

TOWN OF CLIFTON PARK
TOWN BOARD MEETING
ORGANIZATIONAL
January 3, 2022

- I. **Call to Order/7:00 P. M.**
- II. **Pledge to Flag**
- III. **Roll Call**
- IV. **Business**
 - **Legal Holidays to be observed in 2022**
 - **Town Board Meetings 2022**
 - **Organizational Resolution**
 - **Procurement Policy**
 - **Matrix for Part-time and Non-Union Personnel**
- V. **Adjournment - Proceed to 1st 2022 Regular Meeting of the Town Board**

NOTE:

At this time, the Town Board meeting will be open to the public following CDC and New York State Guidelines for COVID-19. Please check www.cliftonpark.org for final agenda and updates.



PROPOSED 2022 HOLIDAY SCHEDULE IN HOUSE

THE FOLLOWING ARE THE LEGAL HOLIDAYS TO BE OBSERVED FOR 2022

NEW YEAR'S DAY	FRIDAY	12/31/21
MARTIN LUTHER KING DAY	MONDAY	01/17/22
PRESIDENT'S DAY	MONDAY	02/21/22
MEMORIAL DAY	MONDAY	05/30/22
JUNETEENTH (OBSERVED)	MONDAY	06/20/22
INDEPENDENCE DAY	MONDAY	07/04/22
LABOR DAY	MONDAY	09/05/22
COLUMBUS DAY OBSERVED	MONDAY	10/10/22
VETERAN'S DAY	FRIDAY	11/11/22
THANKSGIVING DAY	THURSDAY	11/24/22
DAY AFTER THANKSGIVING	FRIDAY	11/25/22
½ DAY CHRISTMAS EVE OBSERVED (12:30PM)	FRIDAY	12/23/22
CHRISTMAS DAY OBSERVED	MONDAY	12/26/22
½ DAY NEW YEARS'S EVE OBSERVED (12:30PM)	FRIDAY	12/30/22
NEW YEAR'S DAY (Sunday) OBSERVED	MONDAY	01/02/23

Proposed Town Board Meeting Dates 2022

Monday January 3 – Organizational

Monday January 10

Tuesday January 18 (Day after Martin Luther King Day)

Monday February 7

Monday February 14

Monday February 28 (Moved due School Break Week)

Monday March 7

Monday March 14

Monday March 21

Monday April 4

Monday April 11

Monday April 18

Monday May 2

Monday May 9

Monday May 16

Monday June 6

Monday June 13

Tuesday June 21 (Day after Juneteenth Observed)

Tuesday July 5 (Day after Independence Day)

Monday July 18

Monday August 1

Monday August 15

Tuesday September 6 (Day after Labor Day)

Monday September 12

Monday September 19

Monday October 3

Tuesday October 11 (Day after Columbus Day Observed)

Monday October 17

Monday November 7

Monday November 14

Monday November 21

Monday December 5

Monday December 12

Monday December 19

Resolutions for Consideration
Clifton Park Town Board Meeting

January 3, 2022

<u>SOURCE</u>	<u>RESOLUTION</u>	<u>CONTACT</u>
1. Supervisor	2022 Organizational Resolution	P. Barrett

Resolution No. 1 of 2022 a resolution in connection with the reorganization of the Town of Clifton Park government for calendar year 2022.

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

RESOLVED, that the Town Office Building (Vernon Wood Memorial Town Meeting Room) be designated as the official regular meeting place for the Town Board, and that

the official regular meetings are established as the first, second and third Monday of each month at 7:00 PM, except when Monday is designated as an official holiday, the Town Board meeting will be held on Tuesday at 7:00 PM, and excepting that

the summer schedule for Town Board meetings is established as the first and third Monday of July and August at 7:00 PM, and that

Roll call votes shall be voted in the following order:

Councilwoman Flood, Councilwoman Standaert, Councilman Morelli, Councilwoman Walowit, and Supervisor Barrett, and that the annual payment of elected officials shall be as follows:

Philip C. Barrett, Supervisor	bi-weekly
Anthony Morelli, Councilman	bi-weekly
Amy Standaert Councilwoman	bi-weekly
Lynda Walowit, Councilwoman	bi-weekly
Amy Flood, Councilwoman	bi-weekly
Robert A. Rybak, Town Justice	bi-weekly
James F. Hughes, Town Justice	bi-weekly
Teresa Brobston, Town Clerk	bi-weekly
Dahn S. Bull, Highway Superintendent	bi-weekly

and that

Councilman Morelli is reappointed as Deputy Supervisor at a salary budgeted, and that

Mark Heggen be reappointed as Town Comptroller, and that Stephanie Drenchko be reappointed as Assistant Comptroller, at Grade 9, Step 7, Year 1, and that Jean Spiegel be reappointed as Confidential Executive Secretary, at salaries as budgeted, and that

RESOLVED, that Philip Barrett is hereby reappointed as a marriage officer for the Town of Clifton Park pursuant to New York State Domestic Relations Law Section 11-c for a term to expire December 31, 2022, at no salary, and be it further

RESOLVED, that Teresa Brobston be reappointed as Registrar of Vital Statistics and Records Management Officer for the Town for a two-year term to expire December 31, 2023, and be it further

RESOLVED, that Thomas McCarthy be reappointed as Town Attorney for a two-year term, at a salary as budgeted, with duties to include all legal matters relating to the Town Board and shall include all contracts and agreements on behalf of the Town, supervision of all litigation matters, special districts, improvement districts, Labor and Employment Law, tax certiorari matters, the Department of Building and Development, the Ethics Board, and such special projects delegated by the Supervisor, and that

Neil Weiner be reappointed as Deputy Town Attorney at a salary as budgeted, with duties to include legal matters related to the Zoning Board of Appeals, and such special projects as may be delegated by the Town Supervisor from time to time, and that

Robert Wilcox be reappointed as Deputy Town Attorney at a salary as budgeted, with duties to include all legal matters related to the Town Planning Board and Planning Department, and shall include representing the Town Attorney's Office at Justice Court and such other duties as may be delegated by the Town Supervisor from time to time, and that

RESOLVED, that Christine Pagnello, 14 Coventry Drive, Clifton Park, and Claudia Fitzgerald, 4 Greenlea Drive, Clifton Park are hereby reappointed Deputy Town Clerks at salaries as budgeted, and be it further

RESOLVED, that the dog park fees be \$30/year and may be prorated at ½ year price of \$15 between July 1, 2022, and December 31, 2022, and that

Richard DiCaprio, Deacon St. Edward's Church, 569 Clifton Park Center Road, Clifton Park, and Town Justices James Hughes and Robert Rybak, and Andy Gilpin, CAPTAIN Executive Director, and Thomas McCarthy, Town Attorney, and Karen Heggen, Saratoga County District Attorney, and Michael Zurlo, Saratoga County Sheriff, and Philip Barrett, Town Supervisor, and Amy Standaert, Councilwoman-Liaison, and Melinda Acker, Youth Court Director, and Cynthia Scavo, Youth Court Program Director, be reappointed and Anthony Morelli, Councilman-Liaison be appointed and Shenendehowa Highschool Student Ashley Gleason, be appointed as Members of the Youth Court Community Board, each to serve a term that expires December 31, 2022, and that

Violet Palombo, Youth Court Advisor, 312 Wolfe Rd., Latham, Steven Bayle, Saratoga County Probation Director, Linda Campion, Victim Advocate, and Shenendehowa Highschool Assistant Principals Jackie Michalski, Jennifer Lee-Alden, and Dustin Verga be appointed as Members of the Youth Court Community Board, each to serve a term that expires December 31, 2023, and that

Teresa Cook, 139 Raylinsky Road, Ballston Lake, be designated as the Official Town Officer to act on behalf of the Assessor to process claims pursuant to Section 125, Article 7 of the Agriculture and Markets Law for the year 2022, Teresa will be at a Grade 6, Step 6, Year 1 and that

Ellenmarie Martin, 5 North Pointe, Apt. 2 South, Clifton Park, be reappointed as Deputy Highway Superintendent, at a salary of Grade 7, Step 3, and that

Raina Munafo, 5 Greenlea Dr., Clifton Park, be reappointed as a part-time Clerk in the Highway Department at a salary as budgeted, and that

Rose A. Savallo to be reappointed Receiver of Taxes and Assessments for the year 2022 at a salary of Grade 7, Step 3, and that she is hereby authorized to sign checks drawn on the accounts of "Receiver of Taxes and Assessments, Town of Clifton Park", and that

James Harding Jr., 19 Casablanca Court, Clifton Park, be reappointed as part-time Clerk at Grade 4, Step 3, Year 1, and Patricia Howland, 60 Stoney Creek Drive, Clifton Park, be appointed as part-time Clerk at Grade 4, Step 2, Year 2, for the Receiver of Taxes and Assessments for the year 2022, and that

Wade Schoenborn, 35 Rustic Bridge Road, Rexford, NY be reappointed provisionally as Chief, Bureau of Fire Prevention, at a salary as budgeted pending civil service classification, and that

Sheryl Reed, 25 Lake Road, Ballston Lake, be reappointed as a part-time Building Inspector, Grade 10, Step 11 and Mark Kazmierczak, 4 Wyck Lane, be reappointed as a part-time Assistant Building Inspector, \$50.00/hour, both to be used as needed in the Building Department, and that

Jody D. Ensel, 6 Rolling Brook Court, Clifton Park, be reappointed as a part-time Clerk for Town Hall at Grade 4, Step 8, Year 2, to be assigned in departments as needed, and that

Donovan Ryan, 5D Brookside Meadows Rd., Ballston Lake, be reappointed as provisional Senior Center Program Coordinator at the Senior Community Center pending civil service classification, at a salary as budgeted, and that

Kathleen O'Donnell, 9A Greensboro Boulevard and Darlene Sharron, 327 Riverview Road, Rexford, be reappointed as Clerks to the Town Justice-Exempt with terms to expire December 31, 2022, at salaries as budgeted, and that Carol O'Brien, 17 Tupelo Drive, Clifton Park, be reappointed as half-time Court Clerk at Grade 5, Step 8, Year 1, and that

Gayle Buckley, 318 Ruhle Road, Ballston Lake, be reappointed to Health Officer for the year 2022 at a salary as budgeted, and that

John L. Scherer, 113 Vischer Ferry Road, Rexford, be reappointed to serve as Town Historian for the year 2022 at a salary as budgeted, and that

Sheila Alvaro, 8 Esopus Drive, Clifton Park, be reappointed as part-time Receptionist at Town Hall as needed at Grade 4, Step 3, Year 2, and that

The Daily Gazette, Schenectady, be designated as the official newspaper of the town, and that

All commercial banks within the boundaries of the Capital District be designated as the official banks for the town and for depositing town funds, with said banks to be chosen based upon the best rates available, and that

The Supervisor is hereby authorized to enter into a contract with any accounting, engineering firm, professional services firm, or other professional consulting firm for the needs of the Town of Clifton Park, subject to legal review by the Town Attorney's office, and that

The Supervisor is authorized to execute change orders resulting in a reduction in contract price, and that

The Town Board of the Town of Clifton Park authorizes memberships in the Capital Region Chamber, Saratoga Economic Development Corporation, and Saratoga County Chamber and authorizes the payment of the Town Dues in these associations, and that

The Town Board of the Town of Clifton Park authorizes the payment of the Town dues to the NYS Association of Towns, and that

Councilwoman Amy Standaert be appointed as Liaison to the Environmental Conservation Commission, and that

Brian Glick, 96 Hubbs Road, Ballston Lake, Daniel Mathias, 7 Birch Hill Road, Ballston Lake, Karl Siverling, 35 Addison Way, Rexford, and James Ruhl, 168 Wooddale Dr., Ballston Lake be reappointed to serve as Members of the Environmental Conservation Commission, each to serve for a two-year term; terms to expire December 31, 2023, and that

Brian Glick, 96 Hubbs Road, Ballston Lake, be reappointed to serve as Chairman of the Environmental Conservation Commission; term to expire December 31, 2022, and that

Aaron Cote, 20 Blue Barns Road, Rexford be appointed to serve as Chairman of the Fire Code Appeals Board; term to expire December 31, 2022, and that

Alan Craver, 155 Route 146, Rexford, Kevin Bowman, 750 Grooms Road, Rexford, and Brian Hodgdon, 778 Carlton Rd. Clifton Park, be appointed to serve as Members of the Fire Code Appeals Board each for a three-year term; terms to expire December 31, 2024, and that

Paula Cooper, 45 Old Route 146, Clifton Park, be reappointed as Secretary to the Fire Code Appeals Board at a salary as budgeted, and that

Jennyfer Gleason, 2 Queensbury Court, Clifton Park, be reappointed to serve as a Member Alternate of the Planning Board for a one-year term; term to expire December 31, 2022, and that

Rocco Ferraro, 15 Friar Tuck Court, Clifton Park, be reappointed Planning Board Chairman for the year 2022 at a stipend as budgeted, and that

Paula Cooper be reappointed Secretary to the Planning Board, at a salary as budgeted, to be paid in bi-weekly installments, and that

Linda Seymour, 7 Nadler Rd., Clifton Park be reappointed and Brian McGlinchey, 3 Delaware Ct., Rexford, be appointed to serve as Co- Chairmen of the Historic Preservation Commission, for a one-year term; term to expire December 31, 2022, and that

Emad Andarawis, 67 Hubbs Road, Ballston Lake, be reappointed to serve as Planning Board Liaison to the Historic Preservation Commission, term to expire December 31, 2022, and that

Maureen O'Connor, 85 DuBois Lane, Rexford, be appointed as Secretary to the Historic Preservation Commission at a salary as budgeted, and that

Councilwoman Amy Flood be appointed as Liaison to the Historic Preservation Commission, and that

Allan Atwell, 9 Greenlea Drive, Clifton Park, be reappointed to serve as Chairman of the Emergency Services Advisory Board for the year 2022, and that

Allan Atwell, 9 Greenlea Drive, Clifton Park, be reappointed and Thomas Tobin, 21 Guildler Place, Ballston Lake, be appointed to serve as Representative of the Jonesville Fire District, Robert Jakubowski, 97 Martindale Court, Halfmoon, be reappointed to serve as Representative of the Clifton Park Halfmoon Fire District, Terri Krul, 426 Moe Road, Clifton Park, to serve as Alternate to the Clifton Park Halfmoon Fire District, Nancy Bellamy, 147 Eastside Drive, Ballston Lake be reappointed to serve as Representative of the Ballston Lake Fire District, Patrick Bornt, 6 Calvry Corse, Mechanicville be reappointed to serve as Representative to the Clifton Park Halfmoon Ambulance Corps, Kevin Robert, 220 North 7th Avenue, Mechanicville be reappointed to serve as Alternate to the Clifton Park Halfmoon Ambulance Corps and Douglas Bower, 5 Southside Drive, Clifton Park be reappointed to serve as Representative to the Ballston Lake Ambulance Corps to the Emergency Services Advisory Board for a three-year term; term to expire December 31, 2024, and that

Paula Cooper be reappointed as Secretary to the Emergency Services Advisory Board, for the year 2022 at a salary budgeted, and that

Councilwoman Lynda Walowit be reappointed as Liaison to the Emergency Services Advisory Board, and that

Michael Dudick, 377 Route 146, Clifton Park, be reappointed Chairman of the Zoning Board of Appeals for the year 2022 at a stipend as budgeted, and that

Paula Cooper, and Cristi Shuhart, 126 Citation Way, Ballston Spa, be reappointed as Secretary and Alternate Secretary, respectively, to the Zoning Board of Appeals for the year 2022 at salaries as budgeted, and that

Scott Styles, 54 Hemlock Drive, Clifton Park be appointed as an Alternate Member of the Zoning Board of Appeals for the year 2022, and that

Jean Spiegel, 5 Hilltop Hollow Drive, Ballston Lake, be appointed as Clerk to the Clifton Park Sewer District No. 1 for the year 2022 at a salary as budgeted, and that

Jonathan Schopf, 611 Bruno Road, Clifton Park, be reappointed to serve as Chairman of the Industrial Development Agency for the year 2022, and that

Derek Brown, 13 Four Leaf Manor, Clifton Park, be appointed to serve as Vice Chairman of the Industrial Development Agency for the year 2022, and that

Sheila Barkevich, 630 Clifton Park Center Road, Clifton Park be appointed to serve as Secretary of the Industrial Development Agency for the year 2022, and that

Todd Hess, 31 Ashley Drive, Ballston Lake, and Sheila Barkevich, 630 Clifton Park Center Road, Clifton Park, be reappointed to serve as Members of the Industrial Development Agency each for a three-year term; term to expire December 31, 2024, and that

Jean Mahserjian, 752 Waite Road, Clifton Park, be reappointed as Attorney for the Industrial Development Agency for the year 2022, and that

Councilwoman Amy Standaert and Councilwoman Amy Flood be appointed as Liaisons to the Ethics Board, and that

Ronald Ochrym, 986 Hatlee Road, Ballston Lake, Joseph Gulyas, 568 Clifton Park Center Road, Clifton Park, and James Mahon, 1 Woodstock Drive, Clifton Park be reappointed to serve as Members of the Ethics Board, each for a three-year term; term to expire December 31, 2024, and that

Marlys McGinnis, 13 Broadleaf Drive, Clifton Park, be reappointed to serve as a Member of the Board of Assessment Review for a five-year term; term to expire September 30, 2026, and that

C. Daniel Keegan, 6 Stoney Heights Court, Clifton Park, be reappointed to serve as Chairman of the Board of Assessment Review for the year 2022, and that

Helmut Gerstenberger, 591 Riverview Road, Rexford, be reappointed to serve as Chairman of the Clifton Park Water Authority for the year 2022, and that

Councilman Anthony Morelli be appointed as Liaison to the Clifton Park Water Authority for the year 2022, and that

Albert Karoly, 10 Prospect Point Lane, Clifton Park, be reappointed to serve as Chairman of the Town of Clifton Park Highway Safety Committee; term to expire December 31, 2022, and that

Thomas Werner, 41 Saville Road, Mechanicville, James Bridges, 24 Sterling Heights Drive, Clifton Park, Anthony George, 70 Saint Andrews Drive, Clifton Park, Philip Clark, 5 Stony Brook Drive, Rexford, and Robert O'Connell, 1 Zamora Court, Clifton Park be reappointed and Leonard Casper, 16 Juniper Drive, Clifton Park, be appointed to serve as Members of the Town of Clifton Park Highway Safety Committee each for a two-year term; terms to expire December 31, 2023, and that

Councilwoman Amy Standaert and Councilwoman Lynda Walowit be reappointed as Liaisons to the Department of Parks and Recreation, and that

Councilwoman Amy Standaert and Councilwoman Amy Flood be appointed as Co-Chairwomen of the IT Advisory Committee, and that

Councilwoman Amy Standaert be reappointed as Chairman of the Town of Clifton Park G.R.E.E.N. Committee, and that

Councilman Anthony Morelli be appointed as Liaison to the Youth Advisory Council and the Veteran's Committee, and that

The Town Board for the Town of Clifton Park hereby reaffirms its commitment to the Citizen Advisory Committees, Historic Preservation Commission, the Community Action Fund Committee, Youth Advisory Council and the current Members of the Green Committee, and hereby reappoints all said Members to serve at the pleasure of the Town Board, and that

Eric Hamilton, 67 Pico Road, Clifton Park, John Scherer, 113 Vischer Ferry Road, Rexford, and Lawrence Syzdek, 43 Riverview Road, Clifton Park be reappointed to serve as the Clifton Park Representatives to the Mohawk Towpath Byway Project for the year 2022, and that

David Miller, 12 Hidden Valley Lane, Ballston Lake, Gerald Burr, 36 Oakwood Blvd., Clifton Park, Frank Berlin, 980 Main Street, Clifton Park, Raymond Seymour, 7 Nadler Road, Clifton Park, Isabel Prescott, 667 Riverview Road, Rexford, Gurinder Garcha, 6 West Wind Way, Clifton Park, and James Flaherty, 627 Kinns Road, Clifton Park be reappointed and Petra Holden, 18 Birch Hill Rd., Ballston Lake be appointed to serve as Members of the Open Space/Trails/Riverfront Committee, each for a two-year term; terms to expire December 31, 2023, and that

David Miller, 12 Hidden Valley Lane, Ballston Lake, be reappointed to serve as Chairman of the Open Space/Trail/Riverfront Committee; term to expire December 31, 2022, and that

Councilman Anthony Morelli be appointed as Liaison to the Open Space/Trails/Riverfront Committee to serve for the year 2022, and that

Cynthia Zlogar, 39 Canterbury Road, Clifton Park, be reappointed as part-time Clerk at Grade 2, Step 7, Year 2, and that

Linda Enders, 24 Boyack Road, Clifton Park, be reappointed as part-time Senior Express Switchboard Dispatcher at Grade 2, Step 3, Year 1, and that

Sheila Alvaro, 8 Esopus Drive, Clifton Park, be reappointed as part-time Senior Express Switchboard Dispatcher/Chauffeur at Grade 2, Step 6, Year 2, and that

Robert Brondi, 12 Ashley Drive, Ballston Lake, be reappointed as part-time Senior Express Switchboard Dispatcher/Chauffeur at Grade 2, Step 5, Year 3, and that

Betty Bollten, 14 Brookwood Drive, Scotia, and Rebecca Marra, 8A Lee Avenue, Rexford, be reappointed as Senior Express Chauffeurs at salaries as budgeted, and that

Joseph McCormick, 4 Shadow Wood Way, Ballston Lake, and William Tierney, 8 Cordoba Court, Clifton Park, be reappointed as substitute Senior Express Chauffeurs at Grade 1, Step 4, Year 1 and that

Shirley Roberts (Grade 1, Step 3, Year 2) 40 Damask Drive, Clifton Park, and Johanne Shepard,(Grade 1, Step 2, Year 2) 55 Evergreen Ave., Clifton Park, be reappointed as part-time Clerks at the Clifton Park Senior Community Center, at salaries as budgeted, and that

Donald N. Coons, 17 Evergreen Blvd., Scotia, be hired as a backup Water & Sewage Plant Operator on an as needed basis at a rate of \$ 50.00 per visit, payable by voucher, and that

The following Citizens at Large be reaffirmed to the Clifton Park Citizen Corps Council – Disaster & Emergency Preparedness for a one-year term; terms to expire December 31, 2022: Paul Zohn, 27 Merrall Drive, Clifton Park, and that

The following individuals are reappointed as Community Representatives to the Citizen Corps Council for two-year terms, terms to expire December 31, 2023:

<u>Organization</u>	<u>Representative</u>
Clifton Park/ Halfmoon Ambulance	Allan Bell

The following individuals are appointed/reappointed as Members of the Deferred Compensation Committee for the Town of Clifton Park, term to expire December 31, 2022, all to serve for a one-year term, to meet semi-annually:

<u>Position</u>	<u>Current</u>
Comptroller	Mark Heggen
General Unit Representative	John DeSimone
Highway Unit Representative	Richard Countermine
Retiree Representative	Barbara Smith

Management Representative

Stephanie Drenchko

and that

Margaret Kasky and Michael Traider be reappointed as Alternate Members of the Deferred Compensation Committee, term to expire December 31, 2022, and that

The Town of Clifton Park Investment Policy and Capitalization Policy is hereby reaffirmed, and that

The attached Procurement Policy and Procedures, as amended, are hereby adopted, and that

The Supervisor be authorized to enter into an agreement with CAPTAIN for an amount as budgeted and that such agency shall provide the Town of Clifton Park with an audit of its financial affairs for the previous year, and that

The Supervisor be authorized to enter into an agreement with the Southern Saratoga YMCA for an amount as budgeted and that such agency shall provide the Town of Clifton Park with an audit of its financial affairs for the previous year, and that

The Supervisor be authorized to enter into an agreement on behalf of the Clifton Park Senior Community Center between Northeast Dining and Lodging and Saratoga County Office for the Aging for a dining program and/or home delivery of meals for the senior citizens in the Town of Clifton Park for the year 2022, for an amount as budgeted, and that

The Supervisor be authorized to enter into an agreement with the County of Saratoga for single stream recycling at the recycling facility at the Transfer Station for the year 2022, and that

Supervisor Barrett is authorized to execute official documents and instruments as per law on behalf of the Town of Clifton Park, and that

Department Heads and their staff are authorized to attend schools, conferences and meetings consistent with the Procurement Policies and Procedures, and as approved by the Town Board, and that

Pursuant to Highway Law 143, the following rates for hired trucks and equipment for the Highway Department for the year 2022 shall be approved by the Town Board of the Town of Clifton Park as follows:

MOTION BY _____, seconded by _____, to omit reading of trucks rates. Motion unanimously carried.

Trucks for snow removal with plow & driver	\$ 75.00/hr
Trucks for snow removal with plow, wing driver & wingman	\$ 100.00/hr

Trucks for snow removal with plow, wing sander, driver, & wingman	\$ 105.00/hr
Trucks for snow removal with plow & driver less than 2 ton	\$ 60.00/hr
Front end loaders with bucket, or plow & graders with driver	\$ 85.00/hr
Trucks for sanding, with driver	\$ 70.00/hr
Front end loaders with bucket or plow & graders, without driver	\$ 60.00/hr
Front end loader equipped with 18' plow with driver	\$ 100.00/hr
Snowblower or plow or sander riding to clear and maintain sidewalks	\$ 80.00/hr
Trucks for hauling, single axle, dual wheel with driver	\$ 70.00/hr
Tandem trucks for hauling, with driver	\$ 85.00/hr
Tri-axel trucks for hauling, with driver	\$ 90.00/hr
Trailer for hauling with driver	\$ 90.00/hr
Excavator with operator JD 120 Series	\$ 155.00/hr
JD 200 Series	\$ 180.00/hr
Bulldozer with operator	\$ 105.00/hr
Mobilization	
In	\$125.00
Out	\$125.00
Backhoe w/operator	\$ 95.00/hr

and that

A base rate of fourteen dollars (\$14.50) per hour be set for the Town Highway Department for all wingmen or other extra help in conjunction with seasonal help, to be paid from the Highway Department, and that

The Highway Superintendent under Section 142, Subdivision 1(a) of the Highway Law, be authorized to purchase special tools and other implements required in the operation of the Highway Department, equipment not to exceed ten thousand (\$10,000) dollars for the year 2022, and thirty-five thousand (\$35,000) dollars for each public works project according to NYS Law and Town of Clifton Park procurement guidelines for the year 2022, and that

The Highway Superintendent is hereby authorized to attend Highway Superintendent schools, conferences, and meetings and that a voucher shall be submitted in proper form and substance no later than ten (10) days after termination of said schools, conferences and meetings for reimbursement, and that

The Highway Superintendent is authorized to purchase tools and equipment for the Highway Department per General Municipal Law, Section 103, Subdivision 6, at authorized auctions conducted by governmental organizations within the State of New York; the amount not to exceed limitations set by the 2022 budget, and that

The Highway Superintendent is authorized to assist local emergency services, fire departments, law enforcement, ambulance services, and school districts in the event of an

emergency to be donated in kind in the form of labor and equipment usage to be operated strictly by Highway employees, and that

The Highway Superintendent is authorized to assign Highway personnel to remove the remains of animals that have been struck by vehicles and then wandered onto private property at the request and mutual agreement of a homeowner, and that

The Maintenance Division of the Highway Department will perform the repairs and maintenance of vehicles from the Buildings and Grounds Department, Building and Zoning Department, Clifton Park Sewer Department, Clifton Park Water Authority, Town Security Department, Town Hall vehicles, Senior Vans, Transfer Station and Parks and Recreation Department, at a flat labor rate of \$50/hr. per employee, and direct costs for replacement parts, and that

Councilwoman Amy Standaert be appointed as Town Board liaison to the Clifton Park Highway Department, and that

The Sewer Department will perform sewer related services for Town Departments for the year 2022 at the following rates:

The Sewer Department will perform sewer related services for Town Departments for the year 2022 at the following rates:

Sewer Jet Truck	\$150 per hour
Laborer	\$30 per hour / employee
MEO	\$35 per hour / employee
Manager	\$50 per hour / employee

And that

The Department of Buildings & Grounds will perform maintenance and other labor for park districts at the following flat labor rates:

Laborer/MEO	\$30/hr
Supervisor	\$40/hr
Director	\$50/hr

and that

Employees of the Department of Building and Development are authorized to have memberships for the calendar year 2022 in the Capital District chapter and the New York State Building Officials' conference to include attendance at regular bi-monthly luncheon meetings of said conference, as budgeted per person per year, said amounts to be charged to the Memberships/Training Account, and that

The matrix for the non-union employees and part-time and half-time employees is approved for 2022, and that

The mileage rate of reimbursement for the use of town employees' cars shall be consistent with IRS established rates.

Town of Clifton Park Procurement Policy

The New York State General Municipal Law (GML) provides that all municipal contracts for public works involving more than \$35,000 and all purchase contracts involving more than \$20,000 are to be awarded to the lowest responsible bidder after advertisement for sealed bids. [GML 103]

For the acquisition of all other goods and services, the law requires that procurement takes place by methods and means designed to facilitate acquisition of goods and services of maximum quality and at the lowest possible cost under circumstances that guard against favoritism, improvidence, fraud and corruption. [GML 104-b]

Therefore, the Town Board adopts the following procedures to govern the acquisition of goods and services, and recurring contracts, not governed by the sealed bid requirements. [GML 103]

POLICY 1: Determine if the procurement is governed by the sealed bid requirements of GML 103. A public work is any permanent improvement to be constructed or affixed on Town property. This includes: buildings, structures, pavement, trails, cell towers, water lines, sewer infrastructure, and any other permanent improvement to public property.

- If the improvement is reasonably expected to exceed \$35,000, including labor and materials, a sealed bid is required.
- The same analysis is required for the purchase of materials, supplies or equipment that may reasonably be expected to exceed \$20,000.

If a sealed bid is required, bids should be advertised in a manner designed to achieve the widest reasonable distribution to the relevant market for the individual procurement at issue, including consideration given to utilize the NYS Contract Reporter, The Town's official publication, and/or trade or special interest publications selected for the individual market. For construction and other public works procurements where bid documents have been written by an engineering firm or other consultant on behalf of the Town, reliance upon such consultant for advertising and distribution of the bid documents is sufficient. All sealed bid documents shall be advertised and available for download on the Town website, www.cliftonpark.org/government/requests-for-bids-and-proposals.html. The determination that a contract or service is not governed by GML 103 shall be made by the Town Attorney or Comptroller.

POLICY 2: For improvements constituting public works less than \$35,000, written quotes should be obtained following advertising and distribution designed to achieve widest reasonable distribution for the individual project at issue, including the official paper of record, according to the most recent organizational resolution, and the NYS Contract Reporter. In all cases the solicitation should be advertised and noticed on the Town Website.

POLICY 3: All estimated Purchase or Revenue contracts reasonably expected to be less than \$20,000, in the aggregate on a 12-month basis require a written Quote.

It is Town Policy that at least 3 written quotes from vendors be obtained, but in all cases the solicitation should be distributed as widely as practicable for the individual material, supplies or services solicited, and should be advertised and noticed on the Town Website where practicable to do so. If unable to obtain at least three separate quotes, documentation should be made demonstrating efforts made to do so. Purchases \$500 or less left to the discretion of the purchaser.

POLICY 4: The lowest responsible proposal or quote shall be awarded the purchase or contract unless the purchaser prepares a written justification, subject to approval of the Comptroller or Town Attorney, providing reasons why it is in the best interest of the Town and taxpayers to make an award to other than the lowest bidder.

Factors for consideration on determining not to award to the lowest bidder:*

- local source - if the vendor is located within
 1. The Town of Clifton Park, then
 2. Southern Saratoga County, then
 3. Saratoga County,
 4. **and** the bid is within 5% of the highest bid, then the Board may award the contract to the local vendor in appropriate cases.
- lowest bidder is deemed not responsible
- availability of product, maintenance or service when needed
- transportation and other costs relevant to acquiring goods

*If any of the factors set forth above are used in determining the award, including the reliability of the lowest bidder, then documentation justifying the judgment made shall be included in the record supporting the particular procurement.

POLICY 5: For Revenue contracts, Professional Service Contracts, Consulting Services for new services, initiatives, or pilot programs, determinations shall be made concerning the applicable thresholds based upon information available, and the methods of obtaining alternative quotes, proposals and expressions of interest selected should be based on the availability of potential sources and the cost-effectiveness of each method under the circumstances, pursuant to the policy goals of GML 104-b, quoted above.

Documentation concerning actions taken in connection with the methods chosen shall be retained in all cases in a procurement file accompanying the project file. Professional consultants may be retained without competition in the interest of efficiency, and on the basis of qualifications for the individual service required, in the sole determination of the Town Supervisor.

POLICY 6: Determinations on the methods to be used in obtaining quotations, and prices will depend in each instance on the type of procurement sought, and the method used should be selected based on efficiency and adherence with the policy goals of GML 104-b.

POLICY 7: A Request for Proposal (RFP) is generally to be used where price is one, but not the only, consideration to be evaluated in making the procurement determination, and should be used where experience, qualifications, response time, and other qualitative factors are expected to be material to the selection of the vendor, supplier, or consultant. An RFP should also be used where the Town seeks input from prospective proposers on the best course, methods and means to achieve the desired goal of the procurement.

POLICY 8: A good faith effort shall be made to obtain the required number of proposals or quotes. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser shall document the attempt made at obtaining the proposals. The inability to obtain the proposals or quotes is not an absolute bar to obtaining the procurement.

POLICY 9: Exceptions to requirements for competitive bidding or solicitation for projects, Goods or Services not governed by GML 103:

- emergencies arising out of an accident or unforeseen circumstance affecting public property or life, health or safety
- item available from a sole source which is uniquely required in the public interest, there is no substantial equivalent and no competition for the supply (sole source determination shall be made by Town Attorney or Comptroller)
- goods purchased from agencies for the blind or severely handicapped
- goods purchased from correctional facilities
- goods purchased from another governmental agency
- goods purchased at authorized auctions
- goods purchased for less than \$500.00
- purchases made utilizing pre-existing State Contract, or available under “piggyback” contracts pursuant to GML 103(3)
- authorized auctions
- professional services in the sole discretion of the Town Supervisor

POLICY 10: All requests to attend classes, seminars or professional conferences involving overnight stays must be approved by the Town Board.

POLICY 11: The Comptroller will issue periodic guidance on the utilization of purchase orders and vouchers for the processing of purchases for supplies and materials to be followed by all departments.

POLICY 12: A purchase order serves to identify the account from which funds for a purchase are to be made. All payments must have a purchase order attached with the exception of:

- reimbursement of travel expenses (expense summary must be attached to voucher)
- payment of utilities
- payment of leases

- refund of participation fees
- postage
- gas purchased through the Town pumps

POLICY 13: All Capital Expenditures in excess of \$5,000 shall be approved by the Town Board.

POLICY 14: Pursuant to General Municipal Law § 104- b (2) (F), individuals named on the attached list are responsible for authorizing Purchasing and Procurement pursuant to this policy.

POLICY 15: Goods and services procured and awarded on the basis of "best value" are those that the Town determines will be of the highest quality while being the most cost efficient. The goal of the procurement is to award the contract or purchase order to the offeror who optimizes quality, cost, and efficiency among responsive offerors. The determination of quality and cost efficiency shall be based on objective, quantifiable, clearly described, and documented criteria, which may include, but shall not be limited to any or all of the following:

1. cost of maintenance for good(s) or service(s);
2. features of the offered product or services set forth in detailed specification for the product offered;
3. warranties and/or maintenance to be provided with the product or service;
4. product life of good(s) or service(s);
5. references, past performance and reliability or durability of the product offered and current or past experience with the provision of similar goods or services;
6. organization, staffing (both members of staff and particular abilities and experiences), and ability to undertake the type and complexity of the work;
7. financial capability; or
8. record of compliance with all federal, state, and local laws, rules, licensing requirements, where applicable, and executive orders, including but not limited to compliance with existing labor standards and prevailing wage laws.
9. Compatibility with existing equipment for interchangeability of accessories, parts and services.

Whenever any contract is awarded on the basis of best value instead of lowest responsible bidder, the basis for determining best value and the final calculations used shall be thoroughly and accurately documented and made part of the procurement record.

POLICY 16: The Town of Clifton Park, at its discretion and following the guidelines set forth in General Municipal Law § 103, may procure goods (including apparatus, materials, equipment and supplies) and services by "piggy backing" through contracts let by the United States, or any agency thereof, any state or any political subdivision or district therein, if such a contract was let in a manner consistent with competitive bidding or "best value" methodology

and made available for use by other government agencies. This may include, but not limited to, contracts let by other counties, states, national cooperative contracts, contracts let by the federal government through the General Services Administration (GSA) made available for use to county government, for example Schedule 70 (IT related purchases), Schedule 84 (Law Enforcement purchase), and other purchases related to Disaster Recovery.

* Highest bidder/quote for Revenue Contracts
As adopted by Resolution No. 48 of 2021

EMPLOYEES AUTHORIZED TO APPROVE PURCHASES
As of January 2022

Supervisor's Office

Phil Barrett, Town Supervisor
Matthew Andrus, Information Specialist
Jean Spiegel, Confidential Secretary

Assessor's Office

Walter Smead, Assessor
Kelly Miller, Senior Assessment Clerk

Attorney's Office:

Tom McCarthy, Town Attorney

Buildings & Grounds:

Daniel Clemens, Director
Margy Kasky, Senior Account Clerk
Kieran Lynch, Maintenance Supervisor
Donald McCune, Transfer Station Manager

Building & Zoning:

Steve Myers, Director
Wade Schoenborn, Chief Bureau of Fire Prevention

Town Clerk's Office:

Teresa Brobston, Town Clerk
Christine Pagnello, Deputy Town Clerk
Claudia Fitzgerald, Deputy Town Clerk

Comptroller:

Mark Heggen, Comptroller
Stephanie Drenchko, Deputy Comptroller

Town Court

Connie Brown, Chief Court Clerk

Highway Department:

Dahn Bull, Superintendent of Highways
Ellenmarie Martin, Deputy Highway Superintendent

Parks & Recreation:

Myla Kramer, Director
Diana Fraser, Assistant Director

Planning Department:
John Scavo, Planning Director

Receiver of Taxes:
Rose Savallo, Receiver of Taxes

Safety & Security Office:
Lou Pasquarell, Director
Teresa Cook, Director, Animal Control

Senior Citizen Center:
Susan Leonard, Director

Sewer Department:
Mike O'Brien, Collections System Manager