

# TOWN OF CLIFTON PARK TOWN BOARD MEETING

ORGANIZATIONAL

January 3, 2023

The Town Board meeting can be viewed live by visiting [www.cliftonpark.org](http://www.cliftonpark.org) Scroll down to click

 [ONLINE BOARD MEETINGS](#)

**I. Call to Order/7:05 P. M.**

**II. Roll Call**

**III. Business**

- **Legal Holidays to be observed in 2023**
- **Town Board Meetings 2023**
- **Procurement Policy**
- **Matrix for Part-time and Non-Union Personnel**
- **Resolution for Consideration**

**IV. Adjournment - Proceed to 1<sup>st</sup> 2023 Regular Meeting of the Town Board**

NOTE:

Please check [www.cliftonpark.org](http://www.cliftonpark.org) for updates.

Resolutions for Consideration  
Clifton Park Town Board Meeting  
Organizational

**January 3, 2022**

<u>SOURCE</u>	<u>RESOLUTION</u>	<u>CONTACT</u>
1. Supervisor	2023 Organizational Resolution	P. Barrett



**PROPOSED**  
**2023 HOLIDAY SCHEDULE IN HOUSE**

**THE FOLLOWING ARE THE LEGAL HOLIDAYS TO BE OBSERVED FOR 2023**

<b>NEW YEAR'S DAY</b>	<b>MONDAY</b>	<b>01/02/23</b>
<b>MARTIN LUTHER KING DAY</b>	<b>MONDAY</b>	<b>01/16/23</b>
<b>PRESIDENT'S DAY</b>	<b>MONDAY</b>	<b>02/20/23</b>
<b>MEMORIAL DAY</b>	<b>MONDAY</b>	<b>05/29/23</b>
<b>JUNETEENTH (OBSERVED)</b>	<b>MONDAY</b>	<b>06/19/23</b>
<b>INDEPENDENCE DAY</b>	<b>TUESDAY</b>	<b>07/04/23</b>
<b>LABOR DAY</b>	<b>MONDAY</b>	<b>09/04/23</b>
<b>COLUMBUS DAY</b>	<b>MONDAY</b>	<b>10/09/23</b>
<b>VETERAN'S DAY OBSERVED</b>	<b>FRIDAY</b>	<b>11/10/23</b>
<b>THANKSGIVING DAY</b>	<b>THURSDAY</b>	<b>11/23/23</b>
<b>DAY AFTER THANKSGIVING</b>	<b>FRIDAY</b>	<b>11/24/23</b>
<b>½ DAY CHRISTMAS EVE OBSERVED (12:30PM)</b>	<b>FRIDAY</b>	<b>12/22/23</b>
<b>CHRISTMAS DAY</b>	<b>MONDAY</b>	<b>12/25/23</b>
<b>½ DAY NEW YEARS'S EVE OBSERVED (12:30PM)</b>	<b>FRIDAY</b>	<b>12/29/23</b>
<b>NEW YEAR'S DAY</b>	<b>MONDAY</b>	<b>01/01/24</b>

## **Proposed Town Board Meeting Dates 2023**

**Tuesday January 3 – Organizational**  
**Monday January 9**  
**Tuesday January 17 (Day after Martin Luther King Day)**  
**Monday February 6**  
**Monday February 13**  
**Monday February 27 (Moved due School Break Week)**  
**Monday March 6**  
**Monday March 13**  
**Monday March 20**  
**Monday April 3**  
**Monday April 10**  
**Monday April 17**  
**Monday May 1**  
**Monday May 8**  
**Monday May 15**  
**Monday June 5**  
**Monday June 12**  
**Tuesday June 20 (Day after Juneteenth Observed)**  
**Monday July 3**  
**Monday July 17**  
**Monday August 7**  
**Monday August 21**  
**Tuesday September 5 (Day after Labor Day)**  
**Monday September 11**  
**Monday September 18**  
**Monday October 2**  
**Tuesday October 10 (Day after Columbus Day Observed)**  
**Monday October 16**  
**Monday November 6**  
**Monday November 13**  
**Monday November 20**  
**Monday December 4**  
**Monday December 11**  
**Monday December 18**

**Town of Clifton Park**  
**Procurement Policy**  
As of 1/3/2023

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

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

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

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

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

If a sealed bid is required, bids should be advertised in a manner designed to achieve the widest reasonable distribution to the relevant market for the individual procurement at issue, including consideration given to utilize the NYS Contract Reporter, The Town's official publication, and/or trade or special interest publications selected for the individual market. For construction and other public works procurements where bid documents have been written by an engineering firm or other consultant on behalf of the Town, reliance upon such consultant for advertising and distribution of the bid documents is sufficient. All sealed bid documents shall be advertised and available for download on the Town website, [www.cliftonpark.org/government/requests-for-bids-and-proposals.html](http://www.cliftonpark.org/government/requests-for-bids-and-proposals.html).

**POLICY 1 A:** The Determination that a contract or service is not governed by GML 103 shall be made by the Town Attorney or Comptroller. For procurements which may reasonably be anticipated to be within 15 % of the applicable threshold for required sealed bid GML 103 review, complete documentation supporting the procurement shall be submitted to the Comptroller or Town Attorney for review prior to submitting a request for Town Board action. The Comptroller and/or the Town Attorney's office will advise the Department submitting the procurement request within 14 days of submission whether a sealed bid process is required, as well as a determination that the request complies with all state and local law, rules and adopted policies.

POLICY 1 B: All Department Heads and employees submitting resolution requests involving the purchase of goods or services, revenue contracts or contracts for Public Works, are required to respond to inquiries and requests for further information as may reasonably be necessary for determinations that the purchase or contract complies with state and local laws, rules and policies.

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

POLICY 3: All estimated Purchase or Revenue contracts reasonably expected to be less than \$20,000, in the aggregate on a 12-month basis require a written Quote. It is Town Policy that at least 3 written quotes from vendors be obtained, but in all cases the solicitation should be distributed as widely as practicable for the individual material, supplies or services solicited, and should be advertised and Noticed on the Town Website where practicable to do so. If unable to obtain at least three separate quotes, documentation should be made demonstrating efforts made to do so. Purchases \$500 or less left to the discretion of the purchaser.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- reimbursement of travel expenses (expense summary must be attached to voucher)
- payment of utilities
- payment of leases
- refund of participation fees
- postage
- gas purchased through the Town pumps

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

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

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

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

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

POLICY 16: The Town of Clifton Park, at its discretion and following the guidelines set

forth in General Municipal Law § 103, may procure goods (including apparatus, materials, equipment and supplies) and services by "piggy backing" through contracts let by the United States, or any agency thereof, any state or any political subdivision or district therein, if such a contract was let in a manner consistent with competitive bidding or "best value" methodology and made available for use by other government agencies. This may include, but not limited to, contracts let by other counties, states, national cooperative contracts, contracts let by the federal government through the General Services Administration (GSA) made available for use to county government, for example Schedule 70 (IT related purchases), Schedule 84 (Law Enforcement purchase), and other purchases related to Disaster Recovery.

This policy shall be reviewed annually by the Town Attorney and Comptroller and recommendations submitted to the Town Board at its organizational meeting or as soon thereafter as is reasonably practical.

\* Highest bidder/quote for Revenue Contracts  
As adopted by Resolution No. 2 of 2023

EMPLOYEES AUTHORIZED TO APPROVE  
PURCHASES  
As of January 3, 2023

Supervisor's Office  
Phil Barrett, Town Supervisor  
Jean Spiegel, Confidential Secretary

Assessor's Office Walter Smead, Assessor  
Kelly Miller, Valuation Assistant

Attorney's Office:  
Thomas McCarthy, Town Attorney

Buildings & Grounds:  
Daniel Clemens, Director  
Regan Cardona, Senior Account Clerk  
Kieran Lynch, Maintenance Supervisor  
Donald McCune, Transfer Station Manager

Building & Development:  
Teresa Brobston, Town Clerk  
Claudia Fitzgerald, Deputy Town Clerk  
Raina Munafo, Deputy Town Clerk

Comptroller:  
Mark Heggen, Comptroller  
Darlene Allen, Deputy Comptroller

Town Court  
Connie Brown, Chief Court Clerk

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

Parks & Recreation:  
Michael Woerner, Director  
Diana Fraser, Assistant Director

Planning & Zoning Department:  
John Scavo, Planning Director  
Scott Reese, Zoning Administrator and Stormwater Management Officer

Receiver of Taxes:  
Rose Savallo, Receiver of Taxes

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

Senior Citizen Center:  
Susan Leonard, Director

Sewer Department:  
Mike O'Brien, Collections System Manager

Town of Clifton Park  
 Part-time & Half-time Personnel Salary Matrix

COLA Increase 3.00%

Grade	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>	<u>Step 11</u>
1	17.06	17.22	17.74	18.27	18.83	19.39	20.16	20.98	22.02	23.13	24.29
2	18.83	19.00	19.57	20.16	20.75	21.38	22.25	23.14	24.30	25.50	26.77
3	20.60	20.81	21.42	22.09	22.74	23.42	24.36	25.35	26.60	27.92	29.34
4	22.93	23.15	23.84	24.57	25.32	26.07	27.12	28.21	29.59	31.10	32.65
5	25.30	25.52	26.30	27.09	27.88	28.74	29.89	31.09	32.64	34.28	35.99
6	27.70	27.97	28.82	29.65	30.56	31.50	32.75	34.05	35.75	37.54	39.43
7	31.17	31.50	32.41	33.40	34.40	35.43	36.85	38.32	40.24	42.26	44.37
8	34.70	35.04	36.08	37.16	38.29	39.45	41.02	42.64	44.78	47.03	49.38
9	38.20	38.59	39.74	40.92	42.16	43.41	45.14	46.95	49.30	51.76	54.33
10	40.65	41.09	42.31	43.59	44.89	46.24	48.08	50.00	52.50	55.12	57.86
11	43.74	44.19	45.51	46.89	48.29	49.73	51.72	53.79	56.49	59.32	62.27
12	46.84	47.31	48.74	50.20	51.71	53.26	55.39	57.61	60.49	63.52	66.69
13	49.93	50.43	51.95	53.50	55.09	56.72	59.01	61.39	64.47	67.67	71.07
14	53.63	54.18	55.81	57.48	59.19	60.97	63.40	65.92	69.22	72.70	76.32

Years in Step	1	2	3	3	3	3	3	3	3	3	3
Percent Increase	1.00%	3.00%	3.00%	3.00%	3.00%	4.00%	4.00%	5.00%	5.00%	5.00%	5.00%

Town of Clifton Park  
Salary Matrix

2023 Salary Matrix      Percent Increase:      3.00%

Grade	1	2	3	4	5	6	7	8	9	10	11
1	16.78	16.95	17.46	17.98	18.52	19.08	19.84	20.63	21.66	22.74	23.88
2	19.35	19.54	20.13	20.73	21.35	21.99	22.87	23.78	24.97	26.22	27.53
3	21.94	22.16	22.82	23.50	24.21	24.94	25.94	26.98	28.33	29.75	31.24
4	24.49	24.73	25.47	26.23	27.02	27.83	28.94	30.10	31.61	33.19	34.85
5	27.10	27.37	28.19	29.04	29.91	30.81	32.04	33.32	34.99	36.74	38.58
6	29.65	29.95	30.85	31.78	32.73	33.71	35.06	36.46	38.28	40.19	42.20
7	32.90	33.23	34.23	35.26	36.32	37.41	38.91	40.47	42.49	44.61	46.84
8	36.12	36.48	37.57	38.70	39.86	41.06	42.70	44.41	46.63	48.96	51.41
9	39.99	40.39	41.60	42.85	44.14	45.46	47.28	49.17	51.63	54.21	56.92
10	42.57	43.00	44.29	45.62	46.99	48.40	50.34	52.35	54.97	57.72	60.61
11	45.80	46.26	47.65	49.08	50.55	52.07	54.15	56.32	59.14	62.10	65.21
12	49.04	49.53	51.02	52.55	54.13	55.75	57.98	60.30	63.32	66.49	69.81
13	52.26	52.78	54.36	55.99	57.67	59.40	61.78	64.25	67.46	70.83	74.37
14	56.14	56.70	58.40	60.15	61.95	63.81	66.36	69.01	72.46	76.08	79.88
Step Percent Increase	1	1.00%	2	3.00%	3	3.00%	4.00%	4.00%	5.00%	5.00%	5.00%
Yrs in Step											

Town of Clifton Park

Salary Matrix

2023 Salary Matrix      Percent Increase:      3.00%

Grade	1	2	3	4	5	6	7	8	9	10	11
Yearly Salary	30,540	30,849	31,777	32,724	33,706	34,726	36,109	37,547	39,421	41,387	43,462
	35,217	35,563	36,637	37,729	38,857	40,022	41,623	43,280	45,445	47,720	50,105
	39,931	40,331	41,532	42,770	44,062	45,391	47,211	49,104	51,561	54,145	56,857
	44,572	45,009	46,355	47,739	49,176	50,651	52,671	54,782	57,530	60,406	63,427
	49,322	49,813	51,306	52,853	54,436	56,074	58,313	60,642	63,682	66,867	70,216
	53,963	54,509	56,147	57,840	59,569	61,352	63,809	66,357	69,670	73,146	76,804
	59,878	60,479	62,299	64,173	66,102	68,086	70,816	73,655	77,332	81,190	85,249
	65,738	66,394	68,377	70,434	72,545	74,729	77,714	80,826	84,867	89,107	93,566
	72,782	73,510	75,712	77,987	80,335	82,737	86,050	89,489	93,967	98,662	103,594
	77,477	78,260	80,608	83,028	85,522	88,088	91,619	95,277	100,045	105,050	110,310
	83,356	84,193	86,723	89,326	92,001	94,767	98,553	102,502	107,635	113,022	118,682
	89,253	90,145	92,856	95,641	98,517	101,465	105,524	109,746	115,242	121,012	127,054
	95,113	96,060	98,935	101,902	104,959	108,108	112,440	116,935	122,777	128,911	135,353
	102,175	103,194	106,288	109,473	112,749	116,134	120,775	125,598	131,877	138,466	145,382

Town of Clifton Park  
Salary Matrix

2023 Salary Matrix      Percent Increase:      3.00%

Grade	1	2	3	4	5	6	7	8	9	10	11
1	14.65	14.80	15.24	15.70	16.17	16.66	17.33	18.02	18.92	19.87	20.86
2	16.93	17.10	17.61	18.14	18.68	19.24	20.01	20.81	21.85	22.94	24.09
3	19.19	19.38	19.96	20.56	21.18	21.82	22.69	23.60	24.78	26.02	27.32
4	21.43	21.64	22.29	22.96	23.65	24.36	25.33	26.34	27.66	29.04	30.49
5	23.72	23.96	24.68	25.42	26.18	26.97	28.05	29.17	30.63	32.16	33.77
6	25.96	26.22	27.01	27.82	28.65	29.51	30.69	31.92	33.52	35.20	36.96
7	28.79	29.08	29.95	30.85	31.78	32.73	34.04	35.40	37.17	39.03	40.98
8	31.61	31.93	32.89	33.88	34.90	35.95	37.39	38.89	40.83	42.87	45.01
9	34.99	35.34	36.40	37.49	38.61	39.77	41.36	43.01	45.16	47.42	49.79
10	37.28	37.65	38.78	39.94	41.14	42.37	44.06	45.82	48.11	50.52	53.05
11	40.09	40.49	41.70	42.95	44.24	45.57	47.39	49.29	51.75	54.34	57.06
12	42.90	43.33	44.63	45.97	47.35	48.77	50.72	52.75	55.39	58.16	61.07
13	45.75	46.21	47.60	49.03	50.50	52.02	54.10	56.26	59.07	62.02	65.12
14	49.11	49.60	51.09	52.62	54.20	55.83	58.06	60.38	63.40	66.57	69.90
Step Percent Increase	1.00%	2	3.00%	3.00%	3.00%	3.00%	4.00%	4.00%	5.00%	5.00%	5.00%
Yrs in Step	1	2	3	3	3	3	3	3	3	3	3

Town of Clifton Park  
Salary Matrix

2023 Salary Matrix      Percent Increase:      3.00%

Grade      1      2      3      4      5      6      7      8      9      10      11

Yearly Salary      260 days

1	30,472	30,784	31,699	32,656	33,634	34,653	36,046	37,482	39,354	41,330	43,389
2	35,214	35,568	36,629	37,731	38,854	40,019	41,621	43,285	45,448	47,715	50,107
3	39,915	40,310	41,517	42,765	44,054	45,386	47,195	49,088	51,542	54,122	56,826
4	44,574	45,011	46,363	47,757	49,192	50,669	52,686	54,787	57,533	60,403	63,419
5	49,338	49,837	51,334	52,874	54,454	56,098	58,344	60,674	63,710	66,893	70,242
6	53,997	54,538	56,181	57,866	59,592	61,381	63,835	66,394	69,722	73,216	76,877
7	59,883	60,486	62,296	64,168	66,102	68,078	70,803	73,632	77,314	81,182	85,238
8	65,749	66,414	68,411	70,470	72,592	74,776	77,771	80,891	84,926	89,170	93,621
9	72,779	73,507	75,712	77,979	80,309	82,722	86,029	89,461	93,933	98,634	103,563
10	77,542	78,312	80,662	83,075	85,571	88,130	91,645	95,306	100,069	105,082	110,344
11	83,387	84,219	86,736	89,336	92,019	94,786	98,571	102,523	107,640	113,027	118,685
12	89,232	90,126	92,830	95,618	98,488	101,442	105,498	109,720	115,211	120,973	127,026
13	95,160	96,117	99,008	101,982	105,040	108,202	112,528	117,021	122,866	129,002	135,450
14	102,149	103,168	106,267	109,450	112,736	116,126	120,765	125,590	131,872	138,466	145,392

Resolution No. 2 of 2023 a resolution in connection with the reorganization of the Town of Clifton Park government for calendar year 2023.

Introduced by \_\_\_\_\_, who moved its adoption, seconded by \_\_\_\_\_.

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

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

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

Roll call votes shall be voted in the following order:

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

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

and that

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

Mark Heggen be reappointed as Town Comptroller, at a salary budgeted, and that Darlene Allen be appointed as Assistant Comptroller, at Grade 9, Step 7, Year 1, and that Jean Spiegel be reappointed as Confidential Executive Secretary, at Grade 8, Step 3, Year 2 and that

RESOLVED, that Philip Barrett is hereby reappointed as a marriage officer for the Town of Clifton Park pursuant to New York State Domestic Relations Law Section 11-c for a term to expire December 31, 2023, at no salary, and be it further

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

RESOLVED, that Thomas McCarthy continue a two year term serving as Town Attorney, at a salary as budgeted, with duties to include all legal matters relating to the Town Board and shall

include all contracts and agreements on behalf of the Town, supervision of all litigation matters, special districts, improvement districts, Labor and Employment Law, tax certiorari matters, the Department of Building and Development, the Ethics Board, and such special projects delegated by the Supervisor, and that

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

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

RESOLVED, that Raina Munafo and Claudia Fitzgerald, are hereby reappointed Deputy Town Clerks at salaries as budgeted, and be it further

RESOLVED, that the dog park fees be \$30/year and may be prorated at ½ year price of \$15 between July 1, 2023, and December 31, 2023, and that

Richard DiCaprio, Deacon, St. Edward's Church, and Town Justices James Hughes and Robert Rybak, and Andy Gilpin, CAPTAIN Executive Director, and Thomas McCarthy, Town Attorney, and Karen Heggen, Saratoga County District Attorney, and Michael Zurlo, Saratoga County Sheriff, and Philip Barrett, Town Supervisor, and Melinda Acker, Youth Court Director, be reappointed and Anthony Morelli, Councilman-Liaison be reappointed and Shenendehowa High school Students Sleska Shrestha and Rija Zahra, be appointed as Members of the Youth Court Community Board, each to serve a term that expires December 31, 2023, and that

Teresa Cook, be designated as the Official Town Officer to act on behalf of the Assessor to process claims pursuant to Section 125, Article 7 of the Agriculture and Markets Law for the year 2023, and that

Ellenmarie Martin, be reappointed as Deputy Highway Superintendent, at a salary as budgeted, and that

Rose A. Savallo to be reappointed Receiver of Taxes and Assessments for the year 2023 at a salary as budgeted, and that she is hereby authorized to sign checks drawn on the accounts of "Receiver of Taxes and Assessments, Town of Clifton Park", and that

James Harding Jr., be reappointed as a part-time Clerk at Grade 4, Step 3, Year 2, Patricia Howland, be reappointed as part-time Clerk at Grade 4, Step 3, Year 1, and Christine Kot, be reappointed as part-time Clerk at Grade, 4 Step1, Year 1 for the Receiver of Taxes and Assessments for the year 2023, and that

John DeSimone, be appointed as Chief, Bureau of Fire Prevention, at a salary as budgeted, and that

Sheryl Reed, be reappointed as a part-time Building Inspector, Grade 10, Step 11, Mark Kazmierczak, be reappointed as a part-time Assistant Building Inspector, \$50.00/hour, and Kathi Boni, be reappointed as a part-time Senior Clerk, Grade 5, Step 11 to be used as needed in the Building Department, and that

Jody D. Ensel, be reappointed as a part-time Clerk for Town Hall at Grade 4, Step 8, Year 3, to be assigned in departments as needed, and that

Donovan Ryan, be reappointed as provisional Senior Center Program Coordinator at the Senior Community Center pending civil service classification, at a salary as budgeted, and that

Janet Gomes, and Christina Woodard, be reappointed as Clerks to the Town Justice-Exempt with terms to expire December 31, 2023, at salaries as budgeted, and that Carol O'Brien, be reappointed as half-time Court Clerk at Grade 5, Step 8, Year 2, and that

Gayle Buckley, be reappointed to Health Officer for the year 2023 at a salary as budgeted, and that

John L. Scherer, be reappointed to serve as Town Historian for the year 2023 at a salary as budgeted, and that

Sheila Alvaro, be reappointed as part-time Receptionist at Town Hall as needed at Grade 4, Step 3, Year 3, and that

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

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

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

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

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

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

Marla Zuarino, Elizabeth Carr, and David Alexander, be reappointed and Michael Christianson be appointed to serve as Members of the Environmental Conservation Commission, each to serve for a two-year term; terms to expire December 31, 2024, and that

Brian Glick, be reappointed to serve as Chairman of the Environmental Conservation Commission; term to expire December 31, 2023, and that

Aaron Cote, be reappointed to serve as Chairman of the Fire Code Appeals Board; term to expire December 31, 2023, and that

Joseph Martin and Daniel Mathias, be reappointed to serve as Members of the Fire Code Appeals Board each for a three-year term; terms to expire December 31, 2025, and that

Paula Cooper, be reappointed as Secretary to the Fire Code Appeals Board at a salary as budgeted, and that

Denise Bagramian, be reappointed to serve as a Member of the Planning Board for a seven-year term; term to expire December 31, 2029, and that

Mario Fantini be appointed to serve out the remainder of Andrew Neubauer's seven-year term as a Member of the Planning Board; term to expire December 31, 2025, and that

Lisa Westrick, be reappointed as Planning Board Alternate for a one-year term; term to expire December 31, 2023, and that

Denise Bagramian, be reappointed Planning Board Chairman for the year 2023 at a stipend as budgeted, and that

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

Linda Seymour, be reappointed and Brian McGlinchey, be appointed to serve as Co-Chairmen of the Historic Preservation Commission, for a one-year term; term to expire December 31, 2023, and that

Emad Andarawis, be reappointed to serve as Planning Board Liaison to the Historic Preservation Commission, term to expire December 31, 2023, and that

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

Paul Van Schaick, be reappointed to serve as Chairman of the Emergency Services Advisory Board for the year 2023, and that

James Grant Keeler be reappointed to serve as Representative of the Vischer Ferry Fire Department, Andrew Casucci, be reappointed to serve as Alternate to the Vischer Ferry Fire

Department, Paul Berlin be reappointed to serve as Representative of the West Crescent Fire Department, and Aaron Cote be appointed to serve as Alternate to the Ballston Lake Fire Department, all to serve on the Emergency Services Advisory Board for a three-year term; term to expire December 31, 2025, and that

Paula Cooper be reappointed as Secretary to the Emergency Services Advisory Board, for the year 2023 at a salary budgeted, and that

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

Michael Dudick, be reappointed Chairman of the Zoning Board of Appeals for the year 2023 at a stipend as budgeted, and that

Paula Cooper, and Cristi Shuhart, be reappointed as Secretary and Alternate Secretary, respectively, to the Zoning Board of Appeals for the year 2023 at salaries as budgeted, and that

Christopher Lemire and Scott Styles be reappointed and Juliano Febo and Chad Gregory be appointed to serve as Members of the Zoning Board of Appeals, each for a five-year term; term to expire December 31, 2027, and that

Jenson Tate be appointed as an Alternate Member of the Zoning Board of Appeals for the year 2023, and that

Jean Spiegel, be reappointed as Clerk to the Clifton Park Sewer District No. 1 for the year 2023 at a salary as budgeted, and that

Jonathan Schopf, be reappointed to serve as Attorney for the Industrial Development Agency for the year 2023, and that

Derek Brown, be reappointed to serve as Chairman of the Industrial Development Agency for the year 2023, and that

Elizabeth Carr, be reappointed to serve as Member of the Ethics Board for a three-year term; term to expire December 31, 2025, and that

Joseph Gulyas, be reappointed to serve as Chairman of the Ethics Board for the year 2023, and that

Helmut Gerstenberger, be reappointed to serve as Chairman of the Clifton Park Water Authority for the year 2023, and that

Councilman Anthony Morelli be appointed as Liaison to the Clifton Park Water Authority for the year 2023, and that

Albert Karoly, be reappointed to serve as Chairman of the Town of Clifton Park Highway Safety Committee; term to expire December 31, 2023, and that

Albert Karoly, Eric Ophardt, Jeffrey LaBarge, and Arnold Hausler, be reappointed to serve as Members of the Town of Clifton Park Highway Safety Committee each for a two-year term; terms to expire December 31, 2024, and that

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

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

Eric Hamilton, John Scherer, and Lawrence Syzdek, be reappointed to serve as the Clifton Park Representatives to the Mohawk Towpath Byway Project for the year 2023, and that

Leonard Casper, William Connor Jr., and Alicia Jacobs, be reappointed and Preston Scagnelli be appointed to serve as Members of the Open Space/Trails/Riverfront Committee, each for a two-year term; terms to expire December 31, 2024, and that

David Miller, be reappointed to serve as Chairman of the Open Space/Trail/Riverfront Committee; term to expire December 31, 2023, and that

Councilman Anthony Morelli be appointed as Liaison to the Open Space/Trails/Riverfront Committee to serve for the year 2023, and that

Cynthia Zlogar, be reappointed as part-time Clerk at Grade 2, Step 7, Year 3, and that

Linda Enders, be reappointed as part-time Senior Express Switchboard Dispatcher at Grade 2, Step 3, Year 3, and that

Sheila Alvaro, be reappointed as part-time Senior Express Switchboard Dispatcher/Chauffeur at Grade 2, Step 6, Year 3, and that

Robert Brondi, be reappointed as part-time Senior Express Switchboard Dispatcher/Chauffeur at Grade 2, Step 6, Year 1, and that

Betty Bollten, be reappointed as Senior Express Chauffeur at Grade 4, Step 9, Year 1, and Rebecca Marra, be reappointed as Senior Express Chauffeur at Grade 4, Step 7, Year 3, and that

Joseph McCormick, and William Tierney, be reappointed as substitute Senior Express Chauffeurs at Grade 1, Step 4, Year 2, and that

Shirley Roberts (Grade 1, Step 3, Year 3), and Johanne Shepard,(Grade 1, Step 3, Year 1), be reappointed as part-time Clerks at the Clifton Park Senior Community Center, at salaries as budgeted, and that

The following Citizens at Large be reaffirmed to the Clifton Park Citizen Corps Council – Disaster & Emergency Preparedness for a one-year term; terms to expire December 31, 2023: Paul Zohn, and that

The following individuals are reappointed as Community Representatives to the Citizen Corps Council for two-year terms, terms to expire December 31, 2024:

<u>Organization</u>	<u>Representative</u>
CAPTAIN	Andy Gilpin
Jonesville Fire Dept.	Patrick Champagne
Vischer Ferry Fire Dept.	Chief Brousseau
CP/Halfmoon Fire Dept.	Chief Hunsinger
Southern Saratoga Chamber	Peter Bardunias
Shen Schools	Rebecca Carman
CPSCC	Vernon Symes
CP Water Authority	Donald Austin
St. Edwards Church	Mary Ann Sekellick

The following individuals are appointed/reappointed as Members of the Deferred Compensation Committee for the Town of Clifton Park, term to expire December 31, 2023, all to serve for a one-year term, to meet semi-annually:

<u>Position</u>	<u>Current</u>
Comptroller	Mark Heggen
General Unit Representative	Tyler Clifford
Highway Unit Representative	Michael Traider
Retiree Representative	Barbara Smith
Management Representative	Darlene Allen

and that

Sharon Simmons and Ryan Ensel be reappointed as Alternate Members of the Deferred Compensation Committee, term to expire December 31, 2023, and that

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

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

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

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

The Supervisor be authorized to enter into an agreement on behalf of the Clifton Park Senior Community Center and Saratoga County Office for the Aging for a dining program and/or home delivery of meals for the senior citizens in the Town of Clifton Park for the year 2023, for an amount as budgeted, and that

The Supervisor be authorized to enter into an agreement with the County of Saratoga for single stream recycling at the recycling facility at the Transfer Station for the year 2023, and that

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

Scott Reese, Stormwater Management Officer, is authorized to sign Stormwater Management Practice Maintenance Agreements on behalf of the Town, and that

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

Pursuant to Highway Law 143, the following rates for hired trucks and equipment for the Highway Department for the year 2023 shall be approved by the Town Board of the Town of Clifton Park as follows:

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

Trucks for snow removal with plow & driver	\$ 75.00/hr
Trucks for snow removal with plow, wing driver & wingman	\$ 100.00/hr
Trucks for snow removal with plow, wing sander, driver, & wingman	\$ 105.00/hr
Trucks for snow removal with plow & driver less than 2 ton	\$ 60.00/hr
Front end loaders with bucket, or plow & graders with driver	\$ 85.00/hr
Trucks for sanding, with driver	\$ 70.00/hr
Front end loaders with bucket or plow & graders, without driver	\$ 60.00/hr
Front end loader equipped with 18' plow with driver	\$ 100.00/hr
Snowblower or plow or sander riding to clear and maintain sidewalks	\$ 80.00/hr
Trucks for hauling, single axle, dual wheel with driver	\$ 70.00/hr
Tandem trucks for hauling, with driver	\$ 85.00/hr

Tri-axel trucks for hauling, with driver	\$ 90.00/hr
Trailer for hauling with driver	\$ 90.00/hr
Excavator with operator JD 120 Series	\$ 155.00/hr
JD 200 Series	\$ 180.00/hr
Bulldozer with operator	\$ 105.00/hr
Mobilization	
In	\$125.00
Out	\$125.00
Backhoe w/operator	\$ 95.00/hr

and that

A base rate of fourteen dollars (\$14.50) per hour be set for the Town Highway Department for all seasonal employees or other extra help on a part-time basis in conjunction with summer help, to be paid from the Highway Department, and that

The Highway Superintendent under Section 142, Subdivision 1(a) of the Highway Law, be authorized to purchase special tools and other implements required in the operation of the Highway Department, equipment not to exceed ten thousand (\$10,000) dollars for the year 2023, and thirty-five thousand (\$35,000) dollars for each public works project according to NYS Law and Town of Clifton Park procurement guidelines for the year 2023, and that

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

The Highway Superintendent is authorized to purchase tools and equipment for the Highway Department per General Municipal Law, Section 103, Subdivision 6, at authorized auctions conducted by governmental organizations within the State of New York; the amount not to exceed limitations set by the 2023 budget, and that

The Highway Superintendent is authorized to assist local emergency services, fire departments, law enforcement, ambulance services, and school districts in the event of an emergency to be donated in kind in the form of labor and equipment usage to be operated strictly by Highway employees, and that

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

The Maintenance Division of the Highway Department will perform the repairs and maintenance of vehicles from the Buildings and Grounds Department, Building and Zoning Department, Clifton Park Sewer Department, Clifton Park Water Authority, Town Security Department, Town Hall vehicles, Senior Vans, Transfer Station and Parks and Recreation

Department, at a flat labor rate of \$50/hr. per employee, and direct costs for replacement parts, and that

The Sewer Department will perform sewer related services for Town Departments for the year 2023 at the following rates:

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

And that

The Department of Buildings & Grounds will perform maintenance and other labor for park districts for the year 2023 at the following flat labor rates:

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

and that

Employees of the Department of Building and Development are authorized to have memberships for the calendar year 2023 in the Capital District chapter and the New York State Building Officials' conference to include attendance at regular bi-monthly luncheon meetings of said conference, as budgeted per person per year, said amounts to be charged to the Memberships/Training Account, and that

The matrix for the non-union employees and part-time and half-time employees is approved for 2023, and that

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