: Girls Scouts of Northeastern New York
 DESIGNEE: Girl Scout Troop 2037/ Service Unit 208
 AWARD: \$1,000.00
 DESCRIPTION: Funds will be used to create a Clifton Park Pride Celebration and events for Spring 2022.

APPLICANT: Cub Scout Pack 4044
 DESIGNEE: Cub Scout Pack 4044
 AWARD: \$1,000.00
 DESCRIPTION: Funds will be used to help with costs associated with the Scouting for Food Drive in November of 2021, supplies for Spring Community Service projects, Costs Related to Covid-19(PPE, cleaning supplies) and camping equipment.

APPLICANT: Shenendehowa Neighbors Connecting, Inc.
 DESIGNEE: Shenendehowa Neighbors Connecting, Inc.
 AWARD: \$1,000.00
 DESCRIPTION: Funds will be used to host an interactive Health & Wellness Fair at the Senior Center in May 2022 to coincide with May is Older Americans Month.

APPLICANT: St. Peter's Hospital Foundation
 DESIGNEE: Schuyler Ridge Residential Healthcare
 AWARD: \$1,000.00
 DESCRIPTION: Funds will be used to build 4-5 raised garden beds for the residents to work with and enjoy.

APPLICANT: Boy Scouts of America Troop 4042
 DESIGNEE: Eagle Scout Project
 AWARD: \$600.00
 DESCRIPTION: Funds will be used to buy materials to build a new trail inside Garnsey Park. Trail expansion, new park trail map, and bridge at wetland area of the new trail.

APPLICANT: Clifton Park Elks Lodge #2466
 DESIGNEE: Eagle Scout Project
 AWARD: \$1,000.00
 DESCRIPTION: Funds will be used to Refurbish and assemble a replica cannon from parts that will be on display at the VFW Clifton Park Post 1498 when entering the property.

APPLICANT: AIM Services, Inc.
 DESIGNEE: AIM Services, Inc.
 AWARD: \$1,000.00
 DESCRIPTION: Funds will be used to contribute to a bathroom renovation in a residential home for 4 women with developmental disabilities to help them achieve a goal of independent living.

Resolution No. _____ of 2021, a resolution adopting a local law Amending to authorize the Receiver of Taxes to include informational inserts within annual property tax bills.

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

WHEREAS, Section 922 of the New York State Real Property Tax Law prescribes the information that Municipal Receivers of Taxes may include within the tax bill mailings each year, and

WHEREAS, pursuant to Municipal Home Rule Law § 10, the Town Board may, by local law, authorize the inclusion of public information concerning payments, methods of payment and pertinent details directly related to the payment of such taxes for general informational purposes, and

WHEREAS, on November 1, 2021, the Town Board held a Public Hearing on a proposal to authorize the Receiver to include such information, directly related to the tax bills and methods of payment of such tax bills, in order to provide residents and property owners with up-to-date and accurate information to enable taxpayers to make tax payments conveniently each year, and

WHEREAS, members of the public were provided an opportunity to speak in favor or against the proposal, and

WHEREAS, Pursuant to New York State Real Property Tax law and Municipal Home rule Law, the Board may authorize such informational inserts by Local law, now therefore be it

RESOLVED, that Local Law ___ of 2021, a Local Law amending chapter 182 of the Town Code, is hereby adopted, as attached, and be it further

RESOLVED, that the Town Clerk file said local law with the New York State Department of State as required by law; and be it further

RESOLVED, that this local law shall take effect immediately upon its adoption.

ELECTRONIC RESOLUTION REQUEST

Please type in this form. Scan and attach all backup materials.

Must be submitted by email to mspringli@cliftonpark.org

CC: jspiegel@cliftonpark.org

SOURCE (DEPARTMENT): Tax CONTACT: Rose Savallo

REQUESTED MEETING DATE: 11/1/21 (Subject to approval. Submissions received after NOON on the deadline date* may be delayed to the next meeting)

BRIEF DESCRIPTION

To adopt a local law giving the Receiver of Taxes the authority to include an insert in with the tax bill that includes public information with relation to Tax collection in the Town. To authorize expenditure associated with printing of approximately 12,500 inserts at a cost of up \$425.

BUDGET #: _____

BUDGET DESC: _____

\$ AMOUNT: 425.00

****Please contact Comptroller x233 to verify Budget Line and #. Resolution Requests without verified funding sources will not be placed on an agenda**

ADDITIONAL COMMENTS/DETAILS

Weighing the cost option of having the inserts professionally printed or buying supplies (paper) to copy them using the office copier. Either way the cost will not exceed \$425. Will need to move funds from Travel & Conferences to either Office Supplies or Printing.

Attach Legal Notice
Attachments

*Typical Submission dates are Wednesday prior to the meeting, however, may be subject to change due to holiday schedules.

Chapter 182

Taxation

ARTICLE VIII

Receiver of Taxes-Authorized Information

182-18-Informational Inserts

- A. The Receiver of Taxes is authorized to include an informational insert within the annual Real Property tax bills to provide additional, and general, information concerning the payment of Real Property taxes, locations and methods of payments, and the location on the Town's official website where such information can be accessed.



TOWN OF CLIFTON PARK
 ONE TOWN HALL PLAZA
 CLIFTON PARK, NEW YORK 12065
 Tax Office (518) 371-5720 Fax (518) 371-1136

2022 TOWN & COUNTY PROPERTY TAX COLLECTION

Property Tax collection in the Town of Clifton Park takes place from Mon., January 3, 2022, up to and including Thurs., March 31, 2022. Office hours are Mon-Fri from 9am-5pm. For information /updates visit the Receiver of Taxes page under Departments on the website at www.cliftonpark.org

General Payment Information

- Checks should be made payable to: **RECEIVER OF TAXES** for the **exact amount due** as indicated on your bill. We do not accept PARTIAL or INSTALLMENT payments. Write out the amount due in both words and numbers correctly on your check. Remember to date and sign your check.
- Other acceptable forms of payment include cash, electronic checks, & debit/credit cards. Please note there are convenience fees associated with some forms of payment. (See details below*)
- For all payment options please include payment stub found at the bottom of your bill. A receipt will automatically be mailed to you after payment has been processed. Please note returned checks will be charged a \$15 fee.

SAMPLE CHECK

Include contact info - phone # 1025
 and/or email- so we can contact
 you about your payment if needed. DATE 1/11/22

PAY TO THE ORDER OF Receiver of Taxes \$ 1,234.56

One Thousand Two Hundred Thirty-four dollars and 56/100 DOLLARS

Bill No. 012345
 SBL 258.15-1
 XYZ Road

Your signature here

MEMO _____

⑆000000000⑆ ⑆000000000⑆ 1025

Methods of Payment

- Mail payment to our offsite Lockbox at: Town of Clifton Park, PO Box 10788, Albany, NY 12201 (NO CASH)
- Secure Drop Box located at the Vischer Ferry Entrance to the building inside the doorway to the right. (NO CASH). If you use this method and would like a receipt, please leave your entire bill so we can stamp it paid and mail it back to you. Entrance is open 24 hours a day, 7 days a week.
- In person in the Wood Room located at the Clifton Park Center Rd entrance to the building Mon, - Fri. 9am-4:30pm **January only**. You may also pay in person in the Receiver of Taxes' Office located on the 2nd floor of the building Mon-Fri. 9am-5pm during entire collection season (Jan-Mar). Please bring your whole bill if you want a paid receipt. All forms of payment will be accepted.
- Online payments can be made at www.cliftonpark.org Under the heading Departments choose Receiver of Taxes. Scroll down page to Tax Bill Portal & click here. Click on it and follow directions on search page. * There is a 2.45% convenience fee for debit/credit card transactions and \$1.75 convenience fee for electronic checks. This fee is not collected by the Town. It is charged at the time of payment and paid directly to the credit card vendors / banks who provide the service.

Resolution No _____ of 2021, a resolution adopting a local law amending Chapter 103 of the Town Code relative to permit and review fees for Building Permits for Solar Energy Installations, Systems or Equipment.

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

WHEREAS, by Resolution No. 241 of 2021, the Town Board adopted legislative changes to the Zoning code relative to the siting and approval of new solar energy installations, systems or equipment and

Whereas, The Town's Building and Development Department and Planning Department have reviewed the steps necessary to review Solar Energy system and Equipment applications, and have reviewed fee schedules from other municipalities within the state, and

WHEREAS, on November 1, 2021, the Town Board conducted a public hearing on a proposal to amend Chapter 103 of the town code relative to Fees for Building Permits issued by the Director of Building and Development for the review and inspection of such installations, systems and equipment, and

WHEREAS, members of the public were provided an opportunity to speak in favor or against the proposal, now therefore, be it

RESOLVED, that Local Law # _____ of 2021, a Local Law amending Chapter 103 of the Town Code, per the attached, is hereby adopted, and be it further is

RESOLVED, that the Town Clerk file said local law with the New York State Department of State as required by law; and be it further

RESOLVED, that this local law shall take effect immediately upon its adoption.

ELECTRONIC RESOLUTION REQUEST

Please type in this form. Scan and attach all backup materials.

Must be submitted by email to mspringli@cliftonpark.org

CC: jspiegel@cliftonpark.org

SOURCE (DEPARTMENT): Planning/Bldg Dev CONTACT: JScavo/SMyers

REQUESTED MEETING DATE: 11/1/2021 (Subject to approval. Submissions received after 5:00 pm on the deadline date* may be delayed to the next meeting)

BRIEF DESCRIPTION

Adopt a local law amending Ch 103 fee schedule for solar energy systems or equipment

BUDGET #: _____

BUDGET DESC: _____

\$ AMOUNT: _____

****Please contact Comptroller x233 to verify Budget Line and #. Resolution Requests without verified funding sources will not be placed on an agenda**

ADDITIONAL COMMENTS/DETAILS

Attach Copy of proposed code updates

**Typical Submission dates are the Tuesday prior to the meeting, however, may be subject to change due to holiday schedules.*

The following Code does not display images or complicated formatting. Codes should be viewed online. This tool is only meant for editing.

Article I
(Reserved)

§ 103-1 through § 103-12. (Reserved)

Article II
Local Activity Fees

Swimming pools (in-ground or aboveground)	
Residential	\$65
Commercial	\$275
Chimneys, fireplaces and inserts, wood stoves, HVAC and water heaters	
Residential	\$65
Commercial	\$275
Septic systems (new or replaced)	
Residential	\$65
Commercial	\$275
Sewer and water utility lines, to include lateral connections	
Residential	\$65
Commercial	\$275
Demolition	
Residential	\$65
Commercial	\$275
Utility lines other than laterals (sewer, water, etc.)	\$250

Solar Energy Systems

<u>(1) Tier 1 Solar Energy Systems</u>	<u>\$75.00</u>
<u>Roof-mounted and/or building integrated</u>	
<u>(2) Tier 2 Solar Energy Systems</u>	<u>\$75.00</u>
<u>Ground mounted up to 25kW AC</u>	
<u>(3) Tier 3 Solar Energy Systems</u>	<u>PV Energy Systems</u>
<u>more than 25kW AC</u>	<u>PV: \$1000 up to 50 kW</u>
	<u>+\$7 per kW for 51-250 kW</u>
	<u>+5 per kW above 251 kW</u>

Resolution No. _____ of 2021, a resolution reaffirming the Town of Clifton Park's commitment to transparency and openness in the conduct of public meetings.

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

WHEREAS, under the New York State Open Meetings Law, often known as the "Sunshine Law", it states in the Legislative Declaration that "It is essential to the maintenance of a democratic society that the public business be performed in an open and public manner and that the citizens of this state be fully aware of and able to observe the performance of public officials and attend and listen to the deliberations and decisions that go into the making of public policy", and

WHEREAS, transparency and openness are important tenets of our democracy, and

WHEREAS, on October 19, 2021, Governor Hochul signed into law legislation amending the New York State Public Officer's Law, in relation to making certain documents available for open meetings; and

WHEREAS, the legislation was passed with overwhelming bipartisan support in both houses of the state legislature; and

WHEREAS, the new legislation requires that any proposed resolution, law, rule, regulation, policy, or any amendment thereto, that is scheduled to be the subject of discussion by a public body during an open meeting shall be made available, upon request therefor, to the extent practicable at least twenty-four hours prior to the meeting during which the records will be discussed; and

WHEREAS, it is important for transparency and openness that the Town follow not only the letter of the Open Meetings Law, but also the spirit with which it was written; and

WHEREAS, during the COVID-19 Pandemic, it was shown that the Town has the technology available to disseminate information in an expedient, effective and practicable matter to the public; and

WHEREAS, members of the town board wish for the public to have ample opportunity to review proposed resolutions and ask questions of their elected officials and representatives; now, therefore be it

RESOLVED, that the Town Board hereby directs the appropriate town department(s) to make available upon request and post to the town's website all relevant documents and resolutions at least twenty-four hours prior to the meeting during which the records will be discussed; and be it further

RESOLVED, that this directive will go into effect November 18, 2021.

ELECTRONIC RESOLUTION REQUEST

Please type in this form. Scan and attach all backup materials.

Must be submitted by email to mspringli@cliftonpark.org

CC: jspiegel@cliftonpark.org

SOURCE (DEPARTMENT): Town Board CONTACT: A. Standaert

REQUESTED MEETING DATE: 11/01/2021 (Subject to approval. Submissions received after 5:00 pm on the deadline date* may be delayed to the next meeting)

BRIEF DESCRIPTION

a resolution reaffirming the Town of Clifton Park's commitment to transparency and openness in the conduct of public meetings

BUDGET #: n/a

BUDGET DESC: n/a

\$ AMOUNT: _____

****Please contact Comptroller x233 to verify Budget Line and #. Resolution Requests without verified funding sources will not be placed on an agenda**

ADDITIONAL COMMENTS/DETAILS

Questions regarding the resolution may be directed to Councilwoman Standaert.

A draft resolution is attached. Please confirm with Councilwoman Standaert any edits, corrections, or changes to the draft.

MLS:

Requested increase in file size for pdf docs on the website

Informed by Edmunds GovTech that file size has been increased for document center

**Typical Submission dates are the Tuesday prior to the meeting, however, may be subject to change due to holiday schedules.*

Resolution No. _____ of 2021, a resolution reaffirming the Town of Clifton Park's commitment to transparency and openness in the conduct of public meetings

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

WHEREAS, under the New York State Open Meetings Law, often know as the "Sunshine Law", it states in the Legislative Declaration that "It is essential to the maintenance of a democratic society that the public business be performed in an open and public manner and that the citizens of this state be fully aware of and able to observe the performance of public officials and attend and listen to the deliberations and decisions that go into the making of public policy", and

WHEREAS, transparency and openness are important tenets of our democracy, and

WHEREAS, on October 19, 2021, Governor Hochul signed into law legislation amending the New York State Public Officer's Law, in relation to making certain documents available for open meetings; and

WHEREAS, the legislation was passed with overwhelming bipartisan support in both houses of the state legislature; and

WHEREAS, the new legislation requires that any proposed resolution, law, rule, regulation, policy, or any amendment thereto, that is scheduled to be the subject of discussion by a public body during an open meeting shall be made available, upon request therefor, to the extent practicable at least twenty-four hours prior to the meeting during which the records will be discussed; and

WHEREAS, it is important for transparency and openness that the Town follow not only the letter of the Open Meetings Law, but also the spirit with which it was written; and

WHEREAS, during the COVID-19 Pandemic, it was shown that the Town has the technology available to disseminate information in an expedient, effective and practicable matter to the public; and

WHEREAS, members of the town board wish for the public to have ample opportunity to review proposed resolutions and ask questions of their elected officials and representatives; now, therefore be it

RESOLVED, that the Town Board hereby directs the appropriate town department(s) to make available upon request and post to the town's website all relevant documents and resolutions at least twenty-four hours prior to the meeting during which the records will be discussed; and be it further

RESOLVED, that this directive will go into effect November 18, 2021.

STATE OF NEW YORK

1228--A

2021-2022 Regular Sessions

IN ASSEMBLY

January 7, 2021

Oct. 13
Delivered to
Governor

Introduced by M. of A. PAULIN, GALLAGHER, SEAWRIGHT, JACKSON, GALEF --
read once and referred to the Committee on Governmental Operations --
committee discharged, bill amended, ordered reprinted as amended and
recommitted to said committee

AN ACT to amend the public officers law, in relation to making certain
documents available for open meetings

The People of the State of New York, represented in Senate and Assem-
bly, do enact as follows:

- 1 Section 1. Subdivision (e) of section 103 of the public officers law,
2 as added by chapter 603 of the laws of 2011, is amended to read as
3 follows:
4 (e) Agency records available to the public pursuant to article six of
5 this chapter, as well as any proposed resolution, law, rule, regulation,
6 policy or any amendment thereto, that is scheduled to be the subject of
7 discussion by a public body during an open meeting shall be made avail-
8 able, upon request therefor, to the extent practicable [~~as determined by~~
9 ~~the agency or the department,~~ at least twenty-four hours prior to [~~ex~~
10 ~~at~~] the meeting during which the records will be discussed. Copies of
11 such records may be made available for a reasonable fee, determined in
12 the same manner as provided therefor in article six of this chapter. If
13 the agency in which a public body functions maintains a regularly and
14 routinely updated website and utilizes a high speed internet connection,
15 such records shall be posted on the website to the extent practicable
16 [~~as determined by the agency or the department,~~ at least twenty-four
17 hours prior to the meeting. An agency may, but shall not be required to,
18 expend additional moneys to implement the provisions of this subdivi-
19 sion.
20 § 2. This act shall take effect on the thirtieth day after it shall
21 have become a law.

EXPLANATION--Matter in italics (underscored) is new; matter in brackets
[-] is old law to be omitted.

LBD02143-02-1

Signed 10/19/21
Effective 11/18/21

Resolution No. _____ of 2021, a resolution accepting a quote for the removal and replacement of the roof shingles on the repair shop at 5 Locust Lane used by Buildings and Grounds Department

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

WHEREAS, quotes were received by the Buildings and Grounds Department for repairs to a leaky roof at the 5 Locust Lane shop, per the attached quote, and

WHEREAS, the lowest conforming quote for the reroofing services was submitted by 518 Roofing Company LLC, 3 Whip Circle, Albany in an amount not to exceed \$9,375.00, and

WHEREAS, Dan Clements, Director of Buildings, Parks, and Recreation has recommended that 518 Roofing be authorized to proceed with the repairs; now therefore be it

RESOLVED, that the Town Board, accepts the quote of 518 Roofing LLC for removal and replacement of roof shingles at the 5 Locust Lane repair shop, at a total cost not to exceed \$9375.00, as lowest responsive quote, to be charged from A-1625-200 (General Fund – Locust Lane Clubhouse - Equipment); and be it further

RESOLVED, that the Comptroller is authorized to transfer \$4,375.00 from A-1626-200 (General Fund – Burning Bush Clubhouse – Equipment) to A-1625-200 to cover the cost of the repairs.

ELECTRONIC RESOLUTION REQUEST

Please type in this form. Scan and attach all backup materials.

Must be submitted by email to mspringli@cliftonpark.org

CC: jspiegel@cliftonpark.org

SOURCE (DEPARTMENT): B&G CONTACT: D.Clemens

REQUESTED MEETING DATE: November 1, 2021 (Subject to approval. Submissions received after NOON on the deadline date* may be delayed to the next meeting)

BRIEF DESCRIPTION

Hire 518 Roofing Company LLC, 3 Whip Circle Albany, to remove and replace roof shingles on the B&G shop located at 5 Locust Lane for a total amount of \$9, 375.00

BUDGET #: A-01625-00200

BUDGET DESC: General Fund - Locust Lane Clubhouse - Equipment

\$ AMOUNT: 9,375.00

****Please contact Comptroller x233 to verify Budget Line and #. Resolution Requests without verified funding sources will not be placed on an agenda**
Mark E. Hoggan

ADDITIONAL COMMENTS/DETAILS

Transfer from A-01626-00200 (General Fund - Burning Bush Clubhouse - Equipment) \$4,375.00 to A-01625-00200 (General Fund - Locust Lane Clubhouse - Equipment)

RFQ

*Typical Submission dates are Wednesday prior to the meeting, however, may be subject to change due to holiday schedules.

**Town of Clifton Park
Buildings and Grounds**

Quote Cover Sheet

DATE: October 25, 2021

DESCRIPTION: Remove and replace roof shingles on B&G shop at Locust Lane

VENDOR #1: VAD Contractors Inc.: \$38,800.00

VENDOR #2: Next Generation Roofing: \$10,875.00

**VENDOR #3: Belleard Contracting: \$10,200.00
VENDOR #4: 518 Roofing Company LLC: \$9,375.00**

Comments: No reply from: Relyea & Sons, Latham Roofing, All Star Contractor LLC

Decision: 518 Roofing Company LLC: \$9,375.00



Town of Clifton Park Buildings & Grounds

One Town Hall Plaza • Clifton Park, New York 12065 • (518) 371-6651 Ext. 251 • Fax: (518) 371-1136

The Town of Clifton Park, through the Buildings & Grounds Department seeks price quotes from qualified entities for complete reroof of shop located at 5 Locust Lane, Clifton Park NY 12065.

Scope of work is as follows but not limited to:

Remove and dispose of old shingles

Six feet of ice and water shield

Synthetic underlayment to cover the rest of exposed plywood

50-year architectural shingles

Cobra vent style ridge

Dispose of all waste properly

The Town requires proof of Liability Insurance with One Million Dollars naming the Town as an additional insured, as well as appropriate Workers Compensation Insurance and automobile insurance.

Prevailing wage rate as described by New York State must be paid. The Town of Clifton Park reserves the right to reject any and all quotes.

The Town of Clifton Park reserves the right to require a performance bond.

Please contact Dom Fraser at dfraser@cliftonpark.org 518-469-0905 for an appointment to do a site visit.

Quotes are due by Friday October 22, 2021 at 2:00pm

SENT TO
7 COMPANIES
10/8/2021



CONTRACTORS INC
1831 83RD STREET
BROOKLYN, NY 11214
TEL: (718) 377-7238
EMAIL: vadcontractors@gmail.com

Date: October 22, 2021

5 Locust Lane, Clifton Park NY 12065.

Proposal Nr. 2021-131

Prevailing wage Project

Attn: Dom Fraser at dfraser@cliftonpark.org
Receive on 10-22-2021 at 2:00 pm

RE: Replace shingle Roof Repair at 5 Locust Lane, Clifton Park NY 12065

Dear Mr. Fraser.

We are pleased to submit our proposal for the above-mentioned project. We will demolition and install asphaltic shingle roof, gutter, leaders and all metal sections per architectural drawings and specifications. We will provide all supervision, labor and material to complete the project in efficient and professional manner.

We will include the following:

- Demolition of existing pitched roof down to wood deck.
- Installation of new shingle (GAF) roof per specs and drawings.
- Installation of all leaders, gutters, fascia etc. per specs and drawings.
- Sealing all penetrations
- Provide a 40-year NDL manufacturers guarantee

We exclude the following from our proposal:

- Asbestos demolition.
 - Deck repair or replacement.
 - Deck patching or leveling.
 - Masonry or concrete repair or replacement.
 - Steel repairs or replacements.
 - Drain repair or replacements.
 - Structural changes/modification or deck changes or modifications.
 - Surveys.
 - Heavy machinery and/or operations.
 - Electrical and temporary electrical work.
 - Woodwork and wood modification
-

Your cost for the above work is \$38,800.00
(Thirty eight thousand dollar, and zero cents).

Payment Terms

All invoices will be paid to VAD Contractors INC within 15 days of your receipt of payment by the owner.

We trust you will find our proposal comprehensible and complete.

Should you have questions on the above, please contact the undersigned.

Very truly yours,



Name: Shef Krasniqi

Accepted by:

Sign: _____

Name: _____

BALLARD CONTRACTING
 40 DUNSBACK RD
 CLIFTON PARK NY 12065
 518-424-4444

PROPOSAL

PROPOSAL NO.
SHEET NO.
DATE 10/19/2021

PROPOSAL SUBMITTED TO:

WORK TO BE PERFORMED AT:

NAME Town of Clifton Park	ADDRESS 5 LOCUST LAKE MAN BUILDING
ADDRESS Clifton Park Cir RD	CITY, STATE Clifton Park NY 12065
CITY, STATE Clifton Park NY 12065	DATE OF PLANS N/A
PHONE NO.	ARCHITECT N/A

We hereby propose to furnish the materials and perform the labor necessary for the completion of


R/R 2250 Black DYNEX SHINGLES
 6 FT ICE WATER
 LIFETIME SHINGLES
 R/R Drip Edge 60' x 32'
 ANY PLYWOOD REPLACEMENT 95.00 SHEET
 REMOVE ALL BUILDOUT MATERIAL & DISCARD
 METAL ROOF VENT PIPE

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of:

~~Two Thousand Two Hundred Dollars~~ ¹⁰ Dollars (\$10,200.00)

with payments to be as follows

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted 
Per _____

Note - This proposal may be withdrawn by us if not accepted within _____ days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

SIGNATURE _____

SIGNATURE _____

DATE _____

ESTIMATE

EST0231

DATE

Oct 8, 2021

TOTAL

USD \$9,375.00



518 ROOFING COMPANY LLC



518 Roofing Company LLC

3 Whip Circle
Albany NY 12205
518-542-1368
518roofing@gmail.com

TO

Town of Clifton Park

Daniel J. Clemens
5 Locust Lane, Clifton Park NY 12065
☎ 518-281-5065
dclemens@cliftonpark.org

DESCRIPTION	RATE	QTY	AMOUNT
-Remove and haul away old roof shingles -Replace with Owens Corning Duration shingles -New Ice & Water shield barrier New drip edge New synthetic underlayment -New vent pipe boots -New hip and ridge caps -New Owens Corning Ventsure Ridge vent -Installed using roofing nails. -Reset and clean up grounds around the property -10 years guarantee on workmanship. -Manufactures guarantee on materials	\$9,375.00	1	\$9,375.00

DESCRIPTION	RATE	QTY	AMOUNT
Owens Corning Tru definition Duration shingles ~0 years shingle with SureNail Technology	\$0.00	1	\$0.00
RhinorooF U20 underlayment			
Carlisle WIP Products - WIP 100 Granular Surface Roofing Underlayment			
Owens Corning Starter Strip Shingle Plus 105-lin ft Black Starter Roof Shingles			
Owens Corning ProEdge 33-lin ft Hip and Ridge Roof Shingles			
Owens Corning VentSure® 4-Foot Strip Heat & Moisture Ridge Vents			
CaliberMetals DE-6 2.00" Galvanized Steel Drip Edge. Galvanized Steel			
Stinger Electro galvanized 1 1/4 roofing nails			
Roof Deck Sheathing Replacement- x amount pcs @ 50\$ for 3/4 inch thickness and 40\$ 1/2 thickness of plywood per pcs labor and material	\$0.00	1	\$0.00
SUBTOTAL			\$9,375.00
TAX (0%)			\$0.00
TOTAL			USD \$9,375.00

Resolution No. _____ of 2021, a resolution appointing John Desimone and Max Luetters, individually, to permanent status as Building Inspectors.

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

WHEREAS, Max Luetters, of Clifton Park, NY and John Desimone of Ft. Edward, NY, were provisionally appointed as Building Inspectors, and

WHEREAS, Max Luetters and John Desimone each successfully passed the Civil Service Exam for the position of Building Inspector and were certified as a permanent employee on October 14, 2021; now, therefore be it

RESOLVED, that Max Luetters, 704 Forest Lane, Clifton Park and John Desimone, 4 Birch Est., Ft. Edward, NY are hereby appointed to permanent status as Building Inspectors for the Town of Clifton Park per Civil Service Certification as of November 1, 2021.

ELECTRONIC RESOLUTION REQUEST

Please type in this form. Scan and attach all backup materials.

Must be submitted by email to mspringli@cliftonpark.org

CC: jspiegel@cliftonpark.org

SOURCE (DEPARTMENT): Building CONTACT: S. Myers

REQUESTED MEETING DATE: 11-1-21 (Subject to approval. Submissions received after NOON on the deadline date* may be delayed to the next meeting)

BRIEF DESCRIPTION

Permanent appointment of John Desimone and Max Luetters to the position of Building Inspector in the Building & Development Department.

BUDGET #: 03620-E0796 & E0275

BUDGET DESC: Salary

\$ AMOUNT: _____

****Please contact Comptroller x233 to verify Budget Line and #. Resolution Requests without verified funding sources will not be placed on an agenda**

ADDITIONAL COMMENTS/DETAILS

Both have passed the civil service test and can be permanently appointed from the list

*Typical Submission dates are ~~Wednesday~~ prior to the meeting, however, may be subject to change due to holiday schedules.

CERTIFICATION OF ELIGIBLES

TO: SUPERVISOR BARRETT Title: SUPERVISOR Date: 10/14/2021	FROM: Saratoga County Human Resources 40 McMaster St. Ballston Spa, NY 12020
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CERTIFICATION EXPIRES ON AND APPTS MUST BE MADE BY: 12/12/2021

TITLE: BUILDING INSPECTOR	AGENCY, DEPT: TOWN OF CLIFTON PARK	EXAM NUMBER, PUBLIC NO: 64-996/
# POS / TYPE / TIME 2 / Permanent / F	SALARY:	DATE OF CERTIFICATION: 10/14/2021

READ CAREFULLY THE INSTRUCTIONS PROVIDED FOR USE OF THIS FORM

When an appointment is made, any eligible candidate who was interviewed or whose score was higher than the candidate appointed should be notified per section 61.3 of New York State Civil Service Law.
 Final rating includes any veteran or disabled veteran credits shown.

#	NAME AND ADDRESS	FINAL EXAM RATING	V/O CREDITS	REPORT OF ACTION / SALARY / EFFECTIVE DATE OF APPOINTMENT
1.	LUETTERS, MAX 704 FOREST LANE CLIFTON PARK, NY 12065 (631)903-9057 (cell) maxjluetters@gmail.com	100.00	0.00 / 0.00	Appoint permanent 11/1/21 \$66,815/yr
2.	CARLSON, MICHAEL 287 MEADOWLARK DR BALLSTON SPA, NY 12020 (518)649-0172 (home) MIKALE16@AOL.COM	95.00	0.00 / 0.00	Previously spoke to - pass
3.	COULOMBE, JAMES 128 PRUYN HILL RD MECHANICVILLE, NY 12118 (518)541-3126 (home) (518)469-2492 (cell) JCOULOMBE@NYCAP.RR.COM	90.00	0.00 / 0.00	Will be interviewing
4.	DESIMONE, JOHN 4 WHITE BIRCH EST FORT EDWARD, NY 12828 (518)538-5224 (home) (885)____ (work) JDESIMONE@CLIFTONPARK.ORG	85.00	0.00 / 0.00	Appoint permanent 11/1/21 \$67,489/yr


Issuing Agency Signature


Appointing Authority Signature

Resolution No. _____ of 2021, a resolution approving an agreement with Barton & Loguidice for engineering services required to remedy a collapsing culvert on Forest Drive.

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

WHEREAS, by Resolution No. 145 of 2021, Highway Superintendent Dahn Bull, was authorized to execute an agreement for engineering scoping services with Barton & Loguidice for a collapsing culvert under a portion of Forest Drive, and

WHEREAS, scoping services have been completed, and

WHEREAS, Mr. Bull has recommended that Barton & Loguidice be hired, at a cost not to exceed \$39,610.00, to provide engineering and design services to develop plans and specifications for the repair to the culvert, as well as advertising and review of responses to a request for bids; now, therefore, be it

RESOLVED, the Highways Superintendent is authorized to execute the attached agreement for engineering and design services associated with the Forest Drive culvert replacement, to be paid no more than \$39,610.00 from A-08540-00135 (General Fund — Drainage Repairs - Engineering).

ELECTRONIC RESOLUTION REQUEST

Please type in this form. Scan and attach all backup materials.

Must be submitted by email to mspringli@cliftonpark.org

CC: jspiegel@cliftonpark.org

SOURCE (DEPARTMENT): Highway Dept. CONTACT: Dahn S. Bull

REQUESTED MEETING DATE: Nov. 1, 2021 (Subject to approval. Submissions received after NOON on the deadline date* may be delayed to the next meeting)

BRIEF DESCRIPTION

A resolution hiring Barton & Loguidice, D.P.C., a licensed design professional organization, for engineering and design services to remedy a collapsing culvert on Forest Drive. Barton & Loguidice, D.P.C., has already done initial inspections and a scope of work, which was approved through Resolution 145 of 2021. Barton and Laguidice will be further responsible for developing engineered plans and specifications for construction as well as a bid packet to be publicly presented and bid.

BUDGET #: A-08540-00135

BUDGET DESC: General Fund - Drainage Repairs - Engineering

\$ AMOUNT: 39,610.00

****Please contact Comptroller x233 to verify Budget Line and #. Resolution Requests without verified funding sources will not be placed on an agenda** Mark E. Heggan

ADDITIONAL COMMENTS/DETAILS

All documents relevant to this request is attached.

The culvert under Forest Drive allows runoff from the North Woods Nature Preserve Reservoir (previously Round Lake Reservoir), and the creek also maintains a Class T classification establishing Trout habitat.

The resolution will allow the Highway Superintendent to sign the attached agreement.

*Typical Submission dates are Wednesday prior to the meeting, however, may be subject to change due to holiday schedules.

AMENDMENT NUMBER 1 ("Amendment")
TO THE
AGREEMENT DATED June 23, 2021 ("Agreement")
BETWEEN
TOWN OF CLIFTON PARK ("Owner")
AND
BARTON & LOGUIDICE, D.P.C. ("Engineer")
FOR
PROFESSIONAL SERVICES FOR FOREST DRIVE CULVERT
REPLACEMENT ("Project")

The above referenced Agreement between Owner and Engineer is amended to include the changes set forth below. The Agreement referenced above, including any amendments or revisions thereto previously agreed to in writing between Owner and Engineer, remains in full force and effect except as modified herein.

1. Change in Scope of Services to be Performed

- A. The scope of services to be performed by Engineer is hereby modified as described in Attachment One.

2. Change in Compensation for Services

- A. Total compensation for the services described in Attachment One, including reimbursable expenses, is estimated to be Thirty-nine thousand seven hundred and twenty-six dollars (\$39,726.00), which shall be in addition to any payment amount(s) previously agreed to in writing between Owner and Engineer for this Project.
- B. Owner's method of payment to Engineer shall be as set forth in the Agreement referenced above.

3. Total Agreement

- A. This Amendment, along with the original Agreement and any other duly executed amendments previous to this Amendment, constitutes the entire agreement between Owner and Engineer for this Project; it supersedes all prior written or oral understandings and may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment to the above referenced Agreement as of the latest day and year set forth below.

OWNER: Town of Clifton Park

ENGINEER: Barton & Loguidice, D.P.C.

By: _____

By:  _____

Title: _____

Title: Robert J. Sipzner
Vice President

Date
Signed: _____

Date
Signed: 9/20/2021

NOTE: Address for Giving Notices:

Barton & Loguidice, Attn: President, 443 Electronics Parkway, Liverpool, NY 13088

**Attachment One - Scope of Services for Amendment Number 1
Forest Drive Culvert Replacement**

SCOPE OF SERVICES

General

Included as part of this engineering scope of services, Barton & Loguidice, D.P.C. (B&L) is providing engineering design and construction phase service fees and probable construction cost estimates for the replacement of one (1) Town owned and maintained culvert system on Forest Drive in the Town of Clifton Park, Saratoga County, New York. For comparison purposes this scope includes two (2) feasible culvert alternatives.

In the existing condition there are two (2) corrugated metal pipes (CMP) of varying diameter (24 inch and 30 inch), that collect and convey storm and stream water beneath Forest Drive. The 24 inch diameter CMP, approximately 40 ft. in length, collects surface stormwater from the curbed sections of Forest Drive in drainage structures that is then conveyed east of the roadway. The 30 inch diameter CMP, approximately 85 ft. in length, conveys an unnamed tributary to the Anthony Kill in an easterly direction. Both pipes are exhibiting "cave-in" failure along the pipe crowns resulting in the formation of sink holes at the existing ground surface that continue to expand. Additionally, the bottom of the 30 inch diameter CMP is severely corroded, and the upstream end section is deformed. The unnamed tributary conveys water from the North Woods Nature Preserve underneath Forest Drive and into the Anthony Kill east of the project site.

The project Scope of Services will be performed in accordance with the technical assumptions herein. Preliminary design, detailed design, contract plans, and contract specifications would be completed for the preferred alternative, ultimately to allow the Town to engage qualified contractors for competitive bidding for the construction of the project.

The project will be progressed in accordance with the documents and manuals listed below, except as modified by, and with the written approval of the Town of Clifton Park:

- AASHTO Geometric Design of Highways and Streets
- AASHTO LRFD Bridge Design Specifications with current NYSDOT addendums and modifications in effect
- NYS Department of Transportation Standard Specifications
- NYS Department of Transportation Standard Sheets
- NYS Department of Transportation Bridge Detail (BD) Sheets
- NYS Department of Transportation Highway Design Manual (HDM)
- NYS Department of Transportation Bridge Manual

The plans will be designed and detailed in U.S. customary units.

Scoping Alternative #1 – Trenchless Culvert Installation

As part of the trenchless culvert installation alternative a new culvert would be installed that would meet the design requirements associated with the USACE Nationwide Permit General Conditions for Culvert Replacements, including passage of the 2-year design storm and 20% embedment of the new pipe. This alternative would include culvert installation that would not require open-cut of the road embankment. Surface drainage collection infrastructure on Forest Drive, including the drainage structures and outlet pipe, would also be replaced as part of this alternative.

Preliminary Scoping Construction Costs = \$375,000
Engineering, Survey, Construction Inspection = \$39,610

Scoping Alternative #2 – Open-Cut Culvert Installation

As part of the open-cut culvert installation alternative a new culvert (corrugated metal or concrete box) would be installed that would meet the design requirements associated with the USACE Nationwide Permit General Conditions for Culvert Replacements, including passage of the 2-year design storm and 20% embedment of the new pipe. This alternative would include open-cut of the road embankment. Similar to Alternative #1, surface drainage collection infrastructure on Forest Drive would also be replaced but more extensive embankment replacement, pavement reconstruction, and utility containment/shoring operations would be necessary as part of this alternative. Additionally, a temporary construction detour and a longer construction duration would be required for this alternative.

Preliminary Scoping Construction Costs (Concrete Box Culvert) = \$600,000
Preliminary Scoping Construction Costs (Corrugated Metal Pipe Culvert) = \$500,000
Engineering, Survey, Construction Inspection = \$39,610

B&L will perform the following services as appropriate and as outlined herein:

Preliminary Design Phase

A. Data Collection and Field Reconnaissance

1. Data Collection

The Town will provide all available documentation and record information. B&L will review this information for an understanding of prior work performed, issues encountered, current conditions, etc.

2. Survey and Mapping

- a. Survey limits will extend for a total approximate length of 200 feet, centered about the centerline of the existing culverts. The bandwidth will be approximately 60 feet, to include the entire length of the existing culvert and additional contours at the upstream and downstream end.
- b. Project horizontal survey control will be tied to the State Plane Coordinate System based on North American Datum of 1983 (NAD 83). Vertical survey control will be based on the

North American Vertical Datum of 1988 (NAVD 88). The survey baseline, baseline ties, and benchmarks will be provided on the contract documents to provide control data for construction.

- c. Survey mapping will locate and depict existing features such as edges of pavement, underground utilities (marked out by UFPO), overhead utilities, edge of water, etc.
- d. The survey will obtain quantity and diameter of all trees greater than 3" in diameter within the survey limits. This is required to coordinate environmental needs associated with spring/summer month tree clearing associated with endangered species habitat, including for the Northern Long-Eared Bats.
- e. Mapping will be at 1"-20' scale with all items depicted and labeled. Contours will be at one foot intervals denoted at one foot intervals on the plans.
- f. Existing ROW lines, as available, will be provided by the Town and included on the contract plans.

3. Site Reconnaissance and Inspection

A site visit will be performed to field verify survey data. It is assumed the culverts will be replaced so a detailed inspection of the existing culvert conditions is not required.

4. Subsurface Investigations

Subsurface investigations are not assumed to be required. The new culvert will likely be a concrete box or corrugated metal pipe. Each of these structure types do not require subsurface investigations.

5. Environmental Screenings and Permitting

B&L has identified necessary permitting to accomplish the work for either trenchless or open-cut culvert installation. Desktop investigations reveal the following technical information and likely permit requirements:

- a. Tributary 7 of Anthony Kill (Water Index No. H-260-7) is classified by NYSDEC as a Class C water with C(T) Standards within the project limits. Therefore, the stream meets the definition of a protected waterbody. Any in-stream work will require an Article 15 Stream Disturbance permit. As such, it is anticipated that no in-stream work will be allowed between October 1 and May 31. Exact dates will be determined by NYSDEC during the permitting process.
- b. There are no NYSDEC or federally regulated wetlands mapped within the project location.
- c. A review of the New York State Office of Parks, Recreation and Historic Preservation (NYSOPRHP) Cultural Resource Information System (CRIS) website concluded that the project limits are not within an archaeologically sensitive area. No historic districts, buildings, or cultural resources are identified within the vicinity of the project site. A formal submission to NYSOPRHP through the CRIS website will be progressed during preliminary design so that the project can obtain a final determination of impacts.
- d. No state or federally listed threatened or endangered species were identified during queries of the U.S. Fish and Wildlife Service's (USFWS) IPaC website or the NYSDEC's Environmental Resource Mapper. Tributary 7 of Anthony Kill is not recognized as a S1S2

freshwater mussel waterbody.

e. The following permits are assumed to be required based on the current scope of work:

- NYSDEC – Article 15 Stream Disturbance Permit
- NYSDEC – 401 Water Quality Certification
- USACE – Section 404 Nationwide Permit #3

f. SEQRA Classification

The project is assumed to be a Type II Action under SEQRA (6 NYCRR Part 617). The Town is the Lead Agency and will perform and satisfy the SEQRA process. B&L will also assist the Town in complying with SEQRA by providing technical information if necessary.

B. Preliminary Alternative Studies

1. Assessment of Design Alternatives

Based on the results of the data collection and field reconnaissance tasks documented above, design alternatives will be progressed to assess feasible alternatives to replace the existing culvert. The alternatives include replacement with a corrugated metal pipe installed using horizontal directional drilling or installation of a corrugated metal pipe or concrete box culvert installed by open cut.

2. Scope Summary Memorandum

Following preliminary discussions with the Town, the proposed alternatives will be documented in a Scope Summary Memorandum (SSM). The memorandum will document the following:

- a. Project objectives
- b. Design criteria
- c. Summary of alternatives and proposed costs
- d. Screening of environmental concerns

3. Hydraulic Analysis

A hydraulic analysis will be performed to document hydraulic capacity of the existing culvert system and to properly design the proposed culvert. The analysis will be completed using the HY-8 culvert analysis software. No formal stream cross sections will be required. The proposed structure will be designed to improve upon the hydraulic conditions of the existing structure and to meet the hydraulic requirements of the NYSDOT HDM, Chapter 8.

4. Preliminary Plans

Upon receipt of comments and concurrence from the Town on the SSM, preliminary plans will be prepared for the chosen alternative.

5. Engineer's Estimate

A preliminary itemized engineer's estimate will be developed. The estimate will be based on current NYSDOT Standard Specifications. Pricing will be based on current NYSDOT Weighted Average Bid Pricing found in the Pay Item Catalog and actual pricing from proposed culvert fabricators. The cost will be presented in itemized format; however, the project is expected to be bid as lump sum total.

6. Submission to Town

Submit to the Town for review and concurrence of the following:

- a. Two half size sets of preliminary plans for the selected alternative
- b. One copy of the preliminary engineer's estimate
- c. One copy of the Scope Summary Memorandum
- d. Relevant permit applications and/or project information

Final Design Phase

A. *Final Design Package*

Upon approval by the Town of the preliminary plans, the following scope items will be performed:

1. Prepare final contract plans, specifications, and bid documents
2. Prepare a final engineer's estimate of probable construction costs
3. Meet with the Town to review and address any comments on the final plans, specifications, bid documents, or estimate.
4. Assist the Town in utility coordination needs for utilities that could affect construction of the proposed alternative.
5. Provide one 11x17 hard copy plan set plus one digital file in .pdf format.
6. Per the work and details shown on the preliminary plans, environmental permit applications will be prepared and submitted to the New York State Department of Environmental Conservation (NYSDEC) and United States Army Corps of Engineers (USACE) to obtain the environmental permits required to complete the work. It will be important to complete the design in accordance with USACE Nationwide Permit General Conditions for Culvert Replacement Projects.

B. *Procurement of Bids and Award*

1. Assist the Town in obtaining competitive construction bids by advertising for the work in the Contract Reporter and two other publications as agreed to by the Town. The Town will place the ads, as provided to the Town by the Consultant.
2. It is assumed that contract documents will be distributed to potential bidders by the Town.
3. B&L will attend one (1) bid opening. Copies of the bid packages will be collected from the Town Clerk at the bid opening and B&L will commence a review of each bid for consistency. B&L will provide the Town with a recommendation letter for the contract award.
4. The project will use NYSDOT standard item numbers and specifications, where feasible. If required, previously completed NYSDOT special specifications will be downloaded from NYSDOT's website and sent to the Town for use. No new special specifications are assumed to be required.

Construction Phase

During the Construction Phase, B&L will:

1. Attend one (1) preconstruction meeting to be held at Town Hall. Meeting minutes will be recorded by B&L and distributed to the Town and Contractor.
2. Review and approve construction submittals provided by the Contractor.
3. Review and approve two (2) pay estimates.
4. Provide design clarifications, as needed, during construction.
5. It is recommended that B&L perform two (2) site visits during the construction of the work to verify construction is progressing in accordance with the plans and to verify the completion of the work when substantially complete.

TECHNICAL ASSUMPTIONS

1. Access to the site and vicinity for surveying and other tasks will not be limited.
2. The project will be progressed in English units only.
3. Existing right-of-way limits will be established based on tax mapping or other historic mapping provided by the Town. It is assumed that a complete ROW/Boundary Survey is not required.
4. Any potential ROW takings required to complete the project will be coordinated by the Town and the impacted property owner(s).
5. The project is assumed to be a SEQRA Type II action. As such, an environmental impact statement is not anticipated to be required and no formal SEQRA support is proposed.
6. Environmental reviews to determine if any lead paint or asbestos containing materials exist at the culverts will be completed. No materials are assumed to be collected for lead and asbestos analysis. It is assumed that no lead-containing material or asbestos containing materials will be confirmed at the site.
7. Should the chosen alternative require open cut and closure of the roadway, the detour will consist of Wood Dale Dr., Terrace Ct., Burning Bush Blvd., W. Terrace Ct., Blue Spruce Ln., and Shadow Wood Way. All of these roads are local roads, so no coordination with NYSDOT for a Highway Work Permit is required.
8. Should the chosen alternative require open cut, no pedestrian detour is warranted for the short duration of construction.
9. Soil borings are not required assuming that an oval corrugated metal pipe or concrete box culvert will be the selected alternative. Should other structural alternatives be chosen, the need for soil borings will be assessed, recommended and supplemented as required.
10. It is assumed that there will be no environmental findings that necessitate a change to design details, including endangered species accommodations, or other such considerations.
11. The only environmental permits needed will be from NYSDEC and USACE. No Requests for Additional Information or Notices of Incomplete Application will be received from the agencies.
12. It is assumed that the project will be determined to have "no effect" or "no adverse effect" on historic, archeological, or cultural resources by the NYSOPRHP.
13. It is assumed that no wetlands will be identified at the site, and therefore will not be impacted by the intended work.
14. It is assumed that the proposed work can be included within the existing Town-owned right-of-ways and that easements and/or property takings are not required from the North Woods Nature Preserve.
15. The Consultant's attendance at a pre-bid meeting is not required.
16. Distribution of bid documents is assumed to be coordinated by the Town. The Town will provide electronic copies of the contract plans and specifications to all interested bidders.

Summary

BARTON & LOGUIDICE, D.P.C.
Forest Drive - Town of Clifton Park

	Total
Item IA, Total Labor at Multiplier	\$35,981
Item IB, Direct Technical Salaries Premium Portion of overtime subject to audit (estimate)	\$0
Item II, Direct Non-Salary Cost (estimated) subject to audit	\$145
Item II Direct Non-Salary Cost (estimated) subject to audit (Sub-Contractor Cost)	-
Item II Direct Non-Salary Cost (estimated) subject to audit (Sub-Consultant Cost)	Azimuth Surveying \$3,600
Item III, Overhead (estimated) subject to audit (175% office)	BUILT INTO FEE CALC ITEM 1A
Item IV, Fixed Fee (negotiated)	BUILT INTO FEE CALC ITEM 1A
Total Estimated Cost:	<u>\$39,726</u>