

# TOWN OF CLIFTON PARK TOWN BOARD MEETING

October 21, 2024

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



ONLINE BOARD MEETINGS

- I. Call to Order/7:00 P. M. – Wood Room, Town Hall**
- II. Pledge to Flag**
- III. Roll Call**
- IV. Approval of Town Board Minutes**
- V. Communications/Announcements**
- VI. Business**
  - **Presentation of proclamation to Sean McEvily honoring AVM & Epilepsy Awareness Month**
  - **7:05pm: Public Hearing to amend Town Code Chapter 157 to address aggressive panhandling**
  - **7:08pm- Public Hearing to amend Town Code Chapter 182 to address the tax exemption for volunteer firefighters and volunteer ambulance workers**
  - **7:11pm- Public Hearing to amend Town Code Chapter 208 relating to the definition of a Community Residence**
  - **Resolutions for Consideration**
  - **Other Business**
- VII. Open Public Privilege**

NOTE:

Please check [www.cliftonpark.org](http://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  
**October 21, 2024**

<u>SOURCE</u>	<u>RESOLUTION</u>	<u>CONTACT</u>
1. Buildings & Grounds	Authorize change of vendor that was approved for purchase of pool motors for Barney Road and Locust Lane Pools in Resolutions No. 176 and 177 of 2024, respectively	P. Barrett
2. Buildings & Grounds	Authorize the hiring of David Noakes as a full-time Laborer at the Transfer Station	P. Barrett
3. Assessor	Authorize the Assessor to re-levy unpaid Olde Nott Farm Sewer charges to the Town and County Tax bills	P. Barrett
4. Assessor	Authorize the Assessor to re-levy unpaid Rivercrest Sewer District Ext. #1 charges to the Town and County Tax bills	P. Barrett
5. Assessor	Authorize the Assessor to re-levy unpaid Town of Ballston Water charges to the Town and County Tax bills	P. Barrett
6. Comptroller	Authorize release of funds from Resolution No. 193 of 2024, which transferred monies for the purpose of a 5k race that was not held	P. Barrett
7. Sewer	Authorize CDE Electric to relocate and install a new emergency generator for Settlers Lane Pump Station	P. Barrett
8. Community Action Fund	Authorize the grant awards for the 2024 Community Action Fund program	P. Barrett
9. Town Board	Schedule a Public Hearing for 2025 Preliminary Budget for November 7, 2024 at 7:02pm	P. Barrett
10. Town Board	Appoint Vida Sheehan as a Deputy Town Attorney, assigned to the Town Planning Board, effective November 3, 2024	P. Barrett

- |                |  |            |
|----------------|--|------------|
| 11. Town Board | Schedule a Public Hearing to amend Town Code Chapter 208-16 relating to adequate buffering of adjoining properties between agricultural and residential uses | P. Barrett |
| 12. Town Board | Schedule a public hearing for December 16, 2024 regarding Section 8 Housing Choice Voucher Program (45-day notice required for this hearing)                 | P. Barrett |

**RESOLUTION**  
**#1**

Resolution No. \_\_\_\_\_ of 2024, a resolution changing the vendor for the purchase of pool motors at the Barney Road and Locust Lane pools.

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

WHEREAS, by Resolutions No. 176 and 177 of 2024, the purchases from Pool Supply Unlimited of a new diving well motor assembly for Barney Road pool and a new backup motor for Locust Lane pool were approved, at a cost not to exceed \$8,258 and \$6,239, respectively, and

WHEREAS, the Director of Buildings, Parks and Recreation, Daniel Clemens, has since been informed by Pool Supply Unlimited that the pool motors cannot be supplied as they have been discontinued, and

WHEREAS, Mr. Clemens determined that another vendor, Water & Ice North America, Inc. of Cambridge, Ontario, can provide the desired pool motors without an increase in the total costs approved in Resolutions No. 176 and 177 of 2024, and

WHEREAS, Mr. Clemens recommends purchasing these two pool motors from Water & Ice North America; now therefore be it

RESOLVED that the replacements of the diving well motor assembly at Barney Road pool, and the backup motor for Locust Lane pool, be purchased from Water & Ice North America, with no change in the costs to the accounts.

## Cynthia, Zlogar

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**From:** Town of Clifton Park Official Website <info@cliftonpark.org>  
**Sent:** Wednesday, September 18, 2024 12:36 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 #925

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](mailto:dclemens@cliftonpark.org)

**Sponsor:** P. Barrett

**Agenda Session Date:** 10/07/2024 ✓

**Board Meeting Date:** 10/21/2024 ✓

**Alternate Date:** 11/04/2024

**Budget Number:** N/A

**Budget Description:** N/A

**Amount:** N/A

**Brief Description:** Amend resolution #176 and #177 to change vendor from Pool Supply Unlimited to Water & Ice North America Inc.

**Add Supporting Docs:**

[c35de9effc4bceb6\\_Amend\\_resolutions\\_176\\_and\\_177\\_for\\_vendor\\_change\\_9.18.24.pdf](#)

**Additional Comments/Details:** Pool Supply Unlimited can not get the 20 HP motor. Told us they are discontinued.

We found Water & Ice North America, they said they are not discontinued and can get them.

**Agree to Terms:** Agree

[unsubscribe](#)

Resolution No. 176 of 2024, a resolution correcting the cost of the diving well motor assembly replacement at Barney Road pool.

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

WHEREAS, by Resolution No. 165 of 2024, the purchase from Pool Supply Unlimited of a new diving well motor assembly for Barney Road pool was approved, at a cost not to exceed \$6,240, and

WHEREAS, the Director of Buildings, Parks and Recreation, Daniel Clemens, has since been informed by Pool Supply Unlimited that their website prices have not been updated since 2022, and that the actual cost of the motor assembly is \$2,018 higher, for a total of \$8,258, and

WHEREAS, Mr. Clemens recommends accepting this updated cost from Pool Supply Unlimited, as it is still the lowest conforming quote; now, therefore, be it

RESOLVED, that the replacement of the diving well motor assembly at the Barney Road pool be purchased from Pool Supply Unlimited, with an increase in the total cost of \$2,018, to be paid from A-7150-200 (General Fund – Barney Road Pool – Equipment).

ROLL CALL VOTE

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

Noes: None

Absent: Councilman Morelli

DECLARED ADOPTED

July 1, 2024

Teresa Brobston, Town Clerk





**Water & Ice North America Inc.**

75 Thompson Drive  
 Cambridge, Ontario N1T 2E4  
 (519) 623-1501 p (519) 623-6015 f

23 Venture Crescent  
 Elmsdale, Nova Scotia B2S 0B1  
 (902) 883-9120 p (902) 883-4913 f

**QUOTATION**

Quote No.:	60147786
Date:	Sep 12, 2024
Terms:	NET 30 Days (Unless Otherwise Noted)
Salesperson	
Page:	1

Sold To:  
**CASH SALE - USD**

Ship To:  
 Town of Clifton Park  
 1 Town Hall Plaza  
 Clifton Park, NY 12065  
 Kieran Lynch 518-888-4779 p  
 klynch@cliftonpark.org

Fax: Phone: E-mail

Qty	Item No.	Unit	Description	Unit Price	Amount
1	PMP-347948	Each	C-Series CHK-200 Bronze Pump, 6x4, 20 HP, 200/208 Volt, 3 PH c/w Stainer Pot	11,607.50	US\$11,607.50
2	_Special Order	Each	357211S Replacement Motor C-Series, 20 HP, 200/208 Volt, 3 PH	6,153.75	US\$12,307.50
FOB - Cambridge, ON Canada (Budget \$500.00 For Shipping & Customs Of Items Listed Above To Clifton Park, NY)  Estimated Delivery - 13 to 14 Weeks +/- Note The Estimated Delivery Date Is Based On Information Provided By The Manufacturer Pentair. We Do Not Guarantee Any Delivery Dates Provided.					
Subtotal:					US\$23,915.00
<div style="font-size: 2em; font-family: cursive;">\$6,653.75</div>					

**Comments**

Quotation is valid for 30 days. All applicable taxes are extra. E&O.E.  
 All shipments are FOB - W&I warehouse. Freight quote valid for 10 days.  
 No returns on special order items. Custom fabricated items require prepayment and are not cancellable.

<b>Total Amount</b>	US\$23,915.00
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If acceptable please sign and return one copy of quotation when ordering and provide a purchase order number if required.

Accepted by \_\_\_\_\_  
 Print Name: \_\_\_\_\_

Date: \_\_\_\_\_  
 P.O. # \_\_\_\_\_

Resolution No. 177 of 2024, a resolution authorizing the purchase of a backup motor for the Locust Lane pool.

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

WHEREAS, Daniel Clemens, Director of Buildings, Parks & Recreation, wishes to purchase a backup motor for the Locust Lane pool, and

WHEREAS, four quotes were collected per the job specifications, and Pool Supply Unlimited offers the lowest conforming quote, in the amount of \$6,239, and

WHEREAS, Mr. Clemens has recommended that the backup pool motor be purchased from Pool Supply Unlimited, for an amount not to exceed \$6,239; now, therefore, be it

RESOLVED, that the backup motor for the Locust Lane pool be purchased from Pool Supply Unlimited, at a cost not to exceed \$6,239, to be paid from A-7152-200 (General Fund – Locust Lane Pool – Equipment).

ROLL CALL VOTE

Ayes: Councilwoman Reid, Councilman Manir,  
Councilwoman Walowit, Supervisor Barrett.

Noes: None

Absent: Councilman Morelli

DECLARED ADOPTED

July 1, 2024

Teresa Brobston, Town Clerk





**Water & Ice North America Inc.**

75 Thompson Drive  
 Cambridge, Ontario N1T 2E4  
 (519) 623-1501 p (519) 623-6015 f

23 Venture Crescent  
 Elmsdale, Nova Scotia B2S 0B1  
 (902) 883-9120 p (902) 883-4913 f

**QUOTATION**

Quote No.:	60147786
Date:	Sep 12, 2024
Terms:	NET 30 Days (Unless Otherwise Noted)
Salesperson	
Page:	1

Sold To:  
**CASH SALE - USD**

Ship To:  
 Town of Clifton Park  
 1 Town Hall Plaza  
 Clifton Park, NY 12065  
 Kieran Lynch 518-888-4779 p  
 klynch@cliftonpark.org

Fax: Phone: E-mail

Qty	Item No.	Unit	Description	Unit Price	Amount
1	PMP-347948	Each	C-Series CHK-200 Bronze Pump, 6x4, 20 HP, 200/208 Volt, 3 PH c/w Stainer Pot	11,607.50	US\$11,607.50
2	_Special Order	Each	357211S Replacement Motor C-Series, 20 HP, 200/208 Volt, 3 PH	6,153.75	US\$12,307.50
			FOB - Cambridge, ON Canada (Budget \$500.00 For Shipping & Customs Of Items Listed Above To Clifton Park, NY)		
			Estimated Delivery - 13 to 14 Weeks +/- Note The Estimated Delivery Date Is Based On Information Provided By The Manufacturer Pentair. We Do Not Guarantee Any Delivery Dates Provided.		
			Subtotal:		US\$23,915.00
				\$6,653.75	

<b>Comments</b>	
Quotation is valid for 30 days. All applicable taxes are extra. E&O.E. All shipments are FOB - W&I warehouse. Freight quote valid for 10 days. No returns on special order items. Custom fabricated items require prepayment and are not cancellable.	
<b>Total Amount</b>	US\$23,915.00

If acceptable please sign and return one copy of quotation when ordering and provide a purchase order number if required.

Accepted by \_\_\_\_\_  
 Print Name: \_\_\_\_\_

Date: \_\_\_\_\_  
 P.O. # \_\_\_\_\_

**RESOLUTION**  
**#2**

Resolution No. \_\_\_\_\_ of 2024 a resolution authorizing the hiring of a Laborer for the Buildings and Grounds Department.

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

WHEREAS, an opening exists for a Laborer in the Buildings and Grounds Department – Transfer Station, and

WHEREAS, Daniel Clemens, Director of Buildings, Parks and Recreation, advises that David Noakes, of Clifton Park, NY, who is currently a seasonal laborer at Barney Road Golf Course, is qualified and recommends that he be hired to fill the full-time Transfer Station position as advertised; now therefore be it

RESOLVED, that authorization is hereby given to hire David Noakes as a full-time Laborer for the Buildings and Grounds Department – Transfer Station, at Grade 3, Step 1, \$24.38/hour, effective immediately, to be paid per the attached schedule.

## Cynthia, Zlogar

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**From:** Town of Clifton Park Official Website <info@cliftonpark.org>  
**Sent:** Tuesday, September 24, 2024 3:08 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 Employee Resolution Request #927

A new employee 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](mailto:dclemens@cliftonpark.org)

**Sponsor:** P. Barrett

**Agenda Session Date:** 10/07/2024 ✓

**Board Meeting Date:** 10/21/2024 ✓

**Alternate Date:** 11/04/2024

**Budget Number:** A-8160-Exxxx maybe E1767 ??

**Budget Description:** General Fund - Solid Waste Management - Laborer

**Amount:** 45,840

**Brief Description:** Hire David Noakes, 28 Casablanca Court, Clifton Park, as a full time laborer - grade 3 step 1 in the Buildings & Grounds department - transfer station effective immediately.

**Add Supporting Docs:**

[627e38a1c423f909\\_Transfer\\_Station\\_Laborer\\_9.24.pdf](#)

**Additional Comments/Details:** David is currently working in the department as a seasonal laborer at the golf course.

**Agree to Terms:** Agree

[unsubscribe](#)

Town of Clifton Park  
Salary Allocation

	Grade	Step	Year	Hourly Rate	2024	Weeks to End of Year	Hours	Projected to End of Year
David	Noakes effective 10/22/2024	3	1	1	21.87	10.20	40.00	\$ 8,922.96
						Rounded to:		<u>\$ 8,920.00</u>
						Transfer funds from:		
						Transfer Station R. Legge	A-08160-E1767	<u>\$ 8,920.00</u>
						Transfer to:		
						Transfer Station - D. Noakes	A-08160-E6270	<u>\$ 8,920.00</u>

# **RESOLUTION**

**#3**

Resolution No. \_\_\_\_\_ of 2024, a resolution authorizing the Assessor to re-levy delinquent sewer charges on the 2025 property tax bills.

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

WHEREAS, Michael O'Brien, Collection System Manager of the Olde Nott Farm Sewer District No.1 has reported unpaid sewer bills per the attached schedule for users of the Olde Nott Farm Sewer District; and

WHEREAS, the sewer district requests that the Assessor re-levy the unpaid Olde Nott Farm Sewer user charges to ensure payment of the same; now therefore be it

RESOLVED, that the Town Board accepts the reported delinquent sewer charges for the Olde Nott Farm Sewer District per the attached schedule and authorizes the Assessor to re-levy that amount on the property owners' 2025 Town and County Tax bills; and be it further

RESOLVED, that all proceeds be returned in February 2025 to the Olde Nott Farm Sewer District.

## Cynthia, Zlogar

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**From:** Town of Clifton Park Official Website <info@cliftonpark.org>  
**Sent:** Tuesday, October 1, 2024 10:10 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 #1524

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

**Department:** Assessor's Office

**Your Name:** Kelly Miller

**Your Email:** [kmiller@cliftonpark.org](mailto:kmiller@cliftonpark.org)

**Sponsor:** Assessor

**Agenda Session Date:** 10/07/2024 ✓

**Board Meeting Date:** 10/21/2024 ✓

**Alternate Date:** 11/04/2024

**Budget Number:** 0

**Budget Description:** 0

**Amount:** 0

**Brief Description:** The Assessor of the Town of Clifton Park has received a request from Mike O'Brien, Collection System Manager for Olde Nott Farm Sewer District, requesting the Assessor of the Town of Clifton Park be authorized to re-levy 2023 unpaid Olde Nott Farm Sewer user charges of the Town of Clifton Park users unto the 2025 Town and County tax bills and return all proceeds to the Olde Nott Farm Sewer District.

**Add Supporting Docs:**

[518eae26f24d8bfd\\_Re-Levies\\_2024\\_Assessment\\_Year.pdf](#)

**Additional Comments/Details:** Resolution Heading: (See below)

Authorize Assessor to re-levy the 2023 unpaid Olde Nott Farm Sewer District sewer bills.

**Agree to Terms:** Agree

[unsubscribe](#)

Olde Nott Farm Sewer District 1 2024 Re-Levies

SBL	Property Owner(s)	Mailing Address	Parcel Location	Balance Owed	Total Owed	Re-Levy Total Owed
269.20-1-13	Brian L Kasler & Judith Adamik Sean A Bicknell & Erika M Erano	4 New Jersey Court Rexford NY 12148	4 New Jersey Court Rexford NY 12148	\$269.87	\$269.87	\$269.87
269.20-1-19		4 New Hampshire Court Rexford, NY 12148	4 New Hampshire Court Rexford, NY 12148	\$1,087.29	\$1,087.29	\$1,087.29
269.20-1-4	Robert A & Eryn A Giordano Michael P & Stephanie S Rourke	2 Massachusetts Court, Rexford, NY 12148	2 Massachusetts Court, Rexford, NY 12148	\$1,256.96	\$1,256.96	\$1,256.96
269.20-1-5		3 Massachusetts Court, Rexford, NY 12148	3 Massachusetts Court, Rexford, NY 12148	\$1,084.46	\$1,084.46	\$1,084.46
269.20-2-11	Christopher & Jill Gandolfo	4 Delaware Court, Rexford, NY 12148	4 Delaware Court, Rexford, NY 12148	\$623.53	\$623.53	\$623.53
269.20-2-18	Jainwei Qiu & Limei Li	1 North Carolina Court Rexford NY 12148	1 North Carolina Court Rexford NY 12148	\$334.15	\$334.15	\$334.15
269.20-2-45	Ryan J & Kristie G Ross	2 Pennsylvania Court Rexford NY 12148	2 Pennsylvania Court Rexford NY 12148	\$224.81	\$224.81	\$224.81
269.20-2-3	Christopher A & Kim T Liguori	3 New York Court Rexford NY 12148	3 New York Court Rexford NY 12148	\$242.13	\$242.13	\$242.13
269.20-2-34	Kathleen Claire G Borja	3 Rhode Island Court, Rexford, NY 12148	3 Rhode Island Court, Rexford, NY 12148	\$986.90	\$986.90	\$986.90
<b>Grand Total</b>						<b>\$6,110.10</b>

**RESOLUTION**  
**#4**

Resolution No. \_\_\_\_\_ of 2024, a resolution authorizing the Assessor to re-levy delinquent sewer charges on the 2025 property tax bills.

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

WHEREAS, Michael O'Brien, Collection System Manager of the Rivercrest Sewer District No.1, has reported unpaid sewer bills per the attached schedule for users of the Rivercrest Sewer District Extension No. 1; and

WHEREAS, the sewer district requests that the Assessor re-levy the unpaid Rivercrest Sewer District Extension No. 1 user charges to ensure payment of the same; now therefore be it

RESOLVED, that the Town Board accepts the reported delinquent sewer charges for the Rivercrest Sewer District Extension No. 1 per the attached schedule, and authorizes the Assessor to re-levy that amount on the property owners' 2025 Town and County Tax bills; and be it further

RESOLVED, that all proceeds be returned in February 2025 to the Rivercrest Sewer District Extension No. 1.

## Cynthia, Zlogar

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**From:** Town of Clifton Park Official Website <info@cliftonpark.org>  
**Sent:** Tuesday, October 1, 2024 10:17 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 #1525

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

**Department:** Assessor's Office

**Your Name:** Kelly Miller

**Your Email:** [kmiller@cliftonpark.org](mailto:kmiller@cliftonpark.org)

**Sponsor:** Assessor

**Agenda Session Date:** 10/07/2024 ✓

**Board Meeting Date:** 10/21/2024 ✓

**Alternate Date:** 11/04/2024

**Budget Number:** 0

**Budget Description:** 0

**Amount:** 0

**Brief Description:** The Assessor of the Town of Clifton Park has received a request from Mike O'Brien, Collection System Manager for Rivercrest Sewer District Ext #1, requesting that the Assessor of the Town of Clifton Park be authorized to re-levy 2023 unpaid Rivercrest Sewer user charges of the Town of Clifton Park users onto the 2024 Town and County tax bill and return all proceeds to the Rivercrest Sewer District Ext #1.

**Add Supporting Docs:**

[046d689a29f649d2\\_Re-Levies\\_2024\\_Assessment\\_Year.pdf](#)

**Additional Comments/Details:** Resolution Heading: (See below)

Authorize Assessor to re-levy 2023 unpaid Rivercrest Sewer District Ext #1 sewer bills.

**Agree to Terms:** Agree

[unsubscribe](#)

Rivercrest Sewer District 1 2024 Re-Levies

SBL	Property Owner(s)	Mailing Address	Parcel Location	Balance Owed	Total Owed	Re-Levy Total Balance
269.18-1-16	Jan B Waters	6 Meadow Road, Rexford, NY 12148	6 Meadow Road, Rexford, NY 12148	\$230.49	\$230.49	\$230.49
269.18-1-21	John & Beverly Fox	953 Riverview Road, Rexford, NY 12148	953 Riverview Road, Rexford, NY 12148	\$717.30	\$717.30	\$717.30
269.18-1-34	Sean Young	949 Riverview Road, Rexford, NY 12148	949 Riverview Road, Rexford, NY 12148	\$230.49	\$230.49	\$230.49
269.18-1-59	Jeffrey M Della Rocco	958 Riverview Road, Rexford, NY 12148	958 Riverview Road, Rexford, NY 12148	\$946.68	\$946.68	\$946.68
269.18-1-60	Kevin M Crenshaw	962 Riverview Road, Rexford, NY 12148	962 Riverview Road, Rexford, NY 12148	\$785.06	\$785.06	\$785.06
269.18-1-63	Julia M Corentto & Alyssa Consolo	964 Riverview Road, Rexford, NY 12148	964 Riverview Road, Rexford, NY 12148	\$851.71	\$851.71	\$851.71
269.18-1-70	Grant D & Veronica A Quesnell	11 Meadow Road, Rexford, NY 12148	11 Meadow Road, Rexford, NY 12148	\$1,089.98	\$1,089.98	\$1,089.98
269.19-1-12	Bradley R & Sara E Wilhelm	927 Riverview Road, Rexford, NY 12148	927 Riverview Road, Rexford, NY 12148	\$57.62	\$57.62	\$57.62
269.19-1-34.2	930 Riverview LLC	930 Riverview Road, Rexford, NY 12148	930 Riverview Road, Rexford, NY 12148	\$1,032.77	\$1,032.77	\$1,032.77
269.-3-50	Kristine M Carlson	969 Riverview Road, Rexford, NY 12148	969 Riverview Road, Rexford, NY 12148	\$735.01	\$735.01	\$735.01
<b>Grand Total</b>						<b>\$6,677.11</b>

**RESOLUTION**  
**#5**

Resolution No. \_\_\_\_\_ of 2024, a resolution authorizing the Assessor to re-levy delinquent water charges on the 2025 property tax bills.

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

WHEREAS, the Town of Ballston Water Department has reported unpaid Town of Ballston water bills for Town of Clifton Park users per the attached; and

WHEREAS, the Town of Ballston Water Department asks that the Assessor re-levy the unpaid Town of Ballston Water bills to ensure payment of the same; now therefore be it

RESOLVED, that the Town Board accepts the reported delinquent water charges for the Town of Ballston Water Department per the attached and authorizes the Assessor to re-levy that amount on the property owners' 2025 Town and County Tax bills; and be it further

RESOLVED, that all proceeds be returned in February 2025 to the Town of Ballston.

## Cynthia, Zlogar

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**From:** Town of Clifton Park Official Website <info@cliftonpark.org>  
**Sent:** Tuesday, October 1, 2024 10:30 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 #1526

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

**Department:** Assessor's Office

**Your Name:** Kelly Miller

**Your Email:** [kmiller@cliftonpark.org](mailto:kmiller@cliftonpark.org)

**Sponsor:** Assessor

**Agenda Session Date:** 10/07/2024 ✓

**Board Meeting Date:** 10/21/2024 ✓

**Alternate Date:** 11/04/2024

**Budget Number:** 0

**Budget Description:** 0

**Amount:** 0

**Brief Description:** The Assessor of the Town of Clifton Park has received a request from the Town of Ballston Water Department requesting that the Assessor of the Town of Clifton Park be authorized to re-levy unpaid Town of Ballston water bills of the Town of Clifton Park users unto the 2025 Town and County tax bills and return all proceeds to the Town of Ballston Water Department.

**Add Supporting Docs:**

[adef52b1e49757d2\\_Re-Levies\\_2024\\_Assessment\\_Year.pdf](#)

**Additional Comments/Details:** Resolution Heading: (See below)

Authorize Assessor to re-levy the Town of Ballston Water Department water bills.

**Agree to Terms:** Agree

[unsubscribe](#)



# TOWN OF BALLSTON

## Water Department

323 Charlton Road, Ballston Spa, NY 12020  
518-490-2724

Joseph M. Whalen, Jr.  
Highway and Water Superintendent

(518)490-2800 ext. 2725  
[jwhalen@townofballstonny.org](mailto:jwhalen@townofballstonny.org)

September 9, 2024

Walter Smead, Assessor  
Town of Clifton Park  
1 Town Hall Plaza  
Clifton Park, NY 12065

Dear Mr. Smead:

The following Town of Ballston water customers located within the Town of Clifton Park have past due balances. Please levy each of the amounts below on to their upcoming property tax bills and remit payment to the Town of Ballston. Please do not hesitate to contact me with any questions.

<u>Service Address</u>	<u>SBL#</u>	<u>Name</u>	<u>Re-Levy Amount</u>
156 Blue Barns RD	263.-2-70	James Stalker	\$ 239.99
168 Blue Barns RD	263.-2-72	Robert Newton	\$ 90.71
176 Blue Barns RD	263.-2-74	William DeCerco	\$ 159.00
186 Blue Barns RD	263.-2-77.11	Mitchell and Charlene McDonald	\$ 189.28

Sincerely,

Joseph M. Whalen, Jr.  
Highway/Water Superintendent

RECEIVED

SEP 13 2024

TOWN OF CLIFTON PARK  
ASSESSORS OFFICE

**RESOLUTION**  
**#6**

Resolution No. \_\_\_\_\_ of 2024, a resolution authorizing the release of funds previously transferred from Unassigned Fund Balance for the planned 2024 Farm Festival 5k road race.

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

WHEREAS, by Resolution No. 193 of 2024, the Comptroller's office was authorized to transfer \$4,050 from Unassigned Fund Balance to pay for the cost of a 5k road race planned for the 2024 Clifton Park Farm Fest weekend, and

WHEREAS, the funds were not needed as Mike Woerner, Director of Parks & Recreation, canceled the race due to a low runner registration total, and

WHEREAS, Mark Heggen, Comptroller, requests that the funds appropriated for the 5k road race be released and redeposited in the Unassigned Fund Balance account; now, therefore, be it

RESOLVED, that the Town Board hereby authorizes the Comptroller to release the \$4,050 transferred to A-07550-00054 (General Fund – Celebrations – Farm Festival) for the 2024 Clifton Park Farm Fest 5k road race and redeposit this amount into A-00914 (Unassigned Fund Balance).

## Cynthia, Zlogar

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**From:** Town of Clifton Park Official Website <info@cliftonpark.org>  
**Sent:** Wednesday, October 2, 2024 10:51 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 #1527

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](mailto:mheggen@cliftonpark.org)

**Sponsor:** P. Barrett

**Agenda Session Date:** 10/07/2024 ✓

**Board Meeting Date:** 10/21/2024 ✓

**Alternate Date:** 11/04/2024

**Budget Number:** A-07550-00054

**Budget Description:** General Fund - Celebrations - Farm Festival

**Amount:** 4050

**Brief Description:** Release funds from Resolution # 193 of 2024. The original resolution transferred funds from Unassigned Fund Balance to A-07550-00054 for the purpose of a 5k race. The race did not occur and the funds are no longer needed.

**Add Supporting Docs:**

**Additional Comments/Details:** none

**Agree to Terms:** Agree

[unsubscribe](#)

Resolution No. 193 of 2024, a resolution authorizing the Parks and Recreation Department to include a 5k road race in the event schedule for the 2024 Clifton Park Farm Fest weekend.

Introduced by Councilwoman Reid, who moved its adoption, seconded by Councilwoman Walowit.

WHEREAS, the Parks and Recreation Department would like to host a 5k road race on Sunday, September, 15, 2024, as part of the 2024 Farm Fest weekend, and

WHEREAS, Michael Woerner, Director of Parks and Recreation, recommends that the Town Board authorize the addition of a 5k road race to the 2024 Farm Fest weekend schedule, and the use of Town roadways for the race, and

WHEREAS, Mr. Woerner received a quote of \$4,050 from Run for Women, LLC for event management of the 5k road race, and

WHEREAS, fees will be collected from participants who register to run the race, and two race sponsorships have been secured, and the funds from these fees and sponsorships are expected to offset the cost of the race, and

WHEREAS, the 5K road race will follow the route as detailed on the attached Schedule A; now, therefore, be it

RESOLVED, that authorization is given to include a 5k road race as part of the 2024 Farm Fest weekend, and to use Town roadways for the event, on Sunday, September 15, 2024, beginning at 9:00 A.M, and be it further

RESOLVED, that the Director of Parks and Recreation is authorized to accept the quote from Run for Women, LLC, Clifton Park, NY, to manage the Farm Fest 2024 5K road race event, in an amount not to exceed \$4,050, to be paid with a transfer of \$4,050 from A-00914 (Unreserved Fund Balance) to A-07550-00054, (General Fund – Celebrations – Farm Festival) to fund the cost of the race, and all fees collected from race participants and race sponsorships will be used to offset this cost.

ROLL CALL VOTE

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

Noes: None

Absent: Councilman Manir

DECLARED ADOPTED

August 5, 2024

\_\_\_\_\_  
Teresa Brobston, Town Clerk

# **RESOLUTION**

**#7**

Resolution No. \_\_\_\_\_ of 2024, a resolution authorizing the installation of a generator at the Settlers Lane Pump Station.

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

WHEREAS, Collection System Manager, Michael O'Brien, requested price quotes for the replacement of the emergency standby generator for the pump station, and

WHEREAS, CDE Electric, Inc. PO Box # 204, Cairo, NY, submitted the lowest conforming quote to install a generator at the Settlers Lane Pump Station in an amount not to exceed \$11,500, and

WHEREAS, the Town Board, as commissioners of Dutch Meadows Sewer District No. 1, wishes to have a generator installed to ensure continuing operation of the Settlers Lane Pump Station; now therefore be it

RESOLVED, that the Town Board hereby awards the contract to CDE Electric, Inc., PO Box # 204, Cairo, NY, for the installation of one (1) emergency standby generator, at a cost not to exceed \$11,500, and be it further

RESOLVED that the Comptroller is authorized to transfer \$11,500 to account G5-08111-00200 (Dutch Meadows Sewer District No.1 - Sewer Contractual – Equipment).

## Cynthia, Zlogar

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**From:** Town of Clifton Park Official Website <info@cliftonpark.org>  
**Sent:** Monday, October 7, 2024 9:29 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 #1530

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

**Department:** Sewer

**Your Name:** Michael O'Brien

**Your Email:** [mobrien@cliftonpark.org](mailto:mobrien@cliftonpark.org)

**Sponsor:** Barrett

**Agenda Session Date:** ~~10/14/2024~~ 10/21/2024 ✓ } per Mike O'Brien

**Board Meeting Date:** ~~10/07/2024~~ 10/21/2024 ✓

**Alternate Date:** 10/21/2024

**Budget Number:** G7-8111-200

**Budget Description:** Dutch Meadows Sewer Equip

**Amount:** 11,500

**Brief Description:** Hire CDE Electric to perform the relocation and installation of new emergency standby generator for the Settlers Lane PS

**Add Supporting Docs:**

[03a9d3aeeda4a400\\_Clifton\\_Park\\_Generator\\_24\\_Settlers\\_Ln\\_.pdf](#)

[04eaf06102eee496\\_TOWN\\_OF\\_CP\\_SEWER\\_SETTLERS\\_GENERATOR.pdf](#)

**Additional Comments/Details:** Solicited 2 other price requests. Patriot Generator Service could not provide a quote, Prediletto Electric did not respond.

**Agree to Terms:** Agree

[unsubscribe](#)

# CDE Electric Inc.

# QUOTE

PO Box 204  
 685 Vernal Butler Rd.  
 Cairo, NY 12413  
 518-622-3822

DATE:	9/30/2024 <small>kl here</small>
QUOTE #	24-161 R
Customer ID	
Valid Until:	45 days

**Customer**

Michael O'Brien  
 1 Town Hall Plaza  
 Clifton Park, NY 12060

Re: 24 Settler Ln.

DESCRIPTION	TAXED	AMOUNT
Scope of Work for Generator Installation		
1) Provide all wiring for new Generator provided by the Town		
2) Relocate the existing ATS to Outside by electrical meter		
3) Provide wiring for Block Heater and Battery Charger		
4) Provide new underground NG piping to Generator		
5) Provide alarm wiring from the Mission Alarm Panel		
6) Assist with Generator Startup		
7) Provide and install a 2" Gas Line & Up Grade Gas Meter		
Exclusion		
Generator Pad by others		
Setting Generator on new Pad by others		

**TERMS AND CONDITIONS**

1. Please fax or mail the signed price quote to the address above

Customer Acceptance (sign below):  
 \_\_\_\_\_  
 x \_\_\_\_\_  
 Print Name:

Subtotal	
Taxable	\$ -
Tax rate	0.000%
Tax due	
Other	\$ -
<b>TOTAL Due</b>	<b>\$11,500.00</b> ✱

If you have any questions about this price quote, please contact  
 [Name, Phone #, E-mail]

**Thank You For Your Business!**

## Wiring Concepts LLC



#137 Hopcity Rd., Ballston Spa, N.Y. 12020  
Phone 885-3202 Fax 885-3202

Date :9/24/2024

Proposal Submitted to: TOWN OF CLIFTON SEWER  
Job Location : SETTLERS LANE SEWER PUMP STATION  
City, State, and Zip Code:

We hereby submit specifications and estimates for:

### GAS PIPING FROM GAS METER TO GENERATOR

- 2" GAS PIPE
- TRENCHING
- GAS METER BY NATIONAL GRID TO INCREASE FOR GENERATOR 769807 BTU/HR (BY OTHERS)

### ELECTRICAL

- REMOVE TRANSFER SWITCH INSIDE TO OUTSIDE NEAR 100 AMP 3 PHASE DISCONNECT BY ROAD
- INSTALL J BOX TO REPLACE TRANSFER SWITCH
- INSTALL 2 INCH RGS PIPES IN GROUND WITH UNISTRUT CROSS ARMS
- INSTALL 3 INCH PVC CONDUIT FROM TRANSFER SWITCH TO GENERATOR
- IN STALL 4/0 COPPER WIRE FROM GENERATOR TO TRANSFER SWITCH
- INSTALL ¾ INCH PVC CONDUIT FROM TRANSFER SWITCH TO GENERATOR FROM CIRCUIT FOR HEATER AND BLOCK HEATER
- INSTALL 1 INCH PVC CONDUIT FROM TRANSFER SWITCH TO GENERATOR FOR CONTROL WIRES
- INSPECTION OF ELECTRICAL
- CHECK LIST FOR PRE-START UP
- USE EXISTING METER AND 100 AMP 3 PHASE DISCONNECT

We propose hereby to furnish material and labor -- complete in accordance with above specifications, for the sum of  
Dollars:

\$14,500.00 Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensations Insurance.

Authorized Signature:

\*\* Note: This proposal may be withdrawn within -- 30 -- days.

ACCEPTANCE OF PROPOSAL: -- The above process, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Acceptance:

Date of

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

**RESOLUTION**

**#8**

Resolution No. \_\_\_\_ of 2024, a resolution approving award recommendations from the Community Action Fund.

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

WHEREAS, by Resolution No. 46 of 2019, the Town Board established the Community Action Fund Committee to offer opportunities to back non-profit community programs and organizations that support people of Clifton Park, and

WHEREAS, by Resolution No. 92 of 2019, the Town Board approved the criteria for selecting and granting awards, which may range from a minimum of \$250 to a maximum of \$1,000, and funding is generated by the donation of bottles and cans redeemed for a deposit, and

WHEREAS, applications for Community Action Fund grants were received by September 30, 2024 and on October 8, 2024, the Community Action Fund Committee, consisting of Supervisor Barrett, Councilwoman Walowit, and Community Members met to review all applications and make recommendations to award the funds totaling \$13,284; now therefore, be it

RESOLVED, that the comptroller is authorized to increase A-2706 [General Fund - Community Action Fund Contributions] in the amount of \$13,284 and to issue checks totaling \$13,284, per the attached list, to be paid from A-7309-76 - [General Fund - Community Programs - Community Action Fund].

## Cynthia, Zlogar

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**From:** Town of Clifton Park Official Website <info@cliftonpark.org>  
**Sent:** Tuesday, October 8, 2024 12:18 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 #1535

A new 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](mailto:jspiegel@cliftonpark.org)  
**Sponsor:** Phil Barrett  
**Agenda Session Date:** 10/21/2024 ✓  
**Board Meeting Date:** 10/21/2024 ✓  
**Alternate Date:** 10/21/2024  
**Budget Number:** A-7309-76  
**Budget Description:** Community Action Fund  
**Amount:** 13,284  
**Brief Description:** Increase Revenues A-2707(bottle deposits community action fund)  
**Add Supporting Docs:**  
**Additional Comments/Details:** Distribution to Organizations will take place at the November 4th Town Board meeting  
**Agree to Terms:** Agree

[unsubscribe](#)

## 2024 Community Action Fund Applications

Funds Avail: \$13,353		Proposed: \$13,284		CAF Committee Meeting	
Organization Name	Contact Name	Amount Requesting	Proposed Amount		
Friends of Historic Grooms Tavern	Lin McGlinchey	1,000	\$400		
Cub Scout Pack 45	John Rude	1,000	\$350		
Friends of Music of Shen	Julia Tristan	1,000	\$300		
Faith Food Pantry	Ken Moritz	1,000	\$750.00		
Capital District YMCA	Andrea Montejano	1,000	\$250		
To Love A Child Inc.	Cindy Schmehl	1,000	\$250		
BSA Troop 4006- Jacob Weaver	David Lala	1,000	\$350		
Southern Saratoga Art Society	Jean Skanes	500	\$350		
Cub Scout Pack 4044	Lindsey Mendoza	1,000	\$350		
Shen Dollars for Scholars	Carol Fitzgerald	850	\$500		
Amity Reformed Church	Jessie Flynn	334	\$334		
BSA Troop 4030	Joe Prusinski	500	\$350		
BSA Troop 62G	Paul Quail	1,000	\$350.00		
Rebuilding Together Saratoga	Michelle Larkin	1,000	\$500		
Benson's Cares	Alexandra Waters	1,000	\$600		
GSNENY Troop 2037	Renee Kelly	1,000	\$350		
Shen Neighbors Connecting Inc	Nancy Varley	1,000	\$750		
Children's Museum at Saratoga	Lauren Blake	1,000	\$300		
Shen Helping Hands Food Pantry	Sheila Krupski	1,000	750		
Band Boosters of Shen	Angela Putnam	1,000	\$400		
Hi-5 Sports Inc	Jodi Eaves	1,000	\$500		
Cub Scout Pack 4062	Craig Berndt	1,000	\$350		
Shen Nordic Club Inc	Jim Flaherty	500	\$500		
St. Edward the Confessor	Patrick Butler	1,000	\$500		
Rugrunners Robotics LLC	Rose Barra	500	\$400		
Acadia Middle School PTA	Brandi Carson	1,000	250		
GSNENY Troop 2423	Marlene Michels	1,000	\$350		
BSA Troop 4006- Maddox Partyka	David Lala	800	\$350		
Christ Community Reformed Church	Immanuel Van Tonder	800	\$250		
Shen Bountiful Backpack	Beth Miles	1,000	\$750		
Holland FunHab Inc	Eileen Kassner	1,000	\$250		
NorthCountry Wild Care	Maureen Tusty	800	\$300		

# **RESOLUTION**

**#9**

Resolution No. \_\_\_\_\_ of 2024, a resolution scheduling a public hearing to consider the 2025 Preliminary Budget.

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

WHEREAS, the Town Board wishes to obtain comment regarding the 2025 Preliminary Budget, and

WHEREAS, salaries of the town's elected officials as proposed are attached; now, therefore, be it

RESOLVED, that a public hearing is hereby scheduled for Thursday, November 7, 2024 at 7:02 p.m. in the Wood Memorial Room, One Town Hall Plaza, Clifton Park, New York, to consider the 2025 Preliminary Budget; and be it further

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

## Cynthia, Zlogar

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**From:** Town of Clifton Park Official Website <info@cliftonpark.org>  
**Sent:** Tuesday, October 8, 2024 4:19 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 #1537

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

**Department:** Supervisor  
**Your Name:** Mark Heggen  
**Your Email:** [mheggen@cliftonpark.org](mailto:mheggen@cliftonpark.org)  
**Sponsor:** P. Barrett  
**Agenda Session Date:** 10/21/2024 ✓  
**Board Meeting Date:** 10/21/2024 ✓  
**Alternate Date:** 10/21/2024  
**Budget Number:** None  
**Budget Description:** None  
**Amount:** 0  
**Brief Description:** Schedule Public Hearing for 2025 Clifton Park Town Budget on November 7, 2024 at 7:01 pm.  
**Add Supporting Docs:**  
**Additional Comments/Details:** None  
**Agree to Terms:** Agree

[unsubscribe](#)

Town of Clifton Park  
Schedule of Salaries of Elected Town Officers  
(Article 8 of the Town Law)  
Budgeted for Year 2025

<u>Office</u>	<u>Salary</u>
Town Supervisor	\$ 116,357
Town Councilman (4)	\$ 18,762
Town Justice (2)	\$ 46,864
Town Clerk	\$ 84,517
Town Highway Superintendent	\$ 104,303

**RESOLUTION**  
**#10**

Resolution No. \_\_\_\_\_ of 2024, a resolution to hire Vida Sheehan as a Deputy Town Attorney.

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

WHEREAS, due to the upcoming retirement of Robert Wilcox, a vacancy exists for a Deputy Town Attorney, and

WHEREAS, the Town Board wishes to hire Vida Sheehan as a Deputy Town Attorney, to be assigned to the Planning Board Counsel, effective November 4, 2024, and

WHEREAS, pursuant to New York State Town Law Sections 864(5) and 824, the Town Board has the authority to appoint an individual as a Deputy Town Attorney to fill such position, and

WHEREAS Ms. Sheehan has the background, education, training and experience which qualifies her to act as a Deputy Town Attorney; now, therefore be it

RESOLVED, that Vida Sheehan is hereby appointed as a Deputy Town Attorney to the Town Planning Board, effective November 4, 2024, term to expire 12/31/2025, pursuant to New York State Town Law 864 (5), at a salary of \$24,000 per year; and be it further

RESOLVED, that the Comptroller is authorized to transfer \$3,700 for the remainder of 2024, from A-01420-E0877 (General Fund – Legal – R. Wilcox) to A-01420-Exxxx (General Fund – Legal – Employee).

## Cynthia, Zlogar

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**From:** Town of Clifton Park Official Website <info@cliftonpark.org>  
**Sent:** Friday, October 11, 2024 10:00 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 #1539

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

**Department:** Legal  
**Your Name:** Cindy Zlogar  
**Your Email:** [czlogar@cliftonpark.org](mailto:czlogar@cliftonpark.org)  
**Sponsor:** P. Barrett  
**Agenda Session Date:** 10/21/2024 ✓  
**Board Meeting Date:** 10/21/2024 ✓  
**Alternate Date:** 10/21/2024  
**Budget Number:** A-01420-E0877  
**Budget Description:** TBD  
**Amount:** \$24,000 annually  
**Brief Description:** Hire Vida Sheehan as Deputy Town Attorney assigned to the Planning Board Counsel to fill the vacancy from Robert Wilcox's upcoming retirement.

**Add Supporting Docs:**  
**Additional Comments/Details:** N/A  
**Agree to Terms:** Agree

[unsubscribe](#)

# **RESOLUTION**

**#11**

Resolution No. of 2024, a resolution scheduling a public hearing on November 4, 2024 to amend Town Code Chapter 208-16, relating to adequate buffering of adjoining properties between agricultural and residential uses.

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

WHEREAS, agricultural buffers are desired within the Town with the intent to mitigate the potential impacts of non-farm uses and activities that could be nuisances to agriculture, and

WHEREAS, agricultural buffers are also desired to mitigate potential odors, noise and other nuisances from agricultural and farming operations on the non-farm uses, including residential uses, and

WHEREAS, the Town Code refers to an adequate buffer in the Conservation Residential District, and

WHEREAS, in order to adequately protect agricultural operations which are in proximity to proposed residential subdivisions, a minimum required buffer is necessary, and

WHEREAS, the Town Board wishes to amend Town Code Chapter 208-16(B)(4) to address adequate buffering of adjoining properties between agricultural and residential uses; now, therefore, be it

RESOLVED, that the Town Board will hold a public hearing on November 4, 2024 at 7:10pm, to consider the proposed amendment to §208-16(B)(4) of the Town Code.

Draft Code change- agriculture buffer-208-16(B)(4)

208-16(B)(4) currently reads: "Development should support uses compatible with surrounding land uses and to provide and design for adequate buffering of adjoining properties between agricultural and residential uses."

Suggested amendments:

Agricultural buffers between non-farm uses and farms/agricultural activities

**Intent:** Agricultural buffers are desired within the Town of Clifton Park with the intent to mitigate the potential impacts of non-farm uses and activities that could be nuisances to agriculture; and likewise, to mitigate the potential for odors, noise and other potential nuisances from agricultural and farming operations on the non-farm uses, including residential uses.

For all new and amended site plans, subdivision plans, and special use permits, a 250-foot minimum agricultural buffer shall be provided between a subdivision or commercial development and any existing active agricultural operation that share all or part of a common lot line with the proposed non-farm/non-agricultural development. The buffer shall be established to protect the agricultural operation from any impact from the development and to reduce the exposure of the proposed uses from odors, noise, and other potential effects associated with the agricultural operation.

Such buffers may consist of vegetative screening, woodlands, vegetated berms, fencing, or natural topographic features.

The non-farm applicant shall be responsible for providing an effective buffer, subject to approval by the Planning Board.

No residential structures, accessory residential structures, or any temporary structure shall be placed within the buffer.

Agricultural buffer is an area that may be used for active agricultural land, agricultural operations, forestry uses, permanent open space, water quality protection area, natural habitat of meadow, woodlands, wetlands, natural topographic features, existing hedgerows and stone walls.

Approved agricultural buffers may be included in any required open space designation. All agricultural buffers must comply with 208-16 (F) and (G).

**RESOLUTION**  
**#12**

Resolution No. \_\_\_\_\_ of 2024 a resolution scheduling a public hearing to be held on December 16, 2024, regarding the Town of Clifton Park's Section 8 Housing Choice Voucher Program.

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

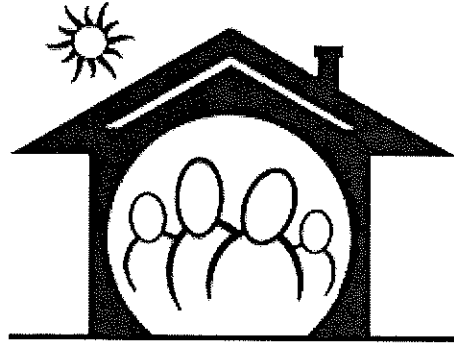
WHEREAS, the Town of Clifton Park operates a Section 8 Housing Choice Voucher Program funded by the U. S. Department of Housing and Urban Development, and

WHEREAS, to continue in the program, the Town is required to prepare and adopt a written PHA Plan that establishes local policies for administration of the Section 8 Housing Choice Voucher Program for the next five years in accordance with regulations of the U. S. Department of Housing and Urban Development, and

WHEREAS, the Town Board wishes to hold a public hearing to consider adoption of the Annual Plan establishing local policies for the administration of the Section 8 Housing Choice Voucher Program in accordance with regulations of the U.S. Department of Housing and Urban Development, and

WHEREAS, the Town Board has reviewed the attached proposed 5-year plan consistent with the Section 8 Housing Voucher Program; now, therefore be it

RESOLVED, that a public hearing to consider adoption of a new Five-Year Plan establishing local policies for administering the Town of Clifton Park Section 8 Housing Choice Voucher Program is hereby set forth and scheduled for December 16, 2024 at 7:02 p.m. in the Wood Memorial Room, One Town Hall Plaza, Clifton Park, and the Town Clerk is directed to publish notice of same.



**Town of Clifton Park  
Housing Choice Voucher  
Five Year and Annual PHA Plans  
2025-2029**

NY416

**JEM Inc – Central Office**

57 Phila Street  
Saratoga Springs, NY 12866



<b>B.</b>	<b>Plan Elements.</b> Required for <u>all</u> PHAs completing this form.
<b>B.1</b>	<p><b>Mission.</b> State the PHA's mission for serving the needs of low-income, very low-income, and extremely low-income families in the PHA's jurisdiction for the next five years.</p> <ul style="list-style-type: none"> <li>• Provide affordable, decent, safe, and sanitary housing to elderly and disabled low-income families, as well as other low-income families, dictated by local needs.</li> </ul>
<b>B.2</b>	<p><b>Goals and Objectives.</b> Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income, very low-income, and extremely low-income families for the next five years.</p> <ul style="list-style-type: none"> <li>• Expand the supply of assisted housing to meet local needs.</li> <li>• Improve the quality of service through better process and information systems.</li> <li>• Promote self-sufficiency and asset development of families and individuals.</li> <li>• Ensure equal opportunity in housing.</li> <li>• Reduce fraud and program abuse.</li> </ul>
<b>B.3</b>	<p><b>Progress Report.</b> Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p><b>Progress in Meeting Goals:</b></p> <ul style="list-style-type: none"> <li>• <b>Expand Supply of Assisted Housing:</b> Management has applied as notices of funding of availability have been announced. Management has requested for funding as other sources of HCV funding has become available.</li> <li>• <b>Improve Quality of Assisted Housing:</b> Management has instituted improvements to policy and procedure to increase customer satisfaction. Management has surveyed participants for improvements to the program.</li> <li>• <b>Promote Self Sufficiency and Asset Development of Assisted Households:</b> Management has developed in-house providers for Budget, Credit, Employment and Homeownership coordination.</li> <li>• Management is in compliance with Fair Housing Laws and case-workers hold industry certifications that include fair housing training.</li> <li>• Management employees a full time program-integrity coordinator with the function of reducing fraud and program abuse.</li> </ul>
<b>B.4</b>	<p><b>Violence Against Women Act (VAWA) Goals.</b> Provide a statement of the PHA's goals, activities, objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.</p> <p>The intent of the provisions of the Violence Against Women Act to protect certain victims of criminal domestic violence, dating violence, sexual assault, or stalking (as well as members of victims' immediate families) from losing their HUD assisted housing as a consequence of the abuse of which they were the victim has always been the policy followed in programs administered by JEM, Inc, and will continue to be the policy in the future. In this respect we have recognized the needs addressed in the Act and have always taken steps to address those needs. Both tenants and owners are informed of our policy as the need arises and both are thoroughly advised of their options.</p> <p>In determining if tenants are victims of criminal domestic violence, dating violence, sexual assault, or stalking and in danger of losing their HUD assisted housing as a consequence of such abuse, we accept appropriate documentation from local police reports, social service agency statements, and other reliable corroborative evidence before taking action. Unless eviction is imminent, we place no time limit on tenant's reporting and the development of reliable evidence.</p>

C.	Other Document and/or Certification Requirements.
C.1	<p><b>Significant Amendment or Modification.</b> Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <ul style="list-style-type: none"> <li>• A change in the PHA mission or a strategic goal will be considered a substantial deviation from the five year plan.</li> <li>• Changes in or additions to the PHA mission; strategic goals; strategy for addressing needs; or policies governing eligibility, selection, and admission will be considered a significant amendment or modification to the PHA's five year and annual plan.</li> </ul>
C.2	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) have comments to the 5-Year PHA Plan?</p> <p>Y N  <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p> <ul style="list-style-type: none"> <li>• Please see attached.</li> </ul>
C.3	<p><b>Certification by State or Local Officials.</b></p> <p><u>Form HUD-50077-SL, Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</u>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <ul style="list-style-type: none"> <li>• Please see attached.</li> </ul>
C.4	<p><b>Required Submission for HUD FO Review.</b></p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y N  <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, include Challenged Elements.</p>

**D. Affirmatively Furthering Fair Housing (AFFH).**

<b>D.1</b>	<p><b>Affirmatively Furthering Fair Housing. (Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)</b></p> <p>Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.</p> <table border="1"><tr><td data-bbox="219 520 1474 562"><b>Fair Housing Goal:</b></td></tr><tr><td data-bbox="219 562 1474 779"><p><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></p><p>Not required at this time.</p></td></tr><tr><td data-bbox="219 806 1474 848"><b>Fair Housing Goal:</b></td></tr><tr><td data-bbox="219 848 1474 1085"><p><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></p><p>Not required at this time.</p></td></tr><tr><td data-bbox="219 1108 1474 1150"><b>Fair Housing Goal:</b></td></tr><tr><td data-bbox="219 1150 1474 1348"><p><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></p><p>Not required at this time.</p></td></tr></table>	<b>Fair Housing Goal:</b>	<p><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></p> <p>Not required at this time.</p>	<b>Fair Housing Goal:</b>	<p><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></p> <p>Not required at this time.</p>	<b>Fair Housing Goal:</b>	<p><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></p> <p>Not required at this time.</p>
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<b>Streamlined Annual PHA Plan (Small PHAs)</b>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 03/31/2024
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**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, including changes to these policies, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

**Applicability.** The Form HUD-50075-SM is to be completed annually by **Small PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, HCV-Only PHA, or Qualified PHA do not need to submit this form.

**Definitions.**

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers and was designated as a high performer on both the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceed 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined and is not PHAS or SEMAP troubled.

A. PHA Information.						
A.1	<b>PHA Name:</b> <u>Town of Clifton Park</u>		<b>PHA Code:</b> <u>NY416</u>			
	<b>PHA Type:</b> <input checked="" type="checkbox"/> Small					
	<b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): <u>1/2025</u>					
	<b>PHA Inventory</b> (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)					
	<b>Number of Public Housing (PH) Units</b> <u>0</u>		<b>Number of Housing Choice Vouchers (HCVs)</b> <u>62</u>			
	<b>Total Combined</b> <u>62</u>					
	<b>PHA Plan Submission Type:</b> <input checked="" type="checkbox"/> Annual Submission		<input type="checkbox"/> Revised Annual Submission			
	<p><b>Availability of Information.</b> In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p>					
	<input type="checkbox"/> <b>PHA Consortia:</b> (Check box if submitting a Joint PHA Plan and complete table below)					
	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	
					PH	HCV
	Lead PHA:					

**B. Plan Elements Submitted with 5-Year PHA Plans.** Required elements for Small PHAs completing this document in years in which the 5-Year Plan is also due. This section does not need to be completed for years when a Small PHA is not submitting its 5-Year Plan. See sub-section below for required elements in all other years (Years 1-4).

**B.1 Revision of Existing PHA Plan Elements.**

(a) Have the following PHA Plan elements been revised by the PHA since its last Five-Year PHA Plan submission?

Y	N
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>

(b) If the PHA answered yes for any element, describe the revisions for each element(s)

<b>B.2</b>	<p><b>New Activities.</b></p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant Based Assistance.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Project-Based Rental Assistance or Project-Based Vouchers under RAD.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Project Based Vouchers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project-based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p> <p><b>Pursuant to Housing Opportunity Through Modernization Act of 2016 (HOTMA), HUD has permitted Housing Agencies discretion in implementing several policy amendments. Resultingly, as these policy amendments are identified below, and a public hearing is required on this plan, no subsequent public hearing will be held upon the implementation of these polices. These policy amendments will be implemented upon the full implementation of HOTMA, which has been delayed until at the earliest July 1, 2025 per Housing Notice PIH 2024-09.</b></p> <p><b>These policy amendments include:</b></p> <ul style="list-style-type: none"> <li>• PHA will accept a family's self-certification of net assets equal to or less than \$50,000 at admission and as need at reexamination</li> <li>• PHA will examine assets at all annual reexaminations to determine if the \$100,000 asset limitation has been reached</li> <li>• PHA will terminate assistance effective six months from the date of the reexamination during which those assets were verified to be greater than \$100,000</li> <li>• PHA will review the specific circumstance for those applicant or participants who own suitable housing to determine if denial or termination is required</li> <li>• PHA will review and grant Medical Allowance hardships as needed for 90-day period, and extended as warranted</li> <li>• PHA will review and grant Childcare Allowance hardships as needed for 90-day period, and extended as warranted</li> <li>• PHA will conduct Interim reexaminations for all verified decreases in adjusted income including when a family member moves out of the assisted unit</li> <li>• PHA will consider not conducting Interim Reexamination for reported increases in earned income for a family</li> <li>• PHA will deny or terminate assistance when and if an applicant or participant revokes an executed consent form (Form HUD-9886)</li> <li>• PHA will not verify employment and income information during an interim reexamination using EIV</li> <li>• PHA will use EIV to verify tenant employment and income information at annual reexaminations of family composition and income.</li> <li>• PHA will use HUD's verification hierarchy when verifying each household's income, assets, deductions, and expenses.</li> <li>• PHA will access the EIV system and obtain an Income Report for each household during annual recertifications</li> <li>• PHA will not determine income using safe harbor means</li> </ul>
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<b>B.3</b>	<p><b>Progress Report.</b></p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.</p> <p><b>Progress in Meeting Goals:</b></p> <ul style="list-style-type: none"> <li>• <b>Expand Supply of Assisted Housing:</b> Management has applied as notices of funding of availability have been announced. Management has requested for funding as other sources of HCV funding has become available.</li> <li>• <b>Improve Quality of Assisted Housing:</b> Management has instituted improvements to policy and procedure to increase customer satisfaction. Management has surveyed participants for improvements to the program.</li> <li>• <b>Promote Self Sufficiency and Asset Development of Assisted Households:</b> Management has developed in-house providers for Budget, Credit, Employment and Homeownership coordination.</li> <li>• <b>Management is in compliance with Fair Housing Laws and case-workers hold industry certifications that include fair housing training.</b></li> <li>• <b>Management employees a full time program-integrity coordinator with the function of reducing fraud and program abuse.</b></li> </ul>
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B.4	<p><b>Capital Improvements.</b> Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.</p> <p><b>Not applicable for HCV only PHA.</b></p>
B.5	<p><b>Most Recent Fiscal Year Audit.</b></p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p><b>No findings of the HCV program.</b></p>
<p><b>Plan Elements Submitted All Other Years (Years 1-4).</b> Required elements for all other fiscal years. This section does not need to be completed in years when a Small PHA is submitting its 5-Year PHA Plan.</p>	
B.1	<p><b>New Activities</b></p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> <input type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Tenant-Based Assistance.</p> <p><input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.</p> <p><input type="checkbox"/> <input type="checkbox"/> Project Based Vouchers.</p> <p><input type="checkbox"/> <input type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> <input type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process.</p> <p>(c) If using Project-Based Vouchers, provide the projected number of project-based units, general locations, and describe how project-basing would be consistent with the PHA Plan.</p> <p>(c) The PHA must submit its Deconcentration Policy for Field Office Review.</p> <p><b>Not applicable for 2025.</b></p>
B.2	<p><b>Capital Improvements.</b> Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.</p> <p><b>Not applicable to the HCV program.</b></p>
<p><b>C Other Document or Certification Requirements for Annual Plan Submissions.</b> Required in all submission years.</p>	
C.1	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) have comments to the PHA Plan?</p> <p>Y N</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p> <p><b>Please see attached.</b></p>

C.2	<p><b>Certification by State or Local Officials.</b></p> <p><u>Form HUD 50077-SL</u>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <p><b>Please see attached.</b></p>
C.3	<p><b>Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</b></p> <p>Form HUD-50077-CRT-SM, <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <p><b>Please see attached.</b></p>
C.4	<p><b>Challenged Elements.</b> If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.</p> <p>(d) Did the public challenge any elements of the Plan?</p> <p>Y N  <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>If yes, include Challenged Elements.</p>

<b>D.</b>	<b>Affirmatively Furthering Fair Housing (AFFH).</b>									
D.1	<p><b>Affirmatively Furthering Fair Housing.</b></p> <p>Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item</p> <table border="1" data-bbox="215 548 1487 846"> <tr> <td><b>Fair Housing Goal:</b></td> </tr> <tr> <td><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></td> </tr> <tr> <td>Not required at this time.</td> </tr> </table> <table border="1" data-bbox="215 869 1487 1108"> <tr> <td><b>Fair Housing Goal:</b></td> </tr> <tr> <td><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></td> </tr> <tr> <td>Not required at this time.</td> </tr> </table> <table border="1" data-bbox="215 1131 1487 1318"> <tr> <td><b>Fair Housing Goal:</b></td> </tr> <tr> <td><u><i>Describe fair housing strategies and actions to achieve the goal</i></u></td> </tr> <tr> <td>Not required at this time.</td> </tr> </table>	<b>Fair Housing Goal:</b>	<u><i>Describe fair housing strategies and actions to achieve the goal</i></u>	Not required at this time.	<b>Fair Housing Goal:</b>	<u><i>Describe fair housing strategies and actions to achieve the goal</i></u>	Not required at this time.	<b>Fair Housing Goal:</b>	<u><i>Describe fair housing strategies and actions to achieve the goal</i></u>	Not required at this time.
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<u><i>Describe fair housing strategies and actions to achieve the goal</i></u>										
Not required at this time.										

## **JEM Inc - Central Office Housing Choice Voucher 2025 Five Year Plan - Resident Advisory Board Narrative**

Given that Central Office for Section 8 administers a Housing Choice Voucher program where program participants find housing on the private market, in lieu of having a Residence Advisory Board, a survey is performed. This approach has been in place for many years and is consistent with the regulations.

Fifty randomly selected surveys were e-mailed to active HCV participants. Participants were given one week to return the survey. Six surveys were returned.

Surveys asked participants to agree or disagree with statements that correlate to the mission and goals of the plan. An area for comments was included.

- 100% agreed with the program's mission.
- 100% agree the size of the program should be increased should additional funding become available.
- 100% agree there should be an emphasis on increasing tenant satisfaction and improving management functions.
- 100% agree the program should promote self-sufficiency.
- 100% agree that there should be equal access to assisted housing regardless of race, color, religion, national origin, sex, familial status or disability.
- 100% agree that program participation should be offered first to residents of the community, the elderly and the disabled.
- 100% agree that consideration should be given to allow subsidies to purchase a house.
- 100% agree additional measures should be taken to prevent and reduce fraud.
- 100% agree steps should be taken to allow participants and landlords to complete paperwork online.

The respondents chose not to make any comments.

Based upon both the quantitative and qualitative data gathered from this survey, the respondents strongly and increasingly support the mission and goals of this program.

#end#