

TOWN OF CLIFTON PARK TOWN BOARD MEETING

June 17, 2024

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
June 17, 2024

<u>SOURCE</u>	<u>RESOLUTION</u>	<u>CONTACT</u>
1. Planning	Adopt a local law to amend the Town Code Chapter 208 regarding zero-emission and electric vehicles, as well as commercial recreation facilities, in certain Town zoning districts	P. Barrett
2. Planning	Authorize the Supervisor to execute a Memorandum of Understanding with Capital Region Transportation Council (CRTC) in partnership with the Town of Halfmoon and Saratoga County	P. Barrett
3. Planning	Authorize the approval of a contract amendment with GPI for the Highway Fuel Improvements Project	P. Barrett
4. Town Board	Adopt a local law to amend Town Code Chapter A-217-76(K), to modify the required free space to be left on the sides and rear of each building within the North Crest Village (Tallow Wood) Planned Development District	P. Barrett
5. Town Board	Appoint Bruce Spiegel and Tim Brousseau to permanent status as Building Inspectors in the Building & Development Department	P. Barrett
6. Buildings & Grounds	Authorize the Supervisor to execute an agreement with MJ Engineering to complete design, bid and construction management services of new playground equipment for Martin Jewitt Longkill Park	P. Barrett
7. Buildings & Grounds	Authorize the replacement of the diving well motor assembly at the Barney Road Pool	P. Barrett
8. Justice Court	Appoint Briana C. Clancey as the Confidential Court Clerk for Judge Robert A, Rybak	P. Barrett

- | | | |
|------------------------|--|----------------------|
| 9. Parks & Recreation | Authorize promotion of three (3) seasonal employees from Lifeguards to Head Lifeguards and the hiring of seven (7) seasonal employees as Alternate Camp Counselors for the 2024 season | L. Walowit & A. Reid |
| 10. Parks & Recreation | Authorize hiring of water safety instructors for the 2024 summer season at the Town pools | L. Walowit & A. Reid |
| 11. Highway | Authorize residents of Stonegate to hold a block party on their cul-de-sac at Birch Hill Court, on June 29, 2024 | D. Bull |
| 12. Comptroller | Authorize acceptance of Town Comptroller audit report of Town Justice Court records for the year ending 12/31/2023 | P. Barrett |

RESOLUTION

#1

Resolution No _____ of 2024, a resolution adopting Local Law ____ of 2024 to amend Chapter 208 of the Town Code regarding zero-emission and electric vehicles, as well as commercial recreation facilities, in certain Town zoning districts.

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

WHEREAS, on June 3, 2024, the Town Board held a Public Hearing on a proposal to allow sales, leasing, maintenance, manufacturing and distribution of zero-emission and electric vehicles in the B-4, B-4A, B-5, LI-1 and LI-2 zoning districts, as well as commercial recreation facilities in the Town’s B-5, LI-1 and LI-2 zoning districts, and

WHEREAS, the Town Board wishes to expand opportunities for zero-emission and electric vehicles, and for commercial recreation facilities in the stated Town zoning districts; now, therefore, be it

RESOLVED, that the Town Board hereby adopts Local Law No ____ of 2024, effective immediately, to amend Chapter 208 of the Town Code, as attached; and be it further

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

Chapter 208

Zoning

Article II

§ 208-7 Definitions and word usage.

A. Certain words and terms used in this chapter are defined, for the purposes thereof, as follows:

COMMERCIAL RECREATION FACILITY

An indoor and/or outdoor privately run business involving playing fields, courts, arenas or halls designed to accommodate sports and recreational activities, such as but not limited to billiards, bowling, gymnasiums, health spas, skating rinks, indoor shooting ranges, tennis courts, swimming pools, golf facilities, martial arts, and other similar uses that may require heightened ceilings or large open areas.

ELECTRIC VEHICLE (EV)

An electric vehicle is one that operates, either partially or exclusively, on electrical energy from the grid, or an off-grid source that is stored on-board for motive purposes.

ZERO EMISSION VEHICLE (ZEV)

Zero-emission vehicles (ZEVs) are vehicles with no harmful tailpipe emissions and include plug-in electric vehicles (PEVs) and fuel-cell electric vehicles (FCEVs).

Article VI Highway Business Districts B-4

§ 208-45 Permitted uses.

B.

Electric Vehicle (EV): Sales, leasing, distribution, manufacturing, and maintenance.

Zero Emissions Vehicles (ZEV): Sales, leasing, distribution, manufacturing, and maintenance.

Article VIA Highway Business/Restricted Retail Districts B-4A

§ 208-50.2 Permitted uses.

B.

Electric Vehicle (EV): Sales, leasing, distribution, manufacturing, and maintenance.

Zero Emissions Vehicles (ZEV): Sales, leasing, distribution, manufacturing, and maintenance.

Article VII Corporate Commerce Districts B-5

§ 208-53 Permitted uses.

A.

(13) Commercial Recreation Facility, subject to 208-94

(14) Electric Vehicle (EV): Sales, leasing, distribution, manufacturing, and maintenance.

(15) Zero Emissions Vehicles (ZEV): Sales, leasing, distribution, manufacturing, and maintenance.

Article IX Light Industrial Districts LI

§ 208-64 Permitted and prohibited uses.

A. Permitted uses; LI-1 area.

(1)

(j) Commercial Recreation Facilities, subject to 208-94

(g) Electric Vehicle (EV): Sales, leasing, distribution, manufacturing, and maintenance.

(r) Zero Emissions Vehicles (ZEV): Sales, leasing, distribution, manufacturing, and maintenance

B. Permitted uses; LI-2 area. An owner shall be permitted to have more than one tenant in an approved facility, provided that all occupancies fall within the permitted use.

(13) Commercial Recreation Facilities, subject to 208-94

(14) Electric Vehicle (EV): Sales, leasing, distribution, manufacturing, and maintenance.

(15) Zero Emissions Vehicles (ZEV): Sales, leasing, distribution, manufacturing, and maintenance

(H 16) Only the following special uses shall be considered pursuant to § 208-79 et seq.:

[Added 4-6-1998 by L.L. No. 2-1998]

§ 208-94 Recreation centers.

A. During all periods of time after sundown that the recreation center shall be open and conducting the business of a recreation center, the entire premises, including land area wherein the public is invited, shall be fully and adequately lighted so that no area shall be in darkness.

B. Site Plan Considerations for Recreational Facilities and Improvements

1. Site Plan and site information requirements per Chapter 208 of the Clifton Park Town Code

2. Access & other constraints

3. Spatial & Technical Requirements

a. Schedules of accommodation areas and special requirements

b. Schedules of users (including external users) and their numbers, departments, functions.

c. Spatial layout (i.e., open-plan or single offices/rooms, spectator areas, equipment storage, changing rooms).

d. Acoustic standards (speakers, sound dampening walls, lighting alert alarm)

e. Required adjacencies, groupings, and separations.

f. Site circulation, including commercial and service deliveries, vehicles, pedestrians, and cyclist circulation patterns (pick-ups/drop-offs).

g. Phasing

h. Mechanical and equipment requirements

i. Waste and water provisions and management

l. Safety and security requirements

k. Flexibility and future uses

l. Durability and lifespan

m. Architectural. The architectural design shall consider building facade, including color, and other significant design features such as exterior materials and treatments, roof structures, exposed mechanical equipment and service and storage areas. Architectural block or similar facades, especially along the road frontage, shall be required.

RESOLUTION

#2

Resolution No. _____ of 2024, a resolution to authorize the Supervisor to sign a Memorandum of Understanding with the Capital Region Transportation Council (CRTC) regarding the 2024-2025 Unified Planning Work Program for the Halfmoon/Clifton Park/County Route 109 Corridor Study.

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

WHEREAS, the Town, in partnership with the Town of Halfmoon and Saratoga County, has requested funds from the CRTC through its 2024-2025 Unified Planning Work Program for the Halfmoon/Clifton Park/County Route 109 Corridor Study (Study), and

WHEREAS, CRTC approved the Study in its 2024-2025 Unified Planning Work Program, and

WHEREAS, the approved cost for consultant services related to the Study is \$150,000, of which \$120,000 will be paid for by Federal Transportation Planning funds, and

WHEREAS, the Town will provide \$7,500, the Town of Halfmoon will provide \$7,500 and Saratoga County will provide \$15,000 in local cash match for the Study, and

WHEREAS, the CRTC expects the Study to be completed within eighteen (18) months of the date of consultant contract execution; now therefore be it

RESOLVED, that Supervisor Barrett is authorized to sign the attached Memorandum of Understanding with the CRTC to commit to the local match not to exceed \$7,500, for consultant services related to the 2024-2025 Unified Planning Work Program for the Halfmoon/Clifton Park/County Route 109 Corridor Study, to be paid with a transfer from Contingency to A-07629-00135 (General Fund- Trails Contractual- Engineering).

Cynthia, Zlogar

From: Town of Clifton Park Official Website <info@cliftonpark.org>
Sent: Wednesday, May 22, 2024 10:06 AM
To: Cynthia, Zlogar; Paul, Pelagalli; Phil Barrett; Jean, Spiegel; Mark Heggen; Darlene, Allen; Lynda Walowit; Anthony Morelli; Zbed, Manir; Agatha, Reid; John Scavo; Christine Pagniello; Teresa Brobston; Walter Smead; Kelly Miller
Subject: New Resolution Request #813

A new resolution request has been submitted. The details of this resolution request are included below.

Department: Planning

Your Name: Jennifer Viggiani / John Scavo

Your Email: jenniferv@cliftonpark.org

Sponsor: P. Barrett

Agenda Session Date: 06/03/2024 ✓

Board Meeting Date: 06/17/2024 ✓

Alternate Date: 07/01/2024

Budget Number: A-1440-135

Budget Description: professional transportation planning/engineering services - local match to federal funding

Amount: \$7,500

Brief Description: Request TB authorize the execution of a Memorandum of Understanding with Capital Region Transportation Council (CRTC) in partnership with the Town of Halfmoon and Saratoga County for the 2024-2025 Unified Planning Work Program for the Halfmoon/Clifton Park/County Route 109 Corridor Study, and the allocation of \$7,500.00 in cash match for the Study to be provided to CRTC by December 1, 2024. This project is being completed under the CRTC's Community & Transportation Linkage Program, utilizing \$120,000 in Federal transportation planning funds.

Add Supporting Docs:

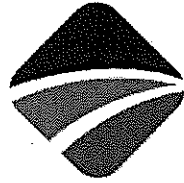
[df66077b1ac04da8 Town of Clifton Park MOU FY2024-25.pdf](#)

[09ea098c71595212 Program Guidance for Project Sponsors.pdf](#)

Additional Comments/Details: The study is expected to take about 18 months. The project funds will be utilized to procure an outside consultant for this joint project. Halfmoon is expected to contribute \$7,500 in local cash match, and Saratoga County is expected to cover \$15,000 in local cash match. The program guidance document is attached for reference.

Agree to Terms: Agree

[unsubscribe](#)



CAPITAL REGION
**Transportation
Council**

MEMORANDUM OF UNDERSTANDING

This agreement is entered into this ____ day of _____, 2024 by and between the Capital Region Transportation Council, 1 Park Place, Suite 101, Albany New York 12205 and Town of Clifton Park, One Town Hall Plaza, Clifton Park NY 12065.

WITNESSETH

WHEREAS, the Town of Clifton Park (hereafter referred to as the "Town"), in partnership with the Town of Halfmoon and Saratoga County, has requested funds from the Capital Region Transportation Council (hereafter referred to as the "Transportation Council"), the Metropolitan Planning Organization for the Capital Region, through its 2024-2025 Unified Planning Work Program for the Halfmoon/Clifton Park County Route 109 Corridor Study (hereafter referred to as the "Study");

WHEREAS, the Transportation Council approved the Study in its 2024-2025 Unified Planning Work Program;

WHEREAS, the approved cost for consultant services related to the Study is \$150,000, \$120,000 of which will be paid for by Federal Transportation Planning Funds.

WHEREAS, Saratoga County will provide \$15,000, the Town of Halfmoon will provide \$7,500, and the Town of Clifton Park will provide \$7,500 in cash match for the Study;

WHEREAS, the Transportation Council expects the Study to be completed within eighteen (18) months of the date of consultant contract execution;

WHEREAS, the following milestones will apply to complete the Study:

1. Execute this Memorandum of Understanding with the Transportation Council no later than September 30, 2024.
2. Within six (6) months of the date of the fully executed Memorandum of Understanding, select a consultant.
3. Hold a study kick-off meeting within two (2) months of consultant contract execution.

WHEREAS, the parties will jointly guide the consultant with the assistance of a Study Advisory Committee that will include, at a minimum, one staff member of the Transportation Council;

WHEREAS, the parties will jointly assume ownership of all draft and final products including graphics, data, reports, etc. related to the Study;

WHEREAS, the parties desire to set forth the rights and responsibilities in facilitating the Study;

NOW, THEREFORE, parties hereby agree to the following:

1. The Transportation Council will be responsible for:
 - a. Aiding the Town in developing a detailed scope of work for the Study.
 - b. Drafting a detailed Request for Expression of Interest for the Study and advertising the Study in the New York State Contract Reporter, on the Transportation Council website, and on the New York State Association of Metropolitan Planning Organizations website.
 - c. Aiding the Town in selecting a consultant to perform the Study.
 - d. Documenting the consultant selection process and providing notification of the consultant selection or rejection.
 - e. Securing an executable agreement between the consultant and the Capital District Transportation Authority, the host agency of the Transportation Council.
 - f. Approving the membership of the Study Advisory Committee.
 - g. Attending all Study Advisory Committee or Study related meetings including the kick-off meeting, public meetings, and any other decision-making meeting.
 - h. Providing technical assistance.
 - i. Addressing all contracting issues including review of deliverables and payment to the consultant.
 - j. Invoicing the Town for its \$7,500 Local Cash Match, following execution of the consultant contract, due to the Transportation Council by December 1, 2024.

2. The Town will be responsible for:
 - a. Reviewing and following the Transportation Council's 2024-2025 Planning Study Administration and Procedures guidance document.
 - b. Working with the Transportation Council staff to complete the Study within eighteen (18) months of the date of consultant contract execution. If unforeseen delays arise, the Town will provide the Transportation Council with a written explanation.
 - c. Providing the Transportation Council with the \$7,500 cash match for the Study by December 1, 2024.
 - d. Following the Transportation Council guidelines regarding consultant selection.
 - e. Organizing and maintaining a Study Advisory Committee that will include at least one member of the Transportation Council's staff.
 - f. Including the Transportation Council and Study Advisory Committee in decisions related to meeting times and dates, public meeting dates and format, and any other Plan related decisions with the consultant.
 - g. Attending all Study Advisory Committee or Study related meetings including the kick-off meeting, public meetings, and any other decision-making meeting.
 - h. Providing technical assistance and reviewing products.
 - i. Informing the Transportation Council of any problems with the consultant.
 - j. Presenting the findings of the Study to the Transportation Council's Planning Committee, Advisory Committees and/or the Community Planners Forum.

The signatories affirm they are duly authorized by their governing bodies to execute this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on this ____ day of _____ 2024.

FOR THE CAPITAL REGION
TRANSPORTATION COUNCIL

FOR THE TOWN
OF CLIFTON PARK

Executive Director

Supervisor

2024-25 Planning Study Administration and Procedures

Guide for Project Sponsors

April 2024



Planning Quality Communities for over 20 years

Community & Transportation Linkage Program

For more information email info@capitalmpo.org



CAPITAL REGION
Transportation Council

www.capitalmpo.org

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Introduction

The Capital Region Transportation Council (Transportation Council) is the metropolitan planning organization (MPO) for Albany, Rensselaer, Saratoga, and Schenectady Counties (except the Town of Moreau and the Village of South Glens Falls). The Transportation Council provides community planning assistance to municipalities, regional planning, and transportation organizations through its Unified Planning Work Program (UPWP). The UPWP lists all transportation planning work to be undertaken through the Transportation Council using federal funds. Studies are selected for inclusion in the UPWP because they support and implement the federally required, currently adopted metropolitan transportation plan (MTP), New Visions 2050. A summary of New Visions is available on the MPO website at www.capitalmpo.org.

This document describes the procedures to administer community planning studies utilizing consultants in the UPWP. It is meant to inform study sponsors of their roles and responsibilities. Sponsors should review these procedures and contact Sandra Misiewicz, Executive Director at 518-458-2161 or smisiewicz@capitalmpo.org with any questions as they will serve as the basis for a Memorandum of Understanding between the sponsor(s) and the Transportation Council.

The Transportation Council views its community planning initiatives as collaborative conceptual planning and technical efforts. **They do not allow for detailed engineering work, environmental review, or offer capital project funding guarantees.** The Transportation Council expects study sponsors to comply with these procedures to the best of their ability. Failure to do so may negatively impact sponsor access to future UPWP funds.

Award Notification

Sponsors will receive an Award letter from Transportation Council staff. These letters are expected to be released in early May 2024 and will confirm the dollar value of the study and identify the Transportation Council's Project Manager (hereafter referred to as the Project Manager). Included with the Award letter will be the Planning Study Administration and Procedures (this document) and a Memorandum of Understanding (MOU) to be executed between the Transportation Council and the sponsor(s). Work may begin on the study after the 2024-25 UPWP goes into effect, on or after April 1, 2024.

Memorandum of Understanding (MOU)

The required MOU describes the administrative roles and responsibilities of the Transportation Council and all study sponsors. The Transportation Council will provide the MOU to study sponsors in Adobe PDF format. Proposed changes must be provided to the Transportation Council for review. For studies with multiple sponsors and/or multiple local match sources, each

party will sign the same MOU. The signed MOU must be returned to the Transportation Council before a consultant can be selected to undertake the study. Study initiation will be dependent on the availability of the Transportation Council's staff. Failure to execute the MOU by September 30, 2024, will result in forfeiture of the funding award.

Progress Requirements

Consultant led planning studies are expected to be completed within eighteen (18) months of the date of contract execution. The following recommended schedule has been established:

- Execute the MOU with the Transportation Council no later than September 30, 2024.
- Within six (6) months of the date of the fully executed MOU, select a consultant.
- Hold a study kick-off meeting within two (2) months of consultant contract execution.
- Consultant completes 100% of the scope of work within eighteen (18) months of contract execution.

If the above milestones are not met, the sponsor must submit a request for an extension to the Transportation Council's Planning Committee and the sponsor will not be eligible to request additional planning funds until the delayed project is complete.

NYSDOT and County Coordination

The Transportation Council and its partners are committed to coordination, collaboration, and communication whenever possible during the planning process. The New York State Department of Transportation (NYSDOT) Region 1 and the relevant County may have existing conditions data, previous transportation studies or additional awareness of issues in the study area. The Project Manager will collect background information on transportation assets owned and maintained by NYSDOT and/or the relevant County within the study area prior to scope of work preparation.

Scope of Work Development

The Project Manager and the study sponsor(s) will jointly develop a scope of work that is suitable for the study and realistic for its budget (study budgets are fixed). NYSDOT Region 1, the Capital District Transportation Authority (CDTA), the Capital District Regional Planning Commission (CDRPC) and the relevant County will be consulted on the scope of work. Others may be consulted as needed. A Request for Expressions of Interest (REI) is the preferred procurement document. Other procurement documents, such as a Request for Proposals (RFP), will be considered on a case-by-case basis. If a consultant prepared the study proposal

application or the sponsor would like to use a consultant to prepare the scope of work, that consultant will be disqualified from the procurement process for the contract.

A detailed scope of work will be included in the REI including a task list with deliverables as well as specifics on the desired approach to public participation, the number of advisory committee meetings, format of products, etc. The scope of work will be the minimum required of the consultant and any tasks to be undertaken by the Transportation Council should be noted. Other procurement documents will incorporate these elements as appropriate. Specific considerations for the REI scope of work include:

Transportation Council Scope of Work Library

The Transportation Council has completed over 100 separate studies as part of its Community Planning/Linkage Program. These studies range in budget and type and can be referenced by staff as needed. Each study is different and requires a scope to be developed through the context of the budget and project team capacity, previously completed and ongoing related initiatives, and other community characteristics. Sponsors are expected to provide any relevant, contextual and background information to the Project Manager to aid in crafting an appropriate and efficient project scope.

Environmental Justice / Equity Scan

The Project Manager will coordinate with the project sponsor(s) to determine an initial study area boundary. In accordance with Title VI requirements, the study area boundary will be used to identify Transportation Council environmental justice areas, as well as populations with limited English proficiency and sensitive environmental features. The information learned from the scan is essential for developing a project scope that meets the needs of the project sponsor(s) and the populations living in or adjacent to the study area. A tenet of the Transportation Council's effort to advance equity in transportation planning is to conduct a thorough and inclusive public involvement process.

Existing Conditions Data

The Project Manager will consult with the Director of GIS / Data Services on available existing conditions data for the study, particularly in the Geographic Information System (GIS), as the scope of work is being developed. A GIS map of the study area boundary will be created for the initial Environmental Justice, Limited English Proficiency and Environmental Mitigation Scans (Appendices A through C) completed prior to scope of work development. Other data available through the Transportation Council includes Replica mobility data, pavement condition ratings, roadway attributes from NYSDOT's Roadway Information System file, crash data and the locations of sidewalks, trails, crosswalks, on-road bike routes and on-road bicycle infrastructure (i.e. sharrows, bike lanes), and some traffic, bicycle and pedestrian volume data. Data provided by NYSDOT Region 1, the County or local government should be reviewed and cataloged for use in the study.

Data to be collected or analyzed by the consultant should be outlined in the scope of work. For planning studies involving on-road bicycle infrastructure, a level of service analysis, preferably using Level of Traffic Stress (LTS) methodology, should be considered. The scope of work should note that any consultant created GIS products are to be compatible with ESRI's ArcMap or ArcGIS Pro Software as the GIS files will be provided to the Transportation Council upon completion of the plan.

Study Advisory Committee

The Project Manager and the study sponsor(s) will be jointly responsible for study oversight through a Study Advisory Committee (SAC). The Project Manager and the study sponsor(s) will identify the members of the SAC. The SAC will be responsible for guiding the study and reviewing interim and final products. The Transportation Council considers SACs to be advisory, its members are volunteers, and SACs make no official decisions on behalf of a local municipality. Local government sponsors should be aware of local laws and policies regarding formal appointment of SAC members. A smaller technical advisory committee (TAC) may be used in addition to the SAC. The number of SAC and TAC meetings shall be included in the REI scope of work. A TAC may be considered when:

- The study area spans multiple jurisdictions.
- Specialized technical analyses are needed as part of the study.
- The project scope and scale require an additional committee to steer the project and build consensus among sponsor(s).

The Transportation Council requires the direct participation of the Project Manager on the SAC and TAC. Additional participants on the SAC may include NYSDOT (if the study involves a state-owned facility), CDTA (if the study is directly related to public transportation), CDRPC and the County in which the study is located. Study sponsors are encouraged to suggest other individuals from the community that may add value to the study process. It is suggested that the committee be kept to no more than fifteen (15) individuals. SAC meetings are open to the public. TAC participants are a subset of SAC participants and meetings are not open to the public.

Study sponsors and the Project Manager will coordinate the activities of the SAC and notification of its meetings. Sponsors will be responsible for providing meeting rooms. Decisions regarding meeting times and study-related issues should be made with the SAC. At minimum, these decisions must be made jointly between the consultant, sponsor(s) and Project Manager.

Public Involvement Plan

The scope of work must include a task related to the development of a Public Involvement Plan (PIP) by the consultant. Public involvement will vary depending on the type of study and its scale, demographics of the study area, local knowledge, local public health policies (e.g. social distancing protocols), and what is compatible with the community structure and style. All PIPs must be consistent with the most recently adopted Transportation Council Limited English Proficiency Plan and Public Participation Plan, whose goal is to craft a process that is *continuous, thorough, inclusive, and effective*.

All electronic documents and web applications will conform to the AA level of the Web Content Accessibility Guidelines to the greatest extent possible. The following should also be considered in the scope of work and the development of the PIP.

Public Involvement Approach

The REI scope of work should include guidance on the development of the PIP by the consultant. The PIP will be used throughout the planning process to target various study area demographic groups. The minimum requirements for approaches to public involvement will be identified in the REI scope of work and later incorporated into the PIP.

Underrepresented Populations in the Planning Process

The Environmental Justice (EJ) and Limited English Proficiency (LEP) scans should be completed by Transportation Council staff as the scope of work is developed and included in the REI (See Existing Conditions Data, pages 3-4). If the study area boundaries are adjusted or new information becomes available during the study process, the EJ and LEP scans should be updated. A description of the impacted population(s) should be included in the REI scope of work to ensure the PIP allows for equitable public involvement throughout the planning process.

The REI scope of work should consider appropriate ways to reach significant language specific LEP populations identified within the study area, if any, such as by designing targeted outreach strategies or employing written translation and oral interpretation services beyond the minimum required within the Transportation Council's Limited English Proficiency Plan. A scope of work that involves LEP outreach that goes beyond what is required in the Transportation Council's LEP Plan will require adequate support in the project budget.

Additional underrepresented populations may include gender, youth, older adults, people with a disability, etc. The Project Manager should refer to the Capital Region Indicators (www.capitalregionindicators.org) dashboard for demographic data and describe any additional underrepresented populations in the scope of work.

Consultation with federally recognized Native Nations with interests in the Capital Region will be coordinated through the Transportation Council and managed by the Executive Director, as needed. The goal is to provide the opportunity for government-to-government dialogue on plans and proposed transportation project concepts early in the planning process.

Communication with Elected Officials

The scope of work should describe how the status and concepts of planning studies are to be shared with sponsor's elected officials/governing body throughout the planning process. The approach to communicating study information to the sponsor's elected officials/governing body should be included in the PIP.

Additional Transportation Council Requirements

The scope of work should also note meeting promotion, accessible location, and other public notice requirements such as notifying the public of the availability of translation and interpretation services in accordance with the Transportation Council's LEP Plan. The consultant is expected to create meeting flyers, press releases, and/or social media content related to the project status, meetings, and events should be included in the scope of work. Additional materials, if needed should also be included in the scope of work. Social media policies of the Transportation Council and the project sponsor(s) will apply. The Project Manager should refer to the Transportation Council's press release workflow for guidance.

The selected consultant team should expect to present study concepts to a Transportation Council advisory committee, the Planning Committee, or the Policy Board, at least once during the project timeline. Needed Transportation Council and/or sponsor presentations should be included in the scope of work and PIP.

Sponsor Requirements

As Community Planning/Linkage Program studies are joint efforts between the Transportation Council and study sponsor(s), the sponsor may have their own requirements regarding public participation, meeting notices, access to interim products, etc. It is the sponsor(s) responsibility to ensure all local requirements are incorporated into the scope of work and PIP.

Public Involvement Deliverables

The scope of work should define the minimum requirements for public involvement deliverables from the consultant, community partners (if applicable), and the project sponsor. All public participation materials, including PowerPoint slideshows, will be made available to the public via the Transportation Council, sponsor(s), or a project specific website and incorporated into Draft and Final reports. All materials will be reviewed and approved by the SAC prior to public release. A public participation summary will be developed by the consultant and included in the Draft and Final report. The following quantitative metrics, as available and applicable to the planning study, will be compiled by the consultant with assistance from the Project Manager. Public participation activity types and metrics include:

- In-person events: Number of events by type, number of attendees, number of comments/responses and interactions.
- Surveys and comments: Number of survey responses, number of comments.
- Newsletter: Number of subscribers, number of opens and click throughs.
- Website: Number of unique page views/users.

- Press releases and media mentions: Number of press releases, number of media mentions.
- Social Media: Number of posts, number of new followers, number of impressions, number of users reached, engagement rate.
- Equity analysis of attendees and participants: Comparison of the demographics of the region/study area to that of the attendees and participants in public engagement activities based on voluntary survey responses. Number of activities in targeted communities to provide context.

Metropolitan Planning Process Requirements

Per federal regulations (23 CFR 450.306(b)), the staff of the Transportation Council should consider the following planning factors in the development of the REI scope of work:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency.
2. Increase the safety of the transportation system for motorized and nonmotorized users.
3. Increase the security of the transportation system for motorized and nonmotorized users.
4. Increase the accessibility and mobility of people and for freight.
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns.
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight.
7. Promote efficient system management and operation.
8. Emphasize the preservation of the existing transportation system.
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.
10. Enhance travel and tourism.

State Owned Facilities

NYSDOT Region 1 specifically requests the following be included in the scope of work for studies involving state owned facilities, depending on the study context. The Transportation Council should request NYSDOT Region 1 staff respond to the following types of requests for information in a timely manner.

- Existing conditions data: The existing conditions assessment should incorporate information available through NYSDOT Region 1, particularly the operations file for the roadway(s) of interest. This information may include traffic/crash data, traffic safety

reviews, as-built drawings, record plans, aerial photos, etc. This information should be requested prior to scope of work development.

- NYS DOT meeting: A meeting with key NYS DOT Region 1 staff should be included in the scope of work at the time transportation and land use concepts are first being developed. This will provide NYS DOT the opportunity to review and comment on the concepts before the plan reaches the draft stage.
- The NYS Highway Design Manual should serve as a reference document (see Chapter 1: Purpose, Revision 78, March 28, 2014). Chapter 1 states, "The primary functions of the Highway Design Manual (HDM) are to: (1) provide requirements and guidance on highway design methods and policies which are as current as practicable, and (2) assure uniformity of design practice throughout the New York State Department of Transportation consistent with the collective experience of the Department of Transportation, the American Association of State Highway and Transportation Officials, and the Federal Highway Administration." Chapter 1 also states that "Variations from this manual will be necessary for special or unusual conditions, or between the issuances of new or revised source documents and any corresponding updates of the HDM. Consequently, instructions in this document are not intended to preclude the exercise of individual initiative and engineering judgment in reaction to site specific conditions or application of current state of the art practices. Rather, such initiative and judgment is encouraged when it is appropriate and there is a rational basis for deviation."
- All renderings, illustrations or other mapping/imagery created to visualize design concepts are conceptual in nature. Any visualizations used in the study process must be qualified and should avoid excessive detail so as not to give the impression that an engineering level of analysis has been undertaken.

Reference Documents

The Transportation Council's support for local community planning is essential to implementing the Metropolitan Transportation Plan (MTP). Planning studies should refer to these regional plans, including but not limited to:

- New Visions 2050 (MTP)
- Local Road Safety Action Plan
- Capital District Trails Plan
- Regional Freight and Goods Movement Plan
- Smart Mobility Toolbox
- Bus Lane Feasibility study

Other potentially relevant regional plans and information can be found on the Transportation Council's website.

The Bipartisan Infrastructure Law (IIJA, Public Law 117-58), and section 1404 of the Fixing America's Surface Transportation (FAST Act, Public Law 114-94), provide design flexibility and consideration of community context in transportation projects to local jurisdictions developing Federal-aid projects on roadways under their ownership. FHWA encourages prioritizing the safety, comfort, and connectivity for all users of the roadway, particularly where adjacent land use suggests that trips could be served by varied modes.

The publications listed below are recognized as alternate roadway design guides (publications) under section 11129 of the Bipartisan Infrastructure Law (BIL). According to FHWA, the recognition of these design guides does not mean that all designs included in the document are compliant with Federal laws and regulations, such as the Americans with Disabilities Act (ADA) or the Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD). The Project Manager, project sponsor(s), and selected consultant are responsible for ensuring recommendations are compliant with State and Federal laws and regulations.

- Global Street Design Guide, Global Designing Cities Initiative (2016)
- Designing Streets for Kids, Global Designing Cities Initiative (2020)
- Designing Walkable Urban Thoroughfares: A Context Sensitive Approach, Institute of Transportation Engineers (ITE) (2010)
- Implementing Context Sensitive Design Handbook, Institute of Transportation Engineers (ITE) (2017)
- Urban Street Design Guide, NACTO (2013)
- Guide for the Planning, Design, and Operation of Pedestrian Facilities, AASHTO (2021)
- Urban Bikeway Design Guide, NACTO (2014)
- Don't Give Up at the Intersection, NACTO (2019)
- Designing for all Ages & Abilities, NACTO (2014)
- Guide for Geometric Design of Transit Facilities on Highways and Streets, AASHTO (2014)
- Transit Street Design Guide, NACTO (2016)

The Transportation Council has developed the Capital District Complete Streets Design Guide, which references many of the guides mentioned above. The Design Guide aims to fill in gaps where the context of local streets differs from that of state highways. The Transportation Council encourages the project sponsor(s) and selected consultant to use the Complete Streets Design Guide in the development of design concepts and recommendations. It is important to remember that design guidance is constantly evolving and these references are subject to change.

Additional Project Requirements

The Mineta Institute's Level of Traffic Stress (LTS) methodology is the Transportation Council's preferred methodology for measuring bike-friendliness. Planning studies that include evaluating and assessing multiple corridor design concepts, should use the Highway Capacity Manual's Bicycle Level of Service (BLOS). The BLOS provides more details and precise information for decision-making.

The scope of work should note that consultant created GIS products are to be compatible with ESRI's ArcMap or ArcGIS Pro software and must be provided to the Transportation Council upon completion of the study.

Studies that propose zoning changes, construction of new transportation infrastructure, or additional transportation system capacity may require environmental review under SEQR or NEPA. These processes are outside the scope of Transportation Council planning studies.

Draft and Final Report Content Requirements

The Project Manager and the study sponsor(s) are ultimately responsible for reviewing draft reports and ensuring the final report is complete. The SAC and other key stakeholders will also provide comments. Electronic documents will conform to the AA level of the Web Content Accessibility Guidelines to the greatest extent possible. The following are required to be included in the draft and final reports and should be referenced in the scope of work:

- Public Involvement Summary
- Title VI/Nondiscrimination and Americans with Disabilities Act initiatives
- The Final Environmental Justice and Limited English Proficiency findings
- Environmental features scan per the Transportation Council's environmental mitigation process
- Draft and final report recommendations referred to as "preferred concepts" or "publicly preferred concept(s)." Do not use "preferred alternative," or "alternatives" language to describe recommended routes and/or improvements.
- An implementation plan that lists next step strategies to move the project forward, including potential private and public fund sources, a phase-in plan, etc.
- Credit and Disclaimer Statements – the Federal Highway Administration (FHWA) requires the following credit reference and disclaimer statement in the Transportation Council's work products:

"This report was funded in part through grants[s] from the Federal Highway Administration [and Federal Transit Administration], U.S. Department of Transportation. The views and opinions of the authors [or agency] expressed herein do not necessarily state or reflect those of the U.S. Department of Transportation."

- The following information should also be incorporated into the disclaimer statement on all visualizations:

"The recommendations in this study are conceptual in nature and do not commit NYSDOT [or other entities] to proposed project(s)."

"The concepts presented in this report (or in an illustration) may need to be investigated in more detail before any funding commitment is made."

"Additional engineering or follow-up work will be based upon funding availability."

- For some Transportation Council planning work outside of Linkage studies, if New York State Planning and Research Program funds are used on the study per the UPWP, the following alternative statement must be used.

"The preparation of this report has been financed in part through gran[s] from the Federal Highway Administration and Federal Transit Administration, U.S. Department of Transportation, under the State Planning and Research Program, Title 23, Section 505 of the U.S. Code. The contents of this report do not necessarily reflect the official views or policy of the U.S. Department of Transportation."

Draft Report Revisions and Final Report Definition

The scope of work should define what the Transportation Council considers a final report. The scope of work should also include a minimum number of revision rounds required to meet the definition of a final report. The following is suggested language the Project Manager and sponsor(s) could agree to include in the scope:

The consultant will complete up to two (2) revisions to the draft report in a timely manner and in the format requested by the SAC. Draft and final reports will include documentation on public involvement, environmental justice, limited English proficiency, environmental features, and credit and disclaimer statements as provided by the Project Manager. Note that the final report is not final until it is complete: without placeholders, without grammatical errors; with a table of contents and page numbers; with labels where necessary, including for all changes, graphs, images, and quotes; with citations for all data sources, and with labels on axes on graphs. Changes to correct such deficiencies are not to be considered extra work for the consultant. Note that all suggested revisions are to be provided to the Project Manager and coordinated by the Transportation Council with the consultant.

At least two (2) color hardcopies of the final report will be provided to both the Transportation Council and the sponsor(s). The Transportation Council and the study sponsor(s) will also receive an electronic version of the final report (as a .pdf file) for posting on websites (.pdf files must be

compressed to not exceed 40 MB) and for reproduction purposes. The Transportation Council and the study sponsor(s) will jointly assume ownership of all materials, data, graphics, and reports, etc. related to the study. Final payment to the consultant will not be made until such time that their contractual obligation has been satisfactorily completed and the final report has been delivered.

Procurement Documents

The Transportation Council's preferred method of procurement is a Request for Expressions of Interest (REI) to allow for a more streamlined approach to proposals and consultant selection. Other procurement documents, such as a Request for Proposals (RFP), will be considered on a case-by-case basis. All procurement documents should be reviewed by the Transportation Council's Executive Director before advertising. The following sections must be included in REIs for community planning/linkage studies:

- Introduction
- Study Purpose (including background information)
- Study Area (with map)
- Scope of Work (broken down by task with a rough allocation of effort)
- Available budget
- Deliverables
- Administrative Responsibilities
- Study Advisory Committee
- Submission Instructions
- Submission Deadline
- Submission Evaluation
- Federal Requirements and Compensation

Advertisement and Full Package Requests

A one-page summary of the procurement document (prepared by the Transportation Council) will be advertised for no less than four weeks prior to the submission deadline. All studies will be advertised on the New York State Contract Reporter (www.nyscr.ny.gov/contracts.cfm), New York State Association of Metropolitan Planning Organizations (www.nysmpos.org), and the Transportation Council's website (www.capitalmpo.org).

Project Managers will field any technical questions that arise during the advertisement of the REI from interested consultants. **Sponsors should not discuss the advertised study including its goals, purpose, or scope of work directly with consultants. However, sponsors can provide consultants with any material that is public information such as a community comprehensive plan, zoning code, etc.**

The full procurement package (the complete REI and the sample contract) may be requested by interested consultants by calling (518-458-2161) or e-mailing (info@capitalmpo.org) the administrative staff at the Transportation Council. The full package may be sent by email, USPS, or made available for pick up to interested consultants.

Submissions

Interested consultants will have four (4) weeks to respond to the REI. Consultant submissions will include a letter of interest, typically limited to three pages, supplemented by relevant experience and project examples, identification of key personnel, and a price proposal including the hours of key personnel by task. Letter of interest preparation instructions are included in the REI. The Transportation Council will only accept submissions by email. The consultant(s) will use the letter of interest to outline the unique perspective they may have on the study and any proposed changes to the scope of work.

All questions regarding the contract terms of the sample contract should be directed to the Transportation Council. Consultant(s) should identify proposed changes to the sample contract in their letter of interest. Proposed contract language changes will not impact the evaluation of the submission and will be reviewed by the Transportation Council's Executive Director and by its host agency, CDTA. The sponsor(s) will be advised as to any contract language changes that could impact the study process.

The Transportation Council will keep a copy of all submissions received for a planning study on file for a minimum of three years. All submissions are considered proprietary, except for the winning submission once a selection is made. Winning submissions are subject to Freedom of Information Law requirements.

Consultant Selection Guidelines

Contracted services to the Transportation Council of any kind, in the actual or estimated amount of \$25,000 or more, shall be awarded on a competitive basis in accordance with the laws of the United States, the State of New York and the rules and regulations of the Federal Transit Administration, Federal Highway Administration, the New York State Department of Transportation, and other federal and state agencies. Unless such federal or state laws, rules or regulations require other specific procedures, the Transportation Council shall follow the process as set forth below. As host agency to the Transportation Council, the CDTA will be the contracting agency on behalf of the Transportation Council and the study sponsor.

Planning study sponsor(s) are required to follow the Transportation Council's guidelines during consultant selection:

- Consultants already under contract with a community/or sponsor are not guaranteed a study contract from the Transportation Council. However, they are eligible to respond to the REI if they have not assisted in the development of the scope of work, either as part of the application for funding or as part of the development of the REI.
- The selection process should not be biased toward any one consultant/contractor.
- The sponsor(s) should not discuss the advertised study directly with consultants. Publicly available documents may be provided.

The Transportation Council will actively seek participation in all procurements from DBE (Disadvantaged Business Enterprise) firms. The presence of a DBE firm as the lead or as a sub consultant will be considered in the consultant selection process for each study. A DBE directory is available at: nysucp.newnycontracts.com.

If the Project Manager determines that the sponsor(s) is not fairly evaluating submissions because of a pre-determined bias or any other violation of federal or state procurement guidelines, funds will be withdrawn.

Consultant Selection Process

The Transportation Council and the study sponsor(s) will establish a consultant selection committee. The committee must include at least one (1) Transportation Council staff person and should be limited to five (5) individuals. Typical committee members include NYSDOT Region-1 staff (if the study area has state roads), local government/sponsor staff (discretion is given to the local government(s) to identify participants), CDTA staff (if the study area has transit or includes objectives related to establishing transit or mobility services), and CDRPC staff. Participants in the consultant selection process should be reminded that **all submission material is considered proprietary until a selection is made**. Once a selection is made, the winning submission is considered public information.

Consultant selection committee members will be given no less than one (1) week to review the submissions. A meeting will be held to discuss the evaluations and select a consultant. For some studies, additional time may be needed to verify consultant references. Consultant interviews are to be avoided for studies under \$100,000, if possible. For larger studies, interviews are discouraged but may be considered if a selection cannot otherwise be made.

The Transportation Council staff (administration and Project Manager) will document the consultant selection process. The documentation must include the number of requests for the full REI package, a list of the consultants submitting expressions of interest, and the compelling argument for making the selection. Documentation must also note if any of the firms interested in the study were DBE or WBE firms. Evaluation forms should be collected by the Project Manager and incorporated into the documentation for the selection process.

Notification of Award

Once the consultant(s) is selected, the Project Manager will notify the consultant of their selection by phone followed by an award letter with a copy of the contract for signature (the contract will include the agreed upon scope of work including any negotiated changes and the study cost). Consultants that were not selected for the contract will be notified by the Transportation Council by email.

Consultant Contract

The consultant contract is known as the Agreement for Professional Services. The contract contains standard CDTA language, which must be utilized as CDTA is the host agency of the Transportation Council. Any proposed changes to the consultant contract must be articulated by the consultant in its letter of interest and negotiated with the Transportation Council and CDTA. This will be the responsibility of the Transportation Council's Executive Director and Project Manager. The agreed scope of work and study cost will be referenced in the contract and the Transportation Council will be responsible for consultant payment. The Transportation Council's Executive Director and Project Manager will review the completed consultant contract before it is sent out for signature. Once the consultant, Transportation Council, and CDTA sign the contract, the study can begin.

Sponsor In-Kind Support

In-kind support is a non-cash contribution of value provided by the municipality, organizations, or individuals participating in the project. In-kind hours may be documented for project tasks including scope of work development, SAC meeting participation, public participation event preparation and attendance, document review, and data collection. Sponsors providing in-kind support for the study per the MOU are required to track the number of hours of all personnel and volunteers spent working on the study and submit those hours to the Transportation Council. Documentation requirements are subject to change.

As of April 1, 2024, the frequency and format of the needed in-kind documentation is being determined between the Transportation Council and NYSDOT as requirements have recently changed. When available, the Transportation Council will inform sponsors as to the format and frequency of the needed in-kind support documentation including an in-kind support form. The Transportation Council will assist study sponsors with the needed documentation. Once informed of the new requirements, sponsors that fail to provide in-kind support documentation

to the Transportation Council in a timely manner will risk access to future planning study funding opportunities.

Transportation Council Staff Assistance

The staff of the Transportation Council provides ongoing assistance throughout the study process and staff hours working on each planning study are tracked. Project Managers should treat the UPWP staff time budget, in terms of a dollar value assigned by the Executive Director to the study, as a target for all Transportation Council staff working on the study. Staff hours to be documented by study name on Transportation Council timesheets may be related study administration, technical assistance, data collection, etc.

Cash Match / Consultant Payment

The Transportation Council will invoice the study sponsor(s) for the cash match following execution of the consultant contract due no later than December 1, 2024. Failure to provide the cash match to the Transportation Council in a timely manner will negatively impact sponsor(s) access to future funding opportunities and could bring the study to a standstill until the cash match is paid. Federal funds will be used to pay the consultant first and local cash will be used after.

Consultants shall provide invoices by email to the Project Manager and Office Manager via info@capitalmpo.org. Invoices must include the number of hours worked, salary rate, expenses by individual by task, and provide an accounting by task of the budgeted amount in the contract, the amount invoiced to date, and the amount remaining. Any direct expenses such as meeting expenses, employee per diem, etc. should also be identified and receipts provided for all expenses, except mileage. With each invoice, the consultant(s) must submit a brief progress report describing the progress on each task. The invoice and progress report will serve as the basis for payment. Invoices should be submitted monthly. The Project Manager will review and approve the invoice before authorizing payment. A final payment to close the consultant contract will not be made until the study sponsor(s) and the Transportation Council are satisfied with the study product.

Study Completion and Adoption

The Transportation Council encourages sponsors to adopt the study soon after the final report is delivered. Adoption may occur by resolution, as an amendment to a municipal comprehensive plan, or through other means as appropriate. Sponsors may also consider formally endorsing or accepting the study. Although community planning/linkage program studies are not municipal

wide comprehensive plans, they are considered comprehensive in nature and are subject to SEQR if the municipality is considering formal action. Such actions indicate the support of the study by the sponsor(s) which increases the competitiveness of future grant applications for additional studies or implementation activities such as zoning code updates or capital projects. SEQR/NEPA procedures are outside the scope of Transportation Council planning studies.

Study sponsor(s) will be responsible for presenting the findings of the study to one or more of the following, with assistance from the consultant(s): Planning Committee, Community Planner Forum, or one of the Transportation Council's advisory committees. Arrangements for the presentation(s) will be made by the Project Manager. The Transportation Council may consider adopting the results of a regionally significant study by resolution as a refinement to the Metropolitan Transportation Plan.

State Environmental Quality Review (SEQR)

The New York State Department of Environmental Conservation states that "SEQR is triggered if an agency (i.e., a unit of local government) has a discretionary decision to approve, fund, or directly undertake an action that might have an effect on the environment." An example of a discretionary decision is zoning changes (an agency can say yes, only if, or no to making a change). An Action may include planning or policy making activities that may affect the environment and commit the agency to a definite course of future decisions, such as adoption of a plan or significant amendment of Comprehensive Plans. Actions may also include the adoption of rules, regulations, and procedures, including local laws, codes, ordinances, executive orders and resolutions that may affect the environment. Once a discretionary action triggers SEQR, a sequential review process unfolds. Classifying actions that evolve from a planning study as Type I, Type II, or Unlisted is the responsibility of the lead agency, often a local government.

The SEQR sequential review process is outside of the scope of Transportation Council planning studies. This includes the SEQR public hearing and comment period, changes to planning studies in response to SEQR related comments, etc. Planning study products may be used to inform the SEQR review process. The Transportation Council shall not be considered or viewed as a lead agency for SEQR related actions originating from a planning study.

Planning and Environmental Linkages (PEL) Questionnaire

Final study documents that recommend constructing new transportation infrastructure or add capacity to existing transportation infrastructure may require the completion of a Planning and Environmental Linkages (PEL) Questionnaire under NEPA. It is uncommon for studies supported through the Transportation Council to meet NEPA requirements, but the Project Manager and

sponsor may include a screen for potential environmental issues and mitigation procedures in the scope of work to be completed by the consultant.

Follow-Up

After the study has been completed for at least one year, Transportation Council staff will follow-up with the sponsor to learn what progress has been made on implementing the plan, the degree to which the Transportation Council can further assist the sponsor in implementing the plan and if there is a need to modify the Transportation Council's programs or procedures based on lessons learned from the completed planning effort. The intention is to provide the Transportation Council with feedback on the study process, the Linkage Program itself and on consultant performance so that procedures and assistance opportunities can be improved.

The Project Manager will develop a study summary to be uploaded to the Transportation Council's Final Reports Archive and Interactive Map, if applicable. The study summary will include a list of the key study recommendations. The objective of the summary is to assist Transportation Council staff in tracking implementation and program performance. Additionally, the study summaries can assist NYSDOT in completing the Capital Projects Complete Streets checklist and Smart Growth Screening Tool and create opportunities for study implementation.

Appendix A: Environmental Justice

Note: Highlighted text will be provided by Transportation Council staff.

Introduction

Per federal requirements, the Capital Region Transportation Council (Transportation Council) undertakes an analysis of Environmental Justice in its metropolitan transportation planning process and planning initiatives to evaluate if transportation concepts and recommendations impact Environmental Justice populations. Impacts may be defined as those that are positive, potentially negative, and neutral as described in the Transportation Council's Environmental Justice Analysis document, dated January 2023. The goal of this analysis is to ensure that the impacts of transportation planning conducted by the Transportation Council in partnership with its member agencies are fairly distributed and that defined Environmental Justice populations do not bear disproportionately high and adverse effects.

This goal has been set to:

- Ensure the Transportation Council's compliance with Title VI of the Civil Rights Act of 1964, which states that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance,"
- Assist the United State Department of Transportation's agencies in complying with Executive Order 12898 stating, "Each Federal agency shall make achieving environmental justice part of its mission by identifying and addressing, as appropriate, disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations."
- Address FTA C 4702.1B TITLE VI REQUIREMENTS AND GUIDELINES FOR FEDERAL TRANSIT ADMINISTRATION RECIPIENTS, which includes requirements for MPOs.

Data and Analysis

The Transportation Council staff created demographic parameters using data from the 2016-2020 American Community Survey (ACS). Threshold values were assigned at the census tract level to identify geographic areas with significant populations of minority or low-income persons. Tracts with higher than the regional percentage of 10.0% low-income or 21.8% minority residents are identified as Environmental Justice populations.

Minority residents are defined as those who identify themselves as anything but white only, not Hispanic or Latino. Low-income residents are defined as those whose income falls below the federal poverty level.

The transportation patterns by race/ethnicity, income, age, English ability, disability status, and sex in the Transportation Council's planning area are depicted in table 1 through 7, using the

commute to work as a proxy for all travel. The greatest difference between the defined minority and non-minority population is in the Drive Alone and Transit categories: Workers who are not white only not Hispanic/Latino are 15-20% less likely to drive alone and more likely to take transit and walk than all workers. The defined low-income population follows the same trend, with the low-income population 20% less likely to drive alone, 10% more likely to commute via transit, and more likely to walk and carpool than all workers. Other categories showed a lesser difference.

Table 1: Commute Mode by Race/Ethnicity

By Race/Ethnicity	Drive Alone	Carpool	Transit	Walked	Other	Work at home
Total Workers 16 years and over	77%	8%	3%	3%	1%	7%
Black/African American alone	60%	12%	16%	7%	3%	4%
Hispanic/Latino	63%	12%	9%	8%	2%	6%
American Indian Alaska Native alone	65%	1%	20%	14%	0%	0%
Some other Race	57%	10%	19%	7%	3%	5%
Asian alone	67%	14%	5%	7%	1%	7%
Two+ Races	67%	9%	7%	5%	1%	10%
White alone	80%	7%	2%	3%	1%	7%
White alone not Hispanic/Latino	81%	7%	2%	3%	1%	7%

Table 2: Commute Mode by Income

By Income	Drive Alone	Carpool	Transit	Walked	Other	Work at home
Workers 16 years and over for whom poverty status is determined	78%	8%	3%	3%	1%	7%
Below 100% of the poverty level	57%	13%	14%	10%	3%	4%
100 to 149% of the poverty level	63%	14%	9%	8%	1%	6%
At or above 150% of the poverty level	80%	7%	3%	2%	1%	7%

Table 3: Commute Mode by Age

By Age	Drive Alone	Carpool	Transit	Walked	Other	Work at home
All Workers, 16+	77%	8%	3%	3%	1%	7%

16 to 19 years	61%	16%	5%	11%	2%	6%
20-65	78%	8%	4%	3%	1%	7%
65 years and over	79%	6%	2%	3%	2%	8%

Table 4: Commute Mode by English Ability

By Limited English Proficiency	Drive Alone	Carpool	Transit	Walked	Other	Work at home
Total Workers 16 years and over	77%	8%	3%	3%	1%	7%
Speak only English	79%	7%	3%	3%	1%	7%
Speak other languages, speak English "very well"	67%	11%	6%	7%	1%	7%
Speak other languages, speak English less than "very well"	58%	20%	7%	7%	2%	6%

Table 5: Commute Mode by Disability

By Disability*	Drive Alone	Carpool	Transit	Walked	Other	Work at home
Total Civilian Noninstitutionalized Population	78%	8%	3%	3%	1%	7%
With a Disability	69%	11%	8%	4%	2%	7%
No Disability	78%	8%	3%	3%	1%	7%

Table 6: Commute Mode by Sex

By Sex	Drive Alone	Carpool	Transit	Walked	Other	Work at home
Total Workers 16 years and over	77%	8%	3%	3%	1%	7%
Male	78%	7%	3%	3%	1%	7%
Female	76%	8%	4%	3%	1%	7%

Data is from the American Community Survey 2020 5-year estimates, tables B08006, B08101, B08105, B08113, B08122, and S1811. Other includes taxi, motorcycle, and bicycle.

*Data for disability status include all people in Albany, Rensselaer, Saratoga, and Schenectady Counties.

Map 1 provides an overview of the study area for the [insert name of Project]. The study area is included in the Environmental Justice area based on the study area Census Tracts having higher than the regional percentage of [minority and/or low-income residents. (Indicate which

populations are affected, could be one, both, or none. If there are no EJ populations in study area, change the text to indicate as such...also indicate if there are EJ populations adjacent/connecting to the study area boundary]

Consideration for including *[Indicate which populations are affected, could be one or both]* in the planning process was given in the following ways: *[the bullets are examples, tailor to the specific study]*

- *The Internet was used to display and advertise information about the study.*
- *Public meetings and outreach were held in locations and facilities convenient to EJ populations.*
- *Public meetings and outreach were held during non-traditional hours to accommodate EJ populations.*
- *Social media was used to provide information and input opportunities.*
- *Two formal public participation opportunities were provided.*
- *Public comment was accepted throughout the study process.*
- *Final products will be posted to the Transportation Council's website, the insert name of municipality website and on social media.*

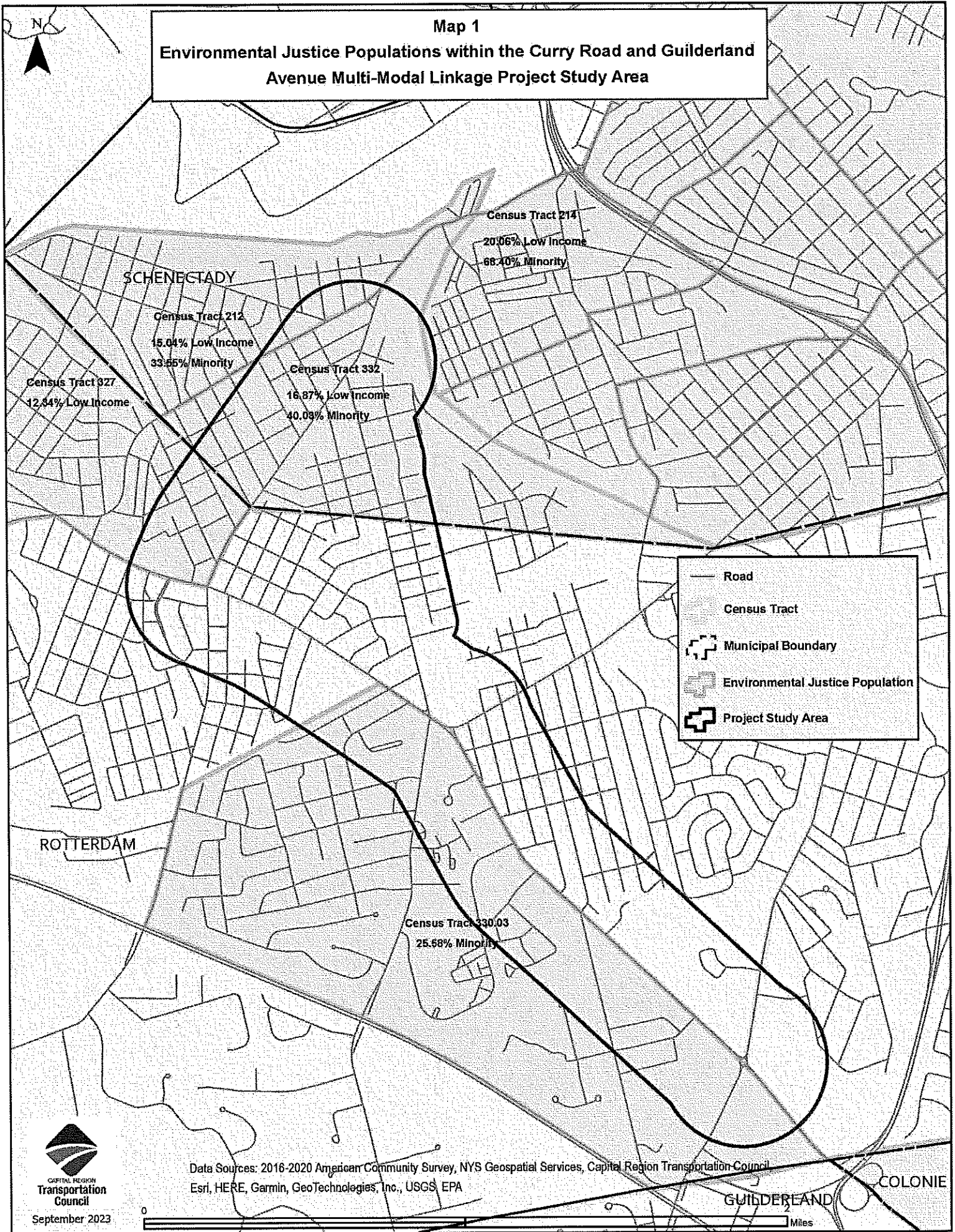
Conclusion

[Provide an explanation/summary of study recommendations and what type of impact (neutral - projects which mostly maintain the existing infrastructure with a primary focus on automobiles, positive - projects with a primary or significant focus on transit, bicycling, walking, or carpool, or potentially negative - projects such as new construction, capacity improvements, and reconstruction projects that notably add capacity) is expected on EJ populations as a result. (If there are no EJ populations within the study area, please state that here)]

Example text: the Transportation Council defines plans and projects with a primary or significant focus on transit, bicycling, walking, or carpool as being "positive". As the primary purpose of the Craig-Main Complete Streets Study is to improve bicycle and pedestrian infrastructure along the Craig-Main corridor and increase the safety of all modes of transportation throughout the project study area, which includes neighborhoods with Environmental Justice populations, it has been determined that the Craig – Main Complete Streets Study will have a positive impact on the affected populations. The Study makes recommendations for improved, bicycle and pedestrian infrastructure, streetscape enhancements, transit improvements, infill development, and improvements to nearby parks and recreation facilities which, if implemented will provide positive benefits for Environmental Justice populations in the Study Area.

Map 1

Environmental Justice Populations within the Curry Road and Guilderland Avenue Multi-Modal Linkage Project Study Area



Data Sources: 2016-2020 American Community Survey, NYS Geospatial Services, Capital Region Transportation Council
Esri, HERE, Garmin, GeoTechnologies, Inc., USGS EPA

Appendix B: Limited English Proficiency

Note: Highlighted text will be provided by Transportation Council staff.

Introduction

Inclusive public participation is a priority consideration in the Transportation Council-sponsored plans, studies, and programs. Understanding and involvement are encouraged throughout the process. The Transportation Council encourages input from all stakeholders and ensures that all segments of the population, including those that do not speak English as their primary language and who have a limited ability to speak, read, write, or understand English, have the opportunity to be involved in the transportation planning process.

Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency" (LEP) was signed in 2000 to improve access to federally assisted programs and activities for persons who, as a result of national origin, are limited in their English proficiency. To ensure that programs and activities normally provided in English are accessible to LEP persons and thus do not discriminate on the basis of national origin in violation of Title VI of the Civil Rights Act of 1964, recipients must take reasonable steps to ensure meaningful access to their programs and activities by LEP persons.

Data and Analysis

According to 2016-2020 data from the American Community Survey (ACS), 3.4 percent of the region's population 5 years of age and older, or over 25,000 people, reported that they do not speak English "very well". USDOT guidance stipulates that recipients should provide written translation of vital documents for each eligible LEP language group that constitutes five percent (5%) or 1,000 persons, whichever is less, of the total population of persons eligible to be served or likely to be affected or encountered. Thus, any census tract with a rate of 5% or higher of LEP persons or 1,000 LEP persons are identified as LEP census tracts.

Map 2 provides an overview of the [insert name of project] study area. The [insert name of project] study area is included in the Limited English Proficiency area based on the study area Census Tracts having 5% or more or at least 1000 limited English proficient residents. Further analysis into the languages spoken in the study area [describe who you contacted and what data you reviewed] revealed that over 5% of residents or 1,000 persons, whichever is less, are LEP and speak [insert language]. [Or indicate what you found if no language meets the threshold.]

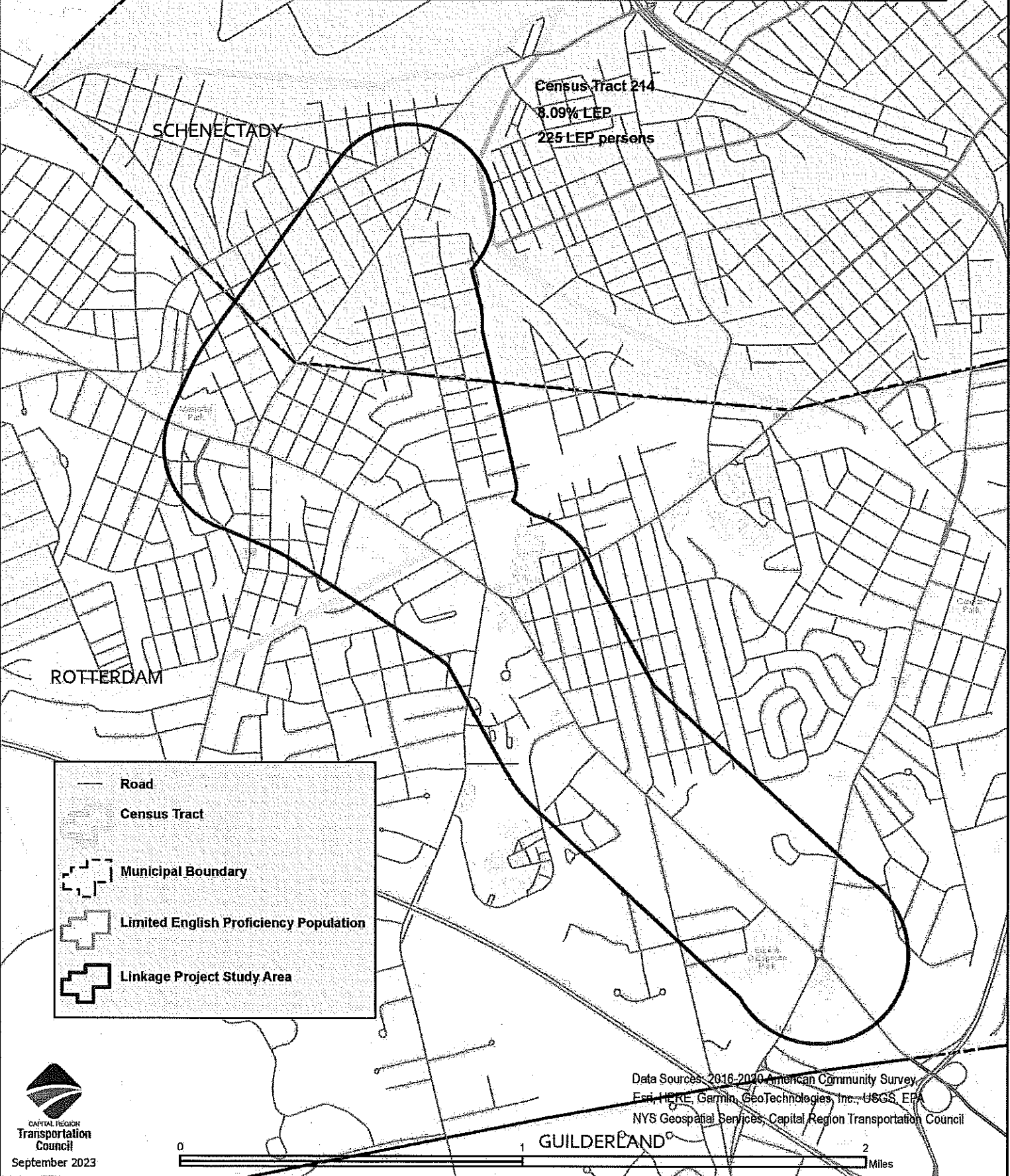
Consideration for including Limited English Proficiency populations in the planning process was given in the following ways: [the bullets are examples, tailor to the specific study]

- Language Identification Flashcards were used to identify an LEP individuals' primary language.
- Translation of [insert names] documents was provided.
- Interpretation services were provided at meetings.
- The [names of written documents] were translated into [language] and posted online.

N



Map 2
Limited English Proficiency Populations within the Curry Road and Guilderland Avenue Multi-Modal Linkage Project Study Area



	Road
	Census Tract
	Municipal Boundary
	Limited English Proficiency Population
	Linkage Project Study Area

Appendix C: Environmental Mitigation

Note: Highlighted text will be provided by Transportation Council staff.

Introduction

Per federal requirements, the Capital Region Transportation Council (Transportation Council) undertakes an Environmental Features Scan as part of its metropolitan transportation planning process. The Environmental Features Scan identifies the location of environmentally sensitive features, both natural and cultural in relation to project study areas. In our plans and programs we encourage smart growth as well as investment and development in urban areas as a method to protect natural resources. Smart growth policies also help to protect rural character and open space and protect quality of life in the Capital Region. Although the conceptual planning stage is too early in the transportation planning process to identify specific potential impacts to environmentally sensitive features, the early identification of environmentally sensitive features is an important part of the environmental mitigation process. It should also be noted here that as specific projects advance through the project development process, the applicable NEPA and SEQRA regulations requiring potential environmental impact identification, analysis and mitigation will be followed by the implementing agencies as required by federal and state law. The Transportation Council is not an implementing agency.

Data and Analysis

The Transportation Council staff relies on data from several state and federal agencies to maintain an updated map-based inventory of both natural and cultural resources. The following features are mapped and reviewed for their presence within each study area as well as within a quarter mile buffer of the defined study area boundary.

- sole source aquifers
- aquifers
- reservoirs
- water features (streams, lakes, rivers, and ponds)
- wetlands
- watersheds
- 100-year flood plains
- 500-year flood plains
- rare animal populations
- rare plant populations
- significant ecological sites
- significant ecological communities
- state historic sites
- national historic sites
- national historic register districts
- national historic register properties
- federal parks and lands
- state parks and forests
- state unique areas
- state wildlife management areas
- county forests and preserves
- municipal parks and lands
- land trust sites
- NYS DEC lands
- Adirondack Park
- agricultural districts
- NY Protected Lands
- natural community habitats
- rare plant habitats
- Class I & II soils

Map 3 provides an overview of the environmentally sensitive (cultural and natural) features located within the [insert name of project] study area as well as within a quarter mile buffer of the defined study area boundary.

Conclusion

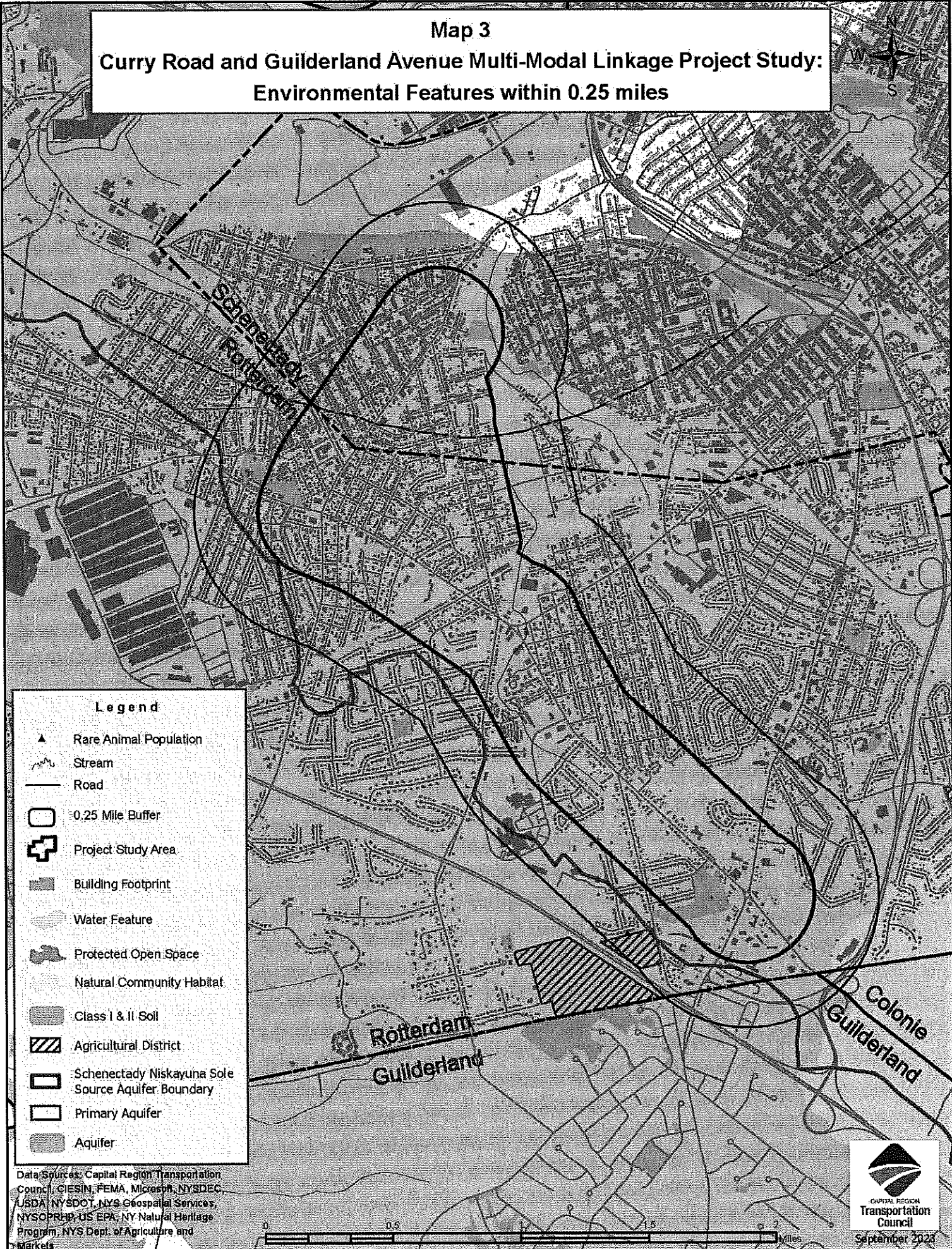
[List out the types of features identified on the map (If there are no environmentally sensitive features within a quarter mile of study area, please state that here).]

[Provide an explanation/summary of study recommendations and what type of impact (neutral – no known impact, minimal – an identified minor impact or risk of impact which will be fully mitigated, or significant – an identified serious environmental risk or significant negative impact or any impact/risk that will not be fully mitigated) is expected on which specific features as a result. (Most studies will have no known impact at the planning level). However, the following types of recommended alternatives may have the potential for minimal or significant impacts; alternatives that propose a lot of new impervious surfaces, vehicular traffic through previously undisturbed/undeveloped areas, or intend to create significant new or increased air pollutants.]

Example text: The Westmere Corridor Study makes recommendations for land use, access management and streetscape improvements, and pedestrian-bicycle facilities and transit improvements which, if implemented, will have no known impact on the environmentally sensitive features in the study area.

Map 3

Curry Road and Guilderland Avenue Multi-Modal Linkage Project Study: Environmental Features within 0.25 miles



Legend

-  Rare Animal Population
-  Stream
-  Road
-  0.25 Mile Buffer
-  Project Study Area
-  Building Footprint
-  Water Feature
-  Protected Open Space
-  Natural Community Habitat
-  Class I & II Soil
-  Agricultural District
-  Schenectady Niskayuna Sole Source Aquifer Boundary
-  Primary Aquifer
-  Aquifer

Data Sources: Capital Region Transportation Council, CIESIN, FEMA, Microsoft, NYSDEC, USDA, NYSDOT, NYS Geospatial Services, NYSOPRHP, US EPA, NY Natural Heritage Program, NYS Dept. of Agriculture and Markets



RESOLUTION

#3

Resolution No. _____ of 2024, a resolution authorizing a contract amendment to add layout changes to the Highway Fuel System Improvement Project.

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

WHEREAS, by Resolution No. 239 of 2021, the Town Board designated \$60,000 to analyze solutions to upgrade and replace underground gasoline pumps at the Town's Highway Department, using Federal funds made available by the U.S. Government in the America Rescue Plan (ARPA funds), and

WHEREAS, by Resolution No. 218 of 2023, the Town Board authorized the Supervisor to execute an agreement with Greenman-Pedersen, Inc. (GPI) to begin the first phase of a scope and plan to upgrade and replace the Highway Department's gas pumps and tanks, and

WHEREAS, GPI has submitted a contract amendment in an amount of \$17,800, which will address the layout changes required in their design plan to coordinate with the proposed highway garage and removal of an existing electrical pole that has setback requirements, and

WHEREAS, Director of Planning and Zoning, John Scavo, recommends transfer from remaining ARPA funds to offset the costs of this GPI contract amendments; now therefore be it

RESOLVED, that a contract amendment adding \$17,800 to the contract price for the Highway Fuel System Improvement Project is approved, and Mr. Scavo is authorized to accept the attached proposal from GPI, at a cost not to exceed \$17,800, to be paid from the American Recovery Plan funds, with a transfer to A-05132-00135 (General Fund – Highway Garage – Engineering).

Cynthia, Zlogar

From: Town of Clifton Park Official Website <info@cliftonpark.org>
Sent: Wednesday, June 5, 2024 2:27 PM
To: Cynthia, Zlogar; Paul, Pelagalli; Phil Barrett; Jean, Spiegel; Mark Heggen; Darlene, Allen; Lynda Walowit; Anthony Morelli; Zabed, Manir; Agatha, Reid; John Scavo; Christine Pagniello; Teresa Brobston; Walter Smead; Kelly Miller
Subject: New Resolution Request #826

A new resolution request has been submitted. The details of this resolution request are included below.

Department: Planning Department

Your Name: John Scavo

Your Email: jscavo@cliftonpark.org

Sponsor: P. Barrett

Agenda Session Date: 06/17/2024 ✓

Board Meeting Date: 06/17/2024 ✓

Alternate Date: 07/08/2024

Budget Number: A-5132-135

Budget Description: General Fund Highway Garage Engineering

Amount: \$17800.00

Brief Description: Layout changes result from the coordination of the proposed highway garage and removal of an existing electrical pole that had setback requirements. As GPI's drawings were near the construction document level of completeness, a change is required to update the design.

Add Supporting Docs:

[162520cfa05a1e88_document.pdf](#)

[cad2f1f048e31d79_CP_Fuel_Civil_Eng_Services_ADD1.pdf](#)

Additional Comments/Details: Recommend Transfer from remaining ARPA funds to offset costs.

Resolution ~~20~~18 of 2023 authorized the initial engineering scope of work.

Agree to Terms: Agree

[unsubscribe](#)

Resolution No. 218 of 2023, a resolution accepting a proposal from Greenman-Pedersen, Inc. (GPI), for engineering services to analyze the gasoline pumps at the Highway Department.

Introduced by Councilman Morelli, who moved its adoption, seconded by Councilwoman Reid.

WHEREAS, on October 18, 2021, the Town Board designated \$60,000 to analyze solutions and options to upgrade and replace underground gasoline pumps at the Town's Highway Department, using Federal funds made available by the U.S. Government in the American Rescue Plan, (ARPA funds), through Resolution No. 239 of 2021, and

WHEREAS, the Highways Superintendent has not taken steps to retain an engineering or consultant firm to begin work on the project as authorized, and

WHEREAS, the gas pumps are critical to Town Hall operations, as well as the Highway Department fleet, and the Town Board wishes to ensure continued access to the system and to ensure compliance with DEC regulations within the system, and

WHEREAS, pursuant to the American Rescue Plan, such federal funds must be obligated and appropriated by December 2024, and

WHEREAS, GPI has submitted a proposal to analyze the existing condition of the tanks, develop a preliminary design for a replacement fuel storage and distribution option, and the demolition/removal of the existing tanks at the Highway Department, and

WHEREAS, Supervisor Barrett recommends that the Town Board retain GPI to move the project forward, and that the Town Board assume direct control over the project to assure it's timely completion consistent with ARPA funding deadlines; now, therefore, be it

RESOLVED, that the Supervisor is authorized to execute an agreement with Greeman-Pedersen, Inc. to begin the first phase of a scope and plan to upgrade and replace the Highway Department's gas pumps and tanks, in an amount not to exceed \$112,600; and be it further

RESOLVED, that the Comptroller is authorized to transfer \$112,600 from ARPA funds to offset costs of the Engineering Agreement with Greenman-Pedersen, Inc, and increase the budget expenditures by \$112,600 to A-5132-135 (General Fund-Highway Garage-Engineering).

ROLL CALL VOTE

Ayes: Councilman Morelli, Councilwoman Reid, Councilwoman Walowit, Supervisor Barrett

Noes: None

Absent: Councilman O'Hara

DECLARED ADOPTED

September 18, 2023

Teresa Brobston, Town Clerk

Authorization for Professional Services

Project: Fuel System Improvements Project
Additional Services #1
639 Clifton Park Center Rd., Clifton Park, NY

Date: May 9, 2024

Client: Town of Clifton Park

Contact: John P. Scavo
One Town Hall Plaza
Clifton Park, NY 12065
jscavo@cliftonpark.org

From: Ryan Trunko
Project Manager

No. of Pages: 2

Greenman – Pedersen, Inc. (GPI) is pleased to provide this contract amendment for the following updated services based upon the fuel dispenser and tank layout change. Layout changes are a result of coordination of the proposed highway garage and removal of an existing electrical pole that had setback requirements. As GPI’s drawings were near construction document level of completeness, a change is required to update the design.

Task 00004 Final Fuel System Design Services

- 4-1 Updated Task – The Fuel System Improvement plan will be updated based on the new dispenser, canopy, and tank location. Anticipated layout plan updates will include:
 - 4-1.1 Move the dispensers and canopy to align with the main entrance to the proposed highway garage
 - 4-1.2 Rotate underground tank 90 degrees to be parallel to the road and canopy, modify fueling piping, and increase asphalt driveway for better fuel delivery circulation.
 - 4-1.3 Move tank vent pipes and create protected grass island.
- 4-2 New Task - Revised plans will be shared with the Town and coordinated with EA Prime for a cohesive site design. Plans will be updated based on feedback received.

Task 00005 Canopy Structural Design

- 5-1 Updated Task – The structural canopy drawings will require updates to coordinate with the new system layout and updating canopy elevations.

Task 00006 Electrical Systems Design

- 6-1 Updated Task – The Site Electrical plans will be updated to show revised conduit and wiring information to the proposed dispenser and tank location.

Task 00007 Estimate of Probable Construction Cost

- 7-1 Updated Task – The estimate of probably cost quantities will be updated based on the layout changes.

Compensation:

Based upon the above Services, our updated fee shall be as follows:

	Original	Additional	Total
Task 4: Final Fuel System Design Services	\$ 29,900	\$ 11,300	\$ 41,200
Task 5: Canopy Structural Design	\$ 18,400	\$ 2,500	\$ 20,900
Task 6: Electrical Systems Design	\$ 26,200	\$ 2,000	\$ 28,200
Task 7: Estimate of Probable Construction Cost	\$ 4,000	\$ 2,000	\$ 6,000
Total Proposed Fee:	\$ 78,500	\$ 17,800	\$ 96,300

This fee includes labor necessary to complete the work as scoped. Work performed will be billed monthly to the Client on a percent complete basis.

Acceptance of Proposal

We trust this agreement meets your needs. Please indicate your acceptance by signing below and returning a copy of this Agreement. This will serve as our agreement for the additional services under the existing project agreement.

For purposes of this Agreement only, electronic signatures shall be considered an original signature and shall have the same force and effect as an original signature.

Agreed Hereto:

For Greenman-Pedersen, Inc.:

For Client:



May 9, 2024

Name: Ryan Trunko
Title: Project Manager

Date

Accepted by an Authorized Agent, Date
Principal or Owner

Printed Name: _____

RESOLUTION

#4

Resolution No. _____ of 2024, a resolution adopting Local Law No. ___ of 2024, to amend Chapter A-217-76 (K) of the Town Code relative to the North Crest Village Planned Development District (PDD), to modify the required free space on both sides of and to the rear of every building.

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

WHEREAS, the North Crest Village PDD was amended by Local Law No. 6 of 1980 to include, amongst other provisions, a 10-foot free space on both sides of and to the rear of each building to provide access to emergency and/or fire-fighting personnel responding to an emergency or fire, said free space to be contained in conveyances and to run with the land, and

WHEREAS, some deeds for lots within the PDD include the free space restriction and some deeds within the PDD do not include the restriction, and

WHEREAS, on June 6, 2024, the Town Board held a Public Hearing on a proposal to modify the area restriction within the North Crest Village PDD from the 10-foot free space to a 2-foot free space, and

WHEREAS, this amendment has been approved by the Town Fire Marshall and the Director of Building and Development; now therefore be it

RESOLVED, that Local law No. ___ of 2024, a local law amending Chapter A-217-76 (K) of the Town Code, as attached, to modify the North Crest Village PDD established 10-foot free space to a 2-foot free space on both sides of and to the rear of every building, is hereby adopted; and be it further

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

CHAPTER217

PLANNED DEVELOPMENT DISTRICTS

ARTICLE XIII
North Crest Village

[Brackets-delete] Underline- new/include

A217-76 Development regulations

(K) Free spaces. Free spaces of not less than [10] 2. feet shall be left on each lot or plot built upon on both sides of and to the rear of every building, extending the full length and rear width of such [each] lot or plot, which free spaces shall not be built upon or blocked or obstructed in any way.[, and the creation of which] The free spaces [is] are intended to and shall provide access to the dwelling units by emergency and/or fire-fighting personnel responding to an emergency or a fire. [This restriction/covenant shall be contained in any conveyance of the subject premises or any part(s) thereof. This restriction shall be specified in each conveyance as a restriction which runs with the land. The establishment of this restriction/covenant shall not be construed to prevent the establishment of further covenants/restrictions that good and proper planning may require.]

This provision supersedes any prior provision of this Code requiring a 10-foot free space.

RESOLUTION
5

Resolution No. _____ of 2024, a resolution appointing Bruce Spiegel and Tim Brousseau to permanent status as Building Inspectors in the Building and Development Department.

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

WHEREAS, Bruce Spiegel and Tim Brousseau were provisionally appointed as Building Inspectors by Resolution No. 4 of 2023 and Resolution No. 259 of 2023, respectively, and

WHEREAS, Mr. Spiegel and Mr. Brousseau successfully passed the Civil Service Exam for the position of Building Inspector and were certified as permanent employees as of May 20, 2024; now, therefore be it

RESOLVED, that Bruce Spiegel, Ballston Lake, NY, and Tim Brousseau, Clifton Park, NY, are hereby appointed to permanent status as Building Inspectors for the Town of Clifton Park, per Civil Service Certification, as of May 20, 2024.

Cynthia, Zlogar

From: Town of Clifton Park Official Website <info@cliftonpark.org>
Sent: Wednesday, May 22, 2024 11:08 AM
To: Cynthia, Zlogar; Paul, Pelagalli; Phil Barrett; Jean, Spiegel; Mark Heggen; Darlene, Allen; Lynda Walowit; Anthony Morelli; Zabeed, Manir; Agatha, Reid; John Scavo; Christine Pagniello; Teresa Brobston; Walter Smead; Kelly Miller
Subject: New Employee Resolution Request #814

A new employee resolution request has been submitted. The details of this resolution request are included below.

Department: Supervisor's Office

Your Name: Jean Spiegel

Your Email: jspiegel@cliftonpark.org

Sponsor: Phil Barrett

Agenda Session Date: 06/03/2024 ✓

Board Meeting Date: 06/17/2024 ✓

Alternate Date: 06/17/2024

Budget Number: na

Budget Description: Building department

Amount: na

Brief Description: Bruce Spiegel and Timothy Brousseau have both successfully taken the Civil Service exam for the Building Inspector position and are reachable within the Certification of Eligibles list. They were hired provisionally and now will be appointed permanently.

Add Supporting Docs:

Additional Comments/Details: Certification of Eligibles list provided to Cindy. no change in salary.

Agree to Terms: Agree

[unsubscribe](#)

Resolution No. 4 of 2023, a resolution appointing Bruce Spiegel, provisionally, as a Building Inspector, per civil service classification.

Introduced by Councilman Morelli, who moved its adoption, seconded by Councilman O'Hara.

WHEREAS, an opening exists for a Building Inspector in the Department of Building & Development, and

WHEREAS, Wade Schoenborn, Director of Building & Development has interviewed Mr. Spiegel and recommends that the Board retain Mr. Spiegel as a Building Inspector, and

WHEREAS, Bruce Spiegel has demonstrated the background, education, training and experience necessary for the position; now, therefore, be it

RESOLVED, that Bruce Spiegel is hereby provisionally appointed as Building Inspector for the Town of Clifton Park pending Civil Service Certification, effective at Grade 8, Step 2 \$40.33 per hour, \$73,401 annually to be paid from A-3620-Exxx (General Fund – Building & Development – Employee).

ROLL CALL VOTE

Ayes: Councilman Morelli, Councilwoman Reid, Councilman O'Hara,
Councilwoman Walowit, Supervisor Barrett

Noes: None

DECLARED ADOPTED

January 3, 2023

Teresa Brobston, Town Clerk

Resolution No. 259 of 2023, a resolution appointing Tim Brousseau provisionally, as a Building Inspector, per Civil Service classification.

Introduced by Councilman O'Hara, who moved its adoption, seconded by Councilman Morelli.

WHEREAS, an opening exists for a Building Inspector in the Department of Building & Development, and

WHEREAS, Wade Schoenborn, Director of Building & Development, has interviewed Mr. Brousseau and recommends that the Town Board retain Mr. Brousseau as a Building Inspector, and

WHEREAS, Tim Brousseau has demonstrated the background, education, training and experience necessary for the position; now, therefore, be it

RESOLVED, that Tim Brousseau is hereby provisionally appointed as Building Inspector for the Town of Clifton Park, pending Civil Service Certification, effective as of December 4, 2023, at Grade 8, Step 2, \$40.33 per hour, \$73,401 annually, to be paid from A-3620-Exxx (General Fund-Building & Development-Employee); and be it further

RESOLVED, that the amount required for the remainder of the year, \$5,600 is transferred in accordance with the following attachment.

ROLL CALL VOTE

Ayes: Councilman Morelli, Councilman O'Hara, Councilwoman Walowit,
Supervisor Barrett

Noes: None

Absent: Councilwoman Reid

DECLARED ADOPTED

November 13, 2023

Teresa Brobston, Town Clerk

RESOLUTION

#6

Resolution No. _____ of 2024, a resolution authorizing the retention of MJ Engineering and Land Surveying for consulting services associated with a project to upgrade playground equipment in the Martin Jewitt Longkill Park.

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

WHEREAS, The Park District Committee for the Longkill Park District has asked the Director of Buildings, Parks and Recreation, Dan Clemens, to initiate action to upgrade playground equipment at the Martin Jewitt Longkill Park, and

WHEREAS, MJ Engineering has submitted a quote in the amount of \$11,500 for the engineering work associated with producing plans and specifications, preparation of bid documents and bid phase services, along with the conduct of meetings with residents and stakeholders and site visits necessary for the planning, and execution of bid documents and bid phase services necessary to advance the project, and

WHEREAS, Mr. Clemens advises that MJ Engineering has completed similar playground equipment upgrade projects for the Town, and has successfully planned, specified, and prepared bid documents of a similar nature in each case, and advises that the quoted fee is consistent with the work required for the project, and

WHEREAS, the Supervisor is authorized to procure the services of professional engineering and consulting firms by the town's procurement policy and by Resolution No. 1 of 2024; now, therefore, be it

RESOLVED, that Mr. Clemens is authorized to notify MJ Engineering to proceed on the project as quoted in their May 14, 2024 correspondence, attached, and be it further

RESOLVED, that the Supervisor is authorized to sign a contract with MJ Engineering and Land Surveying P.C. consistent with their quote as attached, to be paid with a transfer of \$11,500 from SP5-915 (Longkill I – Assigned Fund Balance) to SP5-7123-135 (Longkill I – Longkill I – Engineering).

Cynthia, Zlogar

From: Town of Clifton Park Official Website <info@cliftonpark.org>
Sent: Thursday, May 16, 2024 11:48 AM
To: Cynthia, Zlogar; Paul, Pelagalli; Phil Barrett; Jean, Spiegel; Mark Heggen; Darlene, Allen; Lynda Walowit; Anthony Morelli; Zabed, Manir; Agatha, Reid; John Scavo; Christine Pagniello; Teresa Brobston; Walter Smead; Kelly Miller
Subject: New Resolution Request #802

A new resolution request has been submitted. The details of this resolution request are included below.

Department: Buildings & Grounds

Your Name: Daniel Clemens

Your Email: dclemens@cliftonpark.org

Sponsor: P. Barrett

Agenda Session Date: 06/03/2024 ✓

Board Meeting Date: 06/17/2024 ✓

Alternate Date: 07/01/2024

Budget Number: SP5-7123-135

Budget Description: Longkill#1 Park District - Engineering

Amount: 11,500

Brief Description: Authorize the Supervisor to sign an agreement with MJ Engineering for design, bid and construction management services of new playground equipment at Martin Jewitt Longkill Park.

Add Supporting Docs:

[ba7cc9a39c9e4a92 MJ Engineering - Longkill Park Playground Proposal 5.13.24.pdf](#)

Additional Comments/Details: Money will need to be transfered to the engineering line.

All requested and approved by Glenn Valle, LK1 Park District Chair.

Agree to Terms: Agree

[unsubscribe](#)



May 14, 2024

Mr. Daniel Clemens
Buildings and Grounds Supervisor
Town of Clifton Park
One Town Hall Plaza
Clifton Park, NY 12065

Re: Longkill Park Playground
Town of Clifton Park
MJ Proposal No. 2024242 for Engineering Services

Dear Mr. Clemens:

M. J. Engineering and Land Surveying, P.C. (MJ) is pleased to provide the Town of Clifton Park (Town) this proposal for professional engineering services associated with proposed improvements to the Longkill Park Playground. MJ's project understanding and associated Scope of Services are included below.

PROJECT UNDERSTANDING

Based upon your email received on May 9, 2024, MJ understands that the Town is seeking professional services to complete contracting documents for bidding, including plans and specifications for reconstruction of two play structures at the Longkill Park playground. MJ offers the following Scope of Services.

SCOPE OF SERVICES

Task 1 – Kickoff Meeting and Condition Assessment

MJ will coordinate a kickoff meeting with the Town and stakeholders and conduct a site visit to review existing conditions, take measurements, and draft a scope of work for proposed improvements. MJ will distribute a brief meeting summary clearly indicating the understandings reached at the meeting.

Task 2 – Project Documents

MJ will prepare plans, specifications and bid documents, certified by a licensed engineer ready for public bidding. MJ will also provide a budget estimate based upon the proposed improvements. We assume up to two progress meetings will be required to review the scope of work and address any questions or comments from the Town.

Task 3 – Bid Phase Services

MJ will provide bid phase services to include answering questions from potential bidders, issuing any required addenda, attend the bid opening, review the low bidder's qualifications, recommend award to the Town Board, and coordinate the execution of contract documents.



21 Corporate Drive
Clifton Park, NY 12065



518.371.0799
mj@mjteam.com
mjteam.com



Fishkill, NY
Levittown, NY
Picatinny, NJ
Melbourne, FL





Task 4 – Construction Phase Services

MJ will provide construction phase services including the coordination of and attendance at the pre-construction/coordination meeting with the low bidder and Town, review of material submittals, review of payment requests, and coordination of closeout paperwork.

FEE

MJ proposes to complete the above-listed services for the following lump sum fees.

Task 01: Kickoff meeting and Condition Assessment.....	\$ 1,500
Task 02: Project Documents.....	\$ 5,000
Task 03: Bid Phase Services.....	\$ 2,000
Task 04: Construction Phase Services.....	\$ 3,000
Total Estimated Fee: \$11,500	

The estimated fee assumes there are no significant changes resulting from decisions, conditions and/or events beyond MJ’s control.

ASSUMPTIONS AND TASKS NOT INCLUDED IN THIS PROPOSAL

This proposal has been prepared assuming the following:

1. Base mapping for the project will be developed from aerial imagery and available NYS data sets. Topographic and boundary survey is not included.
2. Construction inspection and construction materials testing services are excluded from this scope of work.

SUMMARY

Thank you for the invitation to submit this proposal. Receipt of the Town’s formal written authorization to proceed will permit us to commence the work outlined above. We look forward to the opportunity to work with the Town on this project. Should you have any questions or concerns, please do not hesitate to contact Jenny Lippmann at (518) 371-0799x462 or at jlippmann@mjteam.com.

Sincerely,

Michael D. Panichelli, P.E.
President



AUTHORIZATION TO PROCEED

I hereby authorize M.J. Engineering and Land Surveying, P.C. to proceed with the scope of services as described above, and in accordance with the Consultant Agreement between MJ and the Town of Clifton Park.

Printed Name

Title

Signature

Date

RESOLUTION

#7

Resolution No. _____ of 2024, a resolution authorizing the replacement of the motor assembly for the diving well at the Barney Road Pool.

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

WHEREAS, Dan Clemens, Director of Buildings, Parks & Recreation wishes to replace the existing Barney Road Pool diving well motor assembly as the current motor is in poor condition, and

WHEREAS, four quotes were collected per the job specifications and Pool Supply Unlimited offers the lowest conforming quote in the amount of \$6,240, and

WHEREAS, Mr. Clemens has recommended that the diving well motor assembly be purchased from Pool Supply Unlimited, for an amount not to exceed \$6,240; now, therefore, be it

RESOLVED, that the replacement for the diving well motor assembly at the Barney Road Pool be purchased from Pool Supply Unlimited, at a cost not to exceed \$6,240, to be paid from A-7150-200 (General Fund – Barney Road Pool – Equipment).

Cynthia, Zlogar

From: Town of Clifton Park Official Website <info@cliftonpark.org>
Sent: Thursday, June 13, 2024 2:53 PM
To: Cynthia, Zlogar; Paul, Pelagalli; Phil Barrett; Jean, Spiegel; Mark Heggen; Darlene, Allen; Lynda Walowit; Anthony Morelli; Zabeed, Manir; Agatha, Reid; John Scavo; Christine Pagniello; Teresa Brobston; Walter Smead; Kelly Miller
Subject: New Resolution Request #831

A new resolution request has been submitted. The details of this resolution request are included below.

Department: Buildings & Grounds
Your Name: Daniel Clemens
Your Email: dclemens@cliftonpark.org
Sponsor: P.Barrett
Agenda Session Date: 06/17/2024 ✓
Board Meeting Date: 06/17/2024 ✓
Alternate Date: 07/01/2024
Budget Number: A-7150-200
Budget Description: General Fund - Barney Road Pool - Equipment
Amount: 6,240
Brief Description: Pentair 20 HP 3-phase C-series motor assembly for Barney Road pool diving well
Add Supporting Docs:
[9f544fb45e887076 Barney diving well pump assembly resolution packet 6.13.24.pdf](#)

Additional Comments/Details: If at all possible, I would like to get this on the same night agenda. The motor in there now is in poor condition and would like to replace it before it breaks. This item will take a few days to process and ship
Agree to Terms: Agree

[unsubscribe](#)

Town of Clifton Park
Buildings & Grounds

Quote Cover Sheet

Date: June 13, 2024

Description: Pentair 20 HP - 3 phase C-series motor assembly

Vendor #1: Clardon Swimming Pool Service, Inc. - \$12,148.77

Vendor #2: Pool Supply Unlimited - \$6,239.47 *

Vendor #3: Pool Web - \$8,511.04

Vendor #4: Parts Warehouse - \$12,089.65

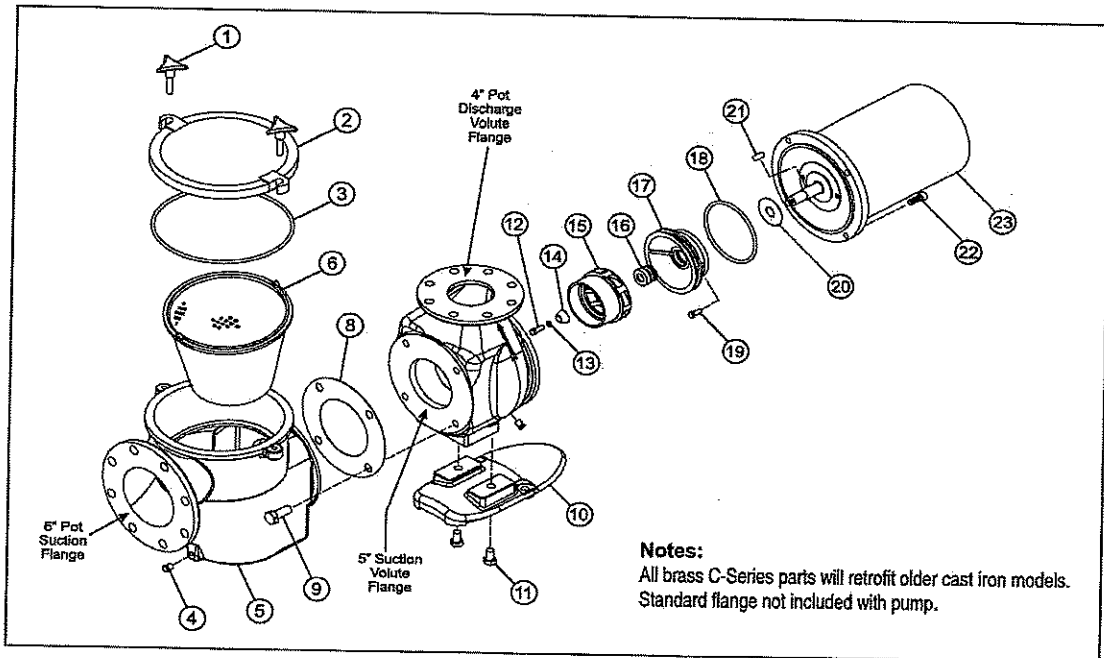
Vendor #5:

Vendor #6:

Comments: Complete new motor assembly for Barney diving well

Decision: Pool Supply Unlimited - \$6,239.47

Pump Exploded View



Notes:
All brass C-Series parts will retrofit older cast iron models.
Standard flange not included with pump.

Parts List

Item	Part No.	Description
1	075280	Hand nut assembly (Qty 2)
2	075275	Cover
3	071433	Cover O-ring
4	071551	Plug Pipe, 1/4 in. (Qty 2)
5	075271Z	Strainer Pot
6	072795	Strainer Basket
7	075273Z	Volute
8	070943	Gasket Flange
9	071683	Screw 3/4 in. - 10 x 1-3/4 in., hex-head (Qty 4)
10	075287	Foot
11	071688	Screw 5/8 in. - 11 x 1 in., hex-head (Qty 2)
12	071037	Impeller Lock Screw
13	071048	Impeller Screw Washer

Item	Part No.	Description
14	075713	Impeller Washer Gasket
15	See Impeller Table Below	Impeller
16	071725	Seal
17	070906	Flange
18	071423	Flange O-ring
19	070429	Screw 3/8 in. - 16 x 3/4 in., hex-head (Qty 2)
20	072185	Water Slinger
21	071046	Impeller Key
22	071687	Screw 1/2 in. - 13 x 1-1/4 in., hex-head (Qty 4)
	357268	Screw 1/2 in. - 13 x 1-1/4 in., socket-head (Qty 4)
23	See Motor Table Below	Motor

Motor and Impeller Table

Pump Model	Motor P/Ns						Impeller P/Ns
	1PH, 230V, 60Hz	1PH, 200V, 60Hz	3PH, 200V, 60Hz	3PH 208-220/440V, 60Hz & 190/380V, 50Hz	3PH, 575V, 60Hz	3PH, 380-415V, 50Hz	
CH/CHK-50	071366	357205	357206	071364	357237	-	073828
CH/CHK-75	357204	357207	357208	071365	357247	-	073829
CH/CHK-100	357249	--	357209	071363	357238	-	073830
CH/CHK-150	--	--	357210	071361	357245	-	073831
CH/CHK-200	--	--	357211	071362	357246	072744	073832
CM/CMK-50	071366	357205	357206	071364	357237	-	070228
CM/CMK-75	357204	357207	357208	071365	357247	-	070227
CM/CMK-100	357249	--	357209	071363	357238	-	070226
CM/CMK-150	--	--	357210	071361	357245	-	070225

*Motors do not feature integral thermal protection

1/12/2024
Store: 1

Work Order #17161

Ordered: 6/12/2024

Associate: Sysadmin

Page: 1

Clardon Swimming Pool Service, Inc.

2199 Central Ave
Schenectady, NY 12304
(518) 370-0592

Bill To: CLIFTON PARK POOLS
CLIFTON PARK POOLS
ONE TOWN HALL PLACE
CLIFTON PARK, NY 12065
371-6651

Order Status: Open

Due Date:

Item #	Description 1	Attribute	Size	Order	Sold	Due	Price	Ext Price	Tax
1300	IMPELLER LOCK SCREW 071037	24		1	0	1	\$12.95	\$12.95	
1299	IMPELLER WASHER 071048	24		1	0	1	\$21.99	\$21.99	
1099	IMPELLER WASHER GASKET	24		1	0	1	\$3.99	\$3.99	
1667	PUMP SEAL 071725S	24		1	0	1	\$79.99	\$79.99	
1633	070906 FLANGE C. SERIES PUREX	24		1	0	1	\$899.99	\$899.99	
1662	PUMP O-RING 071423	24		1	0	1	\$10.99	\$10.99	
1183	071681 3/8-16X7/16 HH CAP	24		2	0	2	\$5.99	\$11.98	
1105	072185 WATER SLINGER	24		1	0	1	\$16.99	\$16.99	
1652	071046 IMPELLER KEY	24		1	0	1	\$39.95	\$39.95	
1360	071687 EQSERIES SS HEX BOLT	24		4	0	4	\$10.99	\$43.96	
1111	20 HP 3 PHASE MOTOR 071362S	24		1	0	1	\$9,928.99	\$9,928.99	
1584	20 HP IMPELLER 3 PHASE	24		1	0	1	\$1,077.00	\$1,077.00	
				Total Qty Ordered:	16	0	16		

Percent Unfilled: 100

Subtotal: \$12,148.77
 Exempt 0 % Tax + \$0.00
TOTAL: \$12,148.77
 Deposit Balance: \$0.00
 Balance Due: \$12,148.77

Thank you for your business!

Signature: _____
(I hereby acknowledge the satisfactory completion of the above described work.)

Date: _____

\$12,148.77
 \$0.00
 \$12,148.77
 \$0.00
 \$12,148.77



Search for items







Home > Shopping Cart



Your Shopping Cart

Ordering from Pool Supply Unlimited is safe and easy. We pride ourselves on offering secure shopping, fast shipping, and friendly knowledgeable customer service.

PRODUCT	DESCRIPTION	QTY	PRICE
	Pentair C-Series Pump Impeller 20HP CHK-200 CHKL-200 3PH High Head 073832 Remove Item	1	1 x \$1,209.82 \$1,209.82
	Pentair EQ & C Series Hex Head Bolt Stainless Steel 071687 Flat Rate Shipping Remove Item	4	4 x \$10.42 \$41.68
	Pentair C Series Square Key Impeller 3/16" 071046 P16550 Flat Rate Shipping Remove Item	1	1 x \$31.61 \$31.61
	Pentair C Series Water Slinger 072185 P35100 Flat Rate Shipping Remove Item	1	1 x \$14.90 \$14.90



Pentair Seal Flange Adapter | Brass |
070906 P09800
 Remove Item

1

1 x \$559.95
\$559.95



Pentair EQ Series Service Seal Set |
071725S
 Flat Rate Shipping
 Remove Item

1

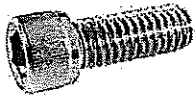
1 x \$50.31
\$50.31



Pentair C Series Pump Impeller Washer
| 071048 P19025
 Flat Rate Shipping
 Remove Item

1

1 x \$19.88
\$19.88



Pentair EQ Series Impeller Lock Screw
C-35 | Stainless Steel | 071037 P13550
 Flat Rate Shipping
 Remove Item

1

1 x \$10.69
\$10.69

Image Not Available

PENTAIR 071362S C-SERIES MOTOR
20HP 3PH
 Remove Item

2

2 x \$3,792.92
~~\$7,585.84~~

ORDER TOTAL

\$ 5,739.47

~~\$9,552.39~~

SHIPPING -

500.00

~~\$ 10,052.39~~

[< CONTINUE SHOPPING](#)



Secure Checkout

Shopping is always safe and secure.

TOTAL: \$ 6,239.47

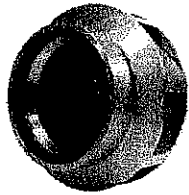
Free Shipping Over \$50

Hassle-Free Returns

Due to significant demand on swimming pool parts and equipment, we cannot guarantee out of stock items will be available for immediate shipment. If you have any questions regarding lead times, please contact our customer service department.

Shopping Cart

15 items



CHK200/CHKL200 Pump Impeller - 20 HP High Head

Allow 1-2 Months to Ship

Item #: 073832

Details

Remove

Price

QTY

Total

\$1,177.73

1

\$1,177.73



C-Series Hex Head Motor Screw - 1/2-13 x 1-1/4 Inch - Stainless Steel

Available: 28

Item #: 071687

Details

Remove

Price

QTY

Total

\$10.40

4

\$41.60

C-Series Impeller Key - 3/16 Inch Square

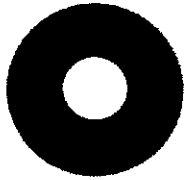
Available: 16



Item #: 071046

[Details](#) [Remove](#)

Price	QTY	Total
\$40.20	1	\$40.20



C-115 Water Slinger Gasket

Available: 1

Item #: 072185

[Details](#) [Remove](#)

Price	QTY	Total
\$13.09	1	\$13.09



Pump Motor O-Ring for C-Series

Available: 8

Item #: 071423

[Details](#) [Remove](#)

Price	QTY	Total
\$2.21	1	\$2.21



Product Warranty Powered by SureBright

Product: Pump Motor O-Ring for C-Series

Term: 1 year

[Details](#) [Remove](#)

Price

QTY

Total

\$9.00

1

\$9.00



C-Series C-52 Brass Adapter Seal Flange

Available: 9

Item #: 070906

 Details

 Remove

Price

QTY

Total

\$533.61

1

\$533.61



Gasket Impeller Sta-Rite

Available: 18

Item #: C43-46

 Details

 Remove

Price

QTY

Total

\$9.00

1

\$9.00



Pump Service Seal Kit C-7 PS-360 for C/EQ Series

Available: 41

Item #: 071725S

 Details

 Remove

Price

QTY

Total

\$63.61

1

\$63.61



C-Series C71 Impeller Washer

Available: 6

Item #: 071048

Details

Remove

Price

QTY

Total

\$22.35

1

\$22.35



C and EQ Series Impeller Lock Screw

Available: 2

Item #: 071037

Details

Remove

Price

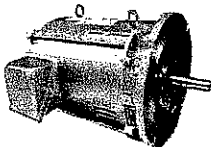
QTY

Total

\$9.53

1

\$9.53



20 HP Pump Motor C-Series - 1-Speed 3-Phase 208-220/440 Volts 60 Hz

Allow 3-5 Months to Ship

Item #: 071362S

Details

Remove

Add Warranty

Price

QTY

Total

\$6,589.11

1

\$6,589.11



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Taxes calculated at checkout.

Subtotal **\$8,511.04**

Tax Exempt Status

My organization is not tax exempt

My organization is tax exempt

Enter your email (leave blank if not exempt)

Enter email...

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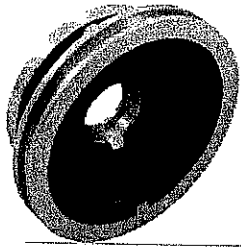
(800) 446-6416

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helpdesk@poolweb.com

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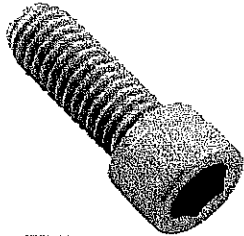


Pentair Seal Plate, C-Series #070906
Product Code: 070906



Item Price
\$959.84

-	1	+
---	---	---

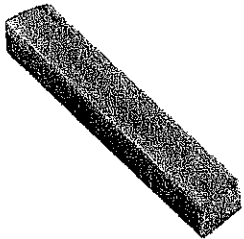


Pentair Screw, EQ Series, Impeller, Sckt Head, 3/8" -16 x 1", ss
#071037
Product Code: 071037



Item Price
\$14.49

-	1	+
---	---	---

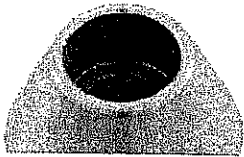


Pentair Impeller Key, C-Series, 3/6" #071046
Product Code: 071046



Item Price
\$44.61

-	1	+
---	---	---



Pentair Washer, C-Series, Impeller #071048
Product Code: 071048



Item Price
\$29.33

-	1	+
---	---	---

PROMO CODE

APPLY

Subtotal

\$12,089.65

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Available payment options in checkout:



PayPal



RESOLUTION
#8

Resolution No. _____ of 2024, a resolution appointing Briana C. Clancey as the full-time Confidential Court Clerk to the Honorable Robert A. Rybak.

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

WHEREAS, an opening exists for the full-time position of Confidential Court Clerk; and

WHEREAS, both Town Justices have recommended that Briana C. Clancey be appointed as the full-time Confidential Court Clerk to the Honorable Robert A. Rybak in the Clifton Park Town Court; now, therefore, be it

RESOLVED, that Briana C. Clancey is hereby appointed as the full-time Confidential Court Clerk to the Honorable Robert A. Rybak in the Clifton Park Town Court, to be paid at Grade 5, Step 1, \$28.59/hr, \$52,434 annualized, to be paid with a transfer of \$26,400 from A-01110-E0049 (General Fund – Justice Court – C. Woodard) to A-01110-Exxxx (General Fund – Justice Court – Employee), effective July 1, 2024.

Cynthia, Zlogar

From: Town of Clifton Park Official Website <info@cliftonpark.org>
Sent: Wednesday, May 22, 2024 4:25 PM
To: Cynthia, Zlogar; Paul, Pelagalli; Phil Barrett; Jean, Spiegel; Mark Heggen; Darlene, Allen; Lynda Walowit; Anthony Morelli; Zabeed, Manir; Agatha, Reid; John Scavo; Christine Pagniello; Teresa Brobston; Walter Smead; Kelly Miller
Subject: New Employee Resolution Request #815

A new employee resolution request has been submitted. The details of this resolution request are included below.

Department: Justice Court
Your Name: Robert A. Rybak
Your Email: rrybak@nycourts.gov
Sponsor: Supervisor Barrett and Councilmember Manir
Agenda Session Date: 06/03/2024 ✓
Board Meeting Date: 06/17/2024 ✓
Alternate Date: 06/17/2024
Budget Number: A-1110-E6049
Budget Description: Confidential court clerk
Amount: Grade 5, Step 1
Brief Description: Appoint Briana C. Clancey as my Confidential Court Clerk effective July 1, 2024. A copy of her resume is attached.
Add Supporting Docs:
[19e28453b775fd36 Briana Clancey resume.pdf](#)

Additional Comments/Details: After interviewing more than 10 individuals, we believe that Brianna Clancey will make an excellent addition to our staff.

Agree to Terms: Agree

[unsubscribe](#)

Town of Clifton Park
Salary Allocation

		Grade	Step	Year	2024 Hourly Rate	Weeks to End of Year	Hours	Projected to End of Year
Briana	Clancy	5	1	1	28.59	26.4	35	\$ 26,417.16
						Rounded to:		<u>\$ 26,400.00</u>
				To:	A-01110-Exxxx GF - Justice Court - Employee			
				Transfer funds:				
				From	A-01110-E0049 GF - Justice Court - C Woodard			<u>\$ 26,400.00</u>

RESOLUTION

#9

Resolution No. ____ of 2024, a resolution authorizing the promotion of three (3) seasonal employees from Lifeguards to Head Lifeguards, and the hiring of seven (7) seasonal employees as Alternate Camp Counselors for the 2024 Summer season.

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

WHEREAS, openings exist for Head Lifeguards for the Town pools and for Alternate Counselors for the Town camps, and

WHEREAS, the Director of Parks and Recreation, Mike Woerner, wishes to promote and hire the individuals as outlined in the attached Schedule A,; now, therefore, be it

RESOLVED, that the Town Board authorizes the promotions and hirings of the individuals noted on the attached Schedule A, to be paid as noted on the same Schedule A.

Cynthia, Zlogar

From: Town of Clifton Park Official Website <info@cliftonpark.org>
Sent: Tuesday, May 21, 2024 3:08 PM
To: Cynthia, Zlogar; Paul, Pelagalli; Phil Barrett; Jean, Spiegel; Mark Heggen; Darlene, Allen; Lynda Walowit; Anthony Morelli; Zabeed, Manir; Agatha, Reid; John Scavo; Christine Pagniello; Teresa Brobston; Walter Smead; Kelly Miller
Subject: New Employee Resolution Request #812

A new employee resolution request has been submitted. The details of this resolution request are included below.

Department: Parks & Rec
Your Name: Michael Woerner
Your Email: mwoerner@cliftonpark.org
Sponsor: lynda Wolowit, agatha Reid ✓
Agenda Session Date: 06/03/2024 ✓
Board Meeting Date: 06/17/2024 ✓
Alternate Date: 06/17/2024
Budget Number: A-7151-E4690
Budget Description: promotion
Amount: \$16/hour # 16.50
Brief Description: promote Emery Vanheusen from lifeguard step 4- \$15.80/ hour to head lifeguard step 2- ~~\$16~~/hour
retro to 5/26 (Country Knolls pool)
Add Supporting Docs:
Additional Comments/Details: see description
Agree to Terms: Agree

[unsubscribe](#)

Cynthia, Zlogar

From: Town of Clifton Park Official Website <info@cliftonpark.org>
Sent: Wednesday, June 5, 2024 8:22 AM
To: Cynthia, Zlogar; Paul, Pelagalli; Phil Barrett; Jean, Spiegel; Mark Heggen; Darlene, Allen; Lynda Walowit; Anthony Morelli; Zabeed, Manir; Agatha, Reid; John Scavo; Christine Pagniello; Teresa Brobston; Walter Smead; Kelly Miller
Subject: New Employee Resolution Request #825

A new employee resolution request has been submitted. The details of this resolution request are included below.

Department: Parks & Rec

Your Name: Michael Woerner

Your Email: mwoerner@cliftonpark.org

Sponsor: lynda Wolowit, agatha Reid

Agenda Session Date: 06/17/2024

Board Meeting Date: ~~07/01/2024~~ 6/17/2024

Alternate Date: 07/01/2024

Budget Number: A-7152-E4690

Budget Description: hire WSI instructors

Amount: see below

Brief Description: promote Thomas Rizzo to Head Life Guard step 5 [was making 16.05 now will earn \$16.75]

promote Carlie Pazderski to head life guard step 4 [was making \$15.80 now will earn \$16.50]

both at Locust Lane pool

Add Supporting Docs:

Additional Comments/Details: see description

Agree to Terms: Agree

[unsubscribe](#)

Cynthia, Zlogar

From: Michael, Woerner
Sent: Wednesday, June 12, 2024 12:10 PM
To: Cynthia, Zlogar
Subject: FW: Add on to hire as an alternate counselors

Let me know if this is enough- if not I will do another resolution

MW

Mike Woerner

Director of Parks & Recreation
One Town Hall Plaza
Clifton Park, NY 12065

518-371-6667 office
518-545-4284 fax

From: Lori Hughes <lhughes@cliftonpark.org>
Sent: Wednesday, June 12, 2024 11:46 AM
To: Michael, Woerner <MWoerner@cliftonpark.org>
Subject: RE: Add on to hire as an alternate counselors

David Peckham - dpeckham6227@gmail.com Locust Lane-Pay Grade 1 \$15/hour
Declan Murphy - decmurph72@gmail.com OKTE -pay grade 1 \$15/hr
Hannah Belleville - hbellville123@gmail.com Okte Pay grade 1 \$ 15/hr
Grace Estus- graceestus@gmail.com Okte- Pay Grade 1 \$15/hr

A-7310-E4500 financial acct #

Lori J Hughes

Program Coordinator /Summer Recreation Director
Town of Clifton Park
Parks and Recreation
Phone 518-371-6667
Fax-518-545-4284
lhughes@cliftonpark.org

Always Stay Humble and Kind

From: Michael, Woerner <MWoerner@cliftonpark.org>
Sent: Wednesday, June 12, 2024 9:44 AM
To: Lori Hughes <lhughes@cliftonpark.org>
Subject: FW: Add on to hire as an alternate counselors

SCHEDULE A

Three (3) Lifeguards to be promoted to Head Lifeguards (retroactive to May 26, 2024):

<u>Name</u>	<u>Pool Location</u>	<u>Pay</u>	<u>A/C Code</u>
Carlie Pazderski	Locust Lane	Step 4, \$16.50/hr	A-07152-E4690
Thomas Rizzo	Locust Lane	Step 5, \$16.75/hr	A-07152-E4690
Emery Vanheusen	Country Knolls	Step 2, \$16.50/hr	A-07151-E4690

Seven (7) seasonal employees to be hired as Alternate Camp Counselors (effective July 1, 2024):

<u>Name</u>	<u>Camp Location</u>	<u>Pay</u>	<u>A/C Code</u>
David Peckham	Locust Lane	Step 1, \$15/hr	A-07310-E4500
Declan Murphy	Okte	Step 1, \$15/hr	A-07310-E4580
Hannah Belleville	Okte	Step 1, \$15/hr	A-07310-E4580
Grace Estus	Okte	Step 1, \$15/hr	A-07310-E4580
Ryan Gersey	Okte	Step 2, \$15/hr	A-07310-E4580
Ashtyn St. James	TBD	Step 1, \$15/hr	A-07310-Exxxx
Emma Mooney	TBD	Step 1, \$15/hr	A-07310-Exxxx

RESOLUTION
#10

Resolution No. _____ of 2024, a resolution hiring additional employees for the 2024 summer season at the Town's pools.

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

WHEREAS, the Town Board wishes to hire qualified water safety instructors for the operation of the Town's pools, and

WHEREAS, Mike Woerner, Director of Parks & Recreation, has recommended individuals listed in the attached Schedule A be hired as indicated; now therefore be it

RESOLVED, that the individuals listed in the attached Schedule A be hired as seasonal staff for the Town Pools as noted, through the end of the 2024 summer season; and be it further

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

Cynthia, Zlogar

From: Town of Clifton Park Official Website <info@cliftonpark.org>
Sent: Wednesday, May 29, 2024 10:38 AM
To: Cynthia, Zlogar; Paul, Pelagalli; Phil Barrett; Jean, Spiegel; Mark Heggen; Darlene, Allen; Lynda Walowit; Anthony Morelli; Zabed, Manir; Agatha, Reid; John Scavo; Christine Pagniello; Teresa Brobston; Walter Smead; Kelly Miller
Subject: New Employee Resolution Request #816

A new employee resolution request has been submitted. The details of this resolution request are included below.

Department: Parks & Rec
Your Name: Michael Woerner
Your Email: mwoerner@cliftonpark.org
Sponsor: lynda Wolowit, agatha Reid
Agenda Session Date: 06/03/2024 ✓
Board Meeting Date: 06/17/2024 ✓
Alternate Date: 06/17/2024
Budget Number: A-7150/7151/7152-E4690
Budget Description: hire WSI instructors
Amount: on attachement
Brief Description: hire WSI instr
Add Supporting Docs:
[25cfd8fa3b974e35_WSI_2024.pdf](#)

Additional Comments/Details: see attached
Agree to Terms: Agree

[unsubscribe](#)

SCHEDULE A

Water Safety Instructors:

Isabella	Gayle	Step 2	\$17.65	Water Safety Instructor
Anna	Stoup	Step 2	\$17.65	Water Safety Instructor
Samantha	Sands	Step 2	\$17.65	Water Safety Instructor
Conner	Rudd	Step 2	\$17.65	Water Safety Instructor
Daniel	Killian	Step 2	\$17.65	Water Safety Instructor
Samantha	Killian	Step 4	\$18.15	Water Safety Instructor
Emery	VanHeusen	Step 4	\$18.15	Water Safety Instructor
Rachel	Hughes-Robillard	Step 4	\$18.15	Water Safety Instructor
Jacob	Mitola	Step 1	\$17.40	Water Safety Instructor
Sean	Michalek	Step 3	\$17.90	Water Safety Instructor

New - eligible upon successful completion of course:

Will	McCoy	Step 1	\$17.40	Water Safety Instructor
Delaney	Michels	Step 1	\$17.40	Water Safety Instructor
Luka	DiFabio	Step 1	\$17.40	Water Safety Instructor
Matthew	Selfridge	Step 1	\$17.40	Water Safety Instructor
Allison	Bieniek	Step 1	\$17.40	Water Safety Instructor
Jack	Greenleaf	Step 1	\$17.40	Water Safety Instructor
Palmer	Michels	Step 1	\$17.40	Water Safety Instructor
Ella	VanHeusen	Step 1	\$17.40	Water Safety Instructor
Hannah	Harpootlian	Step 1	\$17.40	Water Safety Instructor
Cassidy	Robleno	Step 1	\$17.40	Water Safety Instructor
Gavin	Heritage	Step 1	\$17.40	Water Safety Instructor

RESOLUTION
11

Resolution No. ___ of 2024, a resolution authorizing the residents of the cul-de-sac of Birch Hill Court in the Stonegate Subdivision to conduct a block party on June 29, 2024, with a rain date of June 30, 2024.

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

WHEREAS, the residents of the Stonegate neighborhood plan to conduct a block party within the subdivision on June 29, 2024, from 12:00pm-4:00pm, and have requested permission to use the cul-de-sac of Birch Hill Court for their party activities; now, therefore be it

RESOLVED, that the Town Highway Superintendent recommends that the request be approved for the use of a portion of Birch Hill Court, June 29, 2024, with a rain date of June 30, 2024, from 12:00pm-4:00pm for party activities, so long as those activities do not block off the streets, and allow emergency vehicles access to the street if needed, and be it further

RESOLVED, that the residents shall be responsible for all clean-up activities on town property or on the street right-of-way resulting from the social activity; and be it further

RESOLVED, that a copy of this resolution be sent to the applicable fire department, the ambulance corps., the sheriff's department, and the state police informing these organizations of the event.

Cynthia, Zlogar

From: Town of Clifton Park Official Website <info@cliftonpark.org>
Sent: Friday, May 31, 2024 11:50 AM
To: Cynthia, Zlogar; Paul, Pelagalli; Phil Barrett; Jean, Spiegel; Mark Heggen; Darlene, Allen; Lynda Walowit; Anthony Morelli; Zabeed, Manir; Agatha, Reid; John Scavo; Christine Pagniello; Teresa Brobston; Walter Smead; Kelly Miller
Subject: New Resolution Request #821

A new resolution request has been submitted. The details of this resolution request are included below.

Department: Highway

Your Name: Dahn Bull

Your Email: dbull@cliftonpark.org

Sponsor: D. Bull

Agenda Session Date: 06/03/2024 ✓

Board Meeting Date: 06/17/2024 ✓

Alternate Date: 06/17/2024

Budget Number: NA

Budget Description: NA

Amount: \$0.00

Brief Description: A resolution allowing the residents of the Stonegate neighborhood to hold their annual Block Party on June 29th, or June 30th, as a rain date.

The closure would only be the cul-de-sac of Birch Hill Court, and the event would be from 12:00 PM to 4:00 PM.

Residents are aware they can temporarily close the street for pedestrian traffic but must allow lanes to be open for emergency services in the event of an emergency.

Upon passing the resolution, local emergency services are informed of the event.

Add Supporting Docs:

Additional Comments/Details: None at this time.

Agree to Terms: Agree

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RESOLUTION

#12

Resolution No. _____ of 2024, a resolution to accept the Town Comptroller's Court audit report of Justice Rybak and Justice Hughes.

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

WHEREAS, Section 2019-a of the Uniform Court Act requires that town justices annually provide their court records and dockets to the Town and that such records then be examined, and

WHEREAS, the Town Board of the Town of Clifton Park has delegated the review of the court records to the Town Comptroller; and

WHEREAS, the Town Comptroller has completed a review of the court records of Justice Rybak and Justice Hughes and prepared a report relating to said review, a copy of which is on file in the Town Clerk's office; now, therefore be it

RESOLVED that the Town Board hereby accepts the Town Comptroller's report relating to the review of the court records of Justice Rybak and Justice Hughes for the year ending 12/31/2023, and directs the Town Comptroller to file said report with the New York State Office of Court Administration.

Cynthia, Zlogar

From: Town of Clifton Park Official Website <info@cliftonpark.org>
Sent: Friday, May 31, 2024 3:02 PM
To: Cynthia, Zlogar; Paul, Pelagalli; Phil Barrett; Jean, Spiegel; Mark Heggen; Darlene, Allen; Lynda Walowit; Anthony Morelli; Zabeed, Manir; Agatha, Reid; John Scavo; Christine Pagniello; Teresa Brobston; Walter Smead; Kelly Miller
Subject: New Resolution Request #822

A new resolution request has been submitted. The details of this resolution request are included below.

Department: Comptroller

Your Name: Mark Heggen

Your Email: mheggen@cliftonpark.org

Sponsor: P. Barrett

Agenda Session Date: 06/03/2024 ✓

Board Meeting Date: 06/17/2024 ✓

Alternate Date: 07/01/2024

Budget Number: None

Budget Description: None

Amount: 0

Brief Description: Accept audit report of Town Court for 2023 as prepared by the Town Comptrollers office and authorize it to be sent to NYS Office of Court Administration.

Add Supporting Docs:

Additional Comments/Details: None

Agree to Terms: Agree

[unsubscribe](#)



Town of Clifton Park

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

Supervisor and Town Board Members
Town of Clifton Park, NY

In accordance with Town Law and pursuant to Town Board resolution, the Town of Clifton Park Comptroller's Office has performed an annual accounting of the Town of Clifton Park Justice Court including the preparation of a statement of cash receipts and disbursements and a consolidated Town Justice Court statement of revenues and expenditures for the year ended December 31, 2023. All information included in the statement of cash receipts and disbursements is the representation of the Town Justice Court and the Town Comptroller's General Ledger.

An annual accounting is limited to the procedures listed in the following paragraph. It is substantially less in scope than an audit in accordance with generally accepted auditing standards, the objective of which is the expression of an opinion on the financial statement taken as a whole. Accordingly, the Town of Clifton Park Comptroller's office does not express such an opinion.

The procedures performed by the Town of Clifton Park Comptroller's Office in performing the annual accounting of the Town of Clifton Park – Town Justice Court are as follows:

- Update the system understanding of the Justice Court
- Trace cash disbursements in the sample months to the cancelled checks
- Trace checks payable to the Town Supervisor to the certifications/reports filed with New York State
- Determine if the reports were filed on a timely basis with New York State and were properly certified by the Town Justice
- Account for the proper sequence of checks
- Obtain bank reconciliations and perform cut off procedures
- Prepare a summary of cash receipts and reconcile the remittances to the bank deposits and reports filed with the office of the State Comptroller
- Verify amounts deposited as bail to supporting documents in selected test months
- Reconcile returned bail with the amount deposited and review endorsements for a representative sample of bail deposits
- Determine if bail deposits were made in a timely manner
- Judgmentally select a sample of court cases and perform the following procedures:
 - ◆ Trace the receipt to a posting in the cash book
 - ◆ Trace the receipt to a docket/ticket

PHILIP C. BARRETT
Supervisor

LYNDA M. WALOWIT
Councilwoman

ZABED MANIR
Councilman

AGATHA REID
Councilwoman

ANTHONY F. MORELLI
Councilman

- ◆ Trace the receipt to the deposit and determine timeliness of the deposit
- ◆ Determine if fine and surcharge is within the parameters of the Vehicle and Traffic Manual

As a result of the procedures performed during the annual accounting of the Court, no material findings were noted.

In closing, the financial records of the Town of Clifton Park Justice court appeared to be maintained in a professional manner.

May 16, 2024

Comptroller's Office

Town of Clifton Park Comptroller's Office

TOWN OF CLIFTON PARK, NEW YORK
CONSOLIDATED TOWN JUSTICE COURTS

STATEMENT OF REVENUES AND EXPENDITURES
YEAR ENDED DECEMBER 31, 2023

REVENUES	2023
Fines and bail forfeitures received from Courts	\$688,599
Amounts attributable to NYS and Saratoga County	(378,371)
Court Grant	-
Total Revenues	<u>\$310,228</u>

EXPENDITURES

Salaries	\$477,777
Benefits – Estimated Social Security & Medicare*	36,550
Equipment	8,997
Contractual Expenditures	<u>26,765</u>
Total Expenditures	<u>\$550,089</u>

CASES

Criminal	623
Town	415
Civil	140
Vehicle and traffic	<u>5,174</u>
TOTAL	6,352

* Social Security and Medicare benefits have been estimated based on the salaries recorded in 2023. The Town does not allocate health, dental, vision, life, NYS disability, and pension by department so these expenses are not reflected in the Justice Court benefits line.

TOWN OF CLIFTON PARK, NEW YORK
CONSOLIDATED TOWN JUSTICE COURTS

STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
YEAR ENDED DECEMBER 31, 2023

CASH RECEIPTS

Fines and fees	\$688,599
Bail	29,417
Overpayments and other receipts	<u>-</u>
Total Cash Receipts	<u>\$718,016</u>

CASH DISBURSEMENTS

Fine remittances to Town of Clifton Park Supervisor	\$688,599
Return of bail, forfeitures, transfers, and restitution	18,585
Return of overpayments and other	<u>-</u>
Total Cash Disbursements	\$707,184
Net change in cash	<u>10,832</u>
CASH, beginning of year	\$ <u>55,504</u>
CASH end of year	<u>\$ 66,336</u>