

TOWN OF CLIFTON PARK TOWN BOARD MEETING

January 6, 2025

- I. Call to Order/7:00 P. M.**
- II. Pledge to Flag**
- III. Roll Call**
- IV. Business –**
 - **Swearing in of all elected, newly elected or appointed officials**
- V. Adjournment - Proceed to Organizational Meeting of the Town Board**

NOTE:

Please check www.cliftonpark.org for updates.

TOWN OF CLIFTON PARK TOWN BOARD MEETING

ORGANIZATIONAL

January 6, 2025

The Town Board meeting can be viewed live by visiting www.cliftonpark.org Scroll down to click



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

II. Roll Call

III. Business

- **Legal Holidays to be observed in 2025**
- **Town Board Meetings 2025**
- **Procurement Policy**
- **Matrix for Part-time and Non-Union Personnel**
- **Resolution for Consideration**

IV. Adjournment - Proceed to 1st 2025 Regular Meeting of the Town Board

NOTE:

Please check www.cliftonpark.org for updates.



PROPOSED 2025 HOLIDAY SCHEDULE IN HOUSE

THE FOLLOWING ARE THE LEGAL HOLIDAYS TO BE OBSERVED FOR 2025:

NEW YEAR'S DAY	MONDAY	01/01/25
MARTIN LUTHER KING JR. DAY	MONDAY	01/20/25
PRESIDENTS' DAY	MONDAY	02/17/25
MEMORIAL DAY	MONDAY	05/26/25
JUNETEENTH	THURSDAY	06/19/25
INDEPENDENCE DAY	FRIDAY	07/04/25
LABOR DAY	MONDAY	09/01/25
COLUMBUS DAY OBSERVED	MONDAY	10/13/25
VETERANS DAY	TUESDAY	11/11/25
THANKSGIVING DAY	THURSDAY	11/27/25
DAY AFTER THANKSGIVING	FRIDAY	11/28/25
½ DAY CHRISTMAS EVE (12:30PM)	WEDNESDAY	12/24/25
CHRISTMAS DAY	THURSDAY	12/25/25
½ DAY NEW YEAR'S EVE (12:30PM)	WEDNESDAY	12/31/25
NEW YEAR'S DAY	THURSDAY	01/01/26

Proposed Town Board Meeting Dates 2025

Monday January 6 –

6:30pm- Agenda Session for January 21 Town Board Meeting

7:00pm-Organizational & Town Board Meeting

Tuesday January 21 (Day after Martin Luther King Day)-

6:30pm- Agenda Session for February 3 Town Board Meeting

7:00pm- Town Board Meeting

Monday February 3-

6:30pm – Agenda Session for February 24 Town Board Meeting

7:00pm- Town Board Meeting

Monday February 24 (Moved due to School Winter Break Week)-

6:30pm- Agenda Session for March 3 Town Board Meeting

7:00pm-Town Board Meeting

Monday March 3-

6:30pm- Agenda Session for March 17 Town Board Meeting

7:00pm- Town Board Meeting

Monday March 17-

6:30pm- Agenda Session for April 7 Town Board Meeting

7:00pm- Town Board Meeting

Monday April 7-

6:30pm- Agenda Session for April 21 Town Board Meeting

7:00pm- Town Board Meeting

Monday April 21-

6:30pm- Agenda Session for May 5 Town Board Meeting

7:00pm- Town Board Meeting

Monday May 5-

6:30pm- Agenda Session for May 19 Town Board Meeting

7:00pm- Town Board Meeting

Monday May 19-

6:30pm- Agenda Session for June 2 Town Board Meeting

7:00pm- Town Board Meeting

Monday June 2-

6:30pm- Agenda Session for June 16 Town Board Meeting

7:00pm- Town Board Meeting

Monday June 16-

6:30pm- Agenda Session for July 7 Town Board Meeting

7:00pm- Town Board Meeting

Monday July 7-

6:30pm- Agenda Session for July 21 Town Board Meeting

7:00pm- Town Board Meeting

Monday July 21-

6:30pm- Agenda Session for August 4 Town Board Meeting

7:00pm- Town Board Meeting

Monday August 4-

6:30pm- Agenda Session for August 18 Town Board Meeting

7:00pm- Town Board Meeting

Monday August 18-

6:30pm- Agenda Session for September 2 Town Board Meeting

7:00pm- Town Board Meeting

Tuesday September 2 (Day after Labor Day)-

6:30pm- Agenda Session for September 15 Town Board Meeting

7:00pm- Town Board Meeting

Monday September 15-

6:30pm- Agenda Session for October 6 Town Board Meeting

7:00pm- Town Board Meeting

Monday October 6-

6:30pm- Agenda Session for October 20 Town Board Meeting

7:00pm- Town Board Meeting

Monday October 20-

6:30pm- Agenda Session for November 3 Town Board Meeting

7:00pm- Town Board Meeting

Monday November 3-

6:30pm- Agenda Session for November 17 Town Board Meeting

7:00pm- Town Board Meeting

Monday November 17-

6:30pm- Agenda Session for December 1 Town Board Meeting

7:00pm- Town Board Meeting

Monday December 1-

6:30pm- Agenda Session for December 15 Town Board Meeting

7:00pm- Town Board Meeting

Monday December 15-

6:30pm- Agenda Session for January 5, 2026 Organizational & Town Board Meeting

7:00pm- Town Board Meeting

Town of Clifton Park
Procurement Policy
As of 1/6/2025

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

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

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

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

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

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

POLICY 1 A: The Determination that a contract or service is not governed by GML 103 shall be made by the Town Attorney or Comptroller. For procurements which may reasonably be anticipated to be within 15 % of the applicable threshold for required sealed bid GML 103 review (which is \$29,750 for municipal contracts for public works and \$17,000 for purchase contracts), complete documentation supporting the procurement shall be submitted to the Comptroller or Town Attorney for review prior to submitting a request for Town Board action. The Comptroller and/or the Town Attorney's office will advise the Department submitting the procurement request within 14 days of submission whether a sealed bid process is required, as

well as a determination that the request complies with all state and local law, rules and adopted policies.

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

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

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

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

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

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

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

POLICY 5: For Revenue contracts, Professional Service Contracts, Consulting Services for new services, initiatives, or pilot programs, determinations shall be made concerning the applicable thresholds based upon information available, and the methods of obtaining alternative quotes, proposals and expressions of interest selected should be based on the availability of

potential sources and the cost-effectiveness of each method under the circumstances, pursuant to the policy goals of GML 104-b, quoted above.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Whenever any contract is awarded on the basis of best value instead of lowest responsible

bidder, the basis for determining best value and the final calculations used shall be thoroughly and accurately documented and made part of the procurement record.

POLICY 16: The Town of Clifton Park, at its discretion and following the guidelines set forth in General Municipal Law§ 103, may procure goods (including apparatus, materials, equipment and supplies) and services by "piggy backing" through contracts let by the United States, or any agency thereof, any state or any political subdivision or district therein, if such a contract was let in a manner consistent with competitive bidding or "best value" methodology and made available for use by other government agencies. This may include, but not limited to, contracts let by other counties, states, national cooperative contracts, contracts let by the federal government through the General Services Administration (GSA) made available for use to county government, for example Schedule 70 (IT related purchases), Schedule 84 (Law Enforcement purchase), and other purchases related to Disaster Recovery.

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

* Highest bidder/quote for Revenue Contracts
As adopted by Resolution No. 1 of 2025

EMPLOYEES AUTHORIZED TO APPROVE
PURCHASES
As of January 6, 2025

Supervisor's Office:

Phil Barrett, Town Supervisor
Jean Spiegel, Confidential Secretary

Assessor's Office:

Walter Smead, Assessor
Kelly Miller, Valuation Assistant

Attorney's Office:

Paul Pelagalli, Town Attorney

Buildings & Grounds:

Daniel Clemens, Director
Regan Tromblee, Senior Account Clerk
Kieran Lynch, Maintenance Supervisor
Donald McCune, Transfer Station Manager

Building & Development:

Wade Schoenborn, Director
John DeSimone, Chief Bureau of Fire Prevention

Clerk:

Stephanie Ranze, Town Clerk
Claudia Fitzgerald, Deputy Town Clerk
Raina Munafo, Deputy Town Clerk

Comptroller:

Mark Heggen, Comptroller
Darlene Allen, Deputy Comptroller

Town Court:

Connie Brown, Chief Court Clerk

Highway Department:

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

Parks & Recreation:

Michael Woerner, Director
Diana Fraser, Assistant Director

Planning & Zoning Department:

John Scavo, Planning Director

Scott Reese, Zoning Administrator and Stormwater Management Officer

Receiver of Taxes:

Rose Savallo, Receiver of Taxes

Safety & Security Office:

Lou Pasquarell, Director

Teresa Cook, Director, Animal Control

Senior Citizen Center:

Susan Leonard, Director

Sewer Department:

Mike O'Brien, Collections System Manager

Town of Clifton Park

Salary Matrix

2024 Salary Matrix

3.00%

Percent Increase:

Grade	Percent Increase:										
	1	2	3	4	5	6	7	8	9	10	11
1	18.24	18.42	18.97	19.54	20.13	20.73	21.56	22.42	23.54	24.72	25.96
2	21.02	21.23	21.87	22.53	23.21	23.91	24.87	25.86	27.15	28.51	29.94
3	23.83	24.07	24.79	25.53	26.30	27.09	28.17	29.30	30.77	32.31	33.93
4	26.62	26.89	27.70	28.53	29.39	30.27	31.48	32.74	34.38	36.10	37.91
5	29.45	29.74	30.63	31.55	32.50	33.48	34.82	36.21	38.02	39.92	41.92
6	32.22	32.54	33.52	34.53	35.57	36.64	38.11	39.63	41.61	43.69	45.87
7	35.75	36.11	37.19	38.31	39.46	40.64	42.27	43.96	46.16	48.47	50.89
8	39.25	39.64	40.83	42.05	43.31	44.61	46.39	48.25	50.66	53.19	55.85
9	43.47	43.90	45.22	46.58	47.98	49.42	51.40	53.46	56.13	58.94	61.89
10	46.26	46.72	48.12	49.56	51.05	52.58	54.68	56.87	59.71	62.70	65.84
11	49.78	50.28	51.79	53.34	54.94	56.59	58.85	61.20	64.26	67.47	70.84
12	53.29	53.82	55.43	57.09	58.80	60.56	62.98	65.50	68.78	72.22	75.83
13	56.79	57.36	59.08	60.85	62.68	64.56	67.14	69.83	73.32	76.99	80.84
14	61.01	61.62	63.47	65.37	67.33	69.35	72.12	75.00	78.75	82.69	86.82
Step Percent Increase	1	2	3	3	3	3	4.00%	4.00%	5.00%	5.00%	5.00%
Yrs in Step	1	2	3	3	3	3	3	3	3	3	3

Town of Clifton Park

Salary Matrix

2024 Salary Matrix Percent Increase: 3.00%

Grade	1	2	3	4	5	6	7	8	9	10	11
Yearly Salary		261 days									
1	33,324	33,653	34,658	35,700	36,778	37,874	39,390	40,961	43,008	45,163	47,429
2	38,404	38,787	39,956	41,162	42,405	43,684	45,437	47,246	49,603	52,088	54,700
3	43,537	43,976	45,291	46,643	48,050	49,493	51,467	53,531	56,217	59,030	61,990
4	48,635	49,128	50,608	52,124	53,696	55,303	57,514	59,816	62,812	65,955	69,262
5	53,805	54,335	55,961	57,642	59,378	61,168	63,616	66,156	69,463	72,934	76,588
6	58,866	59,451	61,241	63,086	64,986	66,941	69,627	72,404	76,021	79,822	83,804
7	65,315	65,973	67,946	69,992	72,093	74,249	77,227	80,315	84,334	88,555	92,976
8	71,710	72,422	74,596	76,825	79,127	81,502	84,755	88,153	92,556	97,178	102,038
9	79,420	80,205	82,617	85,102	87,659	90,290	93,908	97,671	102,550	107,683	113,073
10	84,517	85,357	87,915	90,546	93,268	96,064	99,900	103,901	109,090	114,553	120,290
11	90,948	91,862	94,620	97,452	100,375	103,390	107,519	111,812	117,403	123,268	129,425
12	97,361	98,329	101,271	104,303	107,428	110,643	115,064	119,669	125,661	131,946	138,541
13	103,755	104,797	107,939	111,173	114,516	117,951	122,665	127,579	133,956	140,661	147,695
14	111,465	112,580	115,960	119,431	123,012	126,702	131,763	137,025	143,876	151,075	158,620

Town of Clifton Park
Salary Matrix

2024 Salary Matrix Percent Increase: 3.00%

Grade	1	2	3	4	5	6	7	8	9	10	11
1	15.91	16.07	16.55	17.05	17.56	18.09	18.81	19.56	20.54	21.57	22.65
2	18.40	18.58	19.14	19.71	20.30	20.91	21.75	22.62	23.75	24.94	26.19
3	20.85	21.06	21.69	22.34	23.01	23.70	24.65	25.64	26.92	28.27	29.68
4	23.29	23.52	24.23	24.96	25.71	26.48	27.54	28.64	30.07	31.57	33.15
5	25.78	26.04	26.82	27.62	28.45	29.30	30.47	31.69	33.27	34.93	36.68
6	28.21	28.49	29.34	30.22	31.13	32.06	33.34	34.67	36.40	38.22	40.13
7	31.28	31.59	32.54	33.52	34.53	35.57	36.99	38.47	40.39	42.41	44.53
8	34.35	34.69	35.73	36.80	37.90	39.04	40.60	42.22	44.33	46.55	48.88
9	38.03	38.41	39.56	40.75	41.97	43.23	44.96	46.76	49.10	51.56	54.14
10	40.51	40.92	42.15	43.41	44.71	46.05	47.89	49.81	52.30	54.92	57.67
11	43.56	44.00	45.32	46.68	48.08	49.52	51.50	53.56	56.24	59.05	62.00
12	46.62	47.09	48.50	49.96	51.46	53.00	55.12	57.32	60.19	63.20	66.36
13	49.72	50.22	51.73	53.28	54.88	56.53	58.79	61.14	64.20	67.41	70.78
14	53.36	53.89	55.51	57.18	58.90	60.67	63.10	65.62	68.90	72.35	75.97
Step Percent Increase		1.00%	3.00%	3.00%	3.00%	3.00%	4.00%	4.00%	5.00%	5.00%	5.00%
Yrs in Step	1	2	3	3	3	3	3	3	3	3	3

Town of Clifton Park
Salary Matrix

2024 Salary Matrix Percent Increase: 3.00%

Grade	1	2	3	4	5	6	7	8	9	10	11
Yearly Salary			261 days								
1	33,220	33,554	34,556	35,600	36,665	37,772	39,275	40,841	42,888	45,038	47,293
2	38,419	38,795	39,964	41,154	42,386	43,660	45,414	47,231	49,590	52,075	54,685
3	43,535	43,973	45,289	46,646	48,045	49,486	51,469	53,536	56,209	59,028	61,972
4	48,630	49,110	50,592	52,116	53,682	55,290	57,504	59,800	62,786	65,918	69,217
5	53,829	54,372	56,000	57,671	59,404	61,178	63,621	66,169	69,468	72,934	76,588
6	58,902	59,487	61,262	63,099	64,999	66,941	69,614	72,391	76,003	79,803	83,791
7	65,313	65,960	67,944	69,990	72,099	74,270	77,235	80,325	84,334	88,552	92,979
8	71,723	72,433	74,604	76,838	79,135	81,516	84,773	88,155	92,561	97,196	102,061
9	79,407	80,200	82,601	85,086	87,633	90,264	93,876	97,635	102,521	107,657	113,044
10	84,585	85,441	88,009	90,640	93,354	96,152	99,994	104,003	109,202	114,673	120,415
11	90,953	91,872	94,628	97,468	100,391	103,398	107,532	111,833	117,429	123,296	129,456
12	97,343	98,324	101,268	104,316	107,448	110,664	115,091	119,684	125,677	131,962	138,560
13	103,815	104,859	108,012	111,249	114,589	118,035	122,754	127,660	134,050	140,752	147,789
14	111,416	112,522	115,905	119,392	122,983	126,679	131,753	137,015	143,863	151,067	158,625

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

COLA Increase 3.00%

Grade	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>	<u>Step 9</u>	<u>Step 10</u>	<u>Step 11</u>
1	18.53	18.72	19.28	19.86	20.46	21.07	21.91	22.79	23.93	25.13	26.39
2	20.47	20.67	21.29	21.93	22.59	23.27	24.20	25.17	26.43	27.75	29.14
3	22.38	22.60	23.28	23.98	24.70	25.44	26.46	27.52	28.90	30.35	31.87
4	24.91	25.16	25.91	26.69	27.49	28.31	29.44	30.62	32.15	33.76	35.45
5	27.49	27.76	28.59	29.45	30.33	31.24	32.49	33.79	35.48	37.25	39.11
6	30.10	30.40	31.31	32.25	33.22	34.22	35.59	37.01	38.86	40.80	42.84
7	33.87	34.21	35.24	36.30	37.39	38.51	40.05	41.65	43.73	45.92	48.22
8	37.71	38.09	39.23	40.41	41.62	42.87	44.58	46.36	48.68	51.11	53.67
9	41.51	41.93	43.19	44.49	45.82	47.19	49.08	51.04	53.59	56.27	59.08
10	44.18	44.62	45.96	47.34	48.76	50.22	52.23	54.32	57.04	59.89	62.88
11	47.53	48.01	49.45	50.93	52.46	54.03	56.19	58.44	61.36	64.43	67.65
12	50.90	51.41	52.95	54.54	56.18	57.87	60.18	62.59	65.72	69.01	72.46
13	54.26	54.80	56.44	58.13	59.87	61.67	64.14	66.71	70.05	73.55	77.23
14	58.28	58.86	60.63	62.45	64.32	66.25	68.90	71.66	75.24	79.00	82.95
Years in Step	1	2	3	3	3	3	3	3	3	3	3
Percent Increase	1.00%	3.00%	3.00%	3.00%	3.00%	4.00%	4.00%	5.00%	5.00%	5.00%	5.00%

Resolutions for Consideration
Clifton Park Town Board Meeting
Organizational

January 6, 2025

<u>SOURCE</u>	<u>RESOLUTION</u>	<u>CONTACT</u>
1. Supervisor	2025 Organizational Resolution	P. Barrett

Resolution No. of 2025 a resolution in connection with the reorganization of the Town of Clifton Park government for calendar year 2025.

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

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

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

The Town Board will hold Agenda Sessions at 6:30pm on the first and third Mondays of the month, prior to that evening's Town Board meeting in Conference Room C, to establish the agenda for the following Town Board meeting on a rolling basis, and that

Roll call votes shall be voted in the following order:

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

Philip C. Barrett, Supervisor	bi-weekly
Zabed Manir, Councilman	bi-weekly
Agatha Reid, Councilwoman	bi-weekly
Anthony Morelli, Councilman	bi-weekly
Lynda Walowit, Councilwoman	bi-weekly
Robert A. Rybak, Town Justice	bi-weekly
James F. Hughes, Town Justice	bi-weekly
Stephanie Ranze, Town Clerk	bi-weekly
Dahn S. Bull, Highway Superintendent	bi-weekly

and that

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

Mark Heggen be reappointed as Town Comptroller, at a salary as budgeted, and that Darlene Allen be reappointed as Assistant Comptroller, at a salary as budgeted, and that Jean Spiegel be reappointed as Confidential Executive Secretary, at a salary as budgeted, and be it further

RESOLVED, that Philip Barrett is hereby reappointed as a marriage officer for the Town of Clifton Park pursuant to New York State Domestic Relations Law Section 11-c for a term to expire December 31, 2025, at no salary, and be it further

RESOLVED, that Stephanie Ranze be appointed for the remainder of a two-year term as Registrar of Vital Statistics and Records Management Officer for the Town, term to expire December 31, 2025, and be it further

RESOLVED, that Paul Pelagalli continue a two-year term serving as Town Attorney, at a salary as budgeted, with duties to include all legal matters relating to the Town Board and shall include all contracts and agreements on behalf of the Town, supervision of all litigation matters, special districts, improvement districts, Labor and Employment Law, tax certiorari matters, the Department of Building and Development, the Ethics Board, and such special projects delegated by the Supervisor, and that

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

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

Cynthia Zlogar, be reappointed as Confidential Secretary to the Town Attorney at a salary as budgeted, and be it further

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

RESOLVED, that the dog park fees be \$30/year and may be prorated at ½ year price of \$15 between July 1, 2025, and December 31, 2025, and that

Richard DiCaprio, Deacon, St. Edward's Church, and Town Justices James Hughes and Robert Rybak, and Karen Heggen, Saratoga County District Attorney, and Philip Barrett, Town Supervisor, and Melinda Acker, Youth Court Director, be reappointed and Fern Hurley, Associate Executive Director at CAPTAIN, Paul Pelagalli, Town Attorney, and David Huestis, Saratoga County Sheriff, be appointed to serve a term of one-year, each to expire December 31, 2025 as Members of the Youth Court Community Board, and be it further

RESOLVED, that Teresa Cook, be designated as the Official Town Officer to act on behalf of the Assessor to process claims pursuant to Section 125, Article 7 of the Agriculture and Markets Law for the year 2025, and that

Dennis Ballard and Chantal Smith, be reappointed provisionally as Part-Time Animal Control Officers at salaries as budgeted for the year 2025, and that

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

James Ryan, be reappointed as Highway Maintenance Supervisor, at a salary as budgeted, and that

Stanley Rusinovich, be reappointed as Assistant Highway Maintenance Supervisor, at a salary as budgeted, and that

Councilwoman Agatha Reid be reappointed as Liaison to the Historic Preservation Commission, the Clifton Park Water Authority, the Clifton Park Senior Center, the Parks and Recreation Department, the Historic Celebrations Committee, and the Environmental Conservation Commission (ECC) for a one-year term, expiring December 31, 2025, and that

Councilwoman Lynda Walowit be reappointed as Liaison to the Emergency Services Advisory Board(ESAB) and the Parks and Recreation Department for a one-year term, expiring December 31, 2025, and that

Councilman Anthony Morelli be reappointed as Liaison to the Youth Court, Youth Advisory Council, Veteran's Committee, the Open Space/Trails/Riverfront Committee, the Historic Preservation Commission, the GREEN committee, the Tree Committee, and as Climate Smart Community Coordinator for a one-year term, expiring December 31. 2025, and that

Councilman Zabed Manir be reappointed as Liaison to the GREEN Committee, Tree Committee, and the IT Committee for a one-year term, expiring December 31, 2025, and that

Rose A. Savallo be reappointed Receiver of Taxes and Assessments for the year 2025 at a salary as budgeted, and that she is hereby authorized to sign checks drawn on the accounts of "Receiver of Taxes and Assessments, Town of Clifton Park", and that

Patricia Howland be reappointed as a part-time Clerk for the Receiver of Taxes and other departments as required at Grade 4, Step 3, Year 3, and that

Christine Kot, be reappointed as part-time Clerk at Grade, 4 Step 2, Year 2 for the Receiver of Taxes and Assessments for the year 2025, and that

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

Sheryl Reed, be reappointed as a part-time Building Inspector, Grade 10, Step 11, to be used as needed in the Building Department, and that

Michael Barber be reappointed provisionally as Golf Course Superintendent at a salary budgeted for the year 2025, and that

Jody A. Ensel, be reappointed as a part-time Clerk for Town Hall at Grade 4, Step 9, Year 1, and that

Janet Gomes and Breanna Clancy be reappointed as Clerks to the Town Justice-Exempt with terms to expire December 31, 2025, at salaries as budgeted, and that Darlene Sharron, be reappointed as part-time Court Clerk at Grade 5, Step 2, Year 1, and that

Gayle Buckley, be reappointed to Health Officer for the year 2025 at a salary as budgeted, and that

John L. Scherer, be reappointed to serve as Town Historian for the year 2025 at a salary as budgeted, and that

Dan Clemens, be appointed as ADA Coordinator for the Town for the year 2025, and that

Sheila Alvaro, be reappointed as part-time Receptionist at Town Hall as needed at Grade 4, Step 4, Year 2, and that

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

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

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

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

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

Pursuant to NYS Highway Law 142-b (4), the Highway Superintendent is authorized to assist local emergency services, fire departments, law enforcement, ambulance services, and school districts in the event of an emergency through the use of Highway Department equipment to be operated by Highway employees, and conditioned upon the Superintendent's providing a written report to the Town Board within 5 days of the deployment of any such assistance, and that

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

Marla Zuarino, Ann Dillenbeck, and David Alexander, be reappointed, and Mary Anne Mariotti be appointed to serve as Members of the Environmental Conservation Commission, each to serve for a two-year term; terms to expire December 31, 2026, and that

Daniel Mathias, be reappointed to serve as Chairman of the Environmental Conservation Commission; term to expire December 31, 2025, and that

Aaron Cote, be reappointed to serve as Chairman of the Fire Code Appeals Board; term to expire December 31, 2025, and that

Alan Craver, Kevin Bowman, and Brian Hodgdon be reappointed to serve as Members of the Fire Code Appeals Board, each to serve for a three-year term; terms to expire December 31, 2027, and that

Paula Cooper, be reappointed as Secretary to the Fire Code Appeals Board, the Zoning Board of Appeals, the Planning Board, The Board of Ethics, and the Emergency Services Advisory Board(ESAB) for a one-year term at a salary as budgeted, and that

Emad Andarawis, be reappointed to serve as a Member of the Planning Board for a seven-year term; term to expire December 31, 2031, and that

Denise Bagramian, be reappointed Planning Board Chairman for the year 2025 at a stipend as budgeted, and that

Linda Seymour and Brian McGlinchey, be reappointed to serve as Co- Chairmen of the Historic Preservation Commission, for a one-year term; term to expire December 31, 2025, and that

Emad Andarawis, be reappointed to serve as Planning Board Liaison to the Historic Preservation Commission, term to expire December 31, 2025, and that

Maureen O'Connor, be reappointed as Secretary to the Historic Preservation Commission at a salary as budgeted for a one-year term, and that

Paul Van Schaick, be reappointed to serve as Chairman of the Emergency Services Advisory Board for the year 2025, and that

Lenny Casper be reappointed to serve as Representative of the Jonesville Fire Department, Robert Jakubowski be reappointed to serve as Representative of the Clifton Park Fire Department, Terri Krul be reappointed to serve as Alternate Representative for the Clifton Park Fire Department, Nancy Bellamy be reappointed to serve as the Representative for the Ballston Lake Fire Department, Mark Freiberger be reappointed to serve as the Representative of the Clifton Park/Halfmoon Emergency Corps, Keith Collins be appointed as the Alternate Representative of the Clifton Park/Halfmoon Emergency Corps, and Douglas Bower be reappointed as the Representative of the Ballston Lake Emergency Squad, on the Emergency Services Advisory Board, each for a three-year term; terms to expire December 31, 2027, and that

Michael Dudick, be reappointed Chairman of the Zoning Board of Appeals for the year 2025 at a stipend as budgeted, and that

Cristi Shuhart, be reappointed as Alternate Secretary to the Zoning Board of Appeals for the year 2025 at a salary as budgeted, and that

John Klimes and Michael Dudick be reappointed, and Mark Brockbank be appointed to serve as Members of the Zoning Board of Appeals, each for a five-year term; term to expire December 31, 2029, and that

Jean Spiegel, be reappointed as Clerk to the Clifton Park Sewer District No. 1 for the year 2025 at a salary as budgeted, and that

Trainor, Pezzulo and DeSanto PLLC, be appointed to serve as Attorneys to the Industrial Development Agency for the year 2025, and that

Todd Hess, be reappointed to serve as Chairman of the Industrial Development Agency for the year 2025, and as Member for a three-year term, term to expire December 31, 2027, and that

Joseph Gulyas, be reappointed to serve as Chairman of the Ethics Board for the year 2025, and as Member for a three-year term, term to expire December 31, 2027, and that

Ronald Ochrym, and James Mahon, be reappointed as Members of the Ethics Board for a three-year term, terms to expire December 31, 2027, and that

C. Daniel Keegan, be reappointed as Member of the Board of Assessment Review for a five-year term to expire September 30, 2029, and that

Helmut Gerstenberger, be reappointed to serve as Chairman of the Clifton Park Water Authority for the year 2025, and as Member for a five-year term, term to expire December 31, 2029, and that

William Butler, be reappointed to serve as Member of the Clifton Park Water Authority for a five-year term, term to expire December 31, 2029, and that

Albert Karoly and David Woodin, be appointed to serve as Co-Chairman, to the Town of Clifton Park Highway Safety Committee; terms to expire December 31, 2025, and that

Albert Karoly, Eric Ophardt, Jeffrey LaBarge, David Woodin, and MD Haque, be reappointed to serve as Members of the Town of Clifton Park Highway Safety Committee, each for a two-year term; terms to expire December 31, 2026, and that

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

Eric Hamilton, John Scherer, and Lawrence Syzdek, be reappointed to serve as the Clifton Park Representatives to the Mohawk Towpath Byway Project for the year 2025, and that

Theo Cote, Leonard Casper, William Connor Jr., Solomon Syed, and Alicia Jacobs, be reappointed to serve as Members of the Open Space/Trails/Riverfront Committee, each for a two-year term; terms to expire December 31, 2026, and that

David Miller, be reappointed to serve as Chairman of the Open Space/Trail/Riverfront Committee; term to expire December 31, 2025, and that

Leslie Bell, be reappointed as part-time Senior Express Switchboard Dispatcher at Grade 2, Step 2, Year 2, and that George Bradt be reappointed as part-time Senior Express Switchboard Dispatcher at Grade 2, Step 2, Year 2, and that

Sheila Alvaro, be reappointed as part-time Senior Express Switchboard Dispatcher/Chauffeur at Grade 2, Step 7, Year 2, and that

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

Betsy Bollten, and Rebecca Marra be reappointed as Senior Express Chauffeurs at a salary as budgeted, and that

Joseph McCormick, be reappointed as substitute Senior Express Chauffeur at Grade 1, Step 5, Year 1, and James Manuel be reappointed as substitute Senior Express Chauffeur at Grade 1, Step 3, Year 2, and that

Shirley Roberts (Grade 1, Step 4, Year 2), and Johanne Shepard,(Grade 1, Step 3, Year 3), be reappointed as part-time Clerks at the Clifton Park Senior Community Center, at salaries as budgeted, and that

Paul Zohn, and Fred Halley, Citizens at Large be reaffirmed to the Clifton Park Citizen Corps Council – Disaster & Emergency Preparedness for a one-year term; terms to expire December 31, 2025, and that

The following individuals are reappointed as Community Representative to the Citizen Corps Council for a two-year term, term to expire December 31, 2026:

<u>Organization</u>	<u>Representative</u>
Southern Saratoga Chamber of Commerce	Peter Bardunias
Shenendehowa Central Schools	Rebecca Carman
Clifton Park Halfmoon Fire Dept.	Chief Art Hunsinger
St. Edwards Church	Mary Ann Sekellick
Vischer Ferry Fire Dept.	Chief Phil Brousseau

Fern Hurley, Representative for CAPTAIN, Linda Lewis, Representative for the Clifton Park Senior Community Center, Chris Wheland, Representative for the Clifton Park Water Authority, Keith Collins, Representative for the Clifton Park/Halfmoon Emergency Services, and Richard Craver, Representative for the Jonesville Fire Dept. be appointed as Community Representative to the Citizen Corps Council for a two-year term, term to expire December 31, 2026, and that

The following individuals are appointed/reappointed as Members of the Deferred Compensation Committee for the Town of Clifton Park, term to expire December 31, 2025, all to serve for a one-year term, to meet semi-annually:

<u>Position</u>	<u>Current</u>
Comptroller	Mark Heggen
General Unit Representative	Sam Chase
Highway Unit Representative	Michael Traider
Management Representative	Jean Spiegel
Management Representative	Darlene Allen

and that

Sharon Simmons and Ryan Ensel be reappointed as Alternate Members of the Deferred Compensation Committee, term to expire December 31, 2025, and that

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

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

The Supervisor be authorized to enter into an agreement with CAPTAIN for an amount as budgeted, and that

The Supervisor be authorized to enter into an agreement with the Southern Saratoga YMCA for an amount as budgeted, and that

The Supervisor be authorized to enter into an agreement with the City of Mechanicville and Town of Halfmoon for shared services for Animal Control, and that

The Supervisor be authorized to enter into an agreement with the County of Saratoga for annual support of programming throughout 2025, and that

The Supervisor be authorized to enter into an agreement on behalf of the Clifton Park Senior Community Center and Saratoga County Office for the Aging for a dining program and/or home delivery of meals for the senior citizens in the Town of Clifton Park for the year 2025, for an amount as budgeted, and that

The Supervisor be authorized to enter into an agreement with the County of Saratoga for single stream recycling at the recycling facility at the Transfer Station for the year 2025, and that

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

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

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

Pursuant to Highway Law 143, the following rates for hired trucks and equipment for the Highway Department for the year 2025 shall be approved by the Town Board of the Town of Clifton Park as follows:

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

Trucks for snow removal with plow & driver	\$ 75.00/hr
Trucks for snow removal with plow, wing driver & wingman	\$ 100.00/hr
Trucks for snow removal with plow, wing sander, driver, & wingman	\$ 105.00/hr
Trucks for snow removal with plow & driver less than 2 ton	\$ 60.00/hr
Front end loaders with bucket, or plow & graders with driver	\$ 85.00/hr
Trucks for sanding, with driver	\$ 70.00/hr
Front end loaders with bucket or plow & graders, without driver	\$ 60.00/hr
Front end loader equipped with 18' plow with driver	\$ 100.00/hr
Snowblower or plow or sander riding to clear and maintain sidewalks	\$ 80.00/hr
Trucks for hauling, single axle, dual wheel with driver	\$ 70.00/hr
Tandem trucks for hauling, with driver	\$ 85.00/hr
Tri-axel trucks for hauling, with driver	\$ 90.00/hr
Trailer for hauling with driver	\$ 90.00/hr
Excavator with operator JD 120 Series	\$ 155.00/hr
JD 200 Series	\$ 180.00/hr
Bulldozer with operator	\$ 105.00/hr
Mobilization	
In	\$125.00
Out	\$125.00
Backhoe w/operator	\$ 95.00/hr

and that

A base rate of sixteen dollars, fifty cents (\$16.50) per hour be set for the Town Highway Department for all new seasonal employees and seventeen dollars (\$17.00) for returning seasonal employees or other extra help on a part-time basis in conjunction with summer help, to be paid from the Highway Department, subject to approval by the Town Board pursuant to NYS Highway Law 140(4), and that

The Highway Superintendent under Section 142, Subdivision 1(a) of the Highway Law, be authorized to purchase special tools and other implements required in the operation of the Highway Department, equipment not to exceed ten thousand (\$10,000) dollars for the year 2024, and thirty-five thousand (\$35,000) dollars for each public works project according to NYS Law and Town of Clifton Park procurement guidelines for the year 2025, and that

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

The Highway Superintendent is authorized to purchase tools and equipment for the Highway Department per General Municipal Law, Section 103, Subdivision 6, at authorized auctions conducted by governmental organizations within the State of New York; the amount not to exceed limitations set by the 2025 budget, and that

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

The Maintenance Division of the Highway Department may perform the repairs and maintenance of vehicles from the Buildings and Grounds Department, Building and Development Department, Clifton Park Sewer Department, Clifton Park Water Authority, Town Security Department, Town Hall vehicles, Senior Vans, Transfer Station and Parks and Recreation Department, at a flat labor rate of \$50/hr. per employee, and direct costs for replacement parts, and that

The Sewer Department will perform sewer related services for Town Departments for the year 2025 at the following rates:

Light Tower	\$50 per day
Sewer Camera Truck Services	\$150 per hour
Sewer Crane Truck Services	\$150 per hour
Sewer Jet Truck	\$150 per hour
Portable Generator	\$125 per day
Laborer	\$30 per hour / employee
MEO	\$35 per hour / employee
Manager	\$50 per hour / employee

And that

The Department of Buildings & Grounds will perform maintenance and other labor for park districts for the year 2025 at the following flat labor rates:

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

and that

Employees of the Department of Building and Development are authorized to have memberships for the calendar year 2025 in the Capital District chapter and the New York State Building Officials' conference to include attendance at regular bi-monthly luncheon meetings of said conference, as budgeted per person per year, said amounts to be charged to the Memberships/Training Account, and that

The matrix for the non-union employees and part-time and half-time employees is approved for 2025, and that

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



TOWN OF CLIFTON PARK TOWN BOARD MEETING

January 06, 2025

The Town Board meeting can be viewed live by visiting 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**
 - **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
January 06, 2025

<u>SOURCE</u>	<u>RESOLUTION</u>	<u>CONTACT</u>
1. Historic Preservation	Schedule a public hearing for 01/21/2025 at 7:02pm for a Historic Preservation Term Easement for 343 Riverview Road, Rexford	P. Barrett
2. Safety & Security	Authorize hiring of two (2) Part-time Security Officers	P. Barrett
3. Senior Center	Authorize the issuance of an alcohol permit to Schenectady Wintersports Club for a gathering at the Senior Community Center on January 16, 2025, from 5:30pm – 7:30pm	P. Barrett
4. Highway	Authorize hiring of Charles Roney as Motor Equipment Operator (MEO)	P. Barrett
5. Planning	Authorize the Supervisor to execute an agreement with Granicus for the development and deployment of the Government Experience Engagement Cloud Essentials Platform	P. Barrett
6. Planning	Authorize Supervisor to execute an agreement with GPI for preparation of plan for Public Water Utility extension to Brian Drive	P. Barrett



RESOLUTION

#1

PHILIP C. BARRETT
Supervisor

•

LYNDA M. WALOWIT
Councilwoman

ZABED MANIR
Councilman

•

AGATHA REID
Councilwoman

•

ANTHONY F. MORELLI
Councilman

Resolution No. _____ of 2025, a resolution scheduling a public hearing to consider an application for the Town Historic Preservation Term Easement program.

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

WHEREAS, the Town's Historic Preservation Term Easement program requires public comment on properties proposed to be included in the program, and

WHEREAS, Chrysoula Highland has requested inclusion in the program for her property at 343 Riverview Road, Rexford (SBL:287.16-1-6), and

WHEREAS, the property owner gave notice to all adjacent property owners and other entities as required in the Town's Term Easement legislation, in advance of the public hearing, and submitted receipts of this mailing have been forwarded to the Town Clerk's office prior to the date of the public hearing; now, therefore, be it

RESOLVED, that a public hearing is scheduled for Tuesday, January 21, 2025 at 7:02 p.m. in the Wood Memorial Room, One Town Hall Plaza, Clifton Park, New York, to consider the property owned by Chrysoula Highland at 343 Riverview Road, Rexford, for inclusion in the Historic Preservation Term Easement program; and be it further

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



RESOLUTION

#2

PHILIP C. BARRETT
Supervisor

•

LYNDA M. WALOWIT
Councilwoman

ZABED MANIR
Councilman

•

AGATHA REID
Councilwoman

•

ANTHONY F. MORELLI
Councilman

Resolution No. ____ of 2025, a resolution authorizing the hiring of two (2) Part-time Security Officers in the Safety Department.

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

WHEREAS, vacancies exist for Part-time Security Officers for the Town, and

WHEREAS, Louis Pasquarell, Director of Safety and Security, has recommended that Anthony C. Harbour and John J. Kennedy, both of Clifton Park, NY, be hired provisionally, pending civil service certification, to fill the positions of Part-time Security Officer for the Town; now, therefore, be it

RESOLVED, that Anthony C. Harbour and John J. Kennedy are hereby hired as Part-time Security Officers, to be paid at Grade 5, Step 1, \$27.49/hr, from A-3120-E4010 (General Fund – Law Enforcement – Part-time Security Officer), effective immediately.

Cynthia, Zlogar

From: Town of Clifton Park Official Website <info@cliftonpark.org>
Sent: Wednesday, December 11, 2024 11:54 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 #1584

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

Department: Security
Your Name: Lou Pasquarell
Your Email: lpasquarell@cliftonpark.org
Sponsor: Phil Barrett
Agenda Session Date: 12/16/2024 ✓
Board Meeting Date: 01/06/2025 ✓
Alternate Date: 01/06/2025
Budget Number: A-3120-E4010
Budget Description: Part-Time Security Officer - Grade 5, Step 1
Amount: \$27.40 per hour
Brief Description: Anthony C. Harbour, is a Clifton Park resident and a Sergeant with the Watervliet Police Department.
Add Supporting Docs:
Additional Comments/Details: File is to large attachment has been sent.
Agree to Terms: Agree

[unsubscribe](#)

Cynthia, Zlogar

From: Town of Clifton Park Official Website <info@cliftonpark.org>
Sent: Wednesday, December 11, 2024 11:10 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 Employee Resolution Request #1583

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

Department: Security
Your Name: Lou Pasquarell
Your Email: lpasquarell@cliftonpark.org
Sponsor: Phil Barrett
Agenda Session Date: 12/16/2024 ✓
Board Meeting Date: 01/06/2025 ✓
Alternate Date: 01/06/2025
Budget Number: A-3120-E4010
Budget Description: Part-Time Security Officer - Grade 5, Step 1
Amount: \$27.40 per hour
Brief Description: John Kennedy, is a Clifton Park resident and a Retired Schenectady County Deputy Sheriff mainly worked in corrections.
At the present time John is working as a Driver for FedEx helping his wife at RM Logistics Group, Inc.
Add Supporting Docs:
Additional Comments/Details: File is to large attachment has been sent.
Agree to Terms: Agree

[unsubscribe](#)



RESOLUTION

#3

PHILIP C. BARRETT
Supervisor

LYNDA M. WALOWIT
Councilwoman

ZABED MANIR
Councilman

AGATHA REID
Councilwoman

ANTHONY F. MORELLI
Councilman

Resolution No. _____ of 2025, a resolution authorizing alcoholic beverages to be served at a gathering to be held at the Clifton Park Senior Community Center on January 16, 2025.

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

WHEREAS, the Schenectady Wintersports Club is hosting a club meeting and chili cookoff from 5:30 P.M. to 7:30 P.M., and

WHEREAS, a request has been received for permission to serve alcohol in the form of beer and/or wine at the event, now, therefore, be it

RESOLVED, that Schenectady Wintersports Club is hereby authorized to serve beer and/or wine at a gathering at Clifton Park Senior Community Center on January 16, 2025 from 5:30 P.M. to 7:30 P.M. consistent with the terms of the permit application received in the office of the Clifton Park Senior Community Center.

Cynthia, Zlogar

From: Town of Clifton Park Official Website <info@cliftonpark.org>
Sent: Friday, December 27, 2024 11:49 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 #1602

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

Department: Senior Center
Your Name: Stacie Agostino
Your Email: sagostino@cliftonpark.org
Sponsor: S. Leonard
Agenda Session Date: 01/06/2025 ✓
Board Meeting Date: 01/06/2025 ✓
Alternate Date: 01/06/2025
Budget Number: NA
Budget Description: NA
Amount: 0
Brief Description: Request for alcohol permit for club function.
Add Supporting Docs:
[adbd783138f882c7_Schenectady_Wintersports_2025_Rental_Agreement_and_Alcohol_Use_Permit.pdf](#)

Additional Comments/Details: Rental agreement and alcohol request attached.

Agree to Terms: Agree

[unsubscribe](#)



Town of Clifton Park

Clifton Park Senior Community Center

* 6 Clifton Common Court, Clifton Park, New York 12065 * 518-383-1343 *

2025 Facility Rental Agreement

General Information

Name of Organization: Schenectady Wintersports Club Today's Date: 12/5/24

Contact Person: _____

Address: PO Box 2072 City: Wilton, NY 12831

Phone (home): _____ (cell) _____

Email: _____

Date of Rental: 1/16/25 Start Time: 5:30pm End Time: 7:30pm

Purpose of Event: Club meeting and chili cookoff

Number of Attendees: _____ Is your organization a 501(c)(3)? (proof required) yes

Rental is not guaranteed until payment and signed Agreement is received

Carry in, carry out policy in effect for all events. All checks are to be made payable to: Town of Clifton Park.

Description	Regular Rate	Non-Profit <small>*Must have a 501(c)(3)</small>	# of Hours	Fee
Security Deposit	\$100	\$100	-	\$100
Community Room - Full Room	\$90 per hour	\$60 per hour	2	\$120
Community Room - Half Room	\$60 per hour	\$40 per hour		
Studio/Activity Room	\$60 per hour	\$40 per hour		
Creative Design Room	\$35 per hour	\$25 per hour		
Kitchen	\$90 per day	\$90 per day		
Room Set-up/ Break-down Fee (may be available upon request)	\$100 (if available)	\$100 (if available)		
Alcohol Permit	\$25	\$25		\$25
Special Instructions: Security to Open at 5:00pm; Close at 8:00pm	Total Due:			\$100 + \$145
	Amount Paid:			\$145 ^{CC}
	Balance:			0



Clifton Park Senior Community Center
 6 Clifton Common Court
 Clifton Park, NY 12065
 (518) 383-1343

2024 Special Alcohol Use Permit Request
(Please attach to Facility Permit Application)

Name of Organization: Schenectady Wintersports Club

Contact Person:

Phone (home): _____ (work) _____

Email

Date and Location of Event: 1/16/25 Community Room

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

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

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

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

SIGNED:	<i>Karen J. Simmons</i>	DATE:	12/27/24
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For Office Use Only:

Date Sent to Town Board for Resolution: _____

Date on Town Board Agenda Date: _____

Approved: Yes/No

If Approved, Permit Issued and Mailed to Applicant: _____



RESOLUTION

#4

PHILIP C. BARRETT
Supervisor

LYNDA M. WALOWIT
Councilwoman

ZABED MANIR
Councilman

AGATHA REID
Councilwoman

ANTHONY F. MORELLI
Councilman

Resolution No. _____ of 2025, a resolution authorizing the Superintendent of Highways to hire Charles Roney as a Motor Equipment Operator (MEO) in the Highway Department.

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

WHEREAS, after the resignation of George Wade, Jr., an opening exists for an MEO in the Highway Department, and,

WHEREAS, Superintendent of Highways, Dahn Bull, has recommended the hiring of the following individual:

<u>Name</u>	<u>License Type</u>	<u>Address</u>
Charles Roney	Class B	Glenville, NY

and,

WHEREAS, Mr. Roney brings 2 years of experience driving large commercial vehicles and several years of private and public experience in road maintenance and construction; now, therefore, be it

RESOLVED, that the Town Board authorizes the hiring of Charles Roney as Motor Equipment Operator, at Grade 5, Step 1, at a salary of \$56,355, at a rate of \$26.99/hr., effective immediately.

Cynthia, Zlogar

From: Town of Clifton Park Official Website <info@cliftonpark.org>
Sent: Friday, December 27, 2024 10:01 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 #1601

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

Department: Highway Department

Your Name: Dahn Bull

Your Email: dbull@cliftonpark.org

Sponsor: D. Bull

Agenda Session Date: 01/06/2025 ✓

Board Meeting Date: 01/06/2025 ✓

Alternate Date: 01/06/2025

Budget Number: DA-5110-E1500 (Highway General Repairs-MEO), and budget line DA-5142-E1500 (Highway-Snow Removal-MEO)

Budget Description: DA-5110-E1500 (Highway General Repairs-MEO), and budget line DA-5142-E1500 (Highway-Snow Removal-MEO)

Amount: Salary of \$56,571, at a rate of \$ 26.99/hr.

Brief Description: Resolution No. ____ of 2024, a resolution authorizing the Superintendent of Highways to hire Charles Roney in the Clifton Park Highway Department.

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

WHEREAS, after the resignation of George Wade, Jr., (MEO), a vacancy exist in the Highway Department, and,

WHEREAS, Superintendent of Highways, Dahn Bull, has recommended the hiring of the following individuals:

Type Name License Type Address

New Hire Charles Roney Class B Glenville, NY

And,

WHEREAS, Mr. Roney has a Class B Drivers License, with two years of experience driving large commercial vehicles and several years of private and public experience in road maintenance and construction, now, therefore be it,

RESOLVED, that the Town Board authorize the hiring of Charles Roney as Motor Equipment Operator, at Grade 5, Step 1, at a yearly salary of \$56,571.00, at a rate of \$26.99/hr., effective immediately.

Add Supporting Docs:

[05ee3c42a50dcfe5_Roney Charles - MEO Application.pdf](#)

Additional Comments/Details: Due to the need for plow drivers during the winter season, can this item please be on the Town Board agenda for Monday, January 6, 2025, and effective immediately.

Agree to Terms: Agree

[unsubscribe](#)



RESOLUTION

#5

PHILIP C. BARRETT
Supervisor

•

LYNDA M. WALOWIT
Councilwoman

ZABED MANIR
Councilman

•

AGATHA REID
Councilwoman

•

ANTHONY F. MORELLI
Councilman

Resolution No. ____ of 2025, a resolution authorizing Granicus to develop and deploy a Government Experience Engagement Cloud Essentials Platform for the Town.

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

WHEREAS, the Town Board of Clifton Park recognizes the importance of enhancing public engagement and improving government service delivery through modern digital platforms, and

WHEREAS, Granicus has presented a proposal to provide its Government Experience Engagement Cloud Essentials Platform, which includes a one-year subscription, platform setup, configuration, and training, as detailed in the attached invoice #195494 dated January 1, 2025, for the total amount of \$26,230, and

WHEREAS, the Town Board acknowledges that the proposed platform will enable streamlined communication, improved citizen interaction, and greater operational efficiency for the Town of Clifton Park from the deployment of a professional services agreement with Granicus, and

WHEREAS, the total cost includes \$19,500 for the one-year subscription, \$2,730 for setup, configuration, and training, and \$4,000 for Essential CX Services, as specified in the invoice, and

WHEREAS, funds for this expenditure are available in the approved Town budget for the fiscal year 2025; now, therefore, be it

RESOLVED, that the Town Supervisor is authorized to execute any necessary agreements or documents to facilitate this project, subject to the review and approval of the Town Attorney; and be it further

RESOLVED, that the Town Board of Clifton Park hereby authorizes the payment of \$26,230 to Granicus for the development and deployment of the Government Experience Engagement Cloud Essentials Platform, as outlined in the proposal, to be paid from A-01620 – 00004 (General Fund – Town Hall Operations – Computer).

Cynthia, Zlogar

From: Town of Clifton Park Official Website <info@cliftonpark.org>
Sent: Tuesday, December 31, 2024 10:59 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 #1607

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: 01/06/2025 ✓

Board Meeting Date: 01/06/2025 ✓

Alternate Date: ~~01/20/2024~~

Budget Number: TBD -Check w/M.Heggen

Budget Description: Professional Services - Software

Amount: \$27595.00

Brief Description: Town Board of Clifton Park hereby authorizes the payment of \$27,595.00 to Granicus for the development and deployment of the Government Experience Engagement Cloud Essentials Platform as outlined in the proposal.

Add Supporting Docs:

[102c6f223a857454_Draft_Resolution.pdf](#)

[abf79ba2fbd11480_Clifton_Park_NY_-_Professional_Services-Software_Contract.pdf](#)

Additional Comments/Details: See Mark Heggen for the budget line item.

Agree to Terms: Agree

[unsubscribe](#)



Invoice

Date	01/01/2025	Invoice #	195494
Terms	Net 30	Due Date	01/31/2025
P.O. Number:			

Please remit via ACH to:
 Routing #: 022000020
 Acct #: 269099115

Please Send Checks to:
 Granicus
 Dept CH – Box 19634
 Palatine, IL 60055 - 9634

Bill To	Sold To
Clifton Park, NY 1 Town Hall Plaza Clifton Park NY 12065 United States	Clifton Park, NY 1 Town Hall Plaza Clifton Park NY 12065 United States

Description	Term Start Date	Term End Date	Tax Rate	Tax Amount	Amount
Government Experience Engagement Cloud Essentials	12/17/2024	12/16/2025	0.00%	\$0.00	\$19,500.00
Government Experience Engagement Cloud Essentials - Set-up, Config, and Training			0.00%	\$0.00	\$2,730.00
Milestone 1 of 3 - Contract Executive Essential CX Services	12/17/2024	12/16/2025	0.00%	\$0.00	\$4,000.00

Subtotal	\$26,230.00
Tax Total	\$0.00
Total	\$26,230.00
Amount Due	\$26,230.00

For any questions about your invoice, please contact us at AR@granicus.com or 1-800-314-0147

Thank you for your business

PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

One-Time Fees			
Solution	Billing Frequency	Quantity/Unit	One-Time Fee
Government Experience Engagement Cloud Essentials - Set-up, Config, and Training	Milestones - 40/30/30	1 Each	\$6,825.00
Essential CX Services - Set-up, Config, and Training	Milestones - 40/30/30	1 Each	\$0.00
SUBTOTAL:			\$6,825.00

New Subscription Fees			
Solution	Billing Frequency	Quantity/Unit	Annual Fee
Government Experience Engagement Cloud Essentials <i>(Up to 10000 Unique Contacts)</i>	Annual	1 Each	\$19,500.00
Essential CX Services	Annual	1 Each	\$4,000.00
SUBTOTAL:			\$23,500.00

PRODUCT DESCRIPTIONS

Solution	Description
<p>Government Experience Engagement Cloud Essentials</p>	<p>The annual subscription plan is an outcome-focused solution to reach constituents, leverage community feedback, or increase enrollment and adoption of programs. Solution includes:</p> <ul style="list-style-type: none"> • Strategic Capabilities <ul style="list-style-type: none"> o Extended LMS Training On-demand o Quarterly 'Executive Briefings' o Biannual strategic reviews o Engagement ecosystem recommendations o Audience growth recommendations • Data Insights <ul style="list-style-type: none"> o Community Satisfaction and Performance Monitoring o Government Effectiveness Score o Digital Experience Score o Quality of Life Surveys o Government Trust Index o In-app Reporting and Dashboards • Connected Technology <ul style="list-style-type: none"> o Email Communications <ul style="list-style-type: none"> ▪ Outreach mediums include email, SMS/text messages, RSS feeds, and social media integration to connect with target audiences. o One-way SMS (up to 100k annually) o Community Engagement and Sentiment Analysis (unlimited) o Ongoing security updates o Ongoing product updates and enhancements o WCAG AA Accessibility maintained perpetually o 99.9% up-time guarantee and 24/7 support for Priority 1 issues (per SLA) <p>Comprehensive SLA and Support Ticketing system</p>

Solution	Description
<p>Government Experience Engagement Cloud Essentials - Set-up, Config, and Training</p>	<p>The Essentials package provides the foundation necessary to reach constituents, leverage community feedback, or increase enrollment and adoption of programs. This solution includes:</p> <ul style="list-style-type: none"> • Stakeholder Kickoff and Platform Project Alignment • Program Management - Weekly / bi-weekly communication • Five (5) email message templates • Development/Implementation/component configuration, including: <ul style="list-style-type: none"> o Community satisfaction and performance monitoring o Community engagement and sentiment analysis o Email and SMS communications • QA & Accessibility Report • Remote Training – Specific training agenda is flexible and includes up to 5 hours total delivered and up to 3-hour sessions across non-consecutive sessions <ul style="list-style-type: none"> o Recommended schedule by platform module: <ul style="list-style-type: none"> ▪ Customer satisfaction & performance monitoring: Ninety (90) minutes total – Up to ten (10) people ▪ Community engagement: Ninety (90) minutes total – Up to (10) people o Email communications: Two (2) hours total – Up to (10) people
<p>Essential CX Services</p>	<p>Essential CX Services includes the following:</p> <ul style="list-style-type: none"> • Up to two (2) one-hour custom and on-demand product training curricula. • Up to two (2) one-hour best practice product guidance • Up to two (2) templates built annually, including a review of product use and strategy.
<p>Essential CX Services - Set-up, Config, and Training</p>	<p>Essential CX Services - Set-up, Config, and Training</p>

TERMS & CONDITIONS

- This quote, and all products and services delivered hereunder are governed by the terms located at <https://granicus.com/legal/licensing>, including any product-specific terms included therein (the "License Agreement"). If your organization and Granicus has entered into a separate agreement or is utilizing a contract vehicle for this transaction, the terms of the License Agreement are incorporated into such separate agreement or contract vehicle by reference, with any directly conflicting terms and conditions being resolved in favor of the separate agreement or contract vehicle to the extent applicable.
- If submitting a Purchase Order, please include the following language: The pricing, terms and conditions of quote Q-370272 dated 26 Nov 2024 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Clifton Park, NY to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.
- Billing Frequency Notes (Milestones - 40/30/30): An initial payment equal to 40% of the total; a payment equal to 30% of the total upon homepage design approval, and; a payment equal to 30% of the total upon go-live.
- Client will be invoiced for use of any product or service measured or capped by volume or amount of usage that exceeds the permitted amount set forth in this Quote at the same cost or rate set forth herein.
- **Updates to Shared Short Codes for SMS/Text Messaging:**
Granicus will be migrating all clients with SMS/Text Messaging Solutions using a shared short code option to a unique standard toll-free number within the United States (International numbers not supported). Short Codes are recommended for Text-to-Subscribe functionalities, if enabled where available, for an additional fee. Client must have explicit opt-in for all destinations sent to and adhere to all CTIA guidelines for the duration of its use.

BILLING INFORMATION

Billing Contact:		Purchase Order Required?	[] - No [] - Yes
Billing Address:		PO Number: <i>If PO required</i>	
Billing Email:		Billing Phone:	

If submitting a Purchase Order, please include the following language:

The pricing, terms, and conditions of quote Q-370272 dated 26 Nov 2024 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.

AGREEMENT AND ACCEPTANCE

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Clifton Park, NY	
Signature:	
Name:	
Title:	
Date:	



RESOLUTION

#6

PHILIP C. BARRETT
Supervisor

•

LYNDA M. WALOWIT
Councilwoman

ZABED MANIR
Councilman

•

AGATHA REID
Councilwoman

•

ANTHONY F. MORELLI
Councilman

Resolution No. ____ of 2025, a resolution authorizing the hiring of Greenman-Pedersen, Inc. (GPI) for the preparation of a map, plan and report for a public water utility main extension to Brian Drive within the Clifton Park Water Authority's service area.

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

WHEREAS, the Town of Clifton Park seeks to investigate and assess the feasibility of extending the public water utility main to residential properties along Brian Drive, located within the Hamlet of Rexford, and

WHEREAS, the Clifton Park Water Authority's service area includes the proposed extension, and such a project requires a detailed Map, Plan, and Report (MP&R) to evaluate feasibility, costs, and technical requirements, and

WHEREAS, GPI has submitted a proposal dated December 18, 2024, detailing its scope of services for this project, including project coordination, preparation of the MP&R, schematic design plans, and preliminary cost estimates for a total estimated base fee of \$5,900; and

WHEREAS, GPI has demonstrated its qualifications to provide the necessary engineering services and meet the requirements of the Saratoga County Department of Health (DOH) and New York State Department of Environmental Conservation (NYSDEC); now, therefore, be it

RESOLVED, that the Town Board of Clifton Park hereby authorizes the hiring of Greenman-Pedersen, Inc. (GPI) to prepare a Map, Plan, and Report for the water utility main extension to Brian Drive, as outlined in the attached proposal, and be it further

RESOLVED, that the Supervisor is authorized to sign any necessary agreements with GPI to commence the project, with funding allocated as per the proposal from budget line-item expenditure account A-01440-00135 (General Fund-engineering-Engineering) in the amount of \$5,900.00, and be it further

RESOLVED, that the Town Clerk shall maintain the executed agreement and related documents on file for public inspection.

Cynthia, Zlogar

From: Town of Clifton Park Official Website <info@cliftonpark.org>
Sent: Thursday, January 2, 2025 11:09 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 #1612

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: 01/06/2025 ✓

Board Meeting Date: 01/06/2025 ✓

Alternate Date: 01/20/2025

Budget Number: A-01440-00135

Budget Description: Professional Engineering Services

Amount: \$5,900.00

Brief Description: AUTHORIZING THE HIRING OF GREENMAN-PEDERSEN, INC. (GPI) FOR THE PREPARATION OF A MAP, PLAN, AND REPORT FOR A PUBLIC WATER UTILITY MAIN EXTENSION TO BRIAN DRIVE WITHIN THE CLIFTON PARK WATER AUTHORITY'S SERVICE AREA in the amount of \$5900.00

Add Supporting Docs:

[9b47df949cd04471_PROP_Clifton_Park_MPR_2024.12.18.pdf](#)

[0d13318f7198fcff_Draft_Resolution_Brian_Drivwe_Water_MPR.pdf](#)

Additional Comments/Details: Scope of Professional Services Attached.

Agree to Terms: Agree

[unsubscribe](#)

12.18.2024

Via Email

Mr. John P. Scavo
Director of Planning
Town of Clifton Park
One Town Hall Plaza
Clifton Park, NY 12065

Re: Water District Map, Plan & Report: Brian Drive - Town of Clifton Park

Dear Mr. Scavo,

Greenman-Pedersen, Inc. (GPI) is pleased to offer this proposal for Professional Services to provide the Town with engineering services required to extend the existing district along Riverview Rd owned by the Clifton Park Water Authority. As we understand, the project entails the investigation and assessment of a water district extension to residential properties along Brian Dr. in the Rexford, Clifton Park, NY Hamlet. A Water District Extension Map, Plan, & Report will be prepared and presented to the Town Board for consideration of the district extension. Our proposed scope of services includes the following:

Scope of Work

Task 1 – Project Meetings, Coordination & Correspondence

Under this task, GPI will attend meetings and participate in phone calls relevant to the project for purposes of coordinating the design and review process with the Town. We have established an initial budget of \$2,400 for this task to be billed T&M. If this amount requires adjustment, we will coordinate with the Town before proceeding. Meetings/Conferences will include but not be limited to the following:

- » Project Kick-Off Meeting
- » Water Department Coordination
- » Presentation at a public informational meeting
- » Informal Design Coordination calls

This scope of services includes only the cost for the preparation of the work as outlined below and does not include our direct expenses, such as mileage, overnight mailings, photocopying, and map reproductions. It is anticipated this project may have reimbursable expenses related to map reproductions and report copies which will be billed under this task as incurred.

Task 2 – Water District Extension Map, Plan, & Report

GPI will prepare a Map, Plan, & Report (MP&R) summarizing the feasibility of the proposed Water District Extension that meets Saratoga County DOH and NYSDEC requirements. GPI will prepare the required descriptions and mapping to facilitate the district extension, which will include:

- 2.1. GPI will use available online resources (tax maps and aerial imagery) to prepare a base map for report figures, as it is assumed there is no existing survey or engineering drawings available to use in the preparation of the plans.
- 2.2. Preparation of revised water district mapping showing the proposed extension of the existing district
- 2.3. General hydraulic characteristics of the proposed line extension will be run to verify adequate flow and pressure in the line extensions based on head loss flow calculations. It assumed hydrant flow data completed within the last 12 months is available to use for these calculations. If flow test data is not available, GPI can complete optional Task 3 below.
- 2.4. GPI will prepare schematic design plans showing the proposed water service extension along Riverview Rd. and Brian Dr. Plan that will depict the location of the main connection, residential connections, and the water piping material and size.
- 2.5. Utilizing the schematic design plan, a preliminary opinion of construction costs will be developed for the proposed project. Project financing and projected user fees will also be calculated.

2.6. Prepare a design and technical report for the water district extension that will be presented to the Town Board and at a Public Meeting (if requested) for consideration of adoption.

Task 3 – Hydrant Flow Testing (Optional)

If existing hydraulic data on the water main is not available from the Town’s Water Department, Hydrant flow tests will be required. GPI will coordinate with the Town’s Water Department and perform up to two hydrant flow tests to estimate the hydraulic capabilities of the existing water mains located along Riverview Rd. A field report will be prepared that documents the results of the hydrant flow tests. This information will be required for inclusion in the Water District Extension report.

Assumptions

- » Any available surveys, record mapping, and existing water system information will be provided to GPI at the beginning of the project.
- » The Town will assist GPI in the Hydrant Flow testing if required. It is assumed the Town will operate the Hydrants, provide access during normal business hours Monday thru Friday, be responsible for notification of surrounding residents, and provide any Hydrant adapters to mate up with (NST) National Standard Thread if needed.

Schedule:

GPI will be working with Town staff to complete this project as timely as possible. It is anticipated a draft MP&R can be prepared for review by the Town within 3 weeks after receipt of existing record information and the kick-off meeting. It is understood that the schedule is subject to change based upon any unknowns that may come up during the design process. GPI will work with the Town and stay in constant communication to move the project forward. Please note: If hydrant flow testing is required, the project will be paused until spring when the Town’s Water Department deems it acceptable to operate the hydrants.

Fee for Services:

GPI proposes to bill each task as indicated in the following Fee Schedule Summary. Invoices will be issued monthly for all services performed during that month and are payable upon receipt. Lump Sum tasks will be billed according to milestone completions for each deliverable, or commensurately with the percentage of the task which has been completed. Time and Materials tasks will be billed based on the actual hours and reimbursable expenses incurred, at the rates listed below. GPI will make its best effort to complete each of these tasks within the estimated amounts; however, it is possible that it will be necessary to exceed these amounts to complete the scope of services. GPI will not exceed any estimated fee amounts without first obtaining your authorization.

Project Director VP	\$270.00
Senior Engineer/Landscape Architect	\$255.00
Project Manager	\$175.00
Engineer II	\$155.00
Engineer I	\$125.00
Junior Engineer	\$100.00

Task No.	Task Description	Lump Sum Fee Estimate	T&M Fee Estimate
1	Project Meetings, Coordination & Correspondence		\$2,400
2	Water District Extension Map, Plan, & Report	\$3,500	
3	Hydrant Flow Testing (Optional)	(\$1,800)	
	Fee Sub-totals	\$3,500*	\$2,400
	Total Estimated Costs		\$5,900*

*Proposal base cost does not include the option Task 3

Agreement:

As formal authorization to proceed, please sign below and return to me.

GPI appreciates the opportunity to submit this proposal. If during your review of this proposal, you have any questions, please do not hesitate to contact me.

With gratitude,
GPI/GREENMAN-PEDERSEN, INC.



Ryan Trunko, PE
Project Manager
80 Wolf Road, Suite 600, Albany, NY 12205
518-898-9551 | rtrunko@gpinet.com

Client Authorization

Signature

Date

Print Name

Title