

TOWN OF CLIFTON PARK TOWN BOARD MEETING

July 18, 2022

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

- **Resolutions for Consideration**
- **Other Business**

VII. Open Public Privilege

NOTE:

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
July 18, 2022

<u>SOURCE</u>	<u>RESOLUTION</u>	<u>CONTACT</u>
1. Supervisor	Recognition of the 75 th anniversary of The Sportsmen's Club of Clifton Park	P. Barrett
2. Buildings & Grounds	Repeal Resolution No. 15 of 2022 and authorize the purchase of a Toro 4000 mower	P. Barrett
3. Supervisor	Authorize the Supervisor to approve an agreement with the Piranhas Swim Club for use of the Country Knolls Pool	P. Barrett
4. Technology - IT Advisory Committee	Authorize the digitizing of microfiche and archival records in the Building Department and Town Clerk	A. Standaert/ A. Flood
5. Technology - Building & Development	Authorize the purchase of additional license for parcel management software for part-time employees	P. Barrett
6. Building & Development	Waiving certain Building Permit fees for the Vischer Ferry Fire District	P. Barrett
7. Personnel - Comptroller	Authorize the reclassification of a clerical position to Payroll Benefits Analyst in the Comptroller's office	P. Barrett
8. Personnel - Comptroller	Authorize the appointment of James Murray as an Account Clerk Typist in the Comptroller's Office	P. Barrett
9. Personnel - Highway	Authorize the reclassification of a part-time clerical position to full-time Account Clerk Typist in the Highway Department	P. Barrett
10. Personnel - Parks & Recreation	Authorize the hiring of additional seasonal help for the Summer 2022 Parks & Recreation programs	A. Standaert/ L. Walowit

11. Parks & Recreation Authorize the issuance of Alcohol Permits for gatherings held at Town-owned properties P. Barrett
12. Supervisor Appoint Agatha D'Ambra as a member of the Clifton Park Water Authority Board of Directors P. Barrett

Resolution 1

Resolution No. _____ of 2022, a resolution recognizing the 75th anniversary of The Sportsmen's Club of Clifton Park.

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

WHEREAS, The Sportsmen's Club of Clifton Park is celebrating its 75th year of operations this year, and

WHEREAS, The Sportsmen's Club has been a staple of the local community for hunters, fishermen, firearms enthusiasts, and archers of all ages since 1947, and

WHEREAS, the club offers training and safety courses, as well as safe ranges and targets for rifles, pistols, archery, and also trap fields which are lighted for night operations, and

WHEREAS, the club also offers supervised league competitions including bullseye leagues, 3-D archery shoots through affiliations with bow hunter's groups, steel shoots, and trap meets, and

WHEREAS, all league activities emphasize safety training, and supervision, to teach firearm safety at all levels of activity, and

WHEREAS, the club currently offers opportunities for Basic Pistol Safety, Advanced Training, Range Safety Officer Training, Hunter Safety and more training classes through affiliated groups including NYSDEC, and

WHEREAS, the club will host a 75th anniversary celebration on July 30th, featuring a barbeque lunch, .22 rifle and bb gun target competitions and other events; now, therefore be it

RESOLVED, that the entire Town Board recognizes the longstanding commitment to providing occasions for safe and effective training, practice and participation for the sportsmen and sportswomen of our community, and pauses in its deliberations to offer congratulations on 75 years of successful operations in Clifton Park.

Resolution 2

Resolution No. _____ of 2022, a resolution authorizing the purchase of (1) Toro Groundsmaster 4000 for use by the Buildings & Grounds Department.

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

WHEREAS, by Resolution No. 15 of 2022, the Director of Buildings, Parks, and Recreation, Dan Clemens was authorized to purchase a Jacobsen Mower for a contract price at \$81,159.74 under an existing contract from MTE Solutions, Cohoes, NY, who indicated they would have availability this spring, and

WHEREAS, MTE Solutions has advised that the equipment will not be available until Fall 2022, despite earlier estimates, and

WHEREAS, Grassland Equipment contact Mr. Clemens to inform him that they will have a Toro 4000 available at the end of July due to a customer cancellation, at a cost not to exceed \$83,239.26 under State Contract #PC69682, and

WHEREAS, the Director of Buildings, Parks, and Recreation advises that the equipment is needed for this summer and recommends purchasing the mowing equipment from Grassland; now, therefore be it

RESOLVED, that the Buildings & Grounds Department is authorized to purchase one Toro Groundsmaster 4000 and accessories as listed, in an amount not to exceed \$83,239.26, to be paid from a municipal lease; and, be it further

RESOLVED, that authorization granted by Resolution No. 15 of 2022, for the purchase of a Jacobson HR-700 mower from MTE Solutions is hereby repealed.



10 Green Mountain Drive
 Cohoes, NY 12047
 Phone: (518) 783-0668
 Fax: (585) 334-6332
 mteequipmentsolutions.com

QUOTE - DO NOT PAY

Quote: 02-51619
 Date: 12/22/2021

PO:
 CustId: CLIFTON PARK

Cust Email:
 Phone: (518) 371-6651 x251
 Salesperson: rfosmer
 User: rfosmer

Bill To:

Town of Clifton Park 166006
 One Town Hall Plaza
 Clifton Park, NY 12065

Ship To:

Town of Clifton Park
 Attn: Jeff
 Transfer Station
 217 Vischers Ferry Road
 Rexford, NY 12148 US
 (518) 371-6669 x

PRICING IS FROM MASSACHUSETTS STATE CONTRACT FAC116

Item	Type	Description	Qty	Tax	Price	Discount	Net Price
HR700	PA	WG - HR700 - Wide Area Rotary Mower	1.0000		\$0.00		\$0.00
JMC.JHR700F	PA	WG - HR700 Rotary Mower, ROPS, Stage V w Reversin	1.0000		\$105,186.00		\$105,186.00
JMC.LMAC651-P	PA	WG - Deck Wheel Conversion to Semi Pneumatic, Fac	1.0000		\$216.00		\$216.00
						Total:	\$105,402.00

Totals	
Sub Total:	\$105,402.00
Discount: 23.00%	(\$24,242.46)
Total Tax:	\$0.00
Invoice Total:	\$81,159.54

Signature: _____

THIS QUOTE VALID FOR 30 DAYS. PLEASE SIGN AND RETURN TO EXECUTE THIS CONTRACT. ALL PRICES QUOTED ARE REFLECTIVE OF A 3% CASH DISCOUNT. PAYMENT MUST BE MADE AT OR PRIOR TO DELIVERY. FAX: 585-334-6332 OR EMAIL: BHOLMAN@MTE.US.COM. THIS DOCUMENT CONSTITUTES A LEGAL BINDING AGREEMENT.

Meg Springli

From: Tom McCarthy <TMcCarthy@cliftonpark.org>
Sent: Monday, July 11, 2022 10:32 AM
To: Dan Clemens
Cc: Meg Springli
Subject: RE: Updated quote

Sure. BTW, this "group contract reference on the Grassland invoice references a state contract, doesn't it? Toro off State contract as well?

From: Dan Clemens <DClemens@cliftonpark.org>
Sent: Monday, July 11, 2022 10:28 AM
To: Tom McCarthy <TMcCarthy@cliftonpark.org>
Subject: Updated quote

Attached is an updated price on the Toro 4000, only a couple thousand more now. Should I wait to cancel the other mower until this resolution passes?

Daniel J. Clemens
Town of Clifton Park, NY
Director of Buildings, Parks and Recreation
cell: 518-281-5065
office: 518-371-6651 x248
dclemens@cliftonpark.org

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

Meg Springli

From: Tom McCarthy <TMcCarthy@cliftonpark.org>
Sent: Monday, July 11, 2022 10:32 AM
To: Meg Springli
Subject: FW: Updated quote
Attachments: Town of Clifton Park Parks 4000D 7-11-22.pdf

From: Dan Clemens <DClemens@cliftonpark.org>
Sent: Monday, July 11, 2022 10:28 AM
To: Tom McCarthy <TMcCarthy@cliftonpark.org>
Subject: Updated quote

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cell: 518-281-5065
office: 518-371-6651 x248
dclemens@cliftonpark.org

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

Resolution No. 15 of 2022, a resolution authorizing the purchase of 1 Jacobsen mower for use by the Buildings & Grounds Department from an existing Massachusetts State Contract # FAC116.

Introduced by Councilwoman Standaert, who moved its adoption, seconded by Councilwoman Flood.

WHEREAS, after assessing the needs of the Buildings & Grounds Department, Daniel Clemens, Director of Buildings, Parks & Recreation, has recommended the purchase of 1 Jacobsen HR-700 mower for use throughout town, per the attached, and

WHEREAS, the prices quoted are extended from the Massachusetts State award, under the provisions of New York State General Municipal Law Section 103 of the General Municipal Law, which allows one municipality to utilize existing contracts of another municipality as long as that contract was pursuant to competitive bidding consistent with state law and made available for use by other government entities, and

WHEREAS, General Municipal Law Section 103(16), has been amended to allow the extension of equipment configurations and awarded pricing discounts to all political subdivisions in New York State, based upon qualified bid responses to a municipal entity with notice, and

WHEREAS, after reviewing the options available, Daniel Clemens has recommended that the pricing from MTE Solutions, 10 Green Mountain Drive, Cohoes, NY, be accepted for an amount of \$81,159.54; now, therefore, be it

RESOLVED, that the Buildings & Grounds Department is authorized to purchase 1 Jacobson HR-700 mower, as per the attached Schedule A, from MTE Solutions in Cohoes, NY; and be it further

RESOLVED, that the Clifton Park Town Board hereby authorizes the purchase under Massachusetts State Contract #FAC116, in an amount not to exceed \$81,159.54, to be paid through a municipal lease.

ROLL CALL VOTE

Ayes: Councilwoman Flood, Councilwoman Standaert, Councilman Morelli,
Councilwoman Walowit, Supervisor Barrett

Noes: None

DECLARED ADOPTED

January 10, 2022

Teresa Brobston, Town Clerk

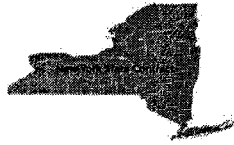


Count on it.



4536 Morgan Place
Liverpool, New York
Phone: 1-315-457-0181
Parts Fax: 1-800-950-4342
Office Fax: 1-315-457-0312

892-898 Troy Schenectady Rd
Latham, New York
Phone: 1-518-785-5841
Parts Fax: 1-800-950-4342
Office Fax: 1-518-785-5740



QMS Quote #	Q88092
Date:	11-Jul-22
Inquiry Date:	
Prices Subject to Change	Prices Subject to Change
Estimated Delivery:	
Terms:	
F.O.B.	Delivered
Shipped Via:	Truck
Height of Cut:	
Purchase Order #	
Ship to Zip Code	

To: Customer Name: Town of Clifton Park Parks Department
Address:
City State Zip Clifton Park, NY
Attn: Dan Clemens
Phone:

Email Contact:

In Response to your inquiry, we submit the following Quotation;
Purchase Orders should list the Vendor as Grassland Equipment & Irrigation Corp.

Salesman	Brett Belden
Cell Phone	518-857-9870
Email	bbelden@grasslandcorp.com

**Group 40625 Heavy Equipment. Award PGB-22792,
Contract: PC69682 Now to April 30, 2025**

Qty	Model Number	Description	2022 Sugg. Retail Price	NYS Contract Price	Extension
1	30609	Groundsmaster 4000-D (T4)	\$106,101.00	\$82,758.78	\$82,758.78
1	31522	4WD Flow Divider Kit	\$616.00	\$480.48	\$480.48

NOTES		TOTALS	
Delivery Contact Name		Equipment Total @ MSRP	\$106,717.00
Delivery Contact Phone Number		Discount	(\$23,477.74)
Due to the global supply chain, lead times may be substantially longer than normal. Grassland will strive to deliver products in a timely manner, but cannot guarantee lead times. Product pricing for this quote is based off of current manufactures list pricing, which may change prior to delivery. Grassland agrees to maintain the quoted discount percentages in the event MSRP increases. You will be notified of any price changes prior to delivery and may cancel the order without penalty at that time.		Total Equipment	\$83,239.26
		Toro Protection Plus	\$ -
		Trade Ins	\$ -
		Set Up	
		Fuel & Freight charge	
		Total	\$83,239.26
Customer Acceptance	Date:		\$83,239.26

Meg Springli

From: Tom McCarthy <TMcCarthy@cliftonpark.org>
Sent: Monday, July 11, 2022 10:24 AM
To: Meg Springli
Subject: FW: resolution #15 of 2022
Attachments: Town of Clifton Park Parks 4000D 7-8-22.pdf; Town of Clifton Paark HR700.pdf

These are the attachments for the mower switcheroo.

From: Dan Clemens <DClemens@cliftonpark.org>
Sent: Friday, July 8, 2022 2:35 PM
To: Tom McCarthy <TMcCarthy@cliftonpark.org>
Subject: resolution #15 of 2022

Tom,

During the budget process last year I was getting my pricing and availability together for new mowers. We have 6 Toro 4000 mowers in the department, 2 of which are getting old. When talking with the Toro salesman he informed me that they will not be building any 4000's until spring of 2023. Because of that fact, I met with a salesman from MTE that sells Jacobsen mowers. He told me no problem getting their equipment. So I figured it would be better to go with the Jacobsen rather than wait a year. On January 10, 2022 the town board approved resolution number 15 to purchase the Jacobsen HR-700 mower for \$81,159.54. I placed the order the next day. Spring rolled around, all my other equipment came in, Toro 5910, Toro Z-Master, Toro Dingo, Chevy Trucks. I called MTE, asked for an update on the delivery of the HR-700, he said October!! Needless to say I was rather upset, I needed the machine and the reason I went with the Jacobsen over the Toro was availability. I have checked in a couple times, most recently in May, still October delivery.

Today I received an email from Grassland, they had a customer cancel on a 4000 and it will be in the end of July. I would much rather have the Toro 4000 as we have all kinds of spare parts for them and are used to running them. So, can I cancel the Jacobsen HR-700 and take the Toro 4000? That's the first question. If that is possible, next problem is the Toro is \$6,241.68 more. I think I can bargain with them to knock it down some, but only if cancelling one for the other is allowed.

I am out of town next week but will have my cell with me and will be checking email, feel free to call me with your guidance.

Thanks, Dan

Daniel J. Clemens
Town of Clifton Park, NY
Director of Buildings, Parks and Recreation
Cell: 518-281-5065
Office: 518-371-6651 ext. 248
dclemens@cliftonpark.org



4536 Morgan Place
 Liverpool, New York
 Phone: 1-315-457-0181
 Parts Fax: 1-800-950-4342
 Office Fax: 1-315-457-0312

892-898 Troy Schenectady Rd
 Latham, New York
 Phone: 1-518-785-5841
 Parts Fax: 1-800-950-4342
 Office Fax: 1-518-785-5740



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Date:	8-Jul-22
Inquiry Date:	
Prices Subject to Change	Prices Subject to Change
Estimated Delivery:	
Terms:	
F.O.B.	Delivered
Shipped Via:	Truck
Height of Cut:	
Purchase Order #	
Ship to Zip Code	

To: Customer Name: Town of Clifton Park Parks Department
 Address:
 City State Zip Clifton Park, NY
 Attn: Dan Clemens
 Phone:

Salesman	Brett Belden
Cell Phone	518-857-9870
Email	bbelden@grasslandcorp.com

Email Contact:

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		Toro Protection Plus	\$ -
		Trade Ins	\$ -
		Set Up	
		Fuel & Freight charge	\$ 4,161.96
		Total	\$87,401.22
Customer Acceptance	Date:	\$87,401.22	

Tom McCarthy

From: Dan Clemens <DClemens@cliftonpark.org>
Sent: Sunday, July 10, 2022 1:16 PM
To: Tom McCarthy
Subject: Re: resolution #15 of 2022

No. I have it in my computer

Daniel J. Clemens
Town of Clifton Park, NY
Director of Buildings, Parks and Recreation
cell: 518-281-5065
office: 518-371-6651 x248
dclemens@cliftonpark.org

Sent from my Verizon, Samsung Galaxy smartphone
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From: Tom McCarthy <TMcCarthy@cliftonpark.org>
Sent: Friday, July 8, 2022 4:56:35 PM
To: Dan Clemens <DClemens@cliftonpark.org>
Subject: RE: resolution #15 of 2022

Does Kieran have the paperwork for the first onw we ordered/

From: Dan Clemens <DClemens@cliftonpark.org>
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To: Tom McCarthy <TMcCarthy@cliftonpark.org>
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I am out of town next week but will have my cell with me and will be checking email, feel free to call me with your guidance.

Thanks, Dan

Daniel J. Clemens

Town of Clifton Park, NY

Director of Buildings, Parks and Recreation

Cell: 518-281-5065

Office: 518-371-6651 ext. 248

dclemens@cliftonpark.org

Resolution 3

Resolution No. _____ of 2022, a resolution authorizing the Supervisor to sign a License Agreement with Clifton Park – Halfmoon Piranhas, for use of the Country Knolls pool for swim team practice.

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

WHEREAS, Clifton Park – Halfmoon Piranhas wish to utilize the Country Knolls town-owned pool for a term of six (6) weeks, to commence on June 27, 2022 and expire on August 5, 2022, at a rate of \$45.00 per hour per pool PLUS the hourly rate of all Town employees working at the pools during practice hours; now therefore be it

RESOLVED, that the Town Supervisor is hereby authorized to sign the attached License Agreement with Clifton Park – Halfmoon Piranhas for use and occupation of the Country Knolls Pool, provided that the Town is provided a Certificate of Insurance in the amount of \$1,000,000 naming the Town of Clifton Park as additionally insured.

LICENSE AGREEMENT

THIS LICENSE AGREEMENT, made this 10th day of May, 2022, between

The Town of Clifton Park, a municipal corporation having its offices at 1 Town Hall Plaza, Clifton Park, NY 12065, as Town

And, Clifton Park – Halfmoon Piranhas (CPHP)

WITNESSETH: The Town agrees to allow the use and occupation of the below listed premises under the following terms and conditions:

Country Knolls Pool, Town of Clifton Park, New York, from June 27th, 2022 and to end on July 29th, 2022, to be used and occupied only for Swim Team practice, and their related uses. - No Practice July 4th

1st. USER FEE

That the CPHP shall pay the total rent of \$45.00 per hour, of each pool used, plus the hourly rate of all Town employees working for the pools during practice hours, said fees to be paid in bi-weekly payments per Town Invoice.

2nd. CARE and REPAIR

That the CPHP shall take good care of the premises and shall, reimburse the Town for any damage caused to pool and park property.

3rd. CPHP SHALL COMPLY WITH REGULATIONS and ORDINANCES

That the CPHP shall promptly execute and comply with all statutes, ordinances, rules, orders, regulations and requirements of the Federal, State and Local Governments and shall follow all Guidelines and Directions from New York State Department of Health, and the NY Governor's Executive Orders relative to safety protocols for swimming activity.

4th. NO ASSIGNMENT WITHOUT WRITTEN CONSENT OF TOWN

That CPHP shall not assign this agreement, or any part thereof or make any alterations to the premises, without the Town's consent in writing; and in the event of a breach thereof, the term herein shall immediately cease and be determined at the option of the Town as if it were the expiration of the original term.

5th. DUTY TO KEEP ENTRANCES AND WALKWAYS FREE OF OBSTRUCTIONS

That the CPHP shall neither encumber nor obstruct the sidewalk in front of, entrance to, said premises, nor allow the same to be obstructed or encumbered in any manner.

6th. NON-WAIVER

The failure of the Town to insist upon a strict performance of any of the terms, conditions and covenants herein shall not be deemed a waiver of any rights or remedies that the Town may have, and shall not be deemed a waiver of any subsequent breach or default in the terms, conditions and covenants herein contained. This instrument may not be changed, modified, discharged or terminated orally.

7th. SERVICES INCLUDED IN LICENSE FEE

Town will provide supervisory personnel who shall be on duty at each pool facility whenever the club is on premises. The Club shall reimburse the Town the full cost of wages of employee(s). Club shall also reimburse full cost of all lifeguards supplied by the Town for full hours on site, as well as any other support staff on premises to assist the CPHP with swimming activities.

8th. CLUB SHALL MAINTAIN LIABILITY INSURANCE

Additionally, during the lease term, CPHP shall place and cause to be placed and maintained, for the benefit of the Town and CPHP with both to be named as party insured, general public liability insurance; such insurance to provide protection in minimum limits of \$1,000,000.00 of combined single limit for bodily injury or property damage. Each such policy of insurance or certificate thereof shall be promptly deposited with the Town. CPHP is also responsible to maintain its' own rental and contents insurance.

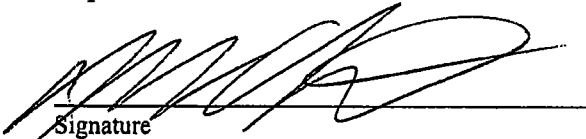
And the said Town doth covenant that the said CPHP, on paying the said fees and providing proof of insurance, shall and may peacefully and quietly have, hold and enjoy the use of said facility(ies) for the term aforesaid.

AND IT IS MUTUALLY UNDERSTOOD AND AGREED that the covenants and agreements contained in the within license shall be binding upon the parties hereto and upon their respective successors, heirs, executors and administrators.

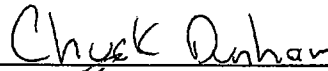
IN WITNESS WHEREOF, the Town and CPHP have duly executed this license the day and year first above written.

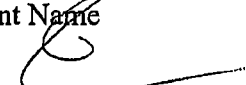
TOWN OF CLIFTON PARK

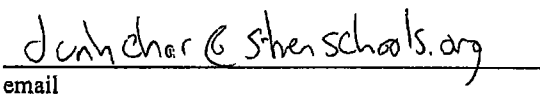
Supervisor Barrett


Signature

CLIFTON PARK - HALMOON PIRANHAS


Print Name


Signature


email



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/14/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurance Office of America 200 Broad Street, SW, Suite 100 Gainesville GA 30501	CONTACT NAME:	
	PHONE (A/C. No. Ext): 678-919-1150	FAX (A/C. No.): 678-450-9180
E-MAIL ADDRESS: usascoi@ioausa.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Accredited Surety & Cas Co Inc		26379
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

INSURED USASWIM-01
 USA Swimming, Inc. dba USA Swimming; USA Swimming Foundation, and USA Swimming Local Swimming Committees & Member Clubs
 1 Olympic Plaza
 Colorado Springs CO 80909-5780

COVERAGES **CERTIFICATE NUMBER:** 701609198 **REVISION NUMBER:**

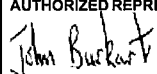
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: Event	Y	Y	1-TPM-IN-17-01269001-00	1/1/2022	1/1/2023	EACH OCCURRENCE	\$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 2,000,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 2,000,000
							GENERAL AGGREGATE	\$ 4,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
							Abuse/Molestation	\$ 2,000,000
							COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$	Y	Y	1-TPM-IN-17-01269002-00	1/1/2022	1/1/2023	EACH OCCURRENCE	\$ 3,000,000
							AGGREGATE	\$ 3,000,000
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Verification of General Liability and Excess Liability coverage for COVERED ACTIVITIES: Abuse and Molestation Aggregate on the General Liability policy is \$4,000,000. Medical Expense Coverage applies to Office Premises and Event Spectators only. General Liability policy includes a 30 Day Notice of Cancellation per policy provisions.

Other Insureds includes the following: USA Swimming, Inc. member clubs, in which all athletes or participants and coaches are members of USA Swimming, Inc., group members, volunteers and "member coaches" solely as respects to "bodily injury" and "property damage" arising from "covered activities" for which a group member has received approval from USA Swimming, Inc. or its authorized representative.

See Attached...

CERTIFICATE HOLDER Town of Clifton Park 1 Town Hall Plaza Clifton Park NY 12065 United States	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	---



ADDITIONAL REMARKS SCHEDULE

AGENCY Insurance Office of America		NAMED INSURED USA Swimming, Inc. dba USA Swimming; USA Swimming Foundation, and USA Swimming Local Swimming Committees & Member Clubs 1 Olympic Plaza Colorado Springs CO 80909-5780	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 **FORM TITLE:** CERTIFICATE OF LIABILITY INSURANCE

Covered Activities

With respect to USA Swimming member clubs, group members, member coaches, volunteers and additional insured owners/lessors of premises, sponsors and co-promoters, "Covered Activities" are defined as:

1. Swimming meets that have been issued a written sanction or approval. Approval means a permit issued by one to the USA Swimming, Inc. Local Swimming Committees for swimming meets conducted in conformance with USA Swimming, Inc. technical rules in which members and non-members may compete. USA Swimming, Inc. member clubs that either host or participate in a swimming meet that has been issued an approval will be considered an insured provided that all of its athletes or participants and coaches are members of USA Swimming, Inc.
2. Swimming practices, dry land training activities, camps and learn to swim programs where all swimmers or participants are members of USA Swimming, Inc. or U.S. Masters Swimming and are conducted under direct and active supervision of a member coach. Dry land training activities means weight training, running calisthenics, exercise machine training, and any other activity for which an insured has received approval from USA Swimming, Inc. or its authorized representative.
3. USA Swimming, Inc., Swim-A-Thons, fundraising activity which clubs can purchase for lap-a-thons.
4. Approved social events and approved fundraising activities that are social events and activities for which an insured has received approval from USA Swimming, Inc. or its authorized representative.
5. Swimming tryouts. Swimming tryouts means swimming practices where a swimmer(s) who is not and how has never been a member of USA Swimming, Inc. participates with a USA Swimming, Inc. club for a period not to exceed thirty consecutive days in a twelve-month period to determine the swimmer's interest in becoming a member of USA Swimming, Inc.
6. Office premises liability for member clubs and LSCs.
7. STSC, CPR and Lifeguard Certifications of USA Swimming member coaches done by USA Swimming member coaches that are member representatives of one of the approved agencies listed on the USA Swimming STSC In-Water Skills Checklist.
8. "Organized practices" that have been reported and a premium has been paid for. Organized practices are defined as recreation league meets hosted by USA member clubs with community teams that are not USA Swimming member clubs.

The Certificate Holder is included as an Additional Insured on a Primary and Non-Contributory basis as required by written agreement. A Waiver of Subrogation also applies in favor of the Additional Insured as required by written agreement.

Member Club: Clifton Park Halfmoon Piranhas
 RE: Summer Practice

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

ANY PERSON OR LEGAL ENTITY IN WHICH YOU
HAVE A WRITTEN CONTRACT, AGREEMENT OR PERMIT WHICH REQUIRES THAT YOU NAME THE
CONTRACTING PARTY AS AN ADDITIONAL INSURED.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- 1. In the performance of your ongoing operations; or
- 2. In connection with your premises owned by or rented to you.

However:

- 1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
- 2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

- 1. Required by the contract or agreement; or
 - 2. Available under the applicable limits of insurance;
- whichever is less.

This endorsement shall not increase the applicable limits of insurance.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

PRIMARY AND NONCONTRIBUTORY – OTHER INSURANCE CONDITION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
LIQUOR LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

The following is added to the **Other Insurance** Condition and supersedes any provision to the contrary:

Primary And Noncontributory Insurance

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

- (1) The additional insured is a Named Insured under such other insurance; and

- (2) You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**WAIVER OF TRANSFER OF RIGHTS OF RECOVERY
AGAINST OTHERS TO US (WAIVER OF SUBROGATION)**

This endorsement modifies insurance provided under the following:

- COMMERCIAL GENERAL LIABILITY COVERAGE PART
- ELECTRONIC DATA LIABILITY COVERAGE PART
- LIQUOR LIABILITY COVERAGE PART
- POLLUTION LIABILITY COVERAGE PART DESIGNATED SITES
- POLLUTION LIABILITY LIMITED COVERAGE PART DESIGNATED SITES
- PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART
- RAILROAD PROTECTIVE LIABILITY COVERAGE PART
- UNDERGROUND STORAGE TANK POLICY DESIGNATED TANKS

SCHEDULE

Name Of Person(s) Or Organization(s):

ANY PERSON OR ORGANIZATION FOR WHOM THE NAMED INSURED HAS AGREED BY WRITTEN CONTRACT TO FURNISH THIS WAIVER.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The following is added to Paragraph 8. **Transfer Of Rights Of Recovery Against Others To Us** of Section IV – Conditions:

We waive any right of recovery against the person(s) or organization(s) shown in the Schedule above because of payments we make under this Coverage Part. Such waiver by us applies only to the extent that the insured has waived its right of recovery against such person(s) or organization(s) prior to loss. This endorsement applies only to the person(s) or organization(s) shown in the Schedule above.

Resolution 4

Resolution No. _____ of 2022, a resolution authorizing the retention of SecureScan to complete digital scanning services for document scanning.

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

WHEREAS, on June 14, 2021, the Town Board established a formal interdepartmental Information Technology Advisory Committee, co-chaired by Councilwoman Amy Standaert and Councilwoman Amy Flood, and

WHEREAS, the Information Technology Advisory Committee continues to support efforts to update town systems and infrastructure to improve operational efficiency, as well as public access to government services, and

WHEREAS, the Town and its respective departments are responsible for processing and storing a vast amount of data on an annual basis, and there are decades of essential town records which must be retained, that are currently solely in microfiche and microfilm format, and

WHEREAS, IT Consultants, ABS Solutions, have advised the Building & Development office that the equipment used to view and print plans is obsolete and should be replaced and upgraded, and

WHEREAS, at its June 29, 2022, meeting, the members of the Information Technology Advisory Committee recommended that the Town Board authorize the digitizing of the Building & Development Department microfiche records before they become inaccessible, and

WHEREAS, the Information Technology Advisory Committee also recommends that the Town Board authorize digitizing of standard sized Town Clerk archive materials as listed on the attached price sheet, and

WHEREAS, SecureScan has proposed completing the work in partnership with New York State Industries for the Disabled, a NYS preferred Source Vendor, at a contract price of \$51,451.60; now, therefore be it

RESOLVED, that the Town Supervisor is authorized to sign the attached proposals and quotes from SecureScan, through NYSID, for the digital scanning and services be accepted in an amount not to exceed \$51,451.60, to be paid with a transfer from A-00914 (General Fund – Unassigned Fund Balance) in the amount of \$49,999.40 to A-03620-00015 (Building Department – Other Contractual), and \$1,452.20 to A-3620-015 (Town Clerk – Other Contractual).

Meg Springli

From: Town of Clifton Park <noreply@cliftonpark.org>
Sent: Wednesday, July 13, 2022 1:27 PM
To: Meg Springli
Cc: Jean, Spiegel; Mark Heggen
Subject: Resolution Request for TB Meeting: 07-18-2022 Information Technology Advisory Committee
Attachments: 62cf004bd5406-DRAFT Microfiche Data Transfer Resolution and Backup Materials.pdf

An item has been submitted to the Resolution Request form for review.

Department: **Information Technology Advisory Committee**
Your email: **astandaert@cliftonpark.org**

Sponsor/Contact as shown on the agenda (i.e. P. Barrett, A. Standaert, D. Bull, etc.): **A Standaert / A Flood**

Requested Meeting Date: **07-18-2022**

Brief Description: **a resolution approving an agreement with New York State Industries for the Disabled, Inc. for document scanning**

Budget #: **A-1410-004; A-3620-004**

Budget Description: **General Fund - Town Clerk - Computer; General Fund - Building & Zoning - Computer**

\$ Amount: **\$51.451.60**

Additional Comments/Details:

COMPTROLLER APPROVAL or Comments:

ATTORNEY APPROVAL or Comments:

Meg Springli

From: Mark Heggen <mheggen@cliftonpark.org>
Sent: Wednesday, July 13, 2022 2:46 PM
To: Meg Springli
Cc: Jean, Spiegel
Subject: RE: Resolution Request for TB Meeting: 07-18-2022 Information Technology Advisory Committee

Meg,

We do not have enough budget money in these lines. The cost would have to come from A-00914 – General Fund Unassigned Fund Balance. The charge should go to -15 Other Contractual and not computer. It looks like the majority is for Building Department files, we could charge them to A-03620-00015.

Mark

Mark E. Heggen, CPA
Town Comptroller
Town of Clifton Park
One Town Hall Plaza
Clifton Park, NY 12065

Telephone – 518-371-6651

Fax – 518-371-1136

mheggen@cliftonpark.org

From: Town of Clifton Park <noreply@cliftonpark.org>
Sent: Wednesday, July 13, 2022 1:27 PM
To: Meg Springli <mspringli@cliftonpark.org>
Cc: Jean, Spiegel <JSpiegel@cliftonpark.org>; Mark Heggen <mheggen@cliftonpark.org>
Subject: Resolution Request for TB Meeting: 07-18-2022 Information Technology Advisory Committee

An item has been submitted to the Resolution Request form for review.

Department: Information Technology Advisory Committee
Your email: astandaert@cliftonpark.org

Sponsor/Contact as shown on the agenda (i.e. P. Barrett, A. Standaert, D. Bull, etc.): A Standaert / A Flood

Requested Meeting Date: 07-18-2022

Brief Description: a resolution approving an agreement with New York State Industries for the Disabled, Inc. for document scanning

Budget #: A-1410-004; A-3620-004

Budget Description: General Fund - Town Clerk - Computer; General Fund - Building & Zoning - Computer

\$ Amount: \$51,451.60

Additional Comments/Details:

COMPTROLLER APPROVAL or Comments:

ATTORNEY APPROVAL or Comments:



Partnership Request for Price Concurrence

Date Sent: April 25, 2022

Contracting Agency: Town of Clifton Park

Customer Contact: Steven M. Myers, P.E.

Job Title: Director – Building & Zoning

Street Address: One Town Hall Plaza

City, State Zip: Clifton Park, New York 12065

Phone: 518-371-6702 Fax: 518-383-2668 E-Mail: smyers@cliftonpark.org

PLEASE UPDATE
INFORMATION IF
NEEDED

Member Agency: Unity House of Troy/Second Chance Opportunities

Corporate Partner: Secure Scan

Description: Data Imaging Services

Location: Albany

Document Scanning of 43,356 fiche jackets @ \$1.15/image = \$49,859.40
2 Pickups and Deliveries of Records @ \$70.00/visit = \$140.00

Estimated Project Total - \$49,999.40

Proposed Price _____

If a Renewal, Current Contract # _____

Proposed Term: 5/1/2022 – 4/30/2023

This form is not a contract; it is only an acknowledgment of your concurrence to the above proposed price. If requested a cost analysis can be provided for your review documenting the proposed cost of service.

Please Note: All contracts with Prevailing Wage Schedules issued on or after 8/1/2010 must contain escalation clauses for wages and supplemental benefits and other related costs dependent upon the annual NYS Department of Labor Published Prevailing Wage Schedules.

All contracts with NYC Prevailing Wage Schedules must contain escalation clauses for wages and supplemental benefits and other related costs dependent upon the NYC Comptrollers Published Prevailing Wage Schedule

Contract Notes: [Contract Notes]

If you are in agreement with the proposed price, please sign this form as soon as possible and return by mail or fax. Upon receipt, NYSID will apply to the NYS Office of General Services for price approval if necessary. If you have any questions, please call NYSID Contract Administration at the number below. Please fax or mail to:

New York State Industries for the Disabled, Inc. E-mail: eburke@nysid.org
 ATTN: Eric Burke Phone: 518-708-7453 (direct)
 11 Columbia Circle Drive Ext.: _____
 Albany, NY 12203-5156 Fax: _____

Authorized Signature: _____

NYSID Account Representative Printed Name: _____

Eric Burke Job Title: _____

Date: _____



Partnership Request for Price
Concurrence

See attached documents in lieu of signed form.



1060 Broadway
Albany, NY 12204
www.securescan.com

April 23, 2022

Mr. Eric Burke
Account Representative
New York State Industries for the Disabled
11 Columbia Circle Drive
Albany, NY 12203

Dear Eric,

Thank you for the opportunity to propose our Document Imaging Services. This proposal is for Document Imaging Services for the Town of Clifton Park (TCP). SecureScan and TCP would like to work through New York State Industries for the Disabled (NYSID) for these document imaging services.

Based on the TCP requirements gathered in discussions, I am pleased to present our proposal.

Building Department Fiche Building Permits:

- There is an estimated 43,400 fiche jackets
- Standard size images and large format images are both stored on the fiche jackets and must be scanned in a greyscale format.
- There are at least 4 different fiche layouts so each fiche jacket will need to be removed from the paper folder and sorted by layout type for scanning.
- Greyscale scanning of records at 300 dpi as multi-page PDF/a or TIFF images.
- Scanning Quality Control to include a visual review of all scanned images to ensure capture of high-quality digital images. Rescans will be conducted where necessary.
- Indexing of documents by Building Permit Number
- Email address (stat@securescan.com) to make emergency requests for records while records are in process at SecureScan. A 2-hour turnaround is guaranteed.

Thank you for the opportunity to present our proposal. We hope to continue our partnership with the Town of Clifton Park.

Sincerely,

A handwritten signature in cursive script that reads 'Chuck Tobin'.

Chuck Tobin
President & CEO

Phone: (518) 935-4135
Fax: (518) 375-3610
Email: chuck@securescan.com



1060 Broadway
Albany, NY 12204
www.securescan.com

QUOTATION

This quote includes all services listed above and within the project specifications listed below.

DOCUMENT DESCRIPTION	VOLUME	UNIT PRICE	ESTIMATED TOTAL
Building Department Permit Files: Microfiche jackets with multiple images per jacket, including large and standard format images	43,356 fiche jackets	\$ 1.15 per image	\$ 49,859.40
Pick-up and Return Delivery of Records. Cost per visit for pick-up or return delivery. Estimated Total is based on two visits. Documents must be in labeled boxes ready for pick-up.	2 visits for pick-up of boxes	\$ 70.00 per visit	\$ 140.00
ESTIMATED TOTALS			\$ 49,999.40

TERMS

Price per fiche jacket is an all-inclusive price with the exception of pick-up and return delivery of records. Pricing is valid for 90 days from the date of this quotation. Prices do not include applicable sales tax. One visit is equal to one pick-up or one return delivery of documents.

Phone: (518) 935-4135
Fax: (518) 375-3610
Email: chuck@securescan.com



Partnership Request for Price Concurrence

Date Sent: February 7, 2022

Contracting Agency: Town of Clifton Park

Customer Contact: Steven M. Myers, P.E.

Job Title: Director – Building & Zoning

Street Address: One Town Hall Plaza

City, State Zip: Clifton Park, New York 12065

Phone: 518-371-6702 Fax: 518-383-2668 E-Mail: smyers@cliftonpark.org

PLEASE UPDATE INFORMATION IF NEEDED

Member Agency: Northeast Career Planning

Corporate Partner: Secure Scan

Description: Data Imaging Services

Location: Albany

Document Scanning of 10,935 Standard size documents @ \$.12/image = \$1,312.20

2 Pickups and Deliveries of Records @ \$70.00/visit = \$140.00

Estimated Project Total - \$1,452.20

Proposed Price _____

If a Renewal, Current Contract # _____

Proposed Term: 2/1/2022 – 1/31/2023

This form is not a contract; it is only an acknowledgment of your concurrence to the above proposed price. If requested a cost analysis can be provided for your review documenting the proposed cost of service.

Please Note: All contracts with Prevailing Wage Schedules issued on or after 8/1/2010 must contain escalation clauses for wages and supplemental benefits and other related costs dependent upon the annual NYS Department of Labor Published Prevailing Wage Schedules. All contracts with NYC Prevailing Wage Schedules must contain escalation clauses for wages and supplemental benefits and other related costs dependent upon the NYC Comptrollers Published Prevailing Wage Schedule

Contract Notes: [Contract Notes]

If you are in agreement with the proposed price, please sign this form as soon as possible and return by mail or fax. Upon receipt, NYSID will apply to the NYS Office of General Services for price approval if necessary. If you have any questions, please call NYSID Contract Administration at the number below. Please fax or mail to:

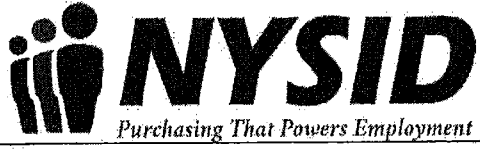
New York State Industries for the Disabled, Inc. E-mail: rbraun@nysid.org
 ATTN: Robert Braun Phone: 518-694-0219 (direct)
 11 Columbia Circle Drive Ext.: _____
 Albany, NY 12203-5156 Fax: _____

Authorized Signature: _____

NYSID Account Representative Printed Name: _____

Robert Braun Job Title: _____

Date: _____



Partnership Request for Price
Concurrence



See attached documents in lieu of signed form.

Meg Springli

From: Matthew Andrus <mandrus@cliftonpark.org>
Sent: Thursday, July 14, 2022 9:55 AM
To: Meg Springli
Cc: Melinda Acker; John Scavo; Amy Standaert
Subject: FW: Town of Clifton Park-Town Clerk Data Imaging/document scanning proposal
Attachments: 2022 Town of Clifton Park-Town Clerk Price Concurrence.pdf; Clifton Park Town Clerk-Document Scanning Proposal.pdf

Meg,

Please substitute the attached scanning proposal for the Clerk's Office in the resolution back up material submitted by Councilwoman Amy Standaert on behalf of the Information Technology Advisory Committee. The costs remain the same. This proposal updates the dates of the agreement.

Thank you,
Matt

From: Burke, Eric <EBurke@nysid.org>
Sent: Wednesday, July 13, 2022 5:25 PM
To: Melinda Acker <macker@cliftonpark.org>
Cc: Matthew Andrus <mandrus@cliftonpark.org>; John Scavo <jscavo@cliftonpark.org>; Braun, Robert <RBraun@nysid.org>
Subject: Town of Clifton Park-Town Clerk Data Imaging/document scanning proposal

Good Evening Melinda,

Attached please find a quote/proposal and a NYSID price concurrence form for the requested document scanning/data imaging work that needs to be done. If you have any questions or concerns at all please feel free to contact me. Should everything look good and you wish to move ahead simply please sign and return the price concurrence form to my attention along with a PO to pay for the work once that becomes available.

Thank you and have a great night.

Eric S. Burke

Account Representative-Hudson Valley Region
P: (518) 708-7453 F: (518) 455-0339
11 Columbia Circle Drive, Albany, NY 12203



Advancing employment and other opportunities for individuals with disabilities

Shop. Connect. Learn.



1060 Broadway
Albany, NY 12204
www.securescan.com

July 13, 2022

Mr. Eric Burke
Account Representative
New York State Industries for the Disabled
11 Columbia Circle Drive
Albany, NY 12203

Dear Mr. Burke,

Thank you for the opportunity to propose our Document Imaging Services. This proposal is for Document Imaging Services for the Town of Clifton Park (TCP). SecureScan and TCP would like to work through New York State Industries for the Disabled (NYSID) for these document imaging services.

Based on the TCP requirements gathered in discussions, I am pleased to present our proposal. Our proposal provides an all-inclusive per image price quote for preparing documents for scanning, scanning, completion of image quality control review, indexing of data values, verification of data values, and packaging of files for delivery on USB drive. A per visit fee is added for pick-ups and return deliveries.

Town Clerk Books:

- Based on previous project estimates that there are 3,645 standard size images per box. There are an estimated 20 books that should fit in 3 boxes.
- Standard size images will be scanned in a black and white bitonal format.
- Hand key indexing by Meeting Date.

The price per image includes:

- Appropriate document preparation to include removal of files and binders from boxes, removal of pages from folders and binders, staple removal, paper clip removal, binder clip removal, proper placement of sticky notes, and proper insertion of separator sheets.
- Bi-tonal duplex scanning of records at 300 dpi as multi-page PDF/a or TIFF images.
- Scanning Quality Control to include a visual review of all scanned images to ensure capture of high-quality digital images. Rescans will be conducted where necessary.
- Indexing of documents by selected index values listed above.
- Email address (stat@securescan.com) to make emergency requests for records while records are in process at SecureScan. A 2-hour turnaround is guaranteed.

Phone: (518) 935-4135
Fax: (518) 375-3610
Email: chuck@securescan.com



1060 Broadway
Albany, NY 12204
www.securescan.com

Included with this proposal are:

- Quotations and Terms

Thank you for the opportunity to present our proposal. We hope to continue our partnership with the Town of Clifton Park.

Sincerely,

A handwritten signature in cursive script that reads 'Chuck Tobin'.

Chuck Tobin
Owner

Phone: (518) 935-4135
Fax: (518) 375-3610
Email: chuck@securescan.com



1060 Broadway
Albany, NY 12204
www.securescan.com

QUOTATION

This quote includes all services listed above and within the project specifications listed below.

DOCUMENT DESCRIPTION	VOLUME	UNIT PRICE	ESTIMATED TOTAL
Town Clerk books: Standard size documents	10,935 images	\$ 0.12 per image	\$ 1,312.20
Pick-up and Return Delivery of Records. Cost per visit for pick-up or return delivery. Estimated Total is based on two visits. Documents must be in labeled boxes ready for pick-up.	2 visits for pick-up of boxes	\$ 70.00 per visit	\$ 140.00
ESTIMATED TOTALS			\$ 1,452.20

TERMS

Price per image is an all-inclusive price with the exception of pick-up and return delivery of records. One image is equal to one side of a sheet of paper with information on it. Two images are equal to one sheet of paper with information on both sides of the page. Only the total number of images scanned will be billed for. The total price provided is only for budgetary purposes. Pricing is valid for 90 days from the date of this quotation. Prices do not include applicable sales tax. One visit is equal to one pick-up or one return delivery of documents.

Phone: (518) 935-4135
Fax: (518) 375-3610
Email: chuck@securescan.com



Partnership Request for Price
Concurrence

See attached documents in lieu of signed form.



 Translate 

Office of General Services (/)

[◀ Preferred Sources \(/procurement/preferred-sources\)](#)

NYS Procurement Bulletin: Preferred Source Guidelines

SECTIONS

I. Purpose
(#i.-purpose)

I. Purpose

To advance special social and economic goals, certain providers have “preferred source”¹[\(#callout-order-XDCZZ3D4936\)](#)-status under the law. The acquisition of commodities and/or services from preferred sources is exempted from statutory competitive procurement requirements.

II.
Applicability and Scope
(#ii.-applicability-and-scope)

The following guidelines seek three goals: first, to promote the acquisition of goods and services from special providers given preferred source status; second, to ensure that State agencies and other purchasing agents are able to buy the commodities and services they need to fulfill their respective missions; and third, to provide information to

**III.
Preferred
Status (#iii.-
preferred-
status)**

**IV. Priority
Among
Preferred
Sources
(#iv.-priority-
among-
preferred-
sources)**

**V.
Facilitating
Agencies/Preferred
Sources
(#v.-
facilitating-
agencies/preferred-
sources)**

**VI. List of
Preferred
Source
Offerings
(#vi.-list-of-
preferred-
source-
offerings)**

purchasers that will enable them to understand and comply with statutory requirements and State Procurement Council policy. It is the obligation of each State agency and other purchasers covered by these guidelines, to buy from preferred sources whenever possible. Purchases of this nature promote the self-sufficiency and self-determination of preferred source clients and their families. At the same time, preferred source providers are expected to remain business-oriented, one aspect of which is customer service and meeting agency needs. While the following guidelines are intended to advance these goals, ultimate success will rely upon the professional judgment and commitment of both the preferred sources and the staff of purchasing agencies.

¹ To advance special social and economic goals, certain providers have preferred source status under the law. The acquisition of commodities and/or services from preferred sources is exempted from statutory competitive procurement requirements. All state agencies, political subdivisions and public benefit corporations (which includes most public authorities), are required to purchase approved products and services from preferred sources in accordance with the procedures and requirements described in the Preferred Source Guidelines.

NEXT SECTION

Continue (#) ↓

II. Applicability and Scope (#)

II. Applicability and Scope

All State agencies, political subdivisions and public benefit corporations (which includes most public

VII.
Preferred
Source
Commodity
and
Service
Pricing
(#vii.-
preferred-
source-
commodity-
and-service-
pricing)

VIII.
Preferred
Source
Procurement
Process
(#viii.-
preferred-
source-
procurement-
process)

IX.
Compliance
Review
(#ix.-
compliance-
review)

authorities), are required to purchase approved products and services from preferred sources in accordance with the procedures and requirements described herein. Purchases from preferred sources take precedence over all other sources of supply and competitive procurement methods. The term “purchasing agency,” as used in these guidelines, refers to State agencies, political subdivisions, and public benefit corporations.

Purchases by the Legislature and the Judiciary are not covered under these guidelines.

NEXT SECTION

Continue (#) ↓

III. Preferred Status (#)

III. Preferred Status

Preferred source status is accorded to the following entities:

- **Commodities** produced by the Department of Correctional Services’ Correctional Industries Program (CORCRAFT).
- **Commodities and Services** produced by any qualified, charitable, non-profit-making agency for the blind approved by the Commissioner of Social Services.
- **Commodities and Services** produced by any qualified, charitable, non-profit-making agency for the other severely disabled persons approved by the Commissioner of Education.
- **Commodities and Services** produced by a qualified veterans’ workshop providing job and employment skill training to veterans, operated by the United States Department of Veterans Affairs, that manufactures products or performs services within the State and is approved by the Commissioner of Education.

X. Adding a Commodity or Service to the List of Preferred Source Offerings
(#x.-adding-a-commodity-or-service-to-the-list-of-preferred-source-offerings)

Related Documents
(#related-documents)

Related Resources
(#related-resources)

It should be noted that Correctional Industries also provides services which agencies may elect to purchase. Correctional Industries' services do not, however, have preferred source status under the law.

NEXT SECTION

Continue (#) ↓

IV. Priority Among Preferred Sources (#)

IV. Priority Among Preferred Sources

- Commodities available in the form, function, and utility required by a state agency, political subdivision, or public benefit corporation (including most public authorities) must be purchased from preferred sources in the following prioritized order:
 - **1st** — Department of Correctional Services' Correctional Industries Program.
 - **2nd** — Approved, charitable, non-profit making agencies for the blind;
 - **3rd** — Equal priority to approved, charitable, non-profit-making agencies for the severely disabled, qualified special employment programs for mentally ill persons, and qualified veterans' workshops.
- **Services** available in the form, function, and utility required by a State agency, political subdivision or public benefit corporation must be purchased from a Preferred Source. **Equal priority** is accorded to approved, charitable, non-profit-making agencies for the blind, other severely disabled persons, qualified special employment programs for mentally ill persons

Resolution 5

Resolution No. _____ of 2022, a resolution authorizing the purchase of additional licenses for parcel management software for use by Building & Development staff.

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

WHEREAS, by Resolution No. 276 of 2021, the Town approved the implementation of parcel management software from Online Solutions, LLC d/b/a Citizenserve for use by various departments within the Town to track permits and applications for land use plans and administration, and

WHEREAS the Director of Building & Development, Steve Myers has requested that additional licenses be obtained for three part-time employees in the Building Department at a prorated cost of \$1800/year plus a \$1200 one time set up fee per employee, for a total amount not to exceed \$6,300, and

WHEREAS, the additional licenses are necessary to ensure that all staff have access to electronic records of the department; now, therefore, be it

RESOLVED that the Town Board hereby authorizes the additional software setup and licenses from Online Solutions dba CitizenServe in an amount not to exceed \$6,300.00, to be paid with a transfer from Contingency to A-1620-004 (Town Hall Operations – Equipment – Computer Expense; and be it further

RESOLVED that the Comptroller is authorized to adjust the budget for annual software license fees accordingly for fiscal 2023.

Meg Springli

From: Town of Clifton Park <noreply@cliftonpark.org>
Sent: Thursday, July 14, 2022 9:53 AM
To: Meg Springli
Cc: Jean, Spiegel; Mark Heggen
Subject: Resolution Request for TB Meeting: 07-18-2022 Building & Development

An item has been submitted to the Resolution Request form for review.

Department: Building & Development
Your email: smyers@cliftonpark.org

Sponsor/Contact as shown on the agenda (i.e. P. Barrett, A. Standaert, D. Bull, etc.): P. Barrett

Requested Meeting Date: 07-18-2022

Brief Description: Authorize a transfer from Contingency Fund to Town Hall Operations - Equipment - Computer Expense for 3 additional licenses of Citizenserve for part-time employees in the Building Department

Budget #: A-1620-4
Budget Description: Town Hall Operations - Equipment - Computer Expense
\$ Amount: \$6300 approx.

Additional Comments/Details: Sheryl Reed
Mark Kazmierczak
Kathy Boni

COMPTROLLER APPROVAL or Comments:

ATTORNEY APPROVAL or Comments:

Res. 276 of 2021
~~awarded~~ approved purchase of
Parcel management software from
Online Solutions, LLC d/b/a Citizenserve

Resolution 6

Resolution No. _____ of 2022, a resolution authorizing the Building & Development Department to waive building permit fees for the review of plans for the Vischer Ferry Fire District.

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

WHEREAS, the Vischer Ferry Fire District has requested and paid building permit review fees for the rebuilding of Station #3 at 276 Moe Road, Clifton Park, and

WHEREAS, fire districts within the Town performing first response and emergency services vital to the health and safety of the residents of Clifton Park, and

WHEREAS, the Vischer Ferry Fire District has asked that the Town Board exercise its discretion to waive certain fees in the interest of intergovernmental cooperation and for the benefit of the residents served by both the Town and the fire district, and

WHEREAS, the Town Board wishes to support the fire district and their mission to serve residents of the district and the town; now therefore be it

RESOLVED, that building permit fees for the review and inspection of the rebuild of the Vischer Ferry Fire District Station #3 on Moe Road is waived; and be it further

RESOLVED, that the comptroller is authorized to refund \$3,173.00 of permit fees for Permit #68217, attached.

FEES

Use

Fee

Notes:

Vendors will not be charged a fee if they have more than four events in a year.

Fireworks fees to be retroactive to and effective as of January 1, 2006.

Surcharge for inspections before or after normal business hours or for special events (not including fireworks)

\$50/hour

- B. Reinspection fee. One reinspection is included with the initial fee. Additional reinspections required after that will be charged at twice the initial fee for each subsequent inspection.
- C. Waiver of any and all fees is at the discretion of the Director of Building and Development with Town Board approval.

9/04/2007

Resolution No. 254 of 2007, a resolution waiving the Building Department fee paid by the Vischer Ferry Fire District for the building of their new firehouse and authorizing the return of the building fees that were paid.

Introduced by Councilman Roth, who moved its adoption, seconded by Councilman Paolucci.

WHEREAS, the Vischer Ferry Fire District has requested and paid for a building permit to construct a new Fire Station at 750 Grooms Road, and

WHEREAS, the Vischer Ferry Fire District performs first response and emergency services vital to the health and safety of the citizens of Clifton Park, and

WHEREAS, the Vischer Ferry Fire District has requested that the fee of approximately \$1610 for the building permit be waived pursuant to Clifton Park Town Code, Fees, Chapter 103-17 (c); now, therefore, be it

RESOLVED, that the fee of approximately \$1610 for a building permit issued to the Vischer Ferry Fire District for construction of a new Fire Station at 750 Grooms Road is hereby waived; and be it further

RESOLVED, that the permit fee of \$1610, which has been waived, be returned to the Vischer Ferry Fire District.

ROLL CALL VOTE

Ayes: Councilman Paolucci, Councilman Hughes, Councilman Roth,
Councilwoman Walowit, Supervisor Barrett

Noes: None

DECLARED ADOPTED

Resolution No. 255 of 2007, a resolution authorizing three members of the Planning Board and the Planner to attend the New York Planning Federation Conference.

Introduced by Councilman Paolucci, who moved its adoption, seconded by Councilman Roth.

WHEREAS, Kate Maynard, Director of Planning, has requested authorization for three members of the Planning Board and the Planner to attend the New York Planning Federation Conference in Saratoga Springs from October 8-9, 2007, at a cost not to exceed \$530, and

WHEREAS, the amount has been budgeted for 2007 in budget line item A-8021-1 (Planning- Conference and Training), and their attendance at the Seminar would confer a benefit upon the Town residents and to the Planning Board; now, therefore, be it

RESOLVED, that authorization is hereby given for three Planning Board members and the Planner to attend the New York Planning Federation Conference to be held in Saratoga Springs from October 8-9, 2007, at a cost not to exceed \$395 for Planning Board members, to be paid from A-8020-015 (Planning Board) and \$135 to be paid for the Planner to attend from A-8020-001 (Planning-Conferences).

Director of Planning Maynard noted attendance at this conference qualifies for the state requirement.



Town of Clifton Park
Office of Town Attorney


Thomas McCarthy
Town Attorney

MEMO

.....

Date: July 14, 2022

To: Town Board

From: Tom 

Re: Vischer Ferry Fire District

.....

Attached is the request from the Vischer Ferry Fire District for waiver of fees. Mr. Bowman's letter is incorrect – the District is not “exempt” from ordinarily applicable administrative review fees.

We waived such fees for their station on Grooms Road in 2007, and referenced Section 103-17C of our code, a paper copy of which is attached.

This section was eliminated in a 2012 revision of the fee structure because it was redundant – the Board always has inherent power to exercise its discretion to waive a fee for meritorious reasons.

Therefore, the request is that the Board exercise that discretion on the basis of intergovernmental cooperation for the Vischer Ferry Fire District.

Vischer Ferry Fire District

KEVIN K. BOWMAN
CHAIRMAN
ANDREW J. CASUCCI
JAMES G. KEELER
DAVID A. PETTIS
MARTIN M. SCHANZ

Board of Fire Commissioners
750 GROOMS ROAD
REXFORD, NEW YORK 12148
TEL: (518) 371-2167
FAX: (518) 280-2484

CARL E. VISCONTI
DISTRICT TREASURER
KARAN A. DONOHUE
DISTRICT SECRETARY
TIMOTHY P. BROUSSEAU
DISTRICT ADMINISTRATOR
LISA A. CASTALDO
ADMINISTRATIVE ASSISTANT



July 7th, 2022

Phil Barrett, Clifton Park Town Supervisor
1 Town Hall Plaza
Clifton Park, New York 12065

Dear Mr. Barrett;

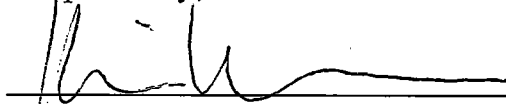
The Vischer Ferry Fire District respectfully requests the return of the building permit fee of \$3173.00 that was paid on June 7, 2022 to obtain a building permit for the rebuilding of our Station # 3 located at 276 Moe Road, Clifton Park, NY.

The Building Department advised us that as a government entity, we are exempt from such a fee, and just need the Town Board to pass a resolution to return the fee to the district.

Please see attachments and feel free to contact me if you have any questions or concerns.

Thank you for your attention to this matter.

Respectfully,



Kevin K. Bowman, Chairman
Board of Fire Commissioners
Vischer Ferry Fire District

Cc: 1. Thomas McCarthy, Clifton Park Town Attorney
2. Tim Hannigan, VF Fire District Attorney

Attachments 7/7/22 lac



Town of Clifton Park
One Town Hall Plaza
Clifton Park, NY, 12065
Phone: 518-371-6702
Fax: 518-383-2668

Date: **5/16/2022**

Permit # **68217**

Printed Date **5/16/2022**

SBL # **277.-3-13.12**

APPLICATION IS HEREBY MADE to the Department of Building and Development for the issuance of a permit to the New York State Fire Prevention and Building code, for the construction of buildings, additions or alterations or the removal or demolition, as herein described. The applicant agrees to comply with all applicable laws, ordinances, or regulations governing building activities in the Town of Clifton Park and will also allow all inspectors to enter the premises for inspections. The applicant also understands that under no circumstances shall personal belongings or furnishings be brought into any new house or addition without first obtaining a Certificate of Occupancy or written permission from the Building Department. Furthermore, the applicant understands and agrees that issuance of a building permit does not grant any right or use of the premises for any purpose or in any manner prohibited by any town, state, or federal law or ordinance.

Note: This property may border a farm, as defined in Town Law. Residents should be aware that farmers have the right to undertake farm practices which may generate dust, odor, smoke, noise, and vibration.

Applicant Information		Owner Information	
Name: Vischer Ferry Fire District		Name: Vischer Ferry Fire District	
Address: 750 Grooms Rd		Address: 750 Grooms Rd	
Rexford, NY 12148		Rexford, NY 12148	
Phone: 518-371-2167		Phone:	
Location: 276 Moe Rd		Water Source:	
		Sewer/Septic:	
Project: New Fire Station			
<input checked="" type="checkbox"/> I am (am not) also aware of the required inspection and that I am responsible to schedule them.			
<u>Lisa Anne Castaldo</u> Clearly Print Name		 Signature of Applicant	
This building permit shall become void one (1) year from date of issuance. Renewals good for six (6) months.			

Permit Fees	Footage: 7246	Valuation:	3080000.00
328 Shed/Gazebo/Fire/Abulance Commer	Check No.:	\$	\$2,898.00
725 Sewer Connection Commercial	Check No.:		\$275.00
Total Fee:			\$3,173.00

Check No.	Amount Collected	Date	Initials
<u>CC 8318</u>	<u>\$3173.00</u>	<u>6/7/22</u>	<u>CS</u>

The application of Vischer Ferry Fire District dated 5/16/2022 is hereby approved (disapproved) for a(n) Commercial Building and/or permission for the construction, reconstruction or alteration of a building and/or accessory structure as set forth above and on the plans approved and stamped by the Building Department

Comments:

Initials

Building Dept. Signature

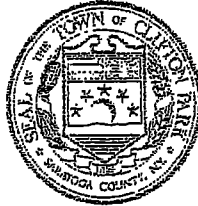


Town of Clifton Park

One Town Hall Plaza
Clifton Park, New York 12065

Department of Building & Development
building@cliftonpark.org

Phone: (518) 371-6702
Fax: (518) 383-2668



REQUIRED INSPECTIONS FOR COMMERCIAL CONSTRUCTION

Town approved plans must be on the job site for all inspections and all projects will require inspections. The applicant is responsible for scheduling the required inspections with the Building Department at least twenty-four (24) hours in advance. All of the inspections indicated below will be required in order to issue the Certificate of Occupancy or Certificate of Compliance:

- Prior to pouring concrete** - This includes all column pier footings, column piers, footings, reinforced foundation walls, floor slabs, etc., applicable to your project.
- Prior to backfilling foundation walls** - This includes any waterproofing, drain tile, insulation, etc., applicable to your project.
- Underslab plumbing** - All piping below slab is required to be tested and inspected prior to backfilling any piping. This includes waste, storm and supply piping as applicable to your project.
- Framing inspection** - This includes all exterior and interior framing including tenant separation walls. All plumbing above slab must be tested and inspected through the roof. Electrical must be roughed in and have evidence of approved electrical inspection on site. HVAC system must be roughed in. Truss specifications must be submitted to the building department for review prior to framing inspection.
- Ductwork** - Roughed in ductwork in place and sealing of joints prior to covering.
- Gas piping** - All piping shall be in place and inspected and pressure tested.
- Demising walls** - All tenant separation walls must be inspected whether or not you constructed them with your project. Demising walls are required to be smoke-tight with all penetrations and voids filled properly. Ceiling tiles must be removed for inspection.
- Above ceiling** - Pipe hangers, insulation, electrical, HVAC, sprinklers, fire alarm roughins completed.
- Insulation inspection** - Insulation and vapor barriers must be complete, and prior to concealing any insulation.
- Utility inspections** - All sewer, water, and storm piping must be inspected prior to backfilling. This includes all grease traps, oil separators, etc. All two-piece structures are required to be water tested prior to backfilling.
- Final inspection** - This includes final electrical inspection, fire alarm certification, sprinkler certification, elevator certification, P.E. or A.I.A building certification etc., as applicable to your project.

Digital submission - At the completion of the project and prior to the issuance of a Certificate of Occupancy, the applicant must submit to the building dept a copy of all blueprints, plans + specs on a computer disc in .pdf format

May 16th, 2022



BUILDING DEPT.
1 TOWN HALL PLZ
CLIFTON PARK, NY 12065
5183716651

Cashier: PHIL BARRETT

Transaction 000552

Total	\$3,173.00
CREDIT CARD SALE	\$3,173.00
MASTERCARD 8318	

Retain this copy for statement validation

07-Jun-2022 12:34:47P
\$3,173.00 | Method: EMV
Mastercard XXXXXXXXXXXX8318
LISA CASTALDO
Reference ID: 215800502016
Auth ID: 03427E
MID: *****0880
AID: A0000000041010
AthNtwkNm: MASTERCARD
SIGNATURE VERIFIED

Online: <https://clover.com/p/NEZAXKSN3107Y>

Payment NEZAXKSN3107Y

Clover Privacy Policy
<https://clover.com/privacy>

POST CONSPICUOUSLY

TOWN OF CLIFTON PARK

SARATOGA COUNTY, N.Y.

DEPARTMENT OF BUILDING & DEVELOPMENT
BUILDING PERMIT

Permit No.

68217

Was Issued To


Vischer Emergency Fire Dist.

Address

276 Mol Rd. Dated 6/7/22

For construction or occupancy on these premises in strict accordance with plans and specifications on file and in compliance with the Fire Prevention and Building Code of New York State and the Code of the Town of Clifton Park.

Authorized Signature



NOTE: Call Building Department for all inspections 518-371-6702

For:

New Fire Station



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

§ 103-16 Permit fees.

[Amended 9-15-1988 by L.L. No. 15-1988; 10-17-1988 by L.L. No. 23-1988; 12-16-1996 by L.L. No. 14-1996; 4-6-1998 by L.L. No. 2-1998; 11-19-2001 by L.L. No. 16-2001; 10-6-2003 by L.L. No. 5-2003; 10-10-2006 by L.L. No. 9-2006; 2-7-2011 by L.L. No. 1-2011; 2-13-2013 by L.L. No. 3-2012 ^[1]; 10-20-2014 by L.L. No. 8-2014; 10-13-2015 by L.L. No. 10-2015; 11-16-2015 by L.L. No. 13-2015; 7-5-2016 by L.L. No. 4-2016; 1-4-2021 by L.L. No. 1-2021; 11-1-2021 by L.L. No. 8-2021]

Except as set forth hereinabove, the Building Inspector shall collect, at the time of a building permit application, a building permit fee pursuant to the following schedule:

Permit	Fee
---------------	------------

Residential permits:

New structures or additions to existing structures:

Per 100 square feet of floor area or portion thereof	\$25
--	------

Minimum charge	\$75
----------------	------

Residential remodeling or renovations, i.e., conversions of nonhabitable to habitable space (garage to living space); any structural change to the building; any structural change to the foundations; door and window changes

Per 100 square feet of floor area or portion thereof	\$20
--	------

Minimum charge	\$75
----------------	------

Toolsheds, storage buildings and garages, either metal or wood, regardless of whether they are permanent or portable. (No permit is required for a structure less than 144 square feet in floor area. However, it must adhere to side line and rear line setbacks.)

Per 100 square feet of floor area or portion thereof	\$15
--	------

Minimum charge	\$75
----------------	------

Tents or inflatable structures (special events)	\$50
---	------

Reroofing:

Permit	Fee
Residential	\$65
Commercial	\$275
Siding:	
Residential	\$65
Commercial	\$275
Patios and decks:	
Residential	\$65
Commercial	\$275
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

Permit	Fee
Utility lines other than laterals (sewer, water, etc.)	\$250
 Solar Energy Systems	
(1) Tier 1 Solar Energy Systems Roof-mounted and/or building integrated	\$75
(2) Tier 2 Solar Energy Systems Ground mounted up to 25kW AC	\$75
(3) Tier 3 Solar Energy Systems more than 25kW AC	PV energy systems PV: \$1,000 up to 50 kW Plus \$7 per kW for 51 to 250 kW Plus \$5 per kW above 251 kW

Commercial/nonresidential permits:

New structures, additions or alterations to existing structures:

Per 100 square feet of floor area or portion thereof \$40

Minimum charge \$350

Toolsheds, storage buildings and garages, either metal or wood, regardless of whether they are permanent or portable

Per 100 square feet of floor area or portion thereof \$40

Minimum charge \$350

Change of tenancy (no construction activity) \$225

Tents or inflatable structures (special events) \$225

Special use permit

Application only (site plan review fees apply separately) \$300

Variances

Permit	Fee
Single-lot residence	\$150
All others, including logging	\$300
Signs	
Per square foot	\$6
Minimum	\$125
Banner	
A new business may display a grand opening banner, as permitted in Chapter 171, Signs, herein, once for a thirty-day period without incurring a permit fee.	
Plan review (unless included in the permit fee)	1/2 of the permit fee (or minimum)
Residential minimum	\$100
Commercial minimum	\$300
Soil-disturbing activity (SDA)	\$225 minimum plus \$50 per acre for each acre or partial acre exceeding 1 acre of soil-disturbing activity
Any additional plan review (changes, revision or additions to original permit)	
Residential, per 100 square feet of floor area or portion thereof	\$15
Residential minimum	\$75
Commercial, per 100 square feet of floor area or portion thereof	\$30
Commercial minimum (Note: The original permit fee covers the initial plan review and one re-review, if required. Projects requiring a third or more review will be charged an additional fee equal to 5% of the overall permit cost.)	\$300
Renewal of permit	
Residential	\$75

Permit	Fee
Commercial	\$300
Permit extension after two-year limit (6 months maximum)	
Residential	\$150
Commercial	\$500
Timber harvesting	\$300
Agricultural buildings	
Per 100 square feet or any portion thereof	\$5
Minimum charge	\$50
Remodeling or renovation to an agricultural building	
Per 100 square feet or any portion thereof	\$5
Minimum charge	\$50
Fireworks permits for individuals or vendors	\$100 per event
Surcharge for inspections before or after normal business hours or for special events (not including fireworks); 3-hour minimum	\$75/hour

Contractors found working without a permit when required will be charged an amount equal to double the permit minimum fee as a condition of issuing the permit.

[1]

Editor's Note: This local law also repealed former § 103-17, Fire inspection fees, added 5-8-2006 by L.L. No. 4-2006, which immediately followed this section.

ROLL CALL VOTE

Ayes: Councilman Whalen, Councilman Hughes, Councilman Romano,
Councilwoman Walowit, Supervisor Barrett

Noes: None

DECLARED ADOPTED

Resolution No. 50 of 2012, a resolution accepting an application for the Conservation Easement (Historic Preservation) program.

Introduced by Councilman Whalen, who moved its adoption, seconded by Councilman Romano.

WHEREAS, a public hearing was held on February 6, 2012 in order to receive public comment regarding a conservation easement application for a home located at 341 Riverview Road, Rexford (SBL 287.16-1-32) owned by David Monk and Anna Fisher, in accordance with Chapter 125 of the Town Code as amended, and

WHEREAS, the Town Board has considered the application and the comments received; now, therefore, be it

RESOLVED, that the application for a home located at 341 Riverview Road, Rexford, owned by David Monk and Anna Fisher (SBL 287.16-1-32), is hereby accepted and is granted a Conservation Easement (Historic Preservation) in accordance with the provisions of Article XIII of Chapter 208-78 of the Town Code; and be it further

RESOLVED, that said applicant whose home has been granted a historic conservation easement shall execute an agreement provided by the Town of Clifton Park.

ROLL CALL VOTE

Ayes: Councilman Whalen, Councilman Hughes, Councilman Romano,
Councilwoman Walowit, Supervisor Barrett

Noes: None

DECLARED ADOPTED

Resolution No. 51 of 2012, a resolution adopting Local Law No. 3 of 2012, a local law amending Section 103-16, Building Permit Fees, of the Town Code.

Introduced by Councilman Whalen, who moved its adoption, seconded by Councilwoman Walowit.

WHEREAS; Steven Myers, Director of Building and Zoning, has recommended amending Section 103-16 Building Permit Fees, and

WHEREAS; on February 6, 2012 the Town Board conducted a public hearing to obtain input regarding the proposed changes to Section 103-16, Building Permit Fees, of the Town Code, and

WHEREAS, the public was given the opportunity to speak in favor of or against the proposed changes to the local law; now, therefore, be it

RESOLVED, that Local Law No. 3 of 2012, a local law amending Section 103-16, Building Permit Fees of the Town Code is hereby adopted; and be it further

RESOLVED, the Town Clerk is directed to publish appropriate notice of the same.

Resolution 7

Resolution No. ____ of 2021, a resolution reclassifying the position of the Payroll Clerk in the Office of the Town Comptroller

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

WHEREAS, the Town Board wishes to re-classify the administrative position within the Town Comptroller's Office from Payroll Clerk to Payroll Benefits Analyst, to more appropriately describe the office responsibilities of the position and to acknowledge the contributions made to the Town, and

WHEREAS, Christine Pagnello, currently a Deputy Town Clerk, has passed the civil service examination for the position of Payroll Benefits Analyst; now, therefore be it

RESOLVED, that the position of Payroll Clerk, be reclassified as a Payroll Benefits Analyst, and be it further

RESOLVED, that Christine Pagnello, 14 Coventry Drive, Clifton Park, is appointed as Payroll Benefits Analyst, from the list of eligible candidates per Civil Service examination, to be compensated at Grade 6, Step 9, Year 2, effective August 1, 2022; and be it further

RESOLVED, that the Comptroller is authorized to transfer \$26,709 from A-1315-E6048 (General Fund – Comptroller's Office – K. Taubkin) and \$1,492 from A-1315-17 (General Fund – Comptroller's Office – Payroll Service to A-1315-E0065 (General Fund – Comptroller – C. Pagnello).

Town of Clifton Park
 Salary Allocation

		Grade	Step	Year	2022 Hourly Rate	Weeks to End of Year	Hours	Projected to End of Year
Christine	Pagniello	6	9	2	36.63	22	35	\$ 28,205.10
								Rounded to: \$ 28,200.00

Transfer funds from Payroll Clerk

From

\$ 28,200.00

Saratoga County Human Resources Department
BALLSTON SPA, NEW YORK

NEW POSITIONS DUTIES STATEMENT

Department head or other authority requesting the creation of a new position shall prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.

Civil Service Law: Section 22: Certification for new positions. Before any new positions in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the positions, shall be referred to the Personnel Officer and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the Personnel Officer.

1. DEPARTMENT BUREAU, DIVISION, UNIT OR SECTION LOCATION OF POSITION

Town of Clifton Park

2. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job.

PERCENT
OF
WORK TIME

Job Title: Payroll and Benefits Analyst

Involves responsibility for performing a variety of moderately complex clerical tasks in preparing and control of municipal payrolls and employee benefits. Also involves performing a variety of types of analysis to determine validity, trend analysis, etc. as it relates to payroll and benefits. The work requires a general understanding of specific laws, office rules, procedures and policies. The work is performed under general supervision of the Payroll Manager or other designated higher ranking position in accordance with established policies and procedures. Does related work as required.

- Prepares and/or reviews payroll from time sheets submitted by supervisors or principals;
- Prints payroll checks;
- Reviews open Unemployment, Worker's Compensation and Disability cases;
- Assists in tracking information for reporting of benefits, including (but not limited to) Affordable - Care Act and Medicare Subsidy (and any similar benefit related governmental mandated reporting) includes related data entry into computer programs used by the District;
- Performs financial analysis on payroll and benefits information to ensure proper expenditure recording;
- Performs training for employees on software systems used for benefits and payroll information;
- Assists in the maintenance of personnel information for employees;
- Assists in documentation of procedures within payroll and benefits areas
- Prepares materials for audit requests;
- Researches and resolves employee pay issues;
- Process and maintain leave of absence information, including letters of explanation, plan requirements, invoicing for appropriate premiums following negotiated contact settlements and federal leave policies;
- Reconciles monthly/quarterly/annual reports as required;
- Operates a personal computer and other office machines.
- Performs various account clerical tasks including typing, posting, indexing, filing and sorting.

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)		
NAME	TITLE	TYPE OF SUPERVISION
Mark Hegen	Comptroller	Direct

4. Names and Titles of Persons Supervised by Employee in this position		
NAME	TITLE	TYPE OF SUPERVISION
NA		

5. Names and Titles of persons doing substantially the same kind and level of work as will be done by the incumbent of this new position.		
NAME	TITLE	TYPE OF SUPERVISION
NA		

6. What minimum qualifications do you think should be required for this position?

A. Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's Degree AND five (5) years of experience primarily involving the maintenance of financial records and accounts, three (3) years of which must have involved the preparation of payrolls; OR

B. Graduation from high school or possession of a high school equivalence diploma AND seven (7) years of experience primarily involving the maintenance of financial records and accounts, three (3) years of which must have involved the preparation of payrolls.

Experience: (List amount and type)

Essential knowledges, skills and abilities: Thorough knowledge of modern methods of maintaining and checking financial records and accounts; thorough knowledge of payroll procedures and applicable federal and state laws, rules and regulations; good working knowledge of office terminology, procedures, and equipment; good knowledge of business arithmetic and English; ability to make arithmetic computations rapidly and accurately; ability to follow oral and written instructions; ability to prepare and maintain written records and reports; ability to get along well with others; clerical aptitude; high degree of accuracy; tact and courtesy.

Type of license or certificate required:

7. The above statements are accurate and complete.

Date: _____ Title: Supervisor, Town of Clifton Park Signature: _____

CERTIFICATE OF PERSONNEL OFFICER

8. In accordance with the provisions of Civil Service Law, Section 14, subdivision 8-a, Scot Chamberlain, the Personnel Officer, certifies that the appropriate civil service title for the position described is _____ Payroll and Benefits Analyst.

Date: _____ Signature: _____

ACTION BY LEGISLATIVE BODY OR OTHER APPROVING AUTHORITY

9. Creation of described position

Approved

Disapproved

Date: _____ Signature: _____

RETURN ONE COMPLETED COPY TO THE HUMAN RESOURCES DEPARTMENT.

Resolution 8

Resolution No. _____ of 2022, a resolution appointing James Murray, as an Account Clerk Typist in the Comptroller's office per civil service classification.

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

WHEREAS, an opening exists for an Account Clerk Typist in the Comptroller's office, and

WHEREAS, Mark Heggen, Comptroller has interviewed Mr. Murray, and that the Board retain Mr. Murray as an Account Clerk Typist, Grade 4, Step 1, Year 1, to be paid \$25.29/hr.; now, therefore be it

RESOLVED, that James Murray, 36 Redfield Park, Clifton Park is hereby appointed as Account Clerk Typist for the Town of Clifton Park, effective August 1, 2022, from the list of eligible candidates per Civil Service examination; and be it further

RESOLVED, that the comptroller is authorized to transfer \$19,000 from A-1315-E6047 (Gen. Fund – Comptroller – H. Schultz) to A-1315-Exxx (General Fund –Comptroller – Employee).



Town of Clifton Park

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

COMPTROLLER'S OFFICE

JOB POSTING

JANUARY 18, 2021

The Town of Clifton Park has an Opening for a Position as an Account Clerk/Typist. The Position is full time, in the Office of the Town Comptroller, and will be offered at a Grade 4 with steps 1-3, The starting compensation will therefore range from \$46,028 to \$47,884 pursuant to the current CSEA Bargaining agreement and Town Budget, depending upon the experience and qualifications of the successful candidate. The Job description and minimum qualifications for the position is detailed below. The position is a competitive position within the Saratoga County Civil Service. Monday – Friday 9:00am – 5:00pm work schedule.

ACCOUNT CLERK/TYPIST

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the performance of standard clerical and account keeping procedures in maintaining and checking financial accounts and records. The incumbent is responsible for entering and retrieving information using computer database/spreadsheet software. Routine assignments are done under supervision in accordance with defined procedures; detailed instructions are provided for new or unusual assignments. This class differs from Senior Account Clerk by virtue of the limited complexity of the work. The work is reviewed by observation, crosschecks, or by the immediate supervisor and by other steps in the account-keeping process. Performs related work as required.

TYPICAL WORK ACTIVITIES: (*Illustrative Only)

- Reviews a variety of documents such as claim forms, vouchers, bills and purchase orders to determine eligibility for payment or to verify accuracy of payment made, according to defined procedures and policies;
- Verifies accuracy of all calculations and codes on documents;
- Posts figures to appropriate accounts in hard copy or electronically and verifies all data entered;
- Prepares correspondence, documents, records and other written material as needed and directed;
- Reconciles all financial entries;
- Prepares simple financial or statistical reports from data entered, including status of accounts, current balances and cash received or paid;
- Produces data needed for state and federal reimbursement claims (as applicable);
- Receives payments, issues receipts, prepares checks for disbursement, deposits funds into appropriate accounts, prepares reconciliation of balances and posts balance to appropriate ledgers;
- Deposits bank receipts and transacts other general bank business as necessary;
- Contacts clients and vendors by phone and/or correspondence to obtain necessary additional information required to complete assigned tasks;
- Provides routine information either verbally or in writing, in response to any inquires of financial records or information;
- Files and maintains all records related to processing of payroll, invoices, vouchers, bills and correspondence;
- Receives, audits, balances payroll time records;
- Operation of a personal computer, calculator and other related office equipment.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of modern methods used in compiling and maintaining financial accounts and records, including the use of financial software; Working knowledge of modern office terminology, procedures, equipment and business language; Ability to operate a personal computer utilizing common office software programs including word processing, spreadsheet and database programs, at an acceptable rate of accuracy and speed ; Ability to make accurate mathematical computations involving fractions, decimals and percentages; Ability to analyze and compile data in preparation of records and reports; Ability to understand and interpret verbal instructions and/or written directions; Clerical aptitude with attention to detail.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Accounting, Business Management, Business Administration, or a closely related field;
OR

B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Accounting , Secretarial Science, Office Management, Business Administration, or closely related field, AND two (2) years of paid clerical experience *to include the use and operation of a personal computer* with experience in the maintenance of financial accounts and record keeping; **OR**

C) Graduation from high school or possession of an Equivalency Diploma (GED), AND four (4) years of paid clerical experience *to include the use and operation of a personal computer* with experience in the maintenance of financial accounts and record keeping.

Resolution 87-196

Revised 11/24/87

Revised 10/20/03

Resolution 2003-95

Revised 6/29/15 po res 2015-38

Revised 11/17/17 POR 2017-112

Resolution 9

Resolution No. _____ of 2022, a resolution authorizing the Comptroller to reclassify a current position in the Highway Department.

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

WHEREAS, Supervisor Barrett has requested a reclassification in title from part-time clerk to full-time Account Clerk Typist within the Highway Department, and

WHEREAS, an opening exists for an Account Clerk Typist, and

WHEREAS, after interviewing Heather Schultz, Supervisor Barrett recommends Ms. Schultz for the Account Clerk Typist position in the Highway Department; now, therefore be it

RESOLVED, that Heather Schultz, 6 North Pointe, Apt. 5, Clifton Park, is hereby appointed from the list of eligible candidates per Civil Service classification as Account Clerk Typist for the Town of Clifton Park to be assigned to the Highway Department, Grade 4, Step 1, Year 1, to be paid \$25.29/hr. effective August 1, 2022; and be it further

RESOLVED, that the Comptroller is authorized to transfer \$19,000 from A-5010-E400 (General Fund – Highway Admin – Part-time Employee) to A-5010-E6047 (General Fund – Highway Admin – H. Schulz)

Resolution 10

Resolution No. _____ of 2022, a resolution hiring additional employees for the 2022 summer Parks & Recreation programs.

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

WHEREAS, the Town Board wishes to hire additional qualified staff members for operation of the Town's pools and camps, and

WHEREAS, Supervisor Barrett has recommended individuals listed in the attached Schedule A be hired to staff the locations as indicated; now therefore be it

RESOLVED, that the individuals listed in the attached Schedule A be hired as seasonal staff for the Parks & recreation programs, as noted, through the end of the 2022 summer season; and be it further

RESOLVED, that the individuals be paid as indicated on Schedule A.

Schedule A
Seasonal Hires for Summer Parks & Recreation Programs 2022

First	Last	Address	City/ State	Location	Title	2022 Step	Rate*	Start
Kayla	Fraser	49 Mohawk Ave., Apt. 3P	Scotia, NY 12302	Tiny Hands	Director	1	\$687/wk	7/11/2022
Lillian	Fox	23 Fieldstone Dr.	Ballston Lake, NY 12019	Tiny Hands	Asst. Dir.	1	\$341/wk	7/11/2022
Michael	Zebrowski	9 Tudor St.	Clifton Park, NY 12065	Okte Camp	Counselor	1	\$13.20	7/12/2022
Anneli	Adams	206 Scotch Bush Rd.	Burnt Hills, NY 12027	Pool	Lifeguard	1	\$13.50	7/18/2022
John	Hallahan	46 Liberty Way	Clifton Park, NY 12065	Pool	Lifeguard	1	\$13.50	7/18/2022
Savanna	Hardt	39 Glade Mallow Rd.	Malta, NY 12020	Pool	Lifeguard	1	\$13.50	7/18/2022
Walter	Swenton	24 Tarragon Terrace	Halfmoon, NY 12065	Pool	Lifeguard	1	\$13.50	7/18/2022
Eamon	Taylor	30 Tipperary Way	Ballston Lake, NY 12019	Pool	Lifeguard	1	\$13.50	7/18/2022
Sposili	Alison	48 Jamison Drive	Clifton Park, NY 12065	Pool	Lifeguard	3	\$13.75	7/18/2022

*Rate of pay is hourly unless otherwise indicated.

Meg Springli

From: Town of Clifton Park <noreply@cliftonpark.org>
Sent: Tuesday, July 12, 2022 11:10 AM
To: Meg Springli
Cc: Jean, Spiegel; Mark Heggen
Subject: Resolution Request for TB Meeting: 07-18-2022 Parks, Recreation, & Community Affairs
Attachments: 62cd8ed70d0d4-20220712110444436.pdf

An item has been submitted to the Resolution Request form for review.

Department: Parks, Recreation, & Community Affairs
Your email: astandaert@cliftonpark.org

Sponsor/Contact as shown on the agenda (i.e. P. Barrett, A. Standaert, D. Bull, etc.): A. Standaert, L. Walowit

Requested Meeting Date: 07-18-2022

Brief Description: a resolution hiring additional seasonal staff for the 2022 Summer Season at Barney Road, Country Knolls, and Locust Land Pools

Budget #: A7150-E4690: SP5-7151-E4690; A-7152-E4690
Budget Description: Barney Road Pool; Country Knolls Pool; Locust Lane Pool
\$ Amount:

Additional Comments/Details: hiring spreadsheet is attached. Start date would be July 18, 2022. Questions regarding hiring and salary amounts should be directed to Diana Fraser in the Parks, Recreation, and Community Affairs Department

COMPTROLLER APPROVAL or Comments:

ATTORNEY APPROVAL or Comments:

Matthew Andrus

From: Diana Fraser <dfraser@cliftonpark.org>
Sent: Friday, July 8, 2022 3:00 PM
To: Matthew Andrus
Subject: Lifeguard Resolution
Attachments: 2022 Additional Hires July 18.xlsx

Hi Matt,

Due to limited lifeguard availability we need to hire some additional people. The list is attached. Can we please get that on the July 18th meeting? Their start date can be July 18th.

Thanks,

Diana

Diana Fraser

Assistant Director
Office of Parks, Recreation and Community Affairs
Town of Clifton Park, NY
518-371-6667

New lifeguards/Alternates

First	Last	Address	City/State	Pool	Title	2022 Step	Rate
Anneli	Adams	206 Scotch Bush Rd.	Burnt Hills, NY 12027		Lifeguard	1	\$13.50
John	Hallahan	46 Liberty Way	Clifton Park, NY 12065		Lifeguard	1	\$13.50
Savanna	Hardt	39 Glade Mallow Rd.	Malta, NY 12020		Lifeguard	1	\$13.50
Walter	Swenton	24 Tarragon Terrace	Halfmoon, NY 12065		Lifeguard	1	\$13.50
Eamon	Taylor	30 Tipperary Way	Ballston Lake, NY 12019		Lifeguard	1	\$13.50

Meg Springli

From: Town of Clifton Park <noreply@cliftonpark.org>
Sent: Tuesday, July 12, 2022 10:04 AM
To: Meg Springli
Cc: Jean, Spiegel; Mark Heggen
Subject: Resolution Request for TB Meeting: 07-18-2022 Parks & Rec

An item has been submitted to the Resolution Request form for review.

Department: **Parks & Rec**
Your email: **astandaert@cliftonpark.org**

Sponsor/Contact as shown on the agenda (i.e. P. Barrett, A. Standaert, D. Bull, etc.): **A. Standaert**

Requested Meeting Date: **07-18-2022**

Brief Description: **Due to the recent resignation of Theresa Trump as Tiny Hands Director, we are hiring Kayla Fraser to replace her, retroactive to July 11, 2022.**

49 Mohawk Ave

Apt 3P

Scotia 12302

Tiny Hands Director/Site Manager

1st year

\$687 week Step 1

Budget #:

Budget Description:

\$ Amount:

Additional Comments/Details:

COMPROLLER APPROVAL or Comments:

ATTORNEY APPROVAL or Comments:

Meg Springli

From: Town of Clifton Park <noreply@cliftonpark.org>
Sent: Tuesday, July 12, 2022 10:08 AM
To: Meg Springli
Cc: Jean, Spiegel; Mark Heggen
Subject: Resolution Request for TB Meeting: 07-18-2022 Parks & Rec

An item has been submitted to the Resolution Request form for review.

Department: **Parks & Rec**
Your email: astandaert@cliftonpark.org

Sponsor/Contact as shown on the agenda (i.e. P. Barrett, A. Standaert, D. Bull, etc.): **A. Standaert**

Requested Meeting Date: **07-18-2022**

Brief Description: **Due to Kayla Fraser becoming Tiny Hands Director, we are hiring Lillian Fox to be Tiny Hands Assistant Director. We had hired Lillian as a counselor at Jonesville prior to this move. This should be retroactive as of July 11, 2022.**

**23 Fieldstone Dr
Ballston Lake
Assistant Director
\$341 week**

Budget #:
Budget Description:
\$ Amount:

Additional Comments/Details:

COMPTROLLER APPROVAL or Comments:

ATTORNEY APPROVAL or Comments:

Meg Springli

From: Town of Clifton Park <noreply@cliftonpark.org>
Sent: Tuesday, July 12, 2022 10:19 AM
To: Meg Springli
Cc: Jean, Spiegel; Mark Heggen
Subject: Resolution Request for TB Meeting: 07-18-2022 Parks & Rec
Attachments: 62cd82d05b40f-M Zebrowski Okte.pdf

An item has been submitted to the Resolution Request form for review.

Department: Parks & Rec
Your email: astandaert@cliftonpark.org

Sponsor/Contact as shown on the agenda (i.e. P. Barrett, A. Standaert, D. Bull, etc.): A. Standaert

Requested Meeting Date: 07-18-2022

Brief Description: Hire as camp counselor for Okte camp. His start date is July 12, 2022. \$13.20 per hour ,
Step 1.
Michael Zebrowski
9 Tudor St
Clifton Park

Budget #:
Budget Description:
\$ Amount:

Additional Comments/Details:

COMPTROLLER APPROVAL or Comments:

ATTORNEY APPROVAL or Comments:

Resolution 11

Resolution No. _____ of 2022, a resolution issuing (2) permits to serve alcoholic beverages per the attached Special Alcohol Use Permit applications.

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

WHEREAS, the following applicants have submitted Special Alcohol Use Permit Requests to the Office of Parks, Recreation and Community Affairs, to be allowed to serve alcohol in the form of beer and wine for gatherings on the following dates with locations as listed on the applications:

- Isabel Prescott, 667 Riverview Rd, Rexford, 7/22/2022 5:00pm-7:00pm, Grooms Tavern
- Sarah Strouse, 85 Appletree Lane, CP, 8/13/2022, 10:00AM-3:00PM, Collins Park

; now, therefore, be it

RESOLVED, that the Town Board hereby authorizes the Special Alcohol Use Permit Requests submitted by Isabel Prescott and Sarah Strouse for gatherings as indicated.

Meg Springli

From: Town of Clifton Park <noreply@cliftonpark.org>
Sent: Thursday, June 30, 2022 10:57 AM
To: Meg Springli
Cc: Jean, Spiegel; Mark Heggen
Subject: Resolution Request for TB Meeting: 07-18-2022 Parks & Rec
Attachments: 62bdb9b08c511-Prescott Alcohol Permit.pdf

An item has been submitted to the Resolution Request form for review.

Department: Parks & Rec
Your email: mkramer@cliftonpark.org

Sponsor/Contact as shown on the agenda (i.e. P. Barrett, A. Standaert, D. Bull, etc.): P. Barrett

Requested Meeting Date: 07-18-2022

Brief Description: A resolution permitting Isabel Prescott, 667 Riverview Road, Rexford to serve wine during a 60th high school reunion at Historic Grooms Tavern on July 22, 2022 from 5:00pm to 7:00pm.

Budget #:

Budget Description:

\$ Amount:

Additional Comments/Details:

COMPTROLLER APPROVAL or Comments:

ATTORNEY APPROVAL or Comments:



Town of Clifton Park
OFFICE OF PARKS, RECREATION AND COMMUNITY AFFAIRS
 One Town Hall Plaza * Clifton Park, N.Y. 12065 * (518) 371-6667 * (518) 383-5088
 Myla E. Kramer, M.S.W., Director

INDOOR FACILITY USE REQUEST

General Information

Name of Organization: Shenandoah Class of 1962 Today's Date: 6/23/22
 Contact Person: Isabel B. Prescott
 Address: 667 River View Road City: Rexford, NY 12148
 Phone (home): - (work) 518-371-2174 (cell) 518-330-3743
 Email: Farmer.Isabel@me.com

Facility Requested

Historic Grooms Tavern (back meeting room)	<u>X</u>
Locust Lane Clubhouse (large main room)	_____

Date Requested: July 22, 2022
 Time: 5pm to 7p (and prior)
 # of Participants: 20 to setup

Type of Use: Educational X Exhibit _____ Community X Social _____

Please explain use: John Scherer, Town Historian, will record stories from the past as told by participants

For Grooms Tavern only:

Requesting use of the: Kitchenette _____ Projector and Screen X Sound System _____

Use Fee Schedule:

- Approval for the rental of both facilities shall be given to Town residents, Town-based not-for-profits, Town-based community groups and Town businesses.
- Groups and organizations shall be required to furnish a deposit of \$100.00 at the time of reservation. Additional charges may be imposed for extra cleaning, security, or other special preparations.
- All users must meet one of the four criteria for "Permitted Uses" set forth above, with final approval made by Office of Parks, Recreation & Community Affairs.
- Meetings – No charge for local non-profit community groups. Each group is limited to one meeting a week.
- Meetings – For other organizations - \$25.00 per hour.
- Businesses - \$50.00 per hour.
- Social Events - Minimum rental fee of \$150 includes three hours for room and kitchen area rental as well as trash pickup. \$50 for each additional hour.
- Town programs have priority.
- All fees are non-refundable.
- **Please pick up after yourself. The Town has a carry-in, carry-out policy. The Town of Clifton Park requires that you must take out what you bring in. If you would like to pay an additional \$75.00 per day for trash removal, please indicate.

Yes _____ No X INITIAL ISP

Does your organization carry liability insurance? Yes _____ No X

Please sign and return this form with facility usage fee, if applicable, to:
Town of Clifton Park
Office of Parks, Recreation & Community Affairs
1 Town Hall Plaza
Clifton Park, NY 12065

Thank you for your cooperation and enjoy your day!

SIGNED: Isabel B. Prescott
Applicant for Permit

DATE: 6/23/22

APPROVED: Diana Fraser
Parks & Recreation Office

	For Office Use Only	Total	
Historic Grooms Tavern Rental	_____	_____	Date Paid: _____
Locust Lane Clubhouse Rental	_____	_____	Amount Paid: _____
Security	_____	_____	Payment Type: _____
Trash Removal	_____	_____	Permit Given: _____
Other	_____	_____	
	Total Charges Due:	<u>0</u>	

Meg Springli

From: Town of Clifton Park <noreply@cliftonpark.org>
Sent: Thursday, June 30, 2022 10:54 AM
To: Meg Springli
Cc: Jean, Spiegel; Mark Heggen
Subject: Resolution Request for TB Meeting: 07-18-2022 Parks & Rec
Attachments: 62bdb8e8e960e-Strouse Alcohol Permit #2.pdf

An item has been submitted to the Resolution Request form for review.

Department: **Parks & Rec**
Your email: **mkramer@cliftonpark.org**

Sponsor/Contact as shown on the agenda (i.e. P. Barrett, A. Standaert, D. Bull, etc.): **P. Barrett**

Requested Meeting Date: **07-18-2022**

Brief Description: **A resolution permitting Sarah Strouse, 85 Appletree Lane, Clifton Park to serve alcohol during a gathering at Collins Park on August 13, 2022 from 10:00am to 3:00pm.**

Budget #:

Budget Description:

\$ Amount:

Additional Comments/Details:

COMPTROLLER APPROVAL or Comments:

ATTORNEY APPROVAL or Comments:



Town of Clifton Park

OFFICE OF PARKS, RECREATION AND COMMUNITY AFFAIRS

One Town Hall Plaza • Clifton Park, New York 12065 • (518) 371-6667 • Fax: (518) 383-5088

Myla E. Kramer, M.S.W., Director

2022 Special Alcohol Use Permit Request
(Please attach to Facility Permit Application)

Name of Organization: _____

Contact Person: Sarah Strouse

Address: 85 Appletree Lane Clifton Park NY 12065

Phone (home): 518 280 6535 (work) _____ (cell) 518 877 0853

Email: Sstrouse729@gmail.com

Location, Date and Time of Event: August 13, 2022 - Collins Park Pavilion
10:00 - 3:00

Alcohol Permit is governed by the additional conditions: *(please see initial conditions listed on Facility Permit Application)*

1. The permit is not transferable.
2. Permit is valid for specified date and time of event only.
3. Only beer and wine are allowed in Town parks or facilities. Glass beverage containers are not permitted.
4. Permit holder only is allowed to bring alcoholic beverages into the park and is responsible for the conduct of all group members.
5. Permit holder must retain permit and make available upon request by proper park official or security officer.
6. Permit holder will be responsible for assuring ALL MEMBERS of his/her party that consume alcohol are of legal age to drink alcoholic beverages according to New York State law.
7. Alcoholic beverages are not permitted in parking lots or children's play areas.
8. The sale of alcoholic beverages in Town parks or facilities is strictly prohibited.
9. Alcoholic beverages are not to be consumed by team members during athletic team competition.
10. You must be at least 21 years of age to purchase an alcohol permit.
11. Permit Request must be submitted at least 30 days prior to rental date.

\$25 non-refundable fee must accompany special permit request.

I have read the Town of Clifton Park rules and the above special conditions and agree to abide by them.

SIGNED: Sarah Strouse

Date: 6/30/2022

For Office Use Only:

Date on Town Board Agenda: _____

If Approved, Permit Issued and Mailed to Applicant: _____



Town of Clifton Park

OFFICE OF PARKS, RECREATION AND COMMUNITY AFFAIRS

One Town Hall Plaza • Clifton Park, New York 12065 • (518) 371-6667 • Fax: (518) 383-5088

Myla E. Kramer, M.S.W., Director

2022 OUTDOOR FACILITY PERMIT APPLICATION

General Information

Name of Organization: _____ Today's Date: 6/30/2022

Contact Person: Sarah Strouse

Address: 85 Appletree Lane City: Clifton Park

Phone (home): 518 280 6535 (work) _____ (cell) 518 877 0853

Email: Sstrouse729@gmail.com

Field and Pavilion Requested

Town of Clifton Park Facility Rental (See other side for facility description)		
Collins Park Field	<u>X</u>	Veterans Park Field 1 _____
Collins Park Pavilion	<u>X</u>	Veterans Park Field 2 _____
		Veterans Park Field 3 _____
		Veterans Park Pavilion _____
		Locust Lane Pool Tent _____
		Other: _____

Date Requested: ~~6/30/22~~ 8/13/2022 Time: 10:00 to 3:00 # of Participants: 40

Permit is governed by the following conditions

1. Permits valid for date(s), restricted to facility, and number of participants as indicated on permit.
2. Area and facility must be left clean. Any damage incurred is the responsibility of the permit holder.
3. Town of Clifton Park park rules (see attached) shall be adhered to. Immediate termination of the event and removal from the premises may occur by an authorized representative of the Town if in violation of these rules and regulations.
4. Obnoxious behavior or excessive noise will not be permitted.
5. Permit holder must retain permit and make available upon request by park or police official.
6. Open containers of alcoholic beverages are prohibited in all parks, unless a permit has been issued which allows for the consumption of alcoholic beverages on the premises for which the permit has been issued. Such permits are authorized solely by the Town Board via resolution. A separate "Special Alcohol Use Permit Request" form must be submitted with this form.
7. Permits are available through Clifton Park Office of Parks, Recreation and Community Affairs and must be posted at the facility rental site.
8. Permit holder may be required to obtain and show proof of insurance naming Town of Clifton Park as an "Additional Insured".

I have read the Town of Clifton Park rules and the above special conditions and agree to abide by them. I understand there is a **no refund policy** on this rental. The town will work with me on rescheduling when possible, if needed.

Indemnity: Sarah Strouse (NAME) agrees to indemnify and hold the Town, it's officers, employees, representatives and/or agents harmless with respect to any and all claims, causes of action, suits, proceedings, damages, liabilities, losses, costs and expenses, including third party claims or actions and attorneys' fees, in connection with loss of life, personal injury and/or any loss of life, personal injury and/or property damage which may arise from and as a result of the negligent acts or omissions of Sarah Strouse (NAME) or others associated in some way therewith, during or arising out of the use of any park facility located in the Town of Clifton Park, County of Saratoga, State of New York on 8/13/2022 (DATE).

SIGNED: Sarah Strouse

APPROVED: Myla Kramer

Date: 6/30/2022 Applicant for Permit

Parks & Recreation Office

RENTAL FEE SCHEDULE:

Payment MUST be received with rental form within one month from booking a facility

For Fields and Pavilions:

- | | | |
|--|----------------------------|--------------------------|
| 1. Town Residents/Not-for Profit/Day Care/K-12 schools | Mon-Thurs \$12.00 per hour | Fri-Sun \$15.00 per hour |
| Business Organizations & Colleges | Mon-Thurs \$17.00 per hour | Fri-Sun \$20.00 per hour |

2. Additional Fees

- | | |
|---|-------------------------------|
| Lighted field | \$25.00 per game |
| Security, trash removal, miscellaneous (minimum of 3 hours) | \$25.00 per hour, per service |

3. Field Closure - The Town of Clifton Park reserves the right to close any field due to poor field conditions. Groups, organizations, or individuals failing to honor any field closure are subject to a revoking of their field permit and removal from the premises. *It is the responsibility of the field user(s) to know the status of any given field. For field closure information, call our office.*

4. Locust Lane Pool Tent

- | | |
|---|---|
| Locust Lane Pool Tent (noon-3:30pm or 4pm-7:30pm) | |
| Mon-Thurs \$55.00 per time frame | Fri-Sun \$65.00 per time frame |
| Additional charge for non-member guests | \$5.00 per non-member (Must be paid day of party at pool) |

Facility Descriptions

Collins Park : Located on Moe Road and Route 146. Softball field, pavilion, picnic area and playground (softball field can be rented separately). There are 6 tables and 4 grills at the pavilion.

Veterans Memorial Park at Elks Trail: Located on MacElroy Road. This facility provides 3 softball fields and a pavilion with tables and grills. Beautiful wetlands located behind ballpark. Fields and Pavilion to be rented individually.

Locust Lane Pool Tent: Located in the Clifton Knolls development on Locust Lane. Pool tent area is available for rent for social gatherings. There are 6 tables located under the tent for use with rental.

Covid-19 Requirements:

Organizations using the facilities are responsible for complying with NYS Executive Orders, mandates and NYS Department of Health Guidance issued to prevent the Spread of the Covid-19 Virus. These guidelines change frequently. It is your responsibility to check appropriate websites for the most current guidance. Information regarding these orders, mandates, and NYS DOH Guidance documents can be found at:

- www.governor.ny.gov
- www.health.ny.gov
- <https://coronavirus.health.ny.gov/home>

As stated above, NYS guidelines must be met, which include but not limited to: following current protocols for maximum number of attendees for social gatherings, as well as maintaining a minimum of 6' apart and wear masks when unable to do so. Please wash hands frequently and use hand sanitizer.

By signing below, I agree that I have read the above Covid-19 Requirements and understand that it is my responsibility to adhere to and fully understand the most current guidelines set forth by New York State.

Sarah Strouse

Permit Applicant Signature

4/30/2022

Date

TOWN OF CLIFTON PARK - PARK RULES

All Parks Open at 5:30 a.m. and close at 10 p.m.

**No person may drink, consume or possess alcoholic beverages in any town park or in any park within a park district or in any other lands or property owned by the town. If any person in your group is caught with an alcohol beverage, they will be fined and your permit will be taken away.

INITIAL SS

Trail bikes and ATV's are prohibited.

INITIAL SS

Bikes are to be ridden only on bike paths, absolutely no riding on basketball or tennis courts.

INITIAL SS

Leash law is in effect.

INITIAL SS

Bands and stereo equipment (except radios) are prohibited in park areas.

INITIAL SS

Use of golf clubs on park land is prohibited, with the exception of Barney Road Golf Course.

INITIAL SS

**Please pick up after yourself. Carry-in, carry-out policy. The Town of Clifton Park requires that you must take out what you bring in. If you would like to pay an additional \$75.00 per day for trash removal, please indicate.

Yes No INITIAL SS

Thank you for your cooperation and enjoy your day!

For Office Use Only		
Field Rental	<u>5 hr x \$15</u>	<u>\$75</u>
Pavilion Rental	<u>5 hr x \$15</u>	<u>\$75</u>
Field Lights	_____	_____
Security	_____	_____
Trash Removal	_____	_____
Other	<u>alcohol permit</u>	<u>\$25</u>
Total Charges Due:		<u>\$175</u>

Date Paid:	<u>6/30/22</u>
Amount Paid:	<u>\$175</u>
Payment Type:	<u>CK# 4114</u>
Permit Given:	_____
Staff Initials:	_____

Resolution 12

Resolution No. _____ of 2022, a resolution appointing Agatha D'Ambra as a member of the Clifton Park Water Authority.

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

WHEREAS, due to the resignation of Alexis Osborne from the Clifton Park Water Authority, a vacancy exists on the board, and

WHEREAS, Agatha D'Ambra, 7 Sambrook Edge, Rexford, has been recommended to fill the position, and

WHEREAS, Ms. D'Ambra's presence on the Clifton Park Water Authority will confer a benefit to the Town of Clifton Park; now, therefore be it

RESOLVED, that Agatha D'Ambra is hereby appointed to the Clifton Park Water Authority for the remainder of a five-year term, term to expire December 31, 2025.

Agatha D'Ambra
7 Sambrook Edge
Rexford, NY 12148

Good afternoon Mr. Barrett,

I hope you are having a nice summer so far.

With bittersweet emotions, I would like to inform you that after spending many years working towards fulfilling my aspirations in equestrian Grand Prix show jumping, I am now taking a step back from that endeavor as I prepare to start a new chapter in my life. My schedule no longer involves frequent traveling, and now that I am based in Clifton Park (Rexford) full time, I am very interested in getting involved locally.

Several years of experience managing and running a large horse farm has provided me with valuable insight and knowledge which I would like to apply towards helping our community. As a local agricultural business owner, I feel it is crucial that there is representation from this segment of our community on our town boards and committees.

It has come to my attention that there may be an open seat on the board of the Clifton Park Water Authority, and I would like to submit myself for consideration by the Town Board for the position. As an athlete, taking an interest in health and wellness is more than just a hobby- it is part of the lifestyle. With water being vital for life, I am hard pressed to think of anything more essential to health and quality of life than access to quality water.

I feel that my strong work ethic and organization skills could be a positive addition to the Water Authority Board. As someone who is personally responsible for the health and safety of up to 30 sport horses at any given time, in addition to the upkeep of several large properties, I am familiar with hard work, multi-tasking, and carrying great responsibility. It is part of my job to anticipate, recognize and resolve issues, and it would be my honor to utilize my skills and passion in a way that would benefit my community.

I can provide several professional references, if necessary. Thank you very much for your consideration.

Best regards,

Agatha D'Ambra

Trade Winds Farm

www.tradewindsfarm.com