

TOWN OF CLIFTON PARK TOWN BOARD MEETING

December 19, 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
December 19, 2022

<u>SOURCE</u>	<u>RESOLUTION</u>	<u>CONTACT</u>
1. Budget – Comptroller	Authorize budget transfers for 2022	P. Barrett
2. Procurement – Sewer Department	Authorize the purchase of a Ford F-250 pickup truck with Snowplow on existing state contract	P. Barrett
3. Procurement – Town Hall	Authorize the replacement of the carpet in the Wood Room	P. Barrett
4. Personnel – Highway	Authorize the hiring of Nicholas Inman as a Motor Equipment Operator	D.Bull
5. Agreement - Planning	Authorize the Robinson Appraisal Consultants, LLC to perform an appraisal on two parcels of land adjacent to the Garnsey Park and Garnsey Cemetery	P. Barrett

RESOLUTION #1

Resolution No. _____ of 2022, a resolution authorizing budget transfers for calendar year 2022, as specified in Exhibit A.

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

WHEREAS, the Comptroller has recommended that certain budget adjustments, be made to reclassify budget lines for year-end reporting purposes and expenditures, as set forth in Exhibit A; now, therefore, be it

RESOLVED, that the budget transfers specified in Exhibit A, be adopted per the Comptroller's recommendations.

Schedule A

Town of Clifton Park
2022 Budget Changes
General Fund

Account	Description	Expenditures		Revenues	
		Increase	Decrease	Increase	Decrease
A-01010-0025	Legislative Board - Legal	5,000.00			
A-01110-00004	Municipal Court - Computer	5,000.00			
A-01110-00001	Municipal Court - Travel & Conferences		500.00		
A-01110-E2100	Municipal Court - Court Reporter		800.00		
A-01110-E0546	Municipal Court - D Sharron	765.00			
A-01220-00001	Supervisor Office - Travel & Conferences		100.00		
A-01220-00002	Supervisor Office - Telephone		400.00		
A-01220-00015	Supervisor Office - Other Contractual		2,600.00		
A-01220-00200	Supervisor Office - Equipment		300.00		
A-01220-00007	Supervisor Office - Dues & Subscriptions		100.00		
A-01315-E0230	Comptroller's Office - L Luse	347.00			
A-01315-E6048	Comptroller's Office - K Taubkin	352.00			
A-01315-E0047	Comptroller's Office - H Schultz		658.00		
A-01315-E0961	Comptroller's Office - R Cardona		5,705.00		
A-01330-00008	Tax Collector - Printing	332.00			
A-01330-00001	Tax Collector - Travel & Conferences		332.00		
A-01410-E0655	Town Clerk - R Munafu	23,000.00			
A-01410-E0065	Town Clerk - C Pagniello		27,600.00		
A-01420-00025	Legal Office - Other Legal Fees	2,000.00			
A-01420-00015	Legal Office - Other Contractual		2,000.00		
A-01440-00015	Engineering - Other Contractual	20,000.00			
A-01440-00135	Engineering - Engineering		12,500.00		
A-01620-00002	Town Hall Operations - Telephone	3,500.00			
A-01620-00004	Town Hall Operations - Computer	50,000.00			
A-01620-00007	Town Hall Operations - Dues & Subscriptions	500.00			
A-01620-00200	Town Hall Operations - Equipment	30,000.00			
A-01621-00002	Public Safety Building - Telephone	600.00			
A-01621-00024	Public Safety Building - Gen Maintenance		6,000.00		
A-01622-00002	County Sheriff Office - Telephone	1,500.00			
A-01624-00002	Senior Center Operations - Telephone	1,000.00			
A-01624-00023	Senior Center Operations - Cleaning Expense	1,200.00			
A-01627-00002	Grooms Tavern - Telephone	1,300.00			
A-01627-00004	Grooms Tavern - Computer	1,500.00			
A-01910-00108	Unallocated Insurance - Liability Insurance	6,000.00			
A-01940-00200	Other Town Payments - Equipment		7,000.00		
A-01950-00131	Assessment Town Property - Assessment Town	2,200.00			
A-03010-00012	Safety Officer - Fuel	2,000.00			
A-03120-00012	Law Enforcement - Fuel	6,000.00			
A-03120-00022	Law Enforcement - Vehicle Expense	20,000.00			
A-03120-00024	Law Enforcement - Gen Maintenance	1,000.00			
A-03120-00028	Law Enforcemtn - Uniforms	2,000.00			
A-03120-E4010	Law Enforcement - Part time Security	35,000.00			
A-03120-E4020	Law Enforcement - Part Time Guards		18,366.00		
A-03120-E4030	Law Enforcement - Part Time Court Officers	4,000.00			
A-03510-00004	Animal Control - Computer	100.00			
A-03510-00008	Animal Control - Printing	200.00			
A-03510-00022	Animal Control - Vehicle Expense	300.00			
A-03510-00024	Animal Control - Gen Maint	110.00			
A-03510-00091	Animal Control - Animal Shelter		2,600.00		
A-03510-E0635	Animal Control - V Hanna	10,000.00			
A-03510-E4000	Animal Control - Part time Employee		10,000.00		
A-03620-00002	Building & Development - Telephone	1,000.00			
A-03620-00003	Building & Development - Copier	100.00			

Schedule A

Town of Clifton Park
2022 Budget Changes
General Fund

Account	Description	Expenditures		Revenues	
		Increase	Decrease	Increase	Decrease
A-03620-00004	Building & Development - Computer	2,500.00			
A-03620-00022	Building & Development - Vehicle Expense	3,500.00			
A-03620-E4000	Building & Development - Part Time Employee	47,486.00			
A-03620-E6200	Building & Development - Code Enforcement Off.		47,486.00		
A-05010-00002	Highway Admin - Telephone	2,500.00			
A-05010-00003	Highway Admin - Copier	800.00			
A-05010-00004	Highway Admin - Computer	50.00			
A-05010-00006	Highway Admin - Office Supplies	100.00			
A-05010-00007	Highway Admin - Dues & Subscriptions	25.00			
A-05010-00008	Highway Admin - Printing	150.00			
A-05010-E4000	Highway Admin - Part time Employee	969.00			
A-05132-00002	Highway Garage - Telephone	200.00			
A-05132-00009	Highway Garage - Leases & Rentals	1,500.00			
A-05132-00015	Highway Garage - Other Contractual	1,650.00			
A-05132-00021	Highway garage - Emergency Repairs	310.00			
A-05182-00200	Lighting District - Equipment	22,345.00			
A-08540-00002	Drainage Repairs - Telephone	500.00			
A-08540-00135	Drainage Repairs - Engineering		7,000.00		
A-06772-00012	Senior Van - Fuel	6,000.00			
A-06772-00022	Senior Van - Vehicle Expense	1,500.00			
A-06772-00024	Senior Van - Gen Maintenance	100.00			
A-06773-00002	Senior Center - Telephone	250.00			
A-06773-00004	Senior Center - Computer	2,500.00			
A-06773-00077	Senior Center - Trips & Tours	5,000.00			
A-07021-00001	Parks & Recreation Admin - Travel & Conf		750.00		
A-07021-00003	Parks & Recreation Admin - Copier	500.00			
A-07021-00004	Parks & Recreation Admin - Computer	500.00			
A-07021-00006	Parks & Recreation Admin - Office Supplies	250.00			
A-07021-00045	Parks & Recreation Admin - Other Program Exp	3,808.00			
A-07021-E0644	Parks & Recreation Admin - M Woerner	29,000.00			
A-07021-E0600	Parks & Recreation Admin - M Kramer		42,138.00		
A-07110-00003	Building & Grounds - Copier	100.00			
A-07110-00007	Building & Grounds - Dues & Subscriptions	50.00			
A-07110-00008	Building & Grounds - Printing	300.00			
A-07110-00012	Building & Grounds - Fuel	20,000.00			
A-07110-00023	Building & Grounds - Cleaning Exp	1,000.00			
A-07112-00002	Clifton Common - Telephone	700.00			
A-07112-00004	Clifton Common - Computer	4,000.00			
A-07112-00027	Clifton Common - Legal Advertising	70.00			
A-07112-00135	Clifton Common - Engineering	5,000.00			
A-07113-00002	Collins Park - Telephone	700.00			
A-07113-00135	Collins Park - Engineering	2,000.00			
A-07114-00024	Vischer Ferry Preserve - Gen Maint	1,500.00			
A-07150-00002	Barney Road Pool - Telephone	800.00			
A-07150-00004	Barney Road Pool - Computer	500.00			
A-07150-00024	Barney Road Pool - Gen Maint	1,500.00			
A-07150-00045	Barney Road Pool - Other Program Expense	1,600.00			
A-07150-E4600	Barney Road Pool - Pool Director/Caretaker	2,000.00			
A-07152-00005	Locust Lane Pool - Utilities	500.00			
A-07152-00135	Locust Lane Pool - Engineering	500.00			
A-07152-E4600	Locust Lane Pool - Pool Director/Caretaker	2,000.00			
A-07160-00024	Garnsey Park - Gen Maint	1,500.00			
A-07190-00004	Barney Road Golf - Computer	700.00			

Schedule A

Town of Clifton Park
2022 Budget Changes
General Fund

Account	Description	Expenditures		Revenues	
		Increase	Decrease	Increase	Decrease
A-07190-00012	Barney Road Golf - Fuel	800.00			
A-07190-00024	Barney Road Golf - Gen Maint	300.00			
A-07190-00045	Barney Road Golf - Other Program Exp	300.00			
A-07190-E4000	Barney Road Golf - Part time Employees	23,000.00			
A-07309-00076	Community Programs - Community Action Fd	10,000.00			
A-02707	Bottle Deposits Community Action Fund			10,000.00	
A-07309-00180	Community Programs - Community Grants	200,000.00			
A-04090	Federal Revenue			200,000.00	
A-07310-00002	Summer Rec Programs - Telephone	300.00			
A-07310-00072	Summer Rec Programs - Summer Rec Prog	18,400.00			
A-02043	Summer Rec Program Income			18,400.00	
A-07310-E4550	Summer Rec Programs - Jonesville Sum Rec	1,485.00			
A-07310-E4500	Summer Rec Programs - Locust Lane Sum Rec		1,485.00		
A-07320-00005	Full Day Camp - Utilities	1,419.00			
A-07320-00045	Full Day Camp - Other Prog Exp	1,034.00			
A-07320-E4800	Full Day Camp - Camp Counselors	23,892.00			
A-07320-00086	Full Day Camp - Food		2,490.00		
A-07320-E9000	Full Day Camp - Site Directors		2,200.00		
A-07330-00015	Recreational Programs - Other Contractual	26,000.00			
A-07330-00072	Recreational Programs - Summer Rec Prog	14,000.00			
A-02065	Recreational Program Revenue			40,000.00	
A-07511-00014	Historic Preservation Commission - Minor Equip	4,000.00			
A-07550-00052	Celebrations - Fourth of July	12,475.00			
A-07550-00051	Celebrations - Farm Festival	1,400.00			
A-02047	Farm Festival Revenue			1,400.00	
A-07621-00044	Project Adventure - Equipment	1,000.00			
A-07621-E2360	Project Adventure - Project Adventure Staff	5,432.00			
A-07629-00200	Trails - Equipment	58,000.00			
A-08050-00135	Open Space Trails River Committee - Eng	2,200.00			
A-08055-00015	GREEN Committee - Other Contract	300.00			
A-08055-00090	GREEN Committee - Tree	703.00			
A-08160-00024	CTS - Gen Maint	1,500.00			
A-08160-00023	CTS - Cleaning	600.00			
A-08160-E0460	CTS - V Mucurio	210.00			
A-08160-E0644	CTS - M Woerner		17,972.00		
A-08160-E1798	CTS - R Legge	3,500.00			
A-08160-E4000	CTS - Part time Employee	8,500.00			
A-08160-E6050	CTS - Y Cook	5,972.00			
A-08510-00024	Community Beautification - Gen Maint	6,000.00			
A-08510-00090	Community Beautification - Trees		3,000.00		
A-08111-00135	Sewer Admin - Engineering	35,000.00			
A-09010-00100	Emp'ee Benefits - NYS Retirement	205.00			
A-09060-00106	Emp'ee Benefits - Health Ins		9,000.00		
A-03005	Mortgage Revenue			385,964.00	
		<u>886,846.00</u>	<u>231,082.00</u>	<u>655,764.00</u>	<u>-</u>
		(655,764.00)		655,764.00	
A-00960	Appropriations			<u>-</u>	

Highway Fund
2022 Budget Changes

Account	Description	Expenditures		Revenues	
		Increase	Decrease	Increase	Decrease
DA-05110-00009	General Repairs Highway - Leases & Rentals	8,000.00			
DA-05110-00012	General Repairs Highway - Fuel	80,000.00			
DA-05110-00022	General Repairs Highway - Vehicle Expense	10,000.00			
DA-05110-00024	General Repairs Highway - Gen Maintenance	35,000.00			
DA-05110-00136	General Repairs Highway - Diesel Fuel	32,204.00			
DA-05110-E0039	General Repairs Highway - S Roberts	6,086.00			
DA-05110-E0054	General Repairs Highway - K Krul	11,579.00			
DA-05110-E0055	General Repairs Highway - N Cook		34,803.00		
DA-05110-E0083	General Repairs Highway - S Rusinovich	5,374.00			
DA-05110-E0091	General Repairs Highway - T Harris	4,738.00			
DA-05110-E0144	General Repairs Highway - S Raffan	4,977.00			
DA-05110-E0156	General Repairs Highway - M Traider	4,063.00			
DA-05110-E0233	General Repairs Highway - N Brisson	5,138.00			
DA-05110-E0255	General Repairs Highway - D Charbonneau	4,125.00			
DA-05110-E0260	General Repairs Highway - D Fowler	4,339.00			
DA-05110-E0276	General Repairs Highway - S Dickinson	3,702.00			
DA-05110-E0278	General Repairs Highway - P Guynup	3,623.00			
DA-05110-E0493	General Repairs Highway - M Pelc	4,334.00			
DA-05110-E0511	General Repairs Highway - M Farnsworth	4,657.00			
DA-05110-E0521	General Repairs Highway - W Davies	3,315.00			
DA-05110-E0522	General Repairs Highway - T Moore	3,252.00			
DA-05110-E0577	General Repairs Highway - D Springel	4,145.00			
DA-05110-E0707	General Repairs Highway - A Jerome	3,413.00			
DA-05110-E0754	General Repairs Highway - R Countermin	4,166.00			
DA-05110-E0790	General Repairs Highway - R Ensel	4,002.00			
DA-05110-E0791	General Repairs Highway - M McCune	3,321.00			
DA-05110-E0800	General Repairs Highway - J Ryan	5,785.00			
DA-05110-E0873	General Repairs Highway - J Charbonneau	3,020.00			
DA-05110-E0880	General Repairs Highway - Z Tocco	3,133.00			
DA-05110-E0953	General Repairs Highway - Z Kusaywa	3,656.00			
DA-05110-E0954	General Repairs Highway - R Hollner	2,835.00			
DA-05110-E0955	General Repairs Highway - C Bense	3,873.00			
DA-05110-E0960	General Repairs Highway - R Coons	2,870.00			
DA-05110-E1500	General Repairs Highway - MEO		9,100.00		
DA-05110-E1976	General Repairs Highway - R VanGalen		6,593.00		
DA-05110-E3000	General Repairs Highway - Laborer	1,923.00			
DA-05110-E4000	General Repairs Highway - Part time Emp'ee		6,991.00		
DA-05110-E6040	General Repairs Highway - J Gardner	3,669.00			
DA-05110-E6041	General Repairs Highway - S Gilbert		7,482.00		
DA-05110-E6042	General Repairs Highway - N Bonesteel	3,843.00			
DA-05110-E6142	General Repairs Highway - D Bipat	13,714.00			
DA-05110-00074	General Repairs Highway - Overtime		30,000.00		
DA-05112-00015	Permanent Improve Highway - Other Cont	114,461.00			
DA-05110-00220	Machinery - Hand Tools	2,000.00			
DA-05110-00231	Machinery - Auto Parts	38,000.00			
DA-03501	CHIPS Revenue			114,461.00	
		<u>460,335.00</u>	<u>94,969.00</u>	<u>114,461.00</u>	<u>-</u>
DA-00915	DA Assigned Fund Balance	<u>250,905.00</u>			

Schedule A

Town of Clifton Park
 2022 Budget Changes
 Other Funds

Account	Description	Expenditures		Revenues	
		Increase	Decrease	Increase	Decrease
Clifton Park Sewer District #1					
G7-08111-00022	Sewer Contractual - Vehicle Exp	7,000.00			
G7-08111-00023	Sewer Contractual - Cleaning Exp	500.00			
G7-08111-00200	Sewer Contractual - Equipment		7,500.00		
		<u>7,500.00</u>	<u>7,500.00</u>	-	-
G7-00915	G7 Assigned Fund Balance		<u>-</u>		
		7,500.00	7,500.00	-	

Meg Springli

From: noreply
Sent: Tuesday, December 13, 2022 3:00 PM
To: Meg Springli
Cc: Jean, Spiegel; Mark Heggen; Tom McCarthy; Lynda Walowit; Anthony Morelli
Subject: Resolution Request for TB Meeting: 12-19-2022 or Comptroller

COMPTROLLER APPROVAL or Comments:

ATTORNEY APPROVAL or Comments:

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

Department: **Comptroller**
Your email: **mheggen@cliftonpark.org**

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

Requested Meeting Date: **12-19-2022**

Alternate Date

Brief Description: **Budget transfers for year end - to be finalized this week.**

Budget #:

Budget Description:

\$ Amount:

Additional Comments/Details:

RESOLUTION #2

Resolution No. _____ of 2022, a resolution authorizing the purchase of one 2023 Ford F-250 pickup truck with snowplow for use by the Sewer Department from an existing New York State mini bid.

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

WHEREAS, Mike O'Brien, Collection Systems Manager, has recommended the purchase of one Ford pickup truck for use by the department, per the attached, and

WHEREAS, the prices quoted are extended from NYS Mini Bid 11473 OGS Solicitation 23166, 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) allows 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, Mr. O'Brien has recommended that the pricing from Van Bortel Ford, 71 Marsh Road, Rochester, NY be accepted for a total amount not to exceed \$60,9535.52; now therefore be it

RESOLVED, that the Sewer Department is authorized to purchase one 2023 Ford pickup trucks with snowplow as per the attached Schedule A from Van Bortel Ford, and be it further

RESOLVED, that the Clifton Park Town Board hereby authorizes the purchase under NYS Mini Bid 11473 OGS Solicitation #23166, in an amount not to exceed \$60,935.52, to be paid through a municipal lease.

Meg Springli

From: noreply
Sent: Friday, December 9, 2022 1:49 PM
To: Meg Springli
Cc: Jean, Spiegel; Mark Heggen; Tom McCarthy
Subject: Resolution Request for TB Meeting: 12-19-2022 or SEWER

COMPTROLLER APPROVAL or Comments:

ATTORNEY APPROVAL or Comments:

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

Department: **SEWER**
Your email: **mobrien@cliftonpark.org**

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


Requested Meeting Date: **12-19-2022**

Alternate Date

Brief Description: **Purchase of a new sewer truck**

Budget #: **G7-8111-200**
Budget Description: **Equipment and Building**
\$ Amount: **\$60,935.52**

Additional Comments/Details: **Pick up with plow for newest employee. Have been using utility truck. Need pickup for day to day plus plowing. This has been budgeted since 2021-2022, unable to purchase due to shortages**

Van Bortel  71 Marsh Rd East Rochester, NY 14445 585-586-7705 Fax 585-586-7706

Vehicle Purchase Proposal

Attention: Michael O'Brien

Purchase Order:

Town of Clifton Park / MB

Final Order Date: Friday January 13th, 2023

477Clifton Park Center Rd

Quote# 34029

Clifton Park NY 12065

23166 Mini Bid#: 11473

Phone: 518-371-6651 Fax:

Email: mobrien@cliftonpark.org

Item Description	Code	Qty	Your Price	MSRP
2023 Ford F-250 XL SuperCab 4x4 6.75' Box 148 WB	X2B	1	\$ 49,360.52	\$ 55,005.00
Oxford White	Z1	1	\$ 0.00	\$ 0.00
TorqShift®-G Ten-Speed Automatic Transmission	44F	1	\$ 0.00	\$ 0.00
Front License Plate Bracket	153	1	\$ 0.00	\$ 0.00
Platform Running Boards (w/ Super/Crew Cab)	18B	1	\$ 0.00	\$ 0.00
Aluminum Cross Bed Tool Box - Bright (Weather Guard model #127-0-03)	19K	1	\$ 0.00	\$ 0.00
Window, Power Sliding Rear	435	1	\$ 0.00	\$ 0.00
120V/400W Outlet	43C	1	\$ 0.00	\$ 0.00
Snow Plow Package	473	1	\$ 0.00	\$ 0.00
Clearance Lights, Roof	592	1	\$ 0.00	\$ 0.00
Standard options for '23 - Power Equipment Group, Cruise, Brake controller, Sync4	600A	1	\$ 0.00	\$ 0.00
Splash Guards/Mud Flaps (Front & Rear)	61S	1	\$ 0.00	\$ 0.00
Splash Guards/Mud Flaps (Rear)	62S	1	\$ 0.00	\$ 0.00
Upfitter Switches (6)	66S	1	\$ 0.00	\$ 0.00
Extra-Extra Heavy Duty Alternator	67E	1	\$ 0.00	\$ 0.00
Exterior Back-up Chime	76C	1	\$ 0.00	\$ 0.00
Tough Bed® Spray-in bedliner	85S	1	\$ 0.00	\$ 0.00
Privacy Glass	924	1	\$ 0.00	\$ 0.00
Vinyl 40/20/40 Split Bench - Super Cab (XL Only)	AS	1	\$ 0.00	\$ 0.00
LT245/75R17E BSW A/S PLUS	TD8	1	\$ 0.00	\$ 0.00
Axle, Electronic-Locking (Ratio 3.73)	X3E	1	\$ 0.00	\$ 0.00
WHELEN RESPONDER HD MINIBAR AMBER R10HDPA		1	\$ 1,700.00	\$ 0.00
Boss 8'2V DXT with Down Force, Deflector, Installed (Wireless Remote Not Available)		1	\$ 9,500.00	\$ 0.00
Delivery to Region 3	Reg 3	1	\$ 375.00	\$ 375.00
	Total Price:		\$ 60,935.52	
Quantity on this Order: 1	Grand Total:		\$ 60,935.52	

ok MB

No Current Lead Time.

To place an order please sign and date this proposal and return it to Van Bortel Ford along with a valid Purchase Order, Voucher, or Letter of Intent. Thank You!

Accepted By: _____ Title _____ Date _____

Van Bortel Ford Inc (WBE) Federal ID 16-1609363 Salesperson: George Lunney Quote: 34029

11473 (1) Ford F-250 XL Super Cab 4x4 w/Plow - Town of Clifton Park

Van Bortel Ford, Inc

Vehicles Built to Specifications Pricing Sheet

#	Model Year	Make	Model & Trim Level	Model Code	Drive Type	Fuel Type	NYS Base MSRP	NYS Discount (%)	NYS Base Price	NYS Aftermarket Components Price	NYS Price for Vehicle	Total Number of Vehicles	Total Price for Mini-Bid
1	2023	FORD	F-250 XL SUPER CAB	X2B	4WD	GASOLINE	\$55,005	9.58%	\$49,735.52	\$12,085	\$61,820.52	1	\$61,820.52
Total												\$61,820.52	

Comment:

- Do not enter dollar signs (\$) or percentage signs (%) in the above fields.
- The Total Number of Vehicles entered must match the Number of Vehicles requested in the Mini-Bid

RESOLUTION #3

Resolution No. _____ of 2022, a resolution authorizing expenditure for new carpets in the Wood Memorial Room of Town Hall.

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

WHEREAS, the Department of Buildings and Grounds has received quotes for new carpet in the Wood Room, and

WHEREAS, Supervisor Barrett recommends accepting the proposal of Northeast Commercial Interiors, Clifton Park, New York, in the amount of \$7,141.55, pursuant to New York State Contract #PC6778, and

WHEREAS, the proposal includes a new carpet, with installation and removal of existing carpet; now, therefore, be it

RESOLVED, that the Town Board authorizes Northeast Commercial Interiors to proceed with the proposal, attached, in an amount not to exceed \$7,141.55, to be paid from A-1620-200 (Town Hall-equipment), and be it further

RESOLVED, that the Comptroller is authorized to transfer \$1,981 from A-1010-E0321 (Legislative Board – A. Flood), \$1,981 from A-1010-E458 (Legislative Board – A. Standaert) and from \$3,180 (Comptroller – S. Drenchko) to A-1620-200 to cover the expense.

Mark Heggen

From: Regan, Cardona
Sent: Wednesday, December 14, 2022 11:06 AM
To: Mark Heggen; Dan Clemens
Subject: RE: Flooring in Wood Room
Attachments: Wood Room Carpet Proposal.pdf

Hi Mark,

Attached is the proposal for the carpet in the Wood Room. Yes, it is state contract pricing PC6778.

Regan Cardona
Town of Clifton Park
Buildings & Grounds
518-371-6651 ext 251

From: Mark Heggen <mheggen@cliftonpark.org>
Sent: Wednesday, December 14, 2022 10:44 AM
To: Dan Clemens <DClemens@cliftonpark.org>
Cc: Regan, Cardona <rcardona@cliftonpark.org>
Subject: Flooring in Wood Room

Dan,

Phil had me look up funds for the replacement of the carpet in the Wood Room. I was able to find the funds. This will need a resolution, I will put in to Meg, can you forward the backup information on the quote. I believe that this is NYS Contract, you can verify that. The total is for \$7,142.

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

Meg Springli

From: noreply
Sent: Wednesday, December 14, 2022 11:13 AM
To: Meg Springli
Cc: Jean, Spiegel; Mark Heggen; Tom McCarthy; Lynda Walowit; Anthony Morelli
Subject: Resolution Request for TB Meeting: 12-19-2022 or Supervisor

COMPTROLLER APPROVAL or Comments:

ATTORNEY APPROVAL or Comments:

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

Department: **Supervisor**
Your email: **mheggen@cliftonpark.org**

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

Requested Meeting Date: **12-19-2022**

Alternate Date

Brief Description: **Authorize contract to replace carpet in Wood Room.**

Budget #: **A-01620-00200**
Budget Description: **Town Hall Equipment**
\$ Amount: **7142**

Additional Comments/Details: **Transfer funds \$1,981 each from A-01010-E0321 and A-01010-E458 and transfer \$3,180 from A-01315-E0551 to A-01620-00200. Dan Clemens will forward back up information**

Business Mailing Address:
76 Crabapple Lane
Watervliet, NY 12189
Office: 518.203.7628

PROPOSAL

**Northeast
Commercial
Interiors**

Customer Name: Town of Clifton Park

Contact Name: Dan Clemens

Project Name: Town of Clifton Park Wood Room Carpet

Project Location: 1 Town Park Road, Clifton Park, NY

Date: 12/12/22

We propose to remove existing carpet, provide minor floor prep and furnish and install Philadelphia Design Smart Carpet Tile, Color Intellect Cleverish and Johnsonite Cove Base, Color Moonrock as discussed.

Includes: Associated Transitions
Minor Floor Prep Only
Day Time Installation

Excludes: Furniture/Accessory Moving

For the amount of: \$7,141.55

*Quote will be honored through January 13th, 2022 due to Unexpected Increases in Shipping and Freight
**An additional 3.4% credit card processing fee will be charged if choosing to pay by card

PLEASE NOTE:

Quote Excludes Sales Tax (Tax will be added to all invoices unless provided with a Certificate of Exemption prior to invoicing).

To accept this proposal please sign in the space provided below and email or fax back to our office with your Purchase Order and Tax Exempt Certificate (if applicable).

Thank you.

X: _____ Date: _____ P.O.# _____
Customer Name

Sincerely,

Ed Durant

RESOLUTION #4

Resolution No. _____ of 2022, a resolution authorizing the Superintendent of Highways to hire Nicholas Inman as a Motor Equipment Operator in the Highway Department.

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

WHEREAS, after the resignation of Richard Counterline, an opening exists in the Highway Department for Motor Equipment Operator, and

WHEREAS, Superintendent of Highways Dahn Bull conducted interviews and has recommended the hiring of Nicholas Inman, License Type Class A, as a Grade 5, Step 1 Motor Equipment Operator, at a rate as budgeted, and

WHEREAS, Mr. Inman, holds a Class A Commercial Driver's License from the State of Florida, and

WHEREAS, the Highway Superintendent advises that Mr. Inman is applying for a New York State CDL, has experience driving large trucks, worked for a regional tree service and telecommunications provider, as well as shows sufficient knowledge of the use of skidsteers, excavators, front end loaders and backhoes; now therefore, be it,

RESOLVED, that the Town Board authorizes the hiring of Mr. Inman as Motor Equipment Operator, at Grade 5, Step 1, effective upon successful transfer of CDL privileges in New York State, at a rate of \$24.88 per hour for 2022.

Meg Springli

From: Dahn Bull
Sent: Wednesday, December 14, 2022 11:19 AM
To: Meg Springli
Cc: Jean, Spiegel; Mark Heggen; Tom McCarthy; Lynda Walowit; Anthony Morelli
Subject: RE: Resolution Request for TB Meeting: 12-19-2022 or Next possible meeting Highway Department

I always have them starting after the meeting the agenda is on, but not a specific date. I don't hire individuals until the resolution is passed. It is up to the hiree if they want to give two weeks notice, so I just would say after December 19th. Thanks.

From: Meg Springli <mspringli@cliftonpark.org>
Sent: Tuesday, December 13, 2022 3:40 PM
To: Dahn Bull <DBull@cliftonpark.org>
Cc: Jean, Spiegel <JSpiegel@cliftonpark.org>; Mark Heggen <mheggen@cliftonpark.org>; Tom McCarthy <TMcCarthy@cliftonpark.org>; Lynda Walowit <LWalowit@cliftonpark.org>; Anthony Morelli <AMorelli@cliftonpark.org>
Subject: RE: Resolution Request for TB Meeting: 12-19-2022 or Next possible meeting Highway Department

Good afternoon Dahn,

We have received your resolution request for approving the pay for a Motor Equipment Operator. Do you have a starting date for Mr. Inman? Your \$amounts were very close to the numbers Mark gave me for 2023.

Thank you,

Meg

From: noreply <noreply@cliftonpark.org>
Sent: Monday, December 12, 2022 2:29 PM
To: Meg Springli <mspringli@cliftonpark.org>
Cc: Jean, Spiegel <JSpiegel@cliftonpark.org>; Mark Heggen <mheggen@cliftonpark.org>; Tom McCarthy <TMcCarthy@cliftonpark.org>; Lynda Walowit <LWalowit@cliftonpark.org>; Anthony Morelli <AMorelli@cliftonpark.org>
Subject: Resolution Request for TB Meeting: 12-19-2022 or Next possible meeting Highway Department

COMPTROLLER APPROVAL or Comments:

ATTORNEY APPROVAL or Comments:

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

Department: **Highway Department**
Your email: dbull@cliftonpark.org

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

D. Bull

Requested Meeting Date: 12-19-2022

Alternate Date Next possible meeting

Brief Description: **Resolution No. of 2022, a resolution hiring a Motor Equipment Operator for the Clifton Park Highway Department.**

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

WHEREAS, Dahn Bull, Superintendent of Highways, needs to hire a full time Motor Equipment Operator, a position vacated in December, 2022 by the retirement of a full-time employee, Richard Countermine; and,

WHEREAS, the Superintendent of Highways began a search for CDL Class A and/or B Commercial drivers in September 2022; and,

WHEREAS, Mr. Bull has conducted interviews, and has recommended the hiring of Mr. Nicholas Inman, _____, as a Grade 5, Step 1 Motor Equipment Operator, at a rate of \$26.19/hr, and a salary of \$54,487.00; and,

WHEREAS, Mr. Inman has a CDL A Commercial Drivers license, has experience driving large trucks, served in the United States Marine Corps, worked for a regional tree service and telecommunications provider, as well as shows sufficient knowledge of the use of skidsteers, excavators, front end loaders and backhoes; now therefore be it, RESOLVED, that Mr. Inman be hired as a fulltime Motor Equipment Operator as a Grade 5, Step 1, at a rate of \$26.19/hr, and a salary of \$54,487.00.

Budget #: **DA-5142-EXXXX Item 4 (Winter)**

Budget Description: **MEO**

\$ Amount: **\$26.19/hr, and a salary of \$54,487.00**

Additional Comments/Details: **Various interviews have been held between the announcement of two positions with the department from the resignation of Shawn Gilbert and the retirement of Richard Countermine. We replaced Gilbert with Steven Raffin, and would like to fill Countermine's vacancy with Nicholas Inman.**

Meg Springli

From: Mark Heggen
Sent: Tuesday, December 13, 2022 3:02 PM
To: Meg Springli
Subject: FW: Resolution Request for TB Meeting: 12-19-2022 or Next possible meeting Highway Department

Meg,

Here is the response from Dahn on the CDL license. I did see on his Florida license that he had a CDL Class A indicated on the license.

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: Dahn Bull <DBull@cliftonpark.org>
Sent: Tuesday, December 13, 2022 2:58 PM
To: Mark Heggen <mheggen@cliftonpark.org>
Subject: RE: Resolution Request for TB Meeting: 12-19-2022 or Next possible meeting Highway Department

He is applying, but a CDL License is a federally regulated license and qualifies in all states.

From: Mark Heggen <mheggen@cliftonpark.org>
Sent: Monday, December 12, 2022 4:10 PM
To: Dahn Bull <DBull@cliftonpark.org>
Subject: RE: Resolution Request for TB Meeting: 12-19-2022 or Next possible meeting Highway Department

Dahn,

I gave Meg the numbers for 2022 & 2023. The license that Ellen forwarded me was a  is he applying to NY for a license?

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: Dahn Bull <DBull@cliftonpark.org>

Sent: Monday, December 12, 2022 2:31 PM

To: Mark Heggen <mheggen@cliftonpark.org>

Subject: FW: Resolution Request for TB Meeting: 12-19-2022 or Next possible meeting Highway Department

Mark, I am forwarding this to you so you're aware. I don't have exact figures on the current matrix since the 5.5% increase on new individuals so I ball parked it. If you could place the right amounts, it would be greatly appreciated.

~DSB

From: noreply <noreply@cliftonpark.org>

Sent: Monday, December 12, 2022 2:29 PM

To: Meg Springli <mspringli@cliftonpark.org>

Cc: Jean, Spiegel <JSpiegel@cliftonpark.org>; Mark Heggen <mheggen@cliftonpark.org>; Tom McCarthy <TMcCarthy@cliftonpark.org>; Lynda Walowit <LWalowit@cliftonpark.org>; Anthony Morelli <AMorelli@cliftonpark.org>

<AMorelli@cliftonpark.org>

Subject: Resolution Request for TB Meeting: 12-19-2022 or Next possible meeting Highway Department

COMPTROLLER APPROVAL or Comments:

ATTORNEY APPROVAL or Comments:

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

Department: **Highway Department**

Your email: dbull@cliftonpark.org

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

Requested Meeting Date: **12-19-2022**

Alternate Date **Next possible meeting**

Brief Description: **Resolution No. of 2022, a resolution hiring a Motor Equipment Operator for the Clifton Park Highway Department.**

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

WHEREAS, Dahn Bull, Superintendent of Highways, needs to hire a full time Motor Equipment Operator, a position vacated in December, 2022 by the retirement of a full-time employee, Richard Countermine; and,

WHEREAS, the Superintendent of Highways began a search for CDL Class A and/or B Commercial drivers in September 2022; and,

WHEREAS, Mr. Bull has conducted interviews, and has recommended the hiring of Mr. Nicholas Inman, _____, as a Grade 5, Step 1 Motor Equipment Operator, at a rate of \$26.19/hr,

and a salary of \$54,487.00; and,

WHEREAS, Mr. Inman has a CDL A Commercial Drivers license, has experience driving large trucks, served in the United States Marine Corps, worked for a regional tree service and telecommunications provider, as well as shows

sufficient knowledge of the use of skidsteers, excavators, front end loaders and backhoes; now therefore be it, **RESOLVED**, that Mr. Inman be hired as a fulltime Motor Equipment Operator as a Grade 5, Step 1, at a rate of \$26.19/hr, and a salary of \$54,487.00.

Budget #: DA-5142-EXXX Item 4 (Winter)
Budget Description: MEO
\$ Amount: \$26.19/hr, and a salary of \$54,487.00

Additional Comments/Details: Various interviews have been held between the announcement of two positions with the department from the resignation of Shawn Gilbert and the retirement of Richard Counterline. We replaced Gilbert with Steven Raffin, and would like to fill Counterline's vacancy with Nicholas Inman.



Town of Clifton Park Highway Department

639 Clifton Park Center Road | Clifton Park, New York 12065 | (518) 371-7310 | Fax:

CLIFTON PARK HIGHWAY DEPARTMENT

JOB DESCRIPTION

MOTOR EQUIPMENT OPERATOR

Grade 5, Step 1 Salary - \$51,646, \$24.83/hr.

ACCEPTING APPLICATIONS TO HIGHWAY DEPARTMENT

The Town of Clifton Park Highway Department is searching for a Motor Equipment Operator. This position is a full-time position and is responsible for many of the daily tasks performed by the employees of the Highway Department. A Motor Equipment Operator is required to have a Class A or Class B Commercial Drivers License to operate the vehicles necessary for this position. This includes, but is not limited to Snow Plows, the Vac Truck, Water Truck, six and ten wheeled vehicles with Air Brake Certification, and more. An ideal candidate has experience in fields such as construction, excavation, heavy equipment operation and license endorsements such as air brakes, tanker, etc.

GENERAL STATEMENT OF DUTIES: Operates one or more types of automotive equipment and performs a variety of manual tasks in connection with such operation; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for the safe and efficient operation and care of moderately complex motor equipment in the performance of assigned tasks. An employee in this class is also required to perform recurring manual duties related to the operation of the equipment. Work is usually performed under close supervision.

EXAMPLES OF WORK: (Illustrative only)

- Operates a truck in connection with the hauling of material for road construction and Repair;
- Operates a truck to transport workmen, tools and other equipment;
- Operates a snowplow or related snow removal equipment;
- Performs minor mechanical repairs on automotive equipment;
- On assignment, operates bulldozer, grader, power shovel or other heavy automotive Equipment;
- Services assigned vehicle and maintains it in clean condition;
- Loads and unloads trucks;
- Performs a variety of simple manual tasks, such as cleaning culverts, shoveling snow, Painting and road maintenance work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of the operation of trucks, tractors, and other types of automotive equipment; ability to understand and carry out simple oral and written instructions; mechanical aptitude; industry and dependability; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: One year of experience in the operation of some type of construction or automotive equipment.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: Candidate must possess a New York State Driver's License appropriate for the type of vehicle to be operated.

Revised 9/12/2022

[NY CLS Veh & Tr § 502](#)

Current through 2022 released Chapters 1-657

New York Consolidated Laws Service > Vehicle And Traffic Law (Titles I — XII) > Title V Drivers' Licenses (Arts. 18 — 21-C) > Article 19 Licensing of Drivers (§§ 501 — 509)

Notice

🚩 This section has more than one version with varying effective dates.

§ 502. Requirements for licensing. [Effective January 11, 2023]

1. Application for license. Application for a driver's license shall be made to the commissioner. The fee prescribed by law may be submitted with such application. The applicant shall furnish such proof of identity, age, and fitness as may be required by the commissioner. With respect to a non-commercial driver's license or learner's permit which does not meet federal standards for identification, in addition to the acceptable proofs of age and identity approved by the commissioner as of January first, two thousand nineteen, acceptable proof of identity shall also include, but not be limited to, a valid, unexpired foreign passport issued by the applicant's country of citizenship (which shall also be eligible as proof of age), a valid, unexpired consular identification document issued by a consulate from the applicant's country of citizenship, or a valid foreign driver's license that includes a photo image of the applicant and which is unexpired or expired for less than twenty-four months of its date of expiration, as primary forms of such proof. Nothing contained in this subdivision shall be deemed to preclude the commissioner from approving additional proofs of identity and age. The license shall display the sex designation of M, F, or X as certified by the applicant, with no additional documentation required. The applicant may amend the sex designation of their driver's license upon request. Upon amendment of the sex designation, the change shall be made consistent through all affiliated records within the control of the department. The commissioner may also provide that the application procedure shall include the taking of a photo image or images of the applicant in accordance with rules and regulations prescribed by the commissioner. In addition, the commissioner also shall require that the applicant provide such applicant's social security number or, in lieu thereof, with respect to an application for a non-commercial driver's license or learner's permit which does not meet federal standards for identification, an affidavit signed by such applicant that they have not been issued a social security number. The commissioner also shall provide space on the application so that the applicant may request a notation upon such license that such applicant is a veteran of the United States armed forces, and space on the application so that the applicant may request a notation upon such license that he or she is a veteran of the United States armed forces, and space on the application so that the applicant may register in the New York state organ and tissue donor registry under *section forty-three hundred ten of the public health law* with the following stated on the application in clear and conspicuous type:

"You must fill out the following section: Would you like to be added to the Donate Life Registry? Check box for 'yes' or 'skip this question'."

The commissioner of health shall not maintain records of any person who checks "skip this question". Except where the application is made in person or electronically, failure to check a box shall not impair the validity of an application, and failure to check "yes" or checking "skip this question" shall not be

NY CLS Veh & Tr § 502

construed to imply a wish not to donate. In the case of an applicant under eighteen years of age, checking "yes" shall not constitute consent to make an anatomical gift or registration in the donate life registry, except as otherwise provided pursuant to the provisions of paragraph (b) of subdivision one of [section forty-three hundred one of the public health law](#). Where an applicant has previously consented to make an anatomical gift or registered in the donate life registry, checking "skip this question" or failing to check a box shall not impair that consent or registration. In addition, an applicant for a commercial driver's license who will operate a commercial motor vehicle in interstate commerce shall certify that such applicant meets the requirements to operate a commercial motor vehicle, as set forth in public law 99-570, title XII, and title 49 of the code of federal regulations, and all regulations promulgated by the United States secretary of transportation under the hazardous materials transportation act. In addition, an applicant for a commercial driver's license shall submit a medical certificate at such intervals as required by the federal motor carrier safety improvement act of 1999 and Part 383.71(h) of title 49 of the code of federal regulations relating to medical certification and in a manner prescribed by the commissioner. For purposes of this section and *sections five hundred three, five hundred ten-a, and five hundred ten-aa* of this title, the terms "medical certificate" and medical certification shall mean a form substantially in compliance with the form set forth in Part 391.43(h) of title 49 of the code of federal regulations. Upon a determination that the holder of a commercial driver's license has made any false statement, with respect to the application for such license, the commissioner shall revoke such license.

2. Age.

(a) An applicant for a commercial driver's license which contains an H or an X endorsement or which is valid for operation in interstate commerce shall be at least twenty-one years of age.

(b) Except as provided in paragraph (a) of this subdivision an applicant for a class A, B, C or E license shall be at least eighteen years of age.

(c) An applicant for a class D or M license shall be at least eighteen years of age, except that an application shall be accepted if the applicant is at least seventeen years of age and submits acceptable proof of successful completion of a driver education course, approved by the state education department and the commissioner, and proof of completion of the minimum hours of supervised driving as required in paragraph (d) of this subdivision.

(d) [Eff until June 30, 2025] An applicant for a class DJ or MJ license shall be at least sixteen years of age and such applicant must submit written consent to the issuance of such license by the applicant's parent or guardian. Upon receipt of withdrawal of such consent, any class DJ or MJ license, learner's permit or license application shall be cancelled. No class DJ or MJ license shall be issued unless the applicant presents, at the time of the road test administered pursuant to paragraph (b) of subdivision four of this section, a written certification by the applicant's parent or guardian: (i) that such applicant has operated a motor vehicle for no less than fifty hours, at least fifteen hours of which shall be after sunset, under the immediate supervision of a person as authorized pursuant to subparagraph (ii) of paragraph (a) or paragraph (b) of subdivision five of [section five hundred one](#) of this article, a driver education teacher pursuant to [section eight hundred six-a of the education law](#) or a driving school instructor pursuant to subdivision seven-a of [section three hundred ninety-four](#) of this chapter; and (ii) if such applicant completed an internet delivered pre-licensing course approved by the commissioner pursuant to article twelve-d of this chapter, that such applicant participated throughout such course.

(d) [Eff June 30, 2025] An applicant for a class DJ or MJ license shall be at least sixteen years of age and such applicant must submit written consent to the issuance of such license by the applicant's parent or guardian. Upon receipt of withdrawal of such consent, any class DJ or MJ license, learner's permit or license application shall be cancelled. No class DJ or MJ license shall be issued unless the applicant presents, at the time of the road test administered pursuant to paragraph (b) of subdivision four of this section, a written certification by the applicant's parent or guardian that such applicant has operated a motor vehicle for no less than fifty hours, at least fifteen hours of which shall be after sunset, under the immediate supervision of a person as authorized pursuant to subparagraph (ii) of paragraph

NY CLS Veh & Tr § 502

(a) or paragraph (b) of subdivision five of [section five hundred one](#) of this article, a driver education teacher pursuant to [section eight hundred six-a of the education law](#) or a driving school instructor pursuant to subdivision seven-a of [section three hundred ninety-four](#) of this chapter.

3. Application for learner's permit. An application for a learner's permit shall be included in the application for a license. A learner's permit shall be issued in such form as the commissioner shall determine but shall not be issued unless the applicant has successfully passed the vision test required by this section and the test set forth in paragraph (a) of subdivision four of this section with respect to laws relating to traffic and ability to read and comprehend traffic signs and symbols and has satisfactorily completed any course required pursuant to paragraph (a) of subdivision four of this section. Upon acceptance of an application for a learner's permit the commissioner shall provide the applicant with a driver's manual which includes but is not limited to the laws relating to traffic, the laws relating to and physiological effects of driving while ability impaired and driving while intoxicated, the law for exercising due care to avoid colliding with a parked, stopped or standing vehicle pursuant to [section eleven hundred forty-four-a](#) of this chapter, explanations of traffic signs and symbols and such other matters as the commissioner may prescribe.

4. Examinations.

(a)

(i) Upon submission of an application for a driver's license, the applicant shall be required to take and pass a test, or submit evidence of passage of a test, with respect to the laws relating to traffic, the laws relating to driving while ability is impaired and while intoxicated, under the overpowering influence of "Road Rage", "Work Zone Safety" awareness, "Motorcycle Safety" awareness and "Pedestrian and Bicyclist Safety" awareness as defined by the commissioner, "School Bus Safety" awareness, the law relating to exercising due care to avoid colliding with a parked, stopped or standing authorized emergency vehicle or hazard vehicle pursuant to section eleven hundred forty-four-a of this chapter, the ability to read and comprehend traffic signs and symbols and such other matters as the commissioner may prescribe, and to satisfactorily complete a course prescribed by the commissioner of not less than four hours and not more than five hours, consisting of classroom driver training and highway safety instruction or the equivalent thereof. Such test shall include at least seven written questions concerning the effects of consumption of alcohol or drugs on the ability of a person to operate a motor vehicle and the legal and financial consequences resulting from violations of section eleven hundred ninety-two of this chapter, prohibiting the operation of a motor vehicle while under the influence of alcohol or drugs. Such test shall include one or more written questions concerning the devastating effects of "Road Rage" on the ability of a person to operate a motor vehicle and the legal and financial consequences resulting from assaulting, threatening or interfering with the lawful conduct of another person legally using the roadway. Such test shall include one or more questions concerning the potential dangers to persons and equipment resulting from the unsafe operation of a motor vehicle in a work zone. Such test may include one or more questions concerning motorcycle safety. Such test may include one or more questions concerning the law for exercising due care to avoid colliding with a parked, stopped or standing vehicle pursuant to section eleven hundred forty-four-a of this chapter. Such test may include one or more questions concerning school bus safety. Such test may include one or more questions concerning pedestrian and bicyclist safety. Such test shall be administered by the commissioner. The commissioner shall cause the applicant to take a vision test and a test for color blindness. Upon passage of the vision test, the application may be accepted and the application fee shall be payable.

(ii) The commissioner shall promulgate rules and regulations establishing eligibility standards for the taking and passing of knowledge tests in other than written form.

(b) Upon successful completion of the requirements set forth in paragraph (a) of this subdivision which shall include an alcohol and drug education component as described in paragraph (c) of this subdivision, a "Road Rage" awareness component as described in paragraph (c-1) of this subdivision, a "Work Zone Safety" awareness component as described in paragraph (c-2) of this subdivision, a

NY CLS Veh & Tr § 502

"Motorcycle Safety" awareness component as described in paragraph (c-3) of this subdivision, a "School Bus Safety" awareness component as described in paragraph (c-4) of this subdivision, and a "Pedestrian and Bicyclist Safety" awareness component as described in paragraph (c-5) of this subdivision, the commissioner shall cause the applicant to take a road test in a representative vehicle of a type prescribed by the commissioner which shall be appropriate to the type of license for which application is made, except that the commissioner may waive the road test requirements for certain classes of applicants. Provided, however, that the term "representative vehicle" shall not include a three-wheeled motor vehicle that has two wheels situated in the front and one wheel in the rear, has a steering mechanism and seating which does not require the operator to straddle or sit astride, is equipped with safety belts for all occupants and is manufactured to comply with federal motor vehicle safety standards for motorcycles including, but not limited to, 49 C.F.R. part 571. The commissioner shall have the power to establish a program to allow persons other than employees of the department to conduct road tests in representative vehicles when such tests are required for applicants to obtain a class A, B or C license. If she chooses to do so, she shall set forth her reasons in writing and conduct a public hearing on the matter. She shall only establish such a program after holding the public hearing.

(c) Alcohol and drug education component. The commissioner shall provide in the pre-licensing course, set forth in paragraph (b) of this subdivision a mandatory component in alcohol and drug education of not less than two hours as a prerequisite for obtaining a license to operate a motor vehicle. The purpose of the component is to educate prospective licensees on the effects that ingestion of alcohol and other drugs have on a person's ability to operate a motor vehicle. The commissioner shall establish a curriculum for the alcohol and drug education component which shall include but not be limited to: instruction describing the hazards of driving while impaired or intoxicated; the penalties for alcohol related motor vehicle violations including sanctions set forth in the penal law that apply to homicides and assaults arising out of the operation of a motor vehicle while intoxicated and those sanctions set forth in the vehicle and traffic law relating to driving while intoxicated; and the medical, biological and physiological effects of the consumption of alcohol and their impact on the operation of a motor vehicle.

(c-1) "Road Rage" awareness component. The commissioner shall provide in the pre-licensing course, set forth in paragraph (b) of this subdivision a mandatory component in "Road Rage" awareness education as a prerequisite for obtaining a license to operate a motor vehicle. The purpose of the component is to educate prospective licensees on the effects that the development and expression of "Road Rage", as defined by the commissioner, have on a person's ability to operate a motor vehicle. The commissioner shall establish a curriculum for the "Road Rage" component which shall include but not be limited to: instruction describing the hazards of driving and exiting the vehicle while under the influence of "Road Rage"; the penalties for "Road Rage"-related motor vehicle or other violations including sanctions set forth in the penal law that apply to homicides and assaults arising out of the operation of a motor vehicle while expressing "Road Rage", and any sanctions set forth in law relating to driving while under the influence of "Road Rage"; and the medical, biological and physiological effects of the development and expression of "Road Rage", and their impact on the operation of a motor vehicle. The commissioner is charged with the responsibility for defining the term "Road Rage", as used in this paragraph, in consultation with law enforcement personnel, medical professionals, representatives of the court system, highway safety officials, and any other group that the commissioner believes can contribute to a comprehensive statement of the issue.

(c-2) "Work Zone Safety" awareness component.

(i) The commissioner shall provide in the pre-licensing course, set forth in paragraph (b) of this subdivision, a mandatory component in "Work Zone Safety" awareness education as a prerequisite for obtaining a license to operate a motor vehicle. The purpose of the component is to educate prospective licensees on the potential dangers to construction workers, construction equipment operators and operators of motor vehicles in a highway work zone. For the purposes of this paragraph, the term "work zone" shall include "work area" as defined by [section one hundred sixty](#)

NY CLS Veh & Tr § 502

of this chapter, and "restricted highway" as authorized in [section sixteen hundred twenty-five](#) of this chapter.

(ii) The commissioner shall establish a curriculum for the "Work Zone Safety" component which shall include but not be limited to: instruction describing the potential hazards of driving through a work zone, whether or not work, maintenance or other related construction is being undertaken therein, and information on the provisions of law relating to driving within a work zone and sanctions for violations of such provisions, including speeding in a work zone.

(iii) In developing such curriculum, the commissioner shall consult with the commissioner of transportation, the superintendent of the state police, representatives of the highway construction industry, representatives of highway construction workers, highway safety officials, and any other group that the commissioner believes can contribute to a comprehensive presentation of the issue.

(c-3) "Motorcycle Safety" awareness component. The commissioner shall provide in the pre-licensing course, set forth in paragraph (b) of this subdivision, a mandatory component in "Motorcycle Safety" awareness education as a prerequisite for obtaining a license to operate a motor vehicle. The purpose of the component is to educate prospective licensees on the potential dangers to persons operating motorcycles on the roadway.

(c-4) "School Bus Safety" awareness component.

(i) The commissioner shall provide in the pre-licensing course, set forth in paragraph (b) of this subdivision, a mandatory component in "School Bus Safety" awareness education as a prerequisite for obtaining a license to operate a motor vehicle. The purpose of the component is to educate prospective licensees on the dangers of passing a school bus in violation of [section eleven hundred seventy-four](#) of this chapter, to reduce the number of such incidents, and to promote school bus safety.

(ii) The commissioner shall establish a curriculum for the "School Bus Safety" awareness component which shall include, but shall not be limited to, an overview of traffic laws governing overtaking and passing school buses, including but not limited to [section eleven hundred seventy-one](#) and [section eleven hundred seventy-four](#) of this chapter.

(iii) In developing such curriculum, the commissioner shall consult with the commissioner of transportation.

(c-5) "Pedestrian and Bicyclist Safety" awareness component. (i) The commissioner shall provide in the pre-licensing course, set forth in paragraph (b) of this subdivision, a mandatory component in "Pedestrian and Bicyclist Safety" awareness education as a prerequisite for obtaining a license to operate a motor vehicle. The purpose of the component is to educate prospective licensees on the potential dangers to pedestrians, bicyclists, and other non-motorized vehicles.

(ii) The commissioner shall establish a curriculum for the "Pedestrian and Bicyclist Safety" awareness component which shall include but not be limited to: an overview of traffic laws governing motor vehicle operators' duty to exercise due care with respect to pedestrians and bicyclists, including but not limited to understanding pedestrians' and bicyclists' needs and reduced visibility, respecting pedestrians' and bicyclists' rights of way, safe operation near pedestrians and bicyclists, including children and blind, deaf, elderly and disabled pedestrians, bicycle lanes as defined in section one hundred two-a of this chapter, safely overtaking a pedestrian or a bicyclist, the dangers of distracted driving, driving at appropriate reduced speeds when special hazards exist with respect to pedestrians and bicyclists such as weather or highway conditions, safely turning, stopping, standing, and parking, motor vehicle operators' obligations to comply with article twenty-two of this chapter, and traffic control devices and markings, roadway designs and traffic calming measures related to pedestrians and bicyclists.

(iii) In developing such curriculum, the commissioner shall consult with the commissioner of transportation, the superintendent of the state police, the commissioners of transportation and

NY CLS Veh & Tr § 502

police of the city of New York, other local law enforcement and highway safety officials, medical professionals, bicycle and pedestrian safety advocates, and any other group that the commissioner believes can contribute to a comprehensive presentation of the issue.

(d) The commissioner shall make available for distribution upon registration at each location where the pre-licensing course will be given, instructional handbooks outlining the content of the entire curriculum of the pre-licensing course including the information required to be included in the course pursuant to paragraphs (c), (c-1), (c-2), (c-3), (c-4) and (c-5) of this subdivision. The commissioner shall also provide for the additional training of the instructors necessary for the competent instruction of the alcohol and drug education, "Road Rage" awareness, "Work Zone Safety" awareness, "Motorcycle Safety" awareness, "School Bus Safety" awareness and "Pedestrian and Bicyclist Safety" awareness subject matters of the pre-licensing course.

(e) The commissioner shall make available to each applicant for a commercial driver's license instructional handbooks outlining the requirements necessary to qualify for such license, and containing a discussion of the offenses which will result in disqualification from operating a commercial motor vehicle as defined in [section five hundred one-a](#) of this chapter. Such handbooks shall be available in both English and Spanish language versions.

(f) The commissioner shall promulgate such rules and regulations as are necessary to carry out the provisions of this section.

(g) The commissioner may, in his discretion, waive the requirement for passage of a test with respect to the laws relating to traffic, the laws relating to driving while ability is impaired and while intoxicated and the ability to read and comprehend traffic signs and symbols, and the requirement for completion of the course set forth in paragraph (a) of this subdivision for applicants who hold a valid or renewable driver's license issued by another jurisdiction or the United States government.

(h) [Eff until June 30, 2025] Course completion certificate fee. The fee for a course completion certificate provided by the department to an entity that is approved by the commissioner to offer the pre-licensing course, required by this subdivision, for issuance by such entity to students upon their completion of such pre-licensing course shall be one dollar. Such fee shall be paid by such entity and shall not be charged to a person who takes the course in any manner. The provisions of this paragraph shall not apply to a pre-licensing course established pursuant to article twelve-D of this chapter.

(h) [Eff June 30, 2025] Course completion certificate fee. The fee for a course completion certificate provided by the department to an entity that is approved by the commissioner to offer the pre-licensing course, required by this subdivision, for issuance by such entity to students upon their completion of such pre-licensing course shall be one dollar. Such fee shall be paid by such entity and shall not be charged to a person who takes the course in any manner.

5. Issuance of license.

(a) Upon successful completion of the requirements set forth in subdivision four of this section, and upon payment of the fee prescribed by law, the commissioner shall issue an appropriate license to the applicant, except that the commissioner may refuse to issue such license

(i) if the applicant is the holder of a currently valid or renewable license to drive issued by another state or foreign country unless the applicant surrenders such license, or

(ii) if such issuance would be inconsistent with the provisions of [section five hundred sixteen](#) of this chapter.

(b) The commissioner shall, with respect to the issuance of a hazardous materials endorsement, comply with the requirements imposed upon states pursuant to sections 383.141 and 1572.13 of title 49 of the code of federal regulations.

(c) The commissioner shall not issue a commercial driver's license to a person while such person would be subject to disqualification from operating a commercial motor vehicle for any cause set forth

NY CLS Veh & Tr § 502

in the commercial motor vehicle safety act of nineteen hundred eighty-six, public law 99-570, title XII and regulations promulgated thereunder. In addition, the commissioner shall suspend a commercial driver's license for the period of time in which such driver is determined to constitute an imminent hazard and is disqualified pursuant to [49 C.F.R. 383.52](#).

(d)

(i) The commissioner shall not issue a class A commercial driver's license to a person who is eighteen, nineteen or twenty years old unless, in addition to meeting the requirements of this chapter with respect to the issuance of commercial driver's licenses, such person submits, in a form prescribed by the commissioner, proof of successful completion of the commercial driver's license (CDL) class A young adult training program established pursuant to subparagraph (ii) of this paragraph and proof of completion of the minimum hours of supervised driving required by such subparagraph. The commissioner shall place an "intrastate only" restriction on any class A commercial driver's license issued to a person who is eighteen, nineteen or twenty years old and such restriction shall remain until such person turns twenty-one years of age.

(ii) The commissioner, in consultation with the commissioner of transportation, shall establish and implement a commercial driver's license (CDL) class A young adult training program for young adult class A commercial driver's license applicants. The commissioner shall provide for the requirements and criteria of such training program which shall include the entry-level driver training requirements prescribed by the federal motor carrier safety administration under appendices A, C, D and E of part 380 of title 49 of the code of federal regulations, as may be amended from time to time, and include no less than three hundred hours of behind-the-wheel training under the immediate supervision and control of an experienced driver. For purposes of this paragraph, the following terms shall have the following meanings:

(A) "Young adult" shall mean an individual who is eighteen, nineteen or twenty years old.

(B) "Experienced driver" shall mean an individual who:

(1) is not less than twenty-one years of age;

(2) holds a valid class A commercial driver's license which is not suspended, revoked or cancelled pursuant to the provisions of this chapter or rules and regulations promulgated thereunder and has held such commercial driver's license for at least two years;

(3) has not, for at least a one-year period: been the operator of a motor vehicle involved in an accident reportable to the federal motor carrier safety administration, or been the operator of a commercial motor vehicle involved in an accident reportable to the commissioner, or been convicted of a serious traffic violation, or been convicted of any violation of title VII of this chapter for which the commissioner assesses points, or been disqualified from operating a commercial motor vehicle pursuant to this chapter or rules and regulations promulgated thereunder; and

(4) has a minimum of one year of experience driving, in commerce, a commercial motor vehicle which can only be operated with a class A commercial driver's license.

(C) "Serious traffic violation" shall have the same meaning as such term is defined in subdivision four of section five hundred ten-a of this chapter.

6. Renewal of license.

(a) A license issued pursuant to subdivision five of this section shall be valid until the expiration date contained thereon, unless such license is suspended, revoked or cancelled. Such license may be renewed by submission of an application for renewal, the fee prescribed by law, proofs of prior licensing, fitness and acceptable vision prescribed by the commissioner, the applicant's social security number or, in lieu thereof, with respect to an application for a non-commercial driver's license or learner's permit which does not meet federal standards for identification, an affidavit signed by such

NY CLS Veh & Tr § 502

applicant that they have not been issued a social security number, and if required by the commissioner, a photo image of the applicant in such numbers and form as the commissioner shall prescribe. In addition, an applicant for renewal of a license containing a hazardous material endorsement shall pass an examination to retain such endorsement. The commissioner shall, with respect to the renewal of a hazardous materials endorsement, comply with the requirements imposed upon states by sections 383.141 and 1572.13 of title 49 of the code of federal regulations. A renewal of such license shall be issued by the commissioner upon approval of such application, except that no such license shall be issued if its issuance would be inconsistent with the provisions of section five hundred sixteen of this title, and except that the commissioner may refuse to renew such license if the applicant is the holder of a currently valid or renewable license to drive issued by another state or foreign country unless the applicant surrenders such license.

(b) Time for renewal. A renewal license may only be issued if an application for such license is filed within two years from the date of expiration of the prior license. Such application may be filed prior to the expiration of the license being renewed for a period of time as provided by regulation of the commissioner.

7. Selective service act. The commissioner shall provide separate space on the application for a learner's permit, driver's license, nondriver identification card, or renewal thereof so that any person who is at least eighteen years of age but less than twenty-six years of age who applies to the commissioner for such permit, license, or card or renewal thereof may opt to register with the selective service in accordance with 50 U.S.C. App 451 et. seq., as amended, if such person is subject to such act, and consent to have the commissioner forward the necessary personal information in accordance with this subdivision. Such consent shall be separate from any other certification or signature on such application. The commissioner shall include on the application a brief statement about the requirement of the law, a citation of the act, and the consequences for failing to meet the same. The commissioner shall forward to the selective service system, in an electronic format, the necessary personal information required for registration only of individuals who have affirmatively opted and consented, pursuant to this subdivision, to authorize the commissioner to forward such information to the selective service system.

8. Non-commercial drivers' licenses and learners' permits which do not meet federal standards for identification.

(a) Non-commercial drivers' licenses and learners' permits which do not meet federal standards for identification shall be issued in such form as the commissioner shall determine, provided that such licenses and permits shall be visually identical to non-commercial drivers' licenses and learners' permits which do meet federal standards for identification except that such licenses and permits may state "Not for Federal Purposes". Provided, however, that the commissioner may promulgate regulations providing for additional design or color indicators for both such non-commercial drivers' licenses and learners' permits if required to comply with federal law.

(b) Applicants for a non-commercial driver's license or learner's permit or a renewal thereof shall not be required to prove that they are lawfully present in the United States.

(c) Application forms for non-commercial drivers' licenses and learners' permits which do not meet federal standards for identification or for renewal thereof shall not state (i) the documents an applicant used to prove age or identity, or (ii) an applicant's ineligibility for a social security number where applicable, or (iii) an applicant's citizenship or immigration status.

(d) The commissioner and any agent or employee of the commissioner shall not retain the documents or copies of documents presented by applicants for non-commercial drivers' licenses or learners' permits which do not meet federal standards for identification to prove age or identity except for a limited period necessary to ensure the validity and authenticity of such documents.

(e) (i) A non-commercial driver's license or learner's permit which does not meet federal standards for identification shall not be used as evidence of a person's citizenship or immigration status, and shall not be the basis for investigating, arresting, or detaining a person. (ii) Neither the commissioner nor any

NY CLS Veh & Tr § 502

agent or employee of the commissioner shall inquire about the citizenship or immigration status of any applicant for a non-commercial driver's license or learner's permit which does not meet federal standards for identification.

9. Loss of consciousness.

a. This subdivision shall apply to any applicant for an original driver's license in this state who has ever suffered a loss of consciousness, to any applicant for a renewal driver's license who has suffered a loss of consciousness since his or her last license was issued in this state, to any person who is required to submit physicians', physician assistants', or nurse practitioners' statements, in such form as the commissioner may require, as a condition for continuing licensing, and to persons holding a driver's license concerning whom the commissioner has received evidence of loss of consciousness.

b. As used in this subdivision, the following terms shall have the following meanings: "loss of consciousness" shall mean the condition of not being aware of one's surroundings or of one's existence and the inability to receive, interpret or react to sensory impressions as the result of epilepsy, syncope, cataplexy, narcolepsy and other disorders affecting consciousness and control; and "evidence of loss of consciousness" shall mean a police accident report filed pursuant to [section six hundred three](#) of this chapter indicating a loss of consciousness, no matter how denominated, as the cause of an accident, or admission by an applicant or licensee, or a complaint alleging loss of consciousness received from police agencies and others.

c. A person to whom this part is applicable shall be deemed to be fit for licensing only as determined by the commissioner in accordance with section 9.3 of part 9 of title 15 of the codes, rules and regulations of the state of New York as prescribed by the commissioner.

d.

(i) Upon a scheduled review of a statement as required under paragraph e of this section or upon receipt of evidence from a police agency, police accident report or physician, physician assistant or nurse practitioner confirmed by a department hearing or investigation that a licensee has experienced a lack of consciousness, or if the commissioner has not received an acceptable physician's, physician assistant's or nurse practitioner's statement as defined in subparagraph (iii) of this paragraph, or, if such a statement is received but the commissioner's medical consultant finds grounds to disagree with or to question a recommendation of such physician, physician assistant or nurse practitioner made in accordance with the provisions of section 9.3 of part 9 of title 15 of the codes, rules and regulations of the state of New York, the commissioner shall deny or suspend such license, whichever is appropriate, and offer to hold a department hearing to review such action, upon written request of such person. If such request for hearing is not made within thirty days of such denial or suspension, the offer to hold a hearing shall be deemed to be withdrawn. Notwithstanding the offer to hold a department hearing to review the denial or suspension, a department hearing will not be held until such time as the motorist submits to the commissioner a physician, physician assistant or nurse practitioner statement as required under the provisions of part 9 of title 15 of the codes, rules and regulations of the state of New York and the commissioner and the commissioner's medical consultants have reviewed such statements within a reasonable period of time. The denial or suspension shall remain in effect until a department hearing is held to review such denial or suspension or after review of the physician, physician assistant or nurse practitioner statement the commissioner and his or her medical consultants finds no grounds to disagree with or to question the physician's, physician assistant's or nurse practitioner's statement.

(ii) Notwithstanding the provisions of subparagraph (i) of this section, upon receipt of an application for an original driver's license, or for renewal of a driver's license, or upon receipt of evidence from a source other than a police agency, police accident report or physician, physician assistant or nurse practitioner, confirmed by a department hearing or investigation that a licensee has experienced a loss of consciousness, the commissioner shall, unless he or she deems such person's operation of a motor vehicle on a public highway to be an immediate hazard, send to such

NY CLS Veh & Tr § 502

person a proposed denial or suspension of license, whichever is appropriate, with an offer to withhold such action until after a department hearing, if such hearing is requested by such person. The failure of such person to reply to the commissioner, either accepting the denial or suspension or requesting a hearing, within thirty days of the date of such notice, shall result in the imposition of the denial or suspension. If the commissioner deems any such person's operation of a motor vehicle on a public highway to be an immediate hazard, he or she shall deny or suspend such license as required under subparagraph (i) of this paragraph and such denial or suspension shall be subject to the provisions of such subparagraph (i). For the purposes of this subparagraph, a person's operation of a motor vehicle on a public highway shall be deemed to constitute an immediate hazard if the commissioner has received evidence that such person's loss of consciousness has caused or contributed to a motor vehicle accident.

(iii) A physician's, physician assistant's or nurse practitioner's statement shall not be acceptable unless such licensed physician, physician assistant or nurse practitioner has attended or examined the patient within one hundred twenty days of the date of such statement, and if required by the commissioner, may be required to be submitted by a physician licensed in a specialty appropriate to the condition in question.

e. The commissioner may require the submission of physicians', physician assistants' or nurse practitioners' statements on a scheduled basis as a condition of licensing in those cases in which a person has experienced loss of consciousness but meets standards of fitness as set forth in rules and regulations prescribed by the commissioner, and the physician's, physician assistant's or nurse practitioner's statement indicates that medication is being taken to meet such standards and, in the opinion of either the submitting physician, physician assistant or nurse practitioner or the medical consultant to the commissioner, the submission of such scheduled physician's, physician assistant's or nurse practitioner's statements is considered necessary or desirable. However, the provisions of this subdivision shall not be applicable in any case where a person has been seizure free without medication for a minimum period of one year and submits a physician's, physician assistant's or nurse practitioner's statement.

f. Any hearing held pursuant to this subdivision shall be conducted in conformity with the provisions of the state administrative procedure act and any regulations promulgated by the commissioner thereunder. Judicial review of a determination made by the commissioner after a hearing held pursuant to this subdivision may be had without an administrative appeal being made pursuant to article three-A of this chapter.

History

Add, L 1972, ch 780, § 9, eff April 1, 1973; amd, L 1973, ch 168, § 4; L 1973, ch 229, §§ 2-4; L 1977, ch 931, § 10, eff Aug 11, 1977; L 1979, ch 436, § 1; L 1980, ch 381, § 3; L 1981, ch 138, § 1, eff Aug 24, 1981; L 1983, ch 719, §§ 2-5; L 1985, ch 692, §§ 2-4, eff April 1, 1986; L 1987, ch 342, § 1; L 1987, ch 857, § 1, eff April 21, 1988; [L 1990, ch 173, §§ 40-46](#), eff Feb 19, 1991; [L 1991, ch 520, § 1](#), eff July 19, 1991; [L 1993, ch 60, § 47](#), eff April 15, 1993, deemed eff April 1, 1993; [L 1995, ch 81, §§ 209, 210](#), eff Oct 1, 1995; [L 1996, ch 309, §§ 83-87](#), eff July 13, 1996; [L 2001, ch 536, §§ 1, 2](#), eff Sept 1, 2002; [L 2002, ch 533, § 1](#), eff March 16, 2003; [L 2002, ch 585, §§ 1, 2](#), eff Sept 1, 2002; [L 2002, ch 644, § 8](#), eff Sept 1, 2003; [L 2005, ch 60, § 11](#) (Part E), eff Sept 30, 2005; [L 2006, ch 639, § 4](#), eff Feb 12, 2007; [L 2009, ch 59, §§ 2, 3](#) (Part K), eff April 7, 2009; [L 2009, ch 59, § 1](#) (Part L), eff July 6, 2009; [L 2009, ch 403, § 5](#), eff Feb 22, 2010; [L 2010, ch 215, § 1](#), eff Aug 14, 2010; [L 2010, ch 387, §§ 2, 3](#), eff Sept 1, 2010; [L 2011, ch 58, § 2](#) (Part CC), eff Jan 30, 2012; [L 2011, ch 458, §§ 1, 2](#), eff Sept 1, 2011; [L 2012, ch 58, § 1](#) (Part D), eff March 30, 2012; [L 2012, ch 465, § 5](#), eff Oct 3, 2013; [L 2012, ch 487, § 2](#), eff Oct 3, 2013; [L 2015, ch 405, § 3](#), effective October 26, 2015; [L 2016, ch 97, §§ 1, 2](#), effective January 17, 2017; [L 2016, ch 248, § 4](#), effective February 14, 2017; [L 2017, ch 355, §§ 1, 2](#), effective April 21, 2018; [L 2019, ch 37, §§ 3-5](#), effective December 14, 2019; [L 2019, ch 368, §§ 2, 3](#), effective June 30, 2020; [L 2019, ch 513, § 1](#), effective May 18, 2020; [L 2019, ch 740, § 1](#), effective June 20, 2020; [L 2020, ch 31, § 1](#), effective June 20, 2020; [L 2021, ch 158, §§ 8, 9](#),

NY CLS Veh & Tr § 502

effective June 24, 2022; [L 2021, ch 440, §§ 1, 2](#), effective October 8, 2021; [L 2021, ch 618, §§ 1, 2](#), effective May 14, 2022; [L 2021, ch 682, § 2](#), effective April 20, 2022; [L 2022, ch 25, § 2](#), effective April 20, 2022; [L 2022, ch 58, § 1](#) (Part GGG), effective May 14, 2022; [L 2022, ch 379, § 1](#), effective January 11, 2023.

New York Consolidated Laws Service
Copyright © 2022 All rights reserved.

End of Document

RESOLUTION

5

Resolution No. _____ of 2022, a resolution accepting a quote from Robinson Appraisal Consultants, LLC, for a fee simple market value analysis for two privately owned parcels of land adjacent to Garnsey Park and the Garnsey Cemetery, SBLs # 269.12-1-22 and 269.12-1-23.

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

WHEREAS, quotes were received for the appraisal, and

WHEREAS, Robinson Appraisal Consultants LLC, 5500 Main Street, Suite 347, Williamsville, NY, submitted the lowest responsive quote in the amount of \$2,200 for the appraisal, and

WHEREAS, John Scavo, Planning Director, recommends accepting the quote which was submitted by Robinson Appraisal Consultants; now, therefore, be it

RESOLVED, that the Town Board accepts the quote of Robinson Appraisal Consultants for the Fee Simple Market Value Analysis, for an amount not to exceed \$2,200, to be paid from A-1940-200 (General Fund – Other Town Payments – Equipment).

Meg Springli

From: noreply
Sent: Tuesday, December 13, 2022 12:45 PM
To: Meg Springli
Cc: Jean, Spiegel; Mark Heggen; Tom McCarthy; Lynda Walowit; Anthony Morelli
Subject: Resolution Request for TB Meeting: 12-19-2022 or Planning Department
Attachments: 6398ba22e8c02-AppraisalQuotes.xlsx; 6398ba22e8e2b-Fee letter - Hyde Parcels for Clifton Park.pdf; 6398ba22e91fc-Robinson Appraisal Consultants.pdf

COMPTROLLER APPROVAL or Comments:

ATTORNEY APPROVAL or Comments:

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

Department: **Planning Department**
Your email: **jscavo@cliftonpark.org**

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

Requested Meeting Date: **12-19-2022**

Alternate Date

Brief Description: **Resolution to hire Robinson Appraisal Consultants, LLC for a Fee Simple Market Value Analysis on two privately owned parcels of land adjacent to Garnsey Park & the Garnsey Cemetery.**

Budget #: **Unassigned Fund Balance**
Budget Description: **1800**
\$ Amount: **1800**

Additional Comments/Details:

Company
Caryn Zeh Appraisals, LLC
GAR Associates LLC
Jeffrey E. Robinson, MAI, SRA
Integra Realty Resources

Address
PO Box 515, Glenmont, NY 12077
5500 Main Street, Suite 347, Williamsville, NY 14221
207 Route 9, Ghent, New York 12075
812 State Fair Blvd, Suite 1, Syracuse, NY 13209

Contact	Email
Caryn Zeh	caryn.zeh@gmail.com
Chad Hanel	chanel@garappraisal.com
Jeffrey E. Robinson	jrobinsonmai@gmail.com
Geralynn Derby	gderby@irr.com

Price Quote	
\$	2,200.00
\$	2,200.00
\$	1,800.00
no proposal submitted	



Robinson Appraisal Consultants, LLC

207 Route 9, Ghent, NY 12075

518.965.3775

JRobinsonMAI@Gmail.com

Appraisal Assignment

DATE OF AGREEMENT: December 6, 2022

Client(s):

Mr. John P. Scavo
Planning Director
Clifton Park, New York 12065

Re: Hyde Parcels – 1503 and 1505 State Route 146, Clifton Park, NY

Client hereby engages Appraiser to complete an appraisal assignment as follows:

Pursuant to your request, I have enclosed a fee quote for preparation of a Restricted Appraisal Report. The particulars of the appraisal assignment as I understand it would be as follows:

PROPERTY IDENTIFICATION

The properties to be appraised consist two adjacent parcels located at 1503 and 1505 New York State 146, in the Town of Clifton Park, Saratoga County, New York. While there may currently be some improvements on the parcels, the property will be valued under the hypothetical condition that any structures on the parcels will be removed. The properties are identified as Assessor's tax map section 269.12-1-22 and 23, and contain .7 and 1.21 acres, respectively.

INTEREST VALUED

Fee simple

INTENDED USER(S)

- Mr. John P. Schavo, Planning Director
- The Town of Clifton Park

Note: No other users are intended by the appraiser. The appraiser shall consider the intended users when determining the level of detail to be provided in the appraisal.

INTENDED USE

- To estimate the market value of the properties to be used in conjunction with the possible acquisition of the parcels.

TYPE OF & DATE OF VALUE

Market value as of a current date of inspection.

HYPOTHETICAL CONDITIONS, EXTRAORDINARY ASSUMPTIONS

The parcels are to be appraised as if vacant, under the premise that any improvements on the parcels have been removed.

APPLICABLE REQUIREMENTS OTHER THEN THE UNIFORM STANDARDS OF PROFESSIONAL APPRAISAL PRACTICE (USPAP)

The Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute.

ANTICIPATED SCOPE OF WORK**Site visit**

On-site inspection.

Valuation approaches

Sales Comparison Approach.

Note: Appraiser shall use all approaches necessary to develop a credible opinion of value.

APPRAISAL REPORT

Restricted Appraisal Report.

CONTACT FOR PROPERTY ACCESS

Please provide the following information to arrange inspection of the property.

Contact Name: _____

Telephone/Cell Number: _____

Email Address: _____

DELIVERY DATE

Approximately 15 days from award of the assignment, assuming there is not any delay in obtaining access to the parcels.

NUMBER OF COPIES

Two copies of the report will be provided together with one pdf version, if requested.

APPRAISAL REPORT TYPES

In the appraisal development process, the same level of work is conducted by the appraiser in collecting, confirming, and analyzing the data to derive a final opinion of value. The transmittal of these findings and conclusions, however, can differ. The two report types available include the following:

- 1) A Restricted Appraisal Report, which is essentially an expanded letter, provides very limited information relative to the subject property and data used, and is used to convey the findings in a minimal acceptable format. This type of report is generally only acceptable for the client's own use.
- 2) A complete Appraisal Report, conveys the findings in a more detailed narrative format, and the intended users can include parties not familiar with the property at hand.

APPRAISAL FEES AND PAYMENT

My fees for preparation of the appraisal report, suitable for the appraisal's intended use is:

Restricted Appraisal Report \$1,800 (One Thousand Eight Hundred Dollars).

The fee is due upon receipt of the report.

PROPERTIES UNDER CONTRACT FOR SALE OR SALE WITHIN THREE YEARS

If the property to be appraised is currently under contract for sale, Client shall provide to Appraiser a copy of said contract including all addenda. If the property has sold, or changed ownership, or was offered for sale, at any time between December 6, 2019 and present, please provide details related to the transaction, or offering.

ITEMS TO BE PROVIDED BY CLIENT

Copy of the deeds for the property.

CONFIDENTIALITY

Appraiser shall not provide a copy of the written appraisal to, or disclose the results of the appraisal prepared in accordance with this Agreement, with any party other than Client, unless Client authorizes, except as stipulated in the Confidentiality Section of the ETHICS RULE of the Uniform Standards of Professional Appraisal Practice (USPAP).

CHANGES TO AGREEMENT

Any changes to the assignment as outlined in this Agreement shall necessitate a new Agreement. The identity of the client, intended users, or intended use; the date of value; type of value; or property appraised cannot be change without a new Agreement.

CANCELLATION

Client may cancel this Agreement at any time prior to the Appraisers delivery of the appraisal upon written notification to the Appraiser. Client shall pay Appraiser for work completed on assignment prior to Appraiser's receipt of written cancellation notice, unless otherwise agreed upon by Appraiser and Client in writing.

USE OF EMPLOYEES OR INDEPENDENT CONTRACTORS

Appraiser may use employees or independent contractors at Appraiser's discretion to complete the assignment, unless otherwise agreed by the parties. Notwithstanding, Appraiser shall sign the written appraisal and take full responsibility for the services provided as a result of this Agreement.

TESTIMONY AT COURT OR OTHER PROCEEDINGS


Unless otherwise stated in this Agreement, Client agrees that Appraiser's assignment pursuant to this Agreement shall not include the Appraiser's participation in or preparation for, whether voluntary or pursuant to subpoena, any oral or written discovery, sworn testimony in a judicial, arbitration or administrative proceeding, or attendance at a judicial, arbitration, or administrative proceeding relating to this assignment.

Appraiser cannot agree to provide a value opinion that is contingent on a predetermined amount. Appraiser cannot guarantee the outcome of the assignment in advance. Appraiser cannot ensure that the opinion of value developed as a result of this Assignment will serve to facilitate any specific objective by Client or others or defense any particular cause. Appraiser's opinion of value will be developed competently and with independence, impartiality, and objectivity.

GOVERNING LAW & JURISDICTION

The interpretation and enforcement of this Agreement shall be governed by the laws of the State of New York, which is the principal place of business of the appraiser.

By Appraiser:



Jeffrey E. Robinson, MAI

By Client:

(SIGNATURE)

Client Name (PRINTED)

December 6, 2022
(DATE)

(DATE)



Town of Clifton Park

Planning Department

One Town Hall Plaza | Clifton Park, New York 12065 | (518) 371-6054 |
Planning@Cliftonpark.org

SENT VIA EMAIL

December 5, 2022

Jeffrey E. Robinson, MAI, SRA
Robinson Appraisal Consultants, LLC
207 Route 9
Ghent, New York 12075

Re: Price Quote, Fee Simple Market Value Appraisal
Town of Clifton Park, New York

Dear Mr. Robinson:

I am writing to request a quote for an appraisal of two adjacent parcels under common ownership totaling approximately 1.91 acres of land located at 1503 and 1505 New York State Route 146, Town of Clifton Park, New York. **The properties are also identified as Tax Parcel Numbers 269.12-1-22 & 269.12-1-23.** The valuation method should utilize an as-is, fee-simple market value approach.

Response to this request for a price quote should be sent directly to the writer at Jscavo@cliftonpark.org.

The Town would like a summary appraisal of the property to establish the premises' current real estate market value. Real property data sheets with a map showing each parcel are attached for your consideration. The current owner of record is in the process of obtaining a building permit to remove the vacant structures from each parcel.

The Town would like the appraisal performed within fifteen business days of the award of the work. Response to this request will be accepted via email until 5 p.m. on December 12, 2022. Should you have any questions, please contact the Clifton Park Planning Department at 371-6054.

Sincerely,

John P. Scavo

John P. Scavo
Planning Director

Attachments-3