



TOWN OF CLIFTON PARK TOWN BOARD MEETING

March 17, 2026

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. Open Public Privilege**
- VII. Business**
 - **Presentation to the winner of the 2026 Taste of Clifton Park Soup Contest**
 - **Presentation: Vertical Bridge Telecommunication's Facility Consideration on Town Property**
 - **Public Forum related to e-bikes**
 - **Resolutions for Consideration**
 - **Other Business**
- VIII. Open Public Privilege**

NOTE:

Please check www.cliftonparkny.gov 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 three 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.

- IX. Adjournment**

Resolutions for Consideration
Clifton Park Town Board Meeting
March 17, 2026

<u>SOURCE</u>	<u>RESOLUTION</u>	<u>CONTACT</u>
1. Planning	Authorize acceptance of the Town's Tree Committee proposal to engage the Capital Region Partnership for Invasive Species Management for a no cash cost volunteer education program	Z. Manir
2. Planning	Authorize adoption of a SEQR Negative Declaration for the Town Agriculture & Farmland Protection Plan, a Type I Action	P. Barrett
3. Planning	Authorize acceptance of draft Agricultural & Farmland Protection Plan and schedule a public hearing for April 21, 2026, at 7:02pm	P. Barrett
4. Buildings & Grounds	Authorize welding and fabrication repairs on nine (9) roll-off containers	P. Barrett
5. Receiver of Taxes & Assessments	Authorize the Receiver of Taxes & Assessments to attend the New York State Association of Tax Receivers & Collectors Seminar June 7-10, 2026, in Niagara Falls, NY	P. Barrett
6. Highway	Authorize hiring Nelson Bonesteel as a Motor Equipment Operator and Alexander LaVigne as a Laborer	D. Bull
7. Town Board	Recognize The Honorable James F. Hughes by lowering flags to half-staff at all Town municipal buildings on March 20, 2026	A. Reid
8. Town Board	Authorize an edit to Resolution No. 2 of 2026 related to an omitted appointment for Sheila Alvaro	P. Barrett
9. Town Board	Authorize the Supervisor to execute a 20-month lease agreement with Robert Phillips of Atrium Properties for a maintenance shed rental at 1 Barney Road	P. Barrett

- | | | |
|------------------------|---|---------------------|
| 10. Town Board | Authorize an edit to Resolution No. 9 of 2026 related to the Information Technology Advisory Committee | Z. Manir |
| 11. Town Board | Authorize update to the Hiring Coordination and Procedure process for the Town Board | A. Reid |
| 12. Town Board | Authorize appointments of Daniel J. Kuhn and Marvin R. LeRoy, Jr. as members of the Ethics Board | N. Bellamy |
| 13. Parks & Recreation | Authorize hiring of starters for the Barney Road Golf Course | A.Reid & N. Bellamy |
| 14. Parks & Recreation | Authorize approval of a Special Event Park Permit Request for the Sara Marie School Family Fest on 5/1/2026, with a rain date of 5/2/2026 | A.Reid & N. Bellamy |
| 15. Parks & Recreation | Authorize the Supervisor to execute a contract with Project Adventure to train staff on the Collins Park Adventure Challenge course and equipment | A.Reid & N. Bellamy |
| 16. Parks & Recreation | Authorize hiring Regan Tromblee as Assistant Director of Parks, Recreation and Human Services | A.Reid & N. Bellamy |
| 17. Parks & Recreation | Authorize hiring Robert McTarnaghan as Program Events Coordinator for the department | M. Fantini |



RESOLUTION

#1

PHILIP C. BARRETT
Supervisor

AGATHA REID
Councilwoman

ZABED MANIR
Councilman

NANCY R. BELLAMY
Councilwoman

MARIO L. FANTINI
Councilman

Resolution No. ___ of 2026, a resolution to submit a proposal to Capital Region Partnership for Invasive Species Management for a no-cost technical services Volunteer Education and Engagement Program for Town volunteers.

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

WHEREAS, since the 2021 establishment of the Tree Committee, part of the Committee's purpose is to support Town efforts to address and help prevent threats to trees and the Town's community forest; and

WHEREAS, the Clifton Park Tree Committee's members are concerned about invasive vines that impact tree and community forest health on both municipal and private lands, and have sought out expertise from the Capital Region Partnership for Invasive Species Management (PRISM) including an October 2025 field visit meeting; and

WHEREAS, the Capital Region PRISM is a not-for-profit quasi-governmental agency hosted by Cornell Cooperative Extension (CCE) of Saratoga County, that offers a Volunteer Education & Engagement Program (VEEP) to help collaborating organizations with training of groups, volunteers, and to provide basic consultation; and,

WHEREAS, the Tree Committee prepared a proposal, dated February 18, 2026, requesting the services of Capital Region PRISM for VEEP activities to recruit and train local volunteers in 2026 and conduct such volunteer education on public lands in Clifton Park, and was reviewed by town staff, town officials, the GREEN Committee, and the Open Space, Trails, and Riverfront Committee and its Stewardship Subcommittee; now, therefore, be it

RESOLVED, that the Town Board accepts and supports this proposal as prepared by the Clifton Park Tree Committee for the Town of Clifton Park, for submission to the Capital Region PRISM for the Volunteer Education & Engagement Program technical services at no cash cost to the Town; and be it further

RESOLVED, that the Capital Region PRISM's volunteer education program activities are allowed on town lands including but not limited to Veterans Memorial Park & Mooney Carrese Forest; and be it further

RESOLVED, that the Town Board Liaison to the Tree Committee is authorized to sign and submit the proposal implementing this resolution; and if the proposal is accepted by Capital Region PRISM, the proposed VEEP activities would be scheduled in coordination with Capital Region PRISM and Town Staff including the Director of Buildings, Parks, and Recreation for any volunteer training to be done on town lands.

Cynthia Zlogar

From: Town of Clifton Park Official Website <info@cliftonpark.org>
Sent: Monday, February 23, 2026 12:14 PM
To: Cynthia Zlogar; Phil Barrett; Jean Spiegel; Mark Heggen; Darlene Allen; Zabed Manir; Agatha Reid; John Scavo; Christine Pagnielo; Walter Smead; Kelly Miller; Nancy Bellamy; Mario Fantini; Kevin Dailey; Caitlin Fantini
Subject: New Resolution Request #2624

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

Department: Planning / on behalf of the Tree Committee

Your Name: Jennifer Viggiani

Your Email: jviggiani@cliftonpark.org

Sponsor: Zabed Manir

Agenda Session Date: 03/03/2026 ✓

Board Meeting Date: 03/17/2026 ✓

Alternate Date: 04/07/2026

Budget Number: NA

Budget Description: NA

Amount: NA

Brief Description: The Tree Committee is proposing to apply for technical services for a Volunteer Education & Engagement Program on Managing Invasive Species through Capital Region PRISM, an entity that seeks to assist partners and collaborators by helping to engage and train volunteers to take action to improve invasive species identification, management and habitat restoration. The Tree Committee's focus at this time is an invasive vine, Oriental bittersweet that can negatively impact tree health. They are proposing the volunteer education program for Veterans Memorial Park for the training session in coordination with Department of Buildings & Grounds, and GREEN Committee, and Open Space, Trails, and Riverfront Committee and its Stewardship Subcommittee. The project will be at no cost to the Town.

Add Supporting Docs:

[52e55fedf22a0598_Proposal to Capital Region PRISM.4 - 2-18-2026.docx](#)

[3eb3056afeaeed5b_draft_TB_Resolution_Apply_for_Capital_Region_PRISM - VEEP_rev1.docx](#)

[6a18c1524fdc8724_CR-PRISM_Volunteer_Education_and_Engagement_Program_VEEP_2025-1.pdf](#)

[0a75d94d0433565d_Veterans_Park_and_Mooney_Carrese_Forest_and_VICINITY_to_the_East_LARGE_SCALE_Trails_Map_16x22.jpg](#)

Additional Comments/Details: The Tree Committee has vetted this proposed project with multiple committees and town staff.

Agree to Terms: Agree

[unsubscribe](#)



**Proposal to Capital Region Partnership for Invasive Species Management (PRISM)
for Volunteer Education & Engagement Program
Submitted by the Clifton Park Tree Committee/February 2026**

Introduction

The Clifton Park Tree Committee formed in 2021. During some of the committee's earliest discussions, there were expressed concerns about invasive vines that impacted trees on municipal and private properties. These included Japanese knotweed, Oriental bittersweet, tree of heaven, Japanese honeysuckle, and others.

While any invasive vine is a potential problem, the Tree Committee is most concerned about the spread of Oriental bittersweet in Clifton Park's parks and preserves. Because this prolific vine will wrap around and girdle trees, it can prevent photosynthesis. It will eventually kill a healthy tree and degrade habitats for wildlife. Oriental bittersweet is visible throughout the town's municipal property, and the Tree Committee wants to control its spread.

In September 2025, the Committee invited Addison Kubik from PRISM to visit Kinns Park in Clifton Park to educate the team about invasive vines. Addison identified several vines and talked to us about management strategies. He also said that he could lead a volunteer project for the town and later sent us a proposal for the Volunteer Education & Engagement Program (VEEP).

Program Objectives

After discussion, the Tree Committee is strongly interested in participating in VEEP, and we are confident that we can organize a team of community volunteers for the training activity. We have six program objectives:

1. Collaborate with town managers and local committees to recruit a volunteer team to engage in VEEP.
2. Set up a schedule for removing Oriental bittersweet at Veterans Memorial Park and later at other sites.
3. Learn and be diligent about safety procedures with respect to utilizing tools for removal of invasive vines.
4. After participating in VEEP, be able to train other volunteers to remove and manage Oriental bittersweet.
5. Develop best practices to manage and control invasive species at municipal sites and in neighborhoods.
6. Report invasive vines to DEC via iMapInvasives online.

Proposed Site: Veterans Memorial Park, 697 MacElroy Rd., Clifton Park, NY 12065

This park is owned and managed by the Town of Clifton Park. It has an extensive invasion of Oriental bittersweet along the long entrance road to the park, making it easily accessible for volunteers. There is ample parking there, as well as bathroom facilities. Due to the recent addition of pickleball courts, the park has grown in popularity; with some publicity, the Committee can garner public awareness and support for saving community trees from destructive vines.

The Committee will recruit workers for this project from members of the Nature Preserve Volunteer Work Group (formed by the Open Spaces Committee), the GREEN Committee, and park districts.

The Clifton Park Tree Committee appreciates the opportunity to submit this request and hopes that it is accepted by PRISM. The coordinator of this project is **Danñe Parker, 1persevering@protonmail.com (518) 265-3416**



Capital Region PRISM
Partnership for Regional
Invasive Species Management
capitalregionprism.org

Cornell Cooperative Extension Saratoga County
50 West High St.
Ballston Spa, NY 12020

Capital Region Partnership for Regional Invasive Species Management Volunteer Education & Engagement Program (VEEP)

Introduction

Invasive Species are harmful organisms that affect our ecosystems, economy, and way of life. If you are a group or entity seeking to improve the health of a property, please contact the Capital Region Partnership for Regional Invasive Species Management (CR-PRISM). We are proud to offer technical assistance to potential applicants on methodologies and hands-on experiences to make a parcel more ecologically functional and sustainable through a Volunteer Education and Engagement Program.

Program Purpose

The CR-PRISM Volunteer Education and Engagement Program (VEEP) exists to help improve invasive species management across the region by assisting collaborating organizations with priority projects involving invasive species identification, management, and habitat restoration.

About the Program

The PRISM is seeking to assist collaborators by helping to engage and train their volunteer base to take action. The CR-PRISM will help with management on public, community, and private land holdings (e.g., preserves, parks, and easements) with a volunteer engagement program. The VEEP provides a method and opportunity to share our expertise and experience with groups and entities seeking to control invasive species but don't know where to start. The goal is to increase your efficacy and impact to slow the spread of invasive species while promoting a more sustainable and functioning ecology on a small scale.

The Partnership

The PRISM works within a network of Partner groups to promote prevention, education, and outreach strategies, create detection and management networks, and execute best management practices for invasive species control, including post-treatment monitoring and restoration actions. To promote regional cohesiveness and reduce the spread and impact of invasive species, CR-PRISM collaborates with several dozen entities in a Partnership. All are welcome, for more information check out our [Partner Invite and Acknowledgement](#) on our website.

The CR-PRISM

The PRISM is a not-for-profit quasi-governmental agency hosted by the Cornell Cooperative Extension of Saratoga County that strategically operates across eleven counties, and is financially supported by the Environmental Protection Fund as administered by the New York State Department of Environmental Conservation (NYS DEC). The CR-PRISM is one of eight such Partnerships for Regional Invasive Species Management throughout New York State.



Department of
Environmental
Conservation

The New York State Department of Environmental Conservation provides financial support to The Capital Region PRISM via the Environmental Protection Fund



Services Offered

- Training of group members, volunteers, or community scientists on
 - Invasive species identification
 - Reporting of invasive species for monitoring (using iMapInvasives)
 - Training and demonstration of best management practices to respond to invasive species.
- Provide basic consultation reviews on proposed projects
 - Provide recommendations to assist prioritizing species and areas for removal and restoration work with a project
- Provide loaner tools and other resources needed to complete desired work actions
- Safety training prior to conducting work
 - CR-PRISM requires a signed waiver of liability before collaborating on a project
- Considerations for a Memorandum of Understanding (MOU) to fund management, restoration, and/or educational signage.

Planning Considerations

When planning volunteer engagements, having a broad view of ensuring impact over time will aid in providing a framework of success for projects moving forward. The most effective volunteer events are those that are well thought out with goals and objectives and reoccur over time in the same location to make a difference.

Core practices of the program for success:

- Drafting a plan with clear and obtainable objectives
- Utilization of established volunteers and collaborative recruitment of new participants.
- Commitment to a reoccurring program to ensure a higher likelihood of success for species that are difficult to manage.
- Alignment of events coinciding with the phenology of target species as a best management practice
- Proper permits, permissions, and disposal venues will be identified and in place before commencement of an engagement.

Applications

- Applicants should submit a one-page typed document requesting services that describe
 - A proposed project initiative with goals/success outlined
 - A map of the property (appendix)
 - Species for potential management, and size of infestation, if known
 - Direct point of person contact
 - Location
 - Property owner permissions
- Participants must be located within the CR-PRISM boundaries.
- CR-PRISM does not work on private residential properties.
- The CR-PRISM is not obligated to respond to all requests based on feasibility of projects and staffing capacity.

Please reach out to the CR-PRISM Education, Volunteer, and Outreach Coordinator to discuss potential projects prior to submitting a request for a VEEP project to identify our availability and feasibility of partnering on an initiative.

capitalregionprism@cornell.edu



Veterans Memorial Park & Mooney Carrese Forest



The Town of Clifton Park's Veterans Memorial Park Management Area includes multiple parcels secured for the public over time:

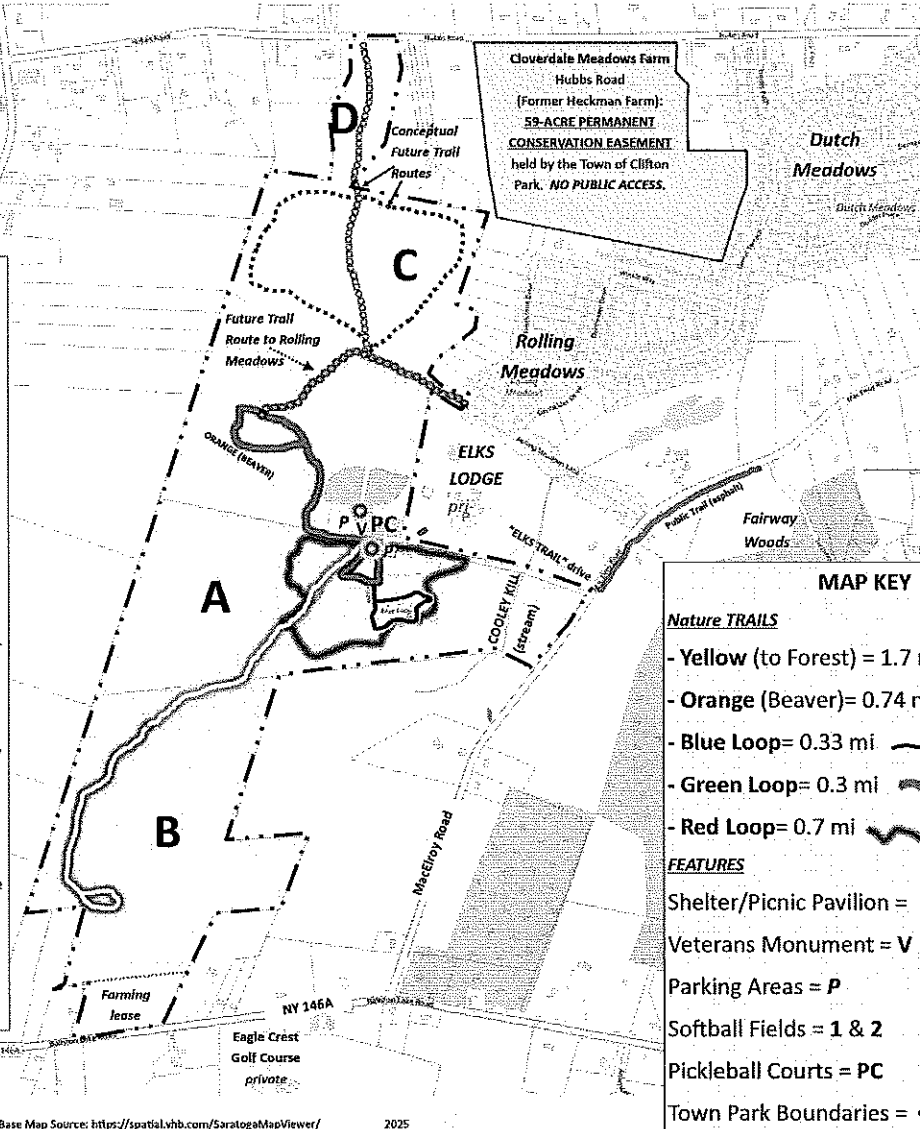
A. The original park acquisitions in 1996 and 2001 forming Veterans Memorial Park secured 141 acres of meadow habitat, woodlands, the Cooley Kill stream, wetlands. The town has made improvements of nature trails, two pavilions, two parking areas, two softball fields, and 10 pickleball courts with a shade structure.

B. In 2013, the Town purchased the lands directly connected to the south, the Mooney Carrese Forest, which offers 78 acres of an undulating hike crossing small watercourses past wetlands, and hemlock and pine uplands. These combined properties are great habitat for deer, small mammals, birds, butterflies, and amphibians.

Park additions to the north end of the original Veterans Memorial Park are two (2) Town-owned, permanent open space parcels secured for the public through Conservation Residential Zoning residential subdivisions:

C. In 2022, the 45 acres of the Rolling Meadows Permanent Open Space was conveyed to the Town.

D. In 2025, the 9+ acres of the Hubbs Road Permanent Open Space was conveyed to the Town.



DIRECTIONS to Veterans Memorial Park Vehicle Entrance at Elks Trail drive:

- From Main Street in Jonesville, travel 1.2 miles south on MacElroy Road to entrance on right, labeled as "Elks Trail" a shared access for the Elks Lodge and Veterans Memorial Park.
- From NY 346A, travel 0.7 miles north on MacElroy Road to entrance drive on left, labeled as "Elks Trail".

MAP KEY

Nature TRAILS

- Yellow (to Forest) = 1.7 mi
- Orange (Beaver) = 0.74 mi
- Blue Loop = 0.33 mi
- Green Loop = 0.3 mi
- Red Loop = 0.7 mi

FEATURES

- Shelter/Picnic Pavilion = ○
- Veterans Monument = V
- Parking Areas = P
- Softball Fields = 1 & 2
- Pickleball Courts = PC
- Town Park Boundaries = - - - -



RESOLUTION

#2

PHILIP C. BARRETT
Supervisor

AGATHA REID
Councilwoman

ZABED MANIR
Councilman

NANCY R. BELLAMY
Councilwoman

MARIO L. FANTINI
Councilman

Resolution No. __ of 2026, a resolution adopting a SEQR Negative Declaration for the Town of Clifton Park Agriculture & Farmland Protection Plan, a Type I Action pursuant to SEQR.

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

WHEREAS, the Town of Clifton Park has prepared an updated Agriculture & Farmland Protection Plan ("AFPP") to evaluate current agricultural conditions, identify strategies to protect farmland, support agricultural operations, and enhance long-term agricultural viability within the Town, and

WHEREAS, the proposed action consists solely of the legislative adoption of the AFPP, which is a planning-level document that establishes goals, policies, and recommended strategies and does not authorize or commit the Town to any specific site disturbance, construction activity, capital project, or physical improvement, and

WHEREAS, pursuant to 6 NYCRR §617.4(b)(1), the adoption of a municipality's land use plan or the adoption of a comprehensive resource management plan is classified as a Type I Action under SEQR, and the Agriculture & Farmland Protection Plan constitutes such a resource management plan, particularly because it will, upon adoption, become part of the Town's Comprehensive Plan, and

WHEREAS, pursuant to the State Environmental Quality Review Act (SEQR) and 6 NYCRR Part 617, the Town Board has caused to be prepared a Full Environmental Assessment Form (FEAF), Parts 1, 2, and 3, which evaluate the potential environmental effects associated with adopting the AFPP, and

WHEREAS, based on its review of the FEAF, the record before it, and the characteristics of the proposed action, the Town Board finds that the adoption of the AFPP constitutes an Unlisted Action under SEQR, and

WHEREAS, the FEAF Part 2 identifies no moderate or large environmental impacts, as the action is non-physical and has no direct effect on land use, resources, infrastructure, or community character, and

WHEREAS, the FEAF Part 3 provides the rationale supporting a determination that the proposed action will not result in any significant adverse environmental impacts, noting that:

- No physical construction or disturbance will occur as a result of adopting the AFPP;
- Any future implementation measures arising from the AFPP that could involve physical activities or regulatory actions will undergo separate, project-specific SEQR review; and
- The AFPP is consistent with and will become part of the Town's Comprehensive Plan, strengthening existing planning and farmland protection policies without causing adverse environmental effects, and

WHEREAS, the Town Board has duly considered all information provided and finds that a Negative Declaration is the appropriate determination of significance under SEQR; now, therefore, be it

RESOLVED, that the Town Board hereby classifies the adoption of the Agriculture & Farmland Protection Plan as a Type I Action under SEQR pursuant to 6 NYCRR §617.4(b)(1), and confirms that coordinated review has been completed in accordance with the requirements of Part 617; and be it further

RESOLVED, that the Town Board of the Town of Clifton Park, acting as Lead Agency for SEQR purposes, hereby adopts a Negative Declaration, determining that the adoption of the Agriculture & Farmland Protection Plan will not result in any significant adverse environmental impacts; and be it further

RESOLVED, that the Town Board directs that the Negative Declaration be filed, published, and circulated in accordance with 6 NYCRR Part 617; and be it further

RESOLVED, that the Town Board acknowledges and affirms that the Agriculture & Farmland Protection Plan, upon its subsequent adoption by the Town Board, shall become part of the Town of Clifton Park Comprehensive Plan.

Cynthia Zlogar

From: Town of Clifton Park Official Website <info@cliftonpark.org>
Sent: Thursday, March 5, 2026 3:49 PM
To: Cynthia Zlogar; Phil Barrett; Jean Spiegel; Mark Heggen; Darlene Allen; Zabed Manir; Agatha Reid; John Scavo; Christine Pagniello; Walter Smead; Kelly Miller; Nancy Bellamy; Mario Fantini; Kevin Dailey; Caitlin Fantini
Subject: New Resolution Request #2701

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

Department: Planning Department

Your Name: John P. Scavo

Your Email: jscavo@cliftonpark.org

Sponsor: P. Barrett

Agenda Session Date: 03/17/2026 ✓

Board Meeting Date: 03/17/2026 ✓

Alternate Date: 03/17/2026

Budget Number: N/A

Budget Description: N/A

Amount: N/A

Brief Description: A RESOLUTION ADOPTING A SEQR NEGATIVE DECLARATION FOR THE TOWN OF CLIFTON PARK AGRICULTURE & FARMLAND PROTECTION PLAN, A TYPE I ACTION PURSUANT TO SEQR

Add Supporting Docs:

[2c0f89cf81b2e661_Draft_SEQR_Resolutuion_-_Neg_Dec.docx](#)

[e0dfbf819ad6c0d0_Full_Environmental_Assessment_Form_Part_1.pdf](#)

[f0ae2768be26dee0_Full_Environmental_Assessment_Form_Part_2.pdf](#)

[2a01251da916fa7f_Full_Environmental_Assessment_Form_Part_3.pdf](#)

Additional Comments/Details: Draft Plan already provided to the Town Board Members through a Dropbox Link. Draft Resolution and applicable Long Environmental Assessment Forms Parts I, II, and III. are attached. SEQR should be completed prior to opening the public hearing for consideration of the draft plan.

Agree to Terms: Agree

[unsubscribe](#)

**Full Environmental Assessment Form
Part 1 - Project and Setting**

Instructions for Completing Part 1

Part 1 is to be completed by the applicant or project sponsor. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification.

Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information; indicate whether missing information does not exist, or is not reasonably available to the sponsor; and, when possible, generally describe work or studies which would be necessary to update or fully develop that information.

Applicants/sponsors must complete all items in Sections A & B. In Sections C, D & E, most items contain an initial question that must be answered either “Yes” or “No”. If the answer to the initial question is “Yes”, complete the sub-questions that follow. If the answer to the initial question is “No”, proceed to the next question. Section F allows the project sponsor to identify and attach any additional information. Section G requires the name and signature of the applicant or project sponsor to verify that the information contained in Part 1 is accurate and complete.

A. Project and Applicant/Sponsor Information.

Name of Action or Project: Adoption of the Town of Clifton Park Agriculture & Farmland Protection Plan (AFPP)		
Project Location (describe, and attach a general location map): Town-wide action; applies to all agricultural and rural areas within the Town of Clifton Park.		
Brief Description of Proposed Action (include purpose or need): The Town of Clifton Park proposes adoption of an updated Agriculture and Farmland Protection Plan. The AFPP is a planning document designed to preserve farmland, enhance agricultural viability, and integrate farmland protection into long-range planning. The action consists solely of incorporating the AFPP into the Town's adopted Comprehensive Plan. No physical improvements, construction, site disturbance, or land altering activities are proposed as part of this action.		
Name of Applicant/Sponsor: Town of Clifton Park	Telephone: 518-371-6054	E-Mail: planning@cliftonpark.org
Address: Clifton Park Town Hall, One Town Hall Plaza		
City/PO: Clifton Park	State: NY	Zip Code: 12065
Project Contact (if not same as sponsor; give name and title/role):	Telephone: 518-371-6651	E-Mail: Planning@cliftonpark.org
Address:		
City/PO:	State:	Zip Code:
Property Owner (if not same as sponsor): Town-wide legislative action — no specific parcel applicable.	Telephone:	E-Mail:
Address:		
City/PO:	State:	Zip Code:

B. Government Approvals

B. Government Approvals, Funding, or Sponsorship. ("Funding" includes grants, loans, tax relief, and any other forms of financial assistance.)		
Government Entity	If Yes: Identify Agency and Approval(s) Required	Application Date (Actual or projected)
a. City Council, Town Board, or Village Board of Trustees <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Town Board adoption (local legislative approval)	May 2026
b. City, Town or Village Planning Board or Commission <input type="checkbox"/> Yes <input type="checkbox"/> No		
c. City, Town or Village Zoning Board of Appeals <input type="checkbox"/> Yes <input type="checkbox"/> No		
d. Other local agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
e. County agencies <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Saratoga Co. Planning Board Referral for Comp Plan Update &	March 2026
f. Regional agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
g. State agencies <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Referral of Draft Plan to NYS Ag and Markets for Comments	April 2026
h. Federal agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
i. Coastal Resources.		
i. Is the project site within a Coastal Area, or the waterfront area of a Designated Inland Waterway?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
ii. Is the project site located in a community with an approved Local Waterfront Revitalization Program?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
iii. Is the project site within a Coastal Erosion Hazard Area?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

C. Planning and Zoning

C.1. Planning and zoning actions.	
Will administrative or legislative adoption, or amendment of a plan, local law, ordinance, rule or regulation be the only approval(s) which must be granted to enable the proposed action to proceed?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<ul style="list-style-type: none"> If Yes, complete sections C, F and G. If No, proceed to question C.2 and complete all remaining sections and questions in Part 1 	
C.2. Adopted land use plans.	
a. Do any municipally- adopted (city, town, village or county) comprehensive land use plan(s) include the site where the proposed action would be located?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, does the comprehensive plan include specific recommendations for the site where the proposed action would be located?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
b. Is the site of the proposed action within any local or regional special planning district (for example: Greenway; Brownfield Opportunity Area (BOA); designated State or Federal heritage area; watershed management plan; or other?)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If Yes, identify the plan(s):	

c. Is the proposed action located wholly or partially within an area listed in an adopted municipal open space plan, or an adopted municipal farmland protection plan?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, identify the plan(s):	
The Comprehensive Plan applies. The AFPP will become an adopted component of the Town's Comprehensive Plan. In addition, the plan includes the evaluation of lands contained with a Saratoga Co. Consolidated Agricultural District.	

C.3. Zoning

a. Is the site of the proposed action located in a municipality with an adopted zoning law or ordinance. Yes No
 If Yes, what is the zoning classification(s) including any applicable overlay district?
 All Townwide existing Zones were evaluated for the AFPP

b. Is the use permitted or allowed by a special or conditional use permit? Yes No

c. Is a zoning change requested as part of the proposed action? Yes No
 If Yes,
 i. What is the proposed new zoning for the site? No zoning change requested for AFPP adoption. _____

C.4. Existing community services.

a. In what school district is the project site located? Shenendehowa CSD, Niskayuna CSD, Ballston Lake CSD

b. What police or other public protection forces serve the project site?
 Saratoga Co. Sheriff's Department and NYS Police

c. Which fire protection and emergency medical services serve the project site?
 Various community volunteer fire departments.

d. What parks serve the project site?
 Multiple Town-owned parks, and preserves which will not be impacted from the AFPP Adoption.

D. Project Details

D.1. Proposed and Potential Development

a. What is the general nature of the proposed action (e.g., residential, industrial, commercial, recreational; if mixed, include all components)? Adoption of the AFPP will become an adopted component of the Town's Comprehensive Plan.

b. a. Total acreage of the site of the proposed action? _____ 32,128 acres
 b. Total acreage to be physically disturbed? _____ 0 acres
 c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ N/A acres

c. Is the proposed action an expansion of an existing project or use? Yes No
 i. If Yes, what is the approximate percentage of the proposed expansion and identify the units (e.g., acres, miles, housing units, square feet)? % _____ Units: _____

d. Is the proposed action a subdivision, or does it include a subdivision? Yes No
 If Yes,
 i. Purpose or type of subdivision? (e.g., residential, industrial, commercial; if mixed, specify types)

 ii. Is a cluster/conservation layout proposed? Yes No
 iii. Number of lots proposed? _____
 iv. Minimum and maximum proposed lot sizes? Minimum _____ Maximum _____

e. Will the proposed action be constructed in multiple phases? Yes No
 i. If No, anticipated period of construction: _____ months
 ii. If Yes:
 • Total number of phases anticipated _____
 • Anticipated commencement date of phase 1 (including demolition) _____ month _____ year
 • Anticipated completion date of final phase _____ month _____ year
 • Generally describe connections or relationships among phases, including any contingencies where progress of one phase may determine timing or duration of future phases: _____

f. Does the project include new residential uses? Yes No
 If Yes, show numbers of units proposed.

	<u>One Family</u>	<u>Two Family</u>	<u>Three Family</u>	<u>Multiple Family (four or more)</u>
Initial Phase	_____	_____	_____	_____
At completion of all phases	_____	_____	_____	_____

g. Does the proposed action include new non-residential construction (including expansions)? Yes No
 If Yes,

- Total number of structures _____
- Dimensions (in feet) of largest proposed structure: _____ height; _____ width; and _____ length
- Approximate extent of building space to be heated or cooled: _____ square feet

h. Does the proposed action include construction or other activities that will result in the impoundment of any liquids, such as creation of a water supply, reservoir, pond, lake, waste lagoon or other storage? Yes No
 If Yes,

- Purpose of the impoundment: _____
- If a water impoundment, the principal source of the water: Ground water Surface water streams Other specify: _____
- If other than water, identify the type of impounded/contained liquids and their source. _____
- Approximate size of the proposed impoundment. Volume: _____ million gallons; surface area: _____ acres
- Dimensions of the proposed dam or impounding structure: _____ height; _____ length
- Construction method/materials for the proposed dam or impounding structure (e.g., earth fill, rock, wood, concrete): _____

D.2. Project Operations

a. Does the proposed action include any excavation, mining, or dredging, during construction, operations, or both? Yes No
 (Not including general site preparation, grading or installation of utilities or foundations where all excavated materials will remain onsite)
 If Yes:

- What is the purpose of the excavation or dredging? _____
- How much material (including rock, earth, sediments, etc.) is proposed to be removed from the site?
 - Volume (specify tons or cubic yards): _____
 - Over what duration of time? _____
- Describe nature and characteristics of materials to be excavated or dredged, and plans to use, manage or dispose of them. _____

iv. Will there be onsite dewatering or processing of excavated materials? Yes No
 If yes, describe. _____

- What is the total area to be dredged or excavated? _____ acres
- What is the maximum area to be worked at any one time? _____ acres
- What would be the maximum depth of excavation or dredging? _____ feet

viii. Will the excavation require blasting? Yes No

ix. Summarize site reclamation goals and plan: _____

b. Would the proposed action cause or result in alteration of, increase or decrease in size of, or encroachment into any existing wetland, waterbody, shoreline, beach or adjacent area? Yes No
 If Yes:

- Identify the wetland or waterbody which would be affected (by name, water index number, wetland map number or geographic description): _____

ii. Describe how the proposed action would affect that waterbody or wetland, e.g. excavation, fill, placement of structures, or alteration of channels, banks and shorelines. Indicate extent of activities, alterations and additions in square feet or acres:

iii. Will the proposed action cause or result in disturbance to bottom sediments? Yes No
 If Yes, describe: _____

iv. Will the proposed action cause or result in the destruction or removal of aquatic vegetation? Yes No
 If Yes:

- acres of aquatic vegetation proposed to be removed: _____
- expected acreage of aquatic vegetation remaining after project completion: _____
- purpose of proposed removal (e.g. beach clearing, invasive species control, boat access): _____
- proposed method of plant removal: _____
- if chemical/herbicide treatment will be used, specify product(s): _____

v. Describe any proposed reclamation/mitigation following disturbance: _____

c. Will the proposed action use, or create a new demand for water? Yes No
 If Yes:

i. Total anticipated water usage/demand per day: _____ gallons/day

ii. Will the proposed action obtain water from an existing public water supply? Yes No
 If Yes:

- Name of district or service area: _____
- Does the existing public water supply have capacity to serve the proposal? Yes No
- Is the project site in the existing district? Yes No
- Is expansion of the district needed? Yes No
- Do existing lines serve the project site? Yes No

iii. Will line extension within an existing district be necessary to supply the project? Yes No
 If Yes:

- Describe extensions or capacity expansions proposed to serve this project: _____
- Source(s) of supply for the district: _____

iv. Is a new water supply district or service area proposed to be formed to serve the project site? Yes No
 If, Yes:

- Applicant/sponsor for new district: _____
- Date application submitted or anticipated: _____
- Proposed source(s) of supply for new district: _____

v. If a public water supply will not be used, describe plans to provide water supply for the project: _____
 Not Applicable for AFFP Adoption

vi. If water supply will be from wells (public or private), what is the maximum pumping capacity: _____ gallons/minute.

d. Will the proposed action generate liquid wastes? Yes No
 If Yes:

i. Total anticipated liquid waste generation per day: _____ gallons/day

ii. Nature of liquid wastes to be generated (e.g., sanitary wastewater, industrial; if combination, describe all components and approximate volumes or proportions of each): _____

iii. Will the proposed action use any existing public wastewater treatment facilities? Yes No
 If Yes:

- Name of wastewater treatment plant to be used: _____
- Name of district: _____
- Does the existing wastewater treatment plant have capacity to serve the project? Yes No
- Is the project site in the existing district? Yes No
- Is expansion of the district needed? Yes No

- Do existing sewer lines serve the project site? Yes No
- Will a line extension within an existing district be necessary to serve the project? Yes No

 If Yes:

- Describe extensions or capacity expansions proposed to serve this project: _____

iv. Will a new wastewater (sewage) treatment district be formed to serve the project site? Yes No
 If Yes:

- Applicant/sponsor for new district: _____
- Date application submitted or anticipated: _____
- What is the receiving water for the wastewater discharge? _____

v. If public facilities will not be used, describe plans to provide wastewater treatment for the project, including specifying proposed receiving water (name and classification if surface discharge or describe subsurface disposal plans):
 Not Applicable for AFFP Adoption _____

vi. Describe any plans or designs to capture, recycle or reuse liquid waste: _____
 Not Applicable for AFFP Adoption _____

e. Will the proposed action disturb more than one acre and create stormwater runoff, either from new point sources (i.e. ditches, pipes, swales, curbs, gutters or other concentrated flows of stormwater) or non-point source (i.e. sheet flow) during construction or post construction? Yes No
 If Yes:

- How much impervious surface will the project create in relation to total size of project parcel?
 _____ Square feet or _____ acres (impervious surface)
 _____ Square feet or _____ acres (parcel size)
- Describe types of new point sources. None for AFFP Adoption
- Where will the stormwater runoff be directed (i.e. on-site stormwater management facility/structures, adjacent properties, groundwater, on-site surface water or off-site surface waters)?
 Not Applicable for AFFP Adoption _____
 - If to surface waters, identify receiving water bodies or wetlands: _____
 Not Applicable for AFFP Adoption _____
 - Will stormwater runoff flow to adjacent properties? Yes No

iv. Does the proposed plan minimize impervious surfaces, use pervious materials or collect and re-use stormwater? Yes No

f. Does the proposed action include, or will it use on-site, one or more sources of air emissions, including fuel combustion, waste incineration, or other processes or operations? Yes No
 If Yes, identify:

- Mobile sources during project operations (e.g., heavy equipment, fleet or delivery vehicles) _____
- Stationary sources during construction (e.g., power generation, structural heating, batch plant, crushers) _____
- Stationary sources during operations (e.g., process emissions, large boilers, electric generation) _____

g. Will any air emission sources named in D.2.f (above), require a NY State Air Registration, Air Facility Permit, or Federal Clean Air Act Title IV or Title V Permit? Yes No
 If Yes:

- Is the project site located in an Air quality non-attainment area? (Area routinely or periodically fails to meet ambient air quality standards for all or some parts of the year) Yes No
- In addition to emissions as calculated in the application, the project will generate:
 - _____ Tons/year (short tons) of Carbon Dioxide (CO₂)
 - _____ Tons/year (short tons) of Nitrous Oxide (N₂O)
 - _____ Tons/year (short tons) of Perfluorocarbons (PFCs)
 - _____ Tons/year (short tons) of Sulfur Hexafluoride (SF₆)
 - _____ Tons/year (short tons) of Carbon Dioxide equivalent of Hydrofluorocarbons (HFCs)
 - _____ Tons/year (short tons) of Hazardous Air Pollutants (HAPs)

h. Will the proposed action generate or emit methane (including, but not limited to, sewage treatment plants, landfills, composting facilities)? Yes No

If Yes:

i. Estimate methane generation in tons/year (metric): _____

ii. Describe any methane capture, control or elimination measures included in project design (e.g., combustion to generate heat or electricity, flaring): _____

i. Will the proposed action result in the release of air pollutants from open-air operations or processes, such as quarry or landfill operations? Yes No

If Yes: Describe operations and nature of emissions (e.g., diesel exhaust, rock particulates/dust): _____

j. Will the proposed action result in a substantial increase in traffic above present levels or generate substantial new demand for transportation facilities or services? Yes No

If Yes:

i. When is the peak traffic expected (Check all that apply): Morning Evening Weekend
 Randomly between hours of _____ to _____.

ii. For commercial activities only, projected number of truck trips/day and type (e.g., semi trailers and dump trucks): _____

iii. Parking spaces: Existing _____ Proposed _____ Net increase/decrease _____

iv. Does the proposed action include any shared use parking? Yes No

v. If the proposed action includes any modification of existing roads, creation of new roads or change in existing access, describe: Not Applicable for AFFP Adoption

vi. Are public/private transportation service(s) or facilities available within ½ mile of the proposed site? Yes No

vii. Will the proposed action include access to public transportation or accommodations for use of hybrid, electric or other alternative fueled vehicles? Yes No

viii. Will the proposed action include plans for pedestrian or bicycle accommodations for connections to existing pedestrian or bicycle routes? Yes No

k. Will the proposed action (for commercial or industrial projects only) generate new or additional demand for energy? Yes No

If Yes:

i. Estimate annual electricity demand during operation of the proposed action: _____

ii. Anticipated sources/suppliers of electricity for the project (e.g., on-site combustion, on-site renewable, via grid/local utility, or other): _____

iii. Will the proposed action require a new, or an upgrade, to an existing substation? Yes No

l. Hours of operation. Answer all items which apply.

i. During Construction:

- Monday - Friday: _____ Not Applicable for AFFP
- Saturday: _____
- Sunday: _____
- Holidays: _____

ii. During Operations:

- Monday - Friday: _____ Not Applicable for AFFP
- Saturday: _____
- Sunday: _____
- Holidays: _____

<p>m. Will the proposed action produce noise that will exceed existing ambient noise levels during construction, operation, or both? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes:</p> <p>i. Provide details including sources, time of day and duration:</p> <p>_____</p> <p>_____</p>	
<p>ii. Will the proposed action remove existing natural barriers that could act as a noise barrier or screen? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Describe: _____</p> <p>_____</p>	
<p>n. Will the proposed action have outdoor lighting? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes:</p> <p>i. Describe source(s), location(s), height of fixture(s), direction/aim, and proximity to nearest occupied structures:</p> <p>_____</p> <p>_____</p>	
<p>ii. Will proposed action remove existing natural barriers that could act as a light barrier or screen? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Describe: _____</p> <p>_____</p>	
<p>o. Does the proposed action have the potential to produce odors for more than one hour per day? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If Yes, describe possible sources, potential frequency and duration of odor emissions, and proximity to nearest occupied structures: _____</p> <p>_____</p> <p>_____</p>	
<p>p. Will the proposed action include any bulk storage of petroleum (combined capacity of over 1,100 gallons) or chemical products 185 gallons in above ground storage or any amount in underground storage? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If Yes:</p> <p>i. Product(s) to be stored _____</p> <p>ii. Volume(s) _____ per unit time _____ (e.g., month, year)</p> <p>iii. Generally, describe the proposed storage facilities: _____</p> <p>_____</p>	
<p>q. Will the proposed action (commercial, industrial and recreational projects only) use pesticides (i.e., herbicides, insecticides) during construction or operation? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If Yes:</p> <p>i. Describe proposed treatment(s):</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>ii. Will the proposed action use Integrated Pest Management Practices? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>r. Will the proposed action (commercial or industrial projects only) involve or require the management or disposal of solid waste (excluding hazardous materials)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If Yes:</p> <p>i. Describe any solid waste(s) to be generated during construction or operation of the facility:</p> <ul style="list-style-type: none"> • Construction: _____ tons per _____ (unit of time) • Operation : _____ tons per _____ (unit of time) <p>ii. Describe any proposals for on-site minimization, recycling or reuse of materials to avoid disposal as solid waste:</p> <ul style="list-style-type: none"> • Construction: _____ • Operation: _____ <p>iii. Proposed disposal methods/facilities for solid waste generated on-site:</p> <ul style="list-style-type: none"> • Construction: _____ • Operation: _____ 	

s. Does the proposed action include construction or modification of a solid waste management facility? Yes No

If Yes:

i. Type of management or handling of waste proposed for the site (e.g., recycling or transfer station, composting, landfill, or other disposal activities): _____

ii. Anticipated rate of disposal/processing:

- _____ Tons/month, if transfer or other non-combustion/thermal treatment, or
- _____ Tons/hour, if combustion or thermal treatment

iii. If landfill, anticipated site life: _____ years

t. Will the proposed action at the site involve the commercial generation, treatment, storage, or disposal of hazardous waste? Yes No

If Yes:

i. Name(s) of all hazardous wastes or constituents to be generated, handled or managed at facility: _____

ii. Generally describe processes or activities involving hazardous wastes or constituents: _____

iii. Specify amount to be handled or generated _____ tons/month

iv. Describe any proposals for on-site minimization, recycling or reuse of hazardous constituents: _____

v. Will any hazardous wastes be disposed at an existing offsite hazardous waste facility? Yes No

If Yes: provide name and location of facility: _____

If No: describe proposed management of any hazardous wastes which will not be sent to a hazardous waste facility:
Not Applicable for AFFP Adoption

E. Site and Setting of Proposed Action

E.1. Land uses on and surrounding the project site

a. Existing land uses.

i. Check all uses that occur on, adjoining and near the project site.

Urban Industrial Commercial Residential (suburban) Rural (non-farm)

Forest Agriculture Aquatic Other (specify): Town Wide Plan Adoption

ii. If mix of uses, generally describe:
Not Applicable for AFFP Adoption - No changes; adoption of a planning document does not affect any resource.

b. Land uses and covertypes on the project site.

Land use or Covertype	Current Acreage	Acreage After Project Completion	Change (Acres +/-)
• Roads, buildings, and other paved or impervious surfaces	N/A for AFFP Adoption		
• Forested			
• Meadows, grasslands or brushlands (non-agricultural, including abandoned agricultural)			
• Agricultural (includes active orchards, field, greenhouse etc.)			
• Surface water features (lakes, ponds, streams, rivers, etc.)			
• Wetlands (freshwater or tidal)			
• Non-vegetated (bare rock, earth or fill)			
• Other Describe: _____			

c. Is the project site presently used by members of the community for public recreation? Yes No
 i. If Yes: explain: No changes; adoption of a planning document does not affect any resource.

d. Are there any facilities serving children, the elderly, people with disabilities (e.g., schools, hospitals, licensed day care centers, or group homes) within 1500 feet of the project site? Yes No
 If Yes,
 i. Identify Facilities:
No changes; adoption of a planning document does not affect any resource.

e. Does the project site contain an existing dam? Yes No
 If Yes:
 i. Dimensions of the dam and impoundment:
 • Dam height: _____ feet
 • Dam length: _____ feet
 • Surface area: _____ acres
 • Volume impounded: _____ gallons OR acre-feet
 ii. Dam's existing hazard classification: _____
 iii. Provide date and summarize results of last inspection:
No changes; adoption of a planning document does not affect any resource.

f. Has the project site ever been used as a municipal, commercial or industrial solid waste management facility, or does the project site adjoin property which is now, or was at one time, used as a solid waste management facility? Yes No
 If Yes:
 i. Has the facility been formally closed? Yes No
 • If yes, cite sources/documentation: _____
 ii. Describe the location of the project site relative to the boundaries of the solid waste management facility:

 iii. Describe any development constraints due to the prior solid waste activities: _____

g. Have hazardous wastes been generated, treated and/or disposed of at the site, or does the project site adjoin property which is now or was at one time used to commercially treat, store and/or dispose of hazardous waste? Yes No
 If Yes:
 i. Describe waste(s) handled and waste management activities, including approximate time when activities occurred:

h. Potential contamination history. Has there been a reported spill at the proposed project site, or have any remedial actions been conducted at or adjacent to the proposed site? Yes No
 If Yes:
 i. Is any portion of the site listed on the NYSDEC Spills Incidents database or Environmental Site Remediation database? Check all that apply: Yes No
 Yes – Spills Incidents database Provide DEC ID number(s): _____
 Yes – Environmental Site Remediation database Provide DEC ID number(s): _____
 Neither database
 ii. If site has been subject of RCRA corrective activities, describe control measures: _____
No changes; adoption of a planning document does not affect any resource.

iii. Is the project within 2000 feet of any site in the NYSDEC Environmental Site Remediation database? Yes No
 If yes, provide DEC ID number(s): _____
 iv. If yes to (i), (ii) or (iii) above, describe current status of site(s):
No changes; adoption of a planning document does not affect any resource.

v. Is the project site subject to an institutional control limiting property uses? Yes No

- If yes, DEC site ID number: _____
- Describe the type of institutional control (e.g., deed restriction or easement): _____
- Describe any use limitations: _____
- Describe any engineering controls: _____
- Will the project affect the institutional or engineering controls in place? Yes No
- Explain: _____
 No changes; adoption of a planning document does not affect any resource. _____

E.2. Natural Resources On or Near Project Site

a. What is the average depth to bedrock on the project site? _____ NA feet

b. Are there bedrock outcroppings on the project site? Yes No
 If Yes, what proportion of the site is comprised of bedrock outcroppings? _____ %

c. Predominant soil type(s) present on project site: _____ %
 _____ %
 _____ %

d. What is the average depth to the water table on the project site? Average: _____ feet

e. Drainage status of project site soils: Well Drained: _____ % of site
 Moderately Well Drained: _____ % of site
 Poorly Drained: _____ % of site

f. Approximate proportion of proposed action site with slopes: 0-10%: _____ % of site
 10-15%: _____ % of site
 15% or greater: _____ % of site

g. Are there any unique geologic features on the project site? Yes No
 If Yes, describe: _____

h. Surface water features.

i. Does any portion of the project site contain wetlands or other waterbodies (including streams, rivers, ponds or lakes)? Yes No

ii. Do any wetlands or other waterbodies adjoin the project site? Yes No
 If Yes to either *i* or *ii*, continue. If No, skip to E.2.i.

iii. Are any of the wetlands or waterbodies within or adjoining the project site regulated by any federal, state or local agency? Yes No

iv. For each identified regulated wetland and waterbody on the project site, provide the following information:

- Streams: Name _____ Classification _____
- Lakes or Ponds: Name _____ Classification _____
- Wetlands: Name _____ Approximate Size _____
- Wetland No. (if regulated by DEC) _____

v. Are any of the above water bodies listed in the most recent compilation of NYS water quality-impaired waterbodies? Yes No
 If yes, name of impaired water body/bodies and basis for listing as impaired: _____

i. Is the project site in a designated Floodway? Yes No

j. Is the project site in the 100-year Floodplain? Yes No

k. Is the project site in the 500-year Floodplain? Yes No

l. Is the project site located over, or immediately adjoining, a primary, principal or sole source aquifer? Yes No
 If Yes:
 i. Name of aquifer: _____

m. Identify the predominant wildlife species that occupy or use the project site: _____

n. Does the project site contain a designated significant natural community? Yes No
 If Yes:
 i. Describe the habitat/community (composition, function, and basis for designation): _____

 ii. Source(s) of description or evaluation: _____
 iii. Extent of community/habitat:
 • Currently: _____ acres
 • Following completion of project as proposed: _____ acres
 • Gain or loss (indicate + or -): _____ acres

o. Does project site contain any species of plant or animal that is listed by the federal government or NYS as endangered or threatened, or does it contain any areas identified as habitat for an endangered or threatened species? Yes No
 If Yes:
 i. Species and listing (endangered or threatened): _____

p. Does the project site contain any species of plant or animal that is listed by NYS as rare, or as a species of special concern? Yes No
 If Yes:
 i. Species and listing: _____

q. Is the project site or adjoining area currently used for hunting, trapping, fishing or shell fishing? Yes No
 If yes, give a brief description of how the proposed action may affect that use: _____

E.3. Designated Public Resources On or Near Project Site

a. Is the project site, or any portion of it, located in a designated agricultural district certified pursuant to Agriculture and Markets Law, Article 25-AA, Section 303 and 304? Yes No
 If Yes, provide county plus district name/number: _____

b. Are agricultural lands consisting of highly productive soils present? Yes No
 i. If Yes: acreage(s) on project site? _____
 ii. Source(s) of soil rating(s): _____

c. Does the project site contain all or part of, or is it substantially contiguous to, a registered National Natural Landmark? Yes No
 If Yes:
 i. Nature of the natural landmark: Biological Community Geological Feature
 ii. Provide brief description of landmark, including values behind designation and approximate size/extent: _____

d. Is the project site located in or does it adjoin a state listed Critical Environmental Area? Yes No
 If Yes:
 i. CEA name: _____
 ii. Basis for designation: _____
 iii. Designating agency and date: _____

e. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? Yes No

If Yes:
i. Nature of historic/archaeological resource: Archaeological Site Historic Building or District
ii. Name: _____
iii. Brief description of attributes on which listing is based: _____

f. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory? Yes No

g. Have additional archaeological or historic site(s) or resources been identified on the project site? Yes No

If Yes:
i. Describe possible resource(s): _____
ii. Basis for identification: _____

h. Is the project site within five miles of any officially designated and publicly accessible federal, state, or local scenic or aesthetic resource? Yes No

If Yes:
i. Identify resource: _____
ii. Nature of, or basis for, designation (e.g., established highway overlook, state or local park, state historic trail or scenic byway, etc.): _____
iii. Distance between project and resource: _____ miles.

i. Is the project site located within a designated river corridor under the Wild, Scenic and Recreational Rivers Program 6 NYCRR 666? Yes No

If Yes:
i. Identify the name of the river and its designation: _____
ii. Is the activity consistent with development restrictions contained in 6 NYCRR Part 666? Yes No

F. Additional Information

Attach any additional information which may be needed to clarify your project.

If you have identified any adverse impacts which could be associated with your proposal, please describe those impacts plus any measures which you propose to avoid or minimize them.

G. Verification

I certify that the information provided is true to the best of my knowledge.

Applicant/Sponsor Name Town of Clifton Park Date March 5, 2026

Signature John P. Scavo Title Director of Planning

Full Environmental Assessment Form
Part 2 - Identification of Potential Project Impacts

Agency Use Only [If applicable]

Project : AFFP Adoption

Date : March 17, 2026

Part 2 is to be completed by the lead agency. Part 2 is designed to help the lead agency inventory all potential resources that could be affected by a proposed project or action. We recognize that the lead agency's reviewer(s) will not necessarily be environmental professionals. So, the questions are designed to walk a reviewer through the assessment process by providing a series of questions that can be answered using the information found in Part 1. To further assist the lead agency in completing Part 2, the form identifies the most relevant questions in Part 1 that will provide the information needed to answer the Part 2 question. When Part 2 is completed, the lead agency will have identified the relevant environmental areas that may be impacted by the proposed activity.

If the lead agency is a state agency **and** the action is in any Coastal Area, complete the Coastal Assessment Form before proceeding with this assessment.

Tips for completing Part 2:

- Review all of the information provided in Part 1.
- Review any application, maps, supporting materials and the Full EAF Workbook.
- Answer each of the 18 questions in Part 2.
- If you answer “Yes” to a numbered question, please complete all the questions that follow in that section.
- If you answer “No” to a numbered question, move on to the next numbered question.
- Check appropriate column to indicate the anticipated size of the impact.
- Proposed projects that would exceed a numeric threshold contained in a question should result in the reviewing agency checking the box “Moderate to large impact may occur.”
- The reviewer is not expected to be an expert in environmental analysis.
- If you are not sure or undecided about the size of an impact, it may help to review the sub-questions for the general question and consult the workbook.
- When answering a question consider all components of the proposed activity, that is, the “whole action”.
- Consider the possibility for long-term and cumulative impacts as well as direct impacts.
- Answer the question in a reasonable manner considering the scale and context of the project.

1. Impact on Land Proposed action may involve construction on, or physical alteration of, the land surface of the proposed site. (See Part 1. D.1) <i>If “Yes”, answer questions a - j. If “No”, move on to Section 2.</i>			
		<input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may involve construction on land where depth to water table is less than 3 feet.	E2d	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may involve construction on slopes of 15% or greater.	E2f	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may involve construction on land where bedrock is exposed, or generally within 5 feet of existing ground surface.	E2a	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may involve the excavation and removal of more than 1,000 tons of natural material.	D2a	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may involve construction that continues for more than one year or in multiple phases.	D1e	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may result in increased erosion, whether from physical disturbance or vegetation removal (including from treatment by herbicides).	D2e, D2q	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action is, or may be, located within a Coastal Erosion hazard area.	B1i	<input type="checkbox"/>	<input type="checkbox"/>
h. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

2. Impact on Geological Features
 The proposed action may result in the modification or destruction of, or inhibit access to, any unique or unusual land forms on the site (e.g., cliffs, dunes, minerals, fossils, caves). (See Part 1. E.2.g) NO YES
If "Yes", answer questions a - c. If "No", move on to Section 3.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. Identify the specific land form(s) attached: _____ _____	E2g	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may affect or is adjacent to a geological feature listed as a registered National Natural Landmark. Specific feature: _____	E3c	<input type="checkbox"/>	<input type="checkbox"/>
c. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

3. Impacts on Surface Water
 The proposed action may affect one or more wetlands or other surface water bodies (e.g., streams, rivers, ponds or lakes). (See Part 1. D.2, E.2.h) NO YES
If "Yes", answer questions a - l. If "No", move on to Section 4.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may create a new water body.	D2b, D1h	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in an increase or decrease of over 10% or more than a 10 acre increase or decrease in the surface area of any body of water.	D2b	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may involve dredging more than 100 cubic yards of material from a wetland or water body.	D2a	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may involve construction within or adjoining a freshwater or tidal wetland, or in the bed or banks of any other water body.	E2h	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may create turbidity in a waterbody, either from upland erosion, runoff or by disturbing bottom sediments.	D2a, D2h	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may include construction of one or more intake(s) for withdrawal of water from surface water.	D2c	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may include construction of one or more outfall(s) for discharge of wastewater to surface water(s).	D2d	<input type="checkbox"/>	<input type="checkbox"/>
h. The proposed action may cause soil erosion, or otherwise create a source of stormwater discharge that may lead to siltation or other degradation of receiving water bodies.	D2e	<input type="checkbox"/>	<input type="checkbox"/>
i. The proposed action may affect the water quality of any water bodies within or downstream of the site of the proposed action.	E2h	<input type="checkbox"/>	<input type="checkbox"/>
j. The proposed action may involve the application of pesticides or herbicides in or around any water body.	D2q, E2h	<input type="checkbox"/>	<input type="checkbox"/>
k. The proposed action may require the construction of new, or expansion of existing, wastewater treatment facilities.	D1a, D2d	<input type="checkbox"/>	<input type="checkbox"/>

I. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>
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4. Impact on groundwater
 The proposed action may result in new or additional use of ground water, or may have the potential to introduce contaminants to ground water or an aquifer. (See Part 1. D.2.a, D.2.c, D.2.d, D.2.p, D.2.q, D.2.t)
If "Yes", answer questions a - h. If "No", move on to Section 5.

NO YES

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may require new water supply wells, or create additional demand on supplies from existing water supply wells.	D2c	<input type="checkbox"/>	<input type="checkbox"/>
b. Water supply demand from the proposed action may exceed safe and sustainable withdrawal capacity rate of the local supply or aquifer. Cite Source: _____	D2c	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may allow or result in residential uses in areas without water and sewer services.	D1a, D2c	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may include or require wastewater discharged to groundwater.	D2d, E2l	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may result in the construction of water supply wells in locations where groundwater is, or is suspected to be, contaminated.	D2c, E1f, E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may require the bulk storage of petroleum or chemical products over ground water or an aquifer.	D2p, E2l	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may involve the commercial application of pesticides within 100 feet of potable drinking water or irrigation sources.	E2h, D2q, E2l, D2c	<input type="checkbox"/>	<input type="checkbox"/>
h. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

5. Impact on Flooding
 The proposed action may result in development on lands subject to flooding. (See Part 1. E.2)
If "Yes", answer questions a - g. If "No", move on to Section 6.

NO YES

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may result in development in a designated floodway.	E2i	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in development within a 100 year floodplain.	E2j	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may result in development within a 500 year floodplain.	E2k	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may result in, or require, modification of existing drainage patterns.	D2b, D2e	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may change flood water flows that contribute to flooding.	D2b, E2i, E2j, E2k	<input type="checkbox"/>	<input type="checkbox"/>
f. If there is a dam located on the site of the proposed action, is the dam in need of repair, or upgrade?	E1e	<input type="checkbox"/>	<input type="checkbox"/>

g. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>
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6. Impacts on Air The proposed action may include a state regulated air emission source. (See Part 1. D.2.f., D.2.h, D.2.g) <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES If "Yes", answer questions a - f. If "No", move on to Section 7.			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. If the proposed action requires federal or state air emission permits, the action may also emit one or more greenhouse gases at or above the following levels: i. More than 1000 tons/year of carbon dioxide (CO ₂) ii. More than 3.5 tons/year of nitrous oxide (N ₂ O) iii. More than 1000 tons/year of carbon equivalent of perfluorocarbons (PFCs) iv. More than .045 tons/year of sulfur hexafluoride (SF ₆) v. More than 1000 tons/year of carbon dioxide equivalent of hydrochloroflourocarbons (HFCs) emissions vi. 43 tons/year or more of methane	D2g D2g D2g D2g D2g D2h	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
b. The proposed action may generate 10 tons/year or more of any one designated hazardous air pollutant, or 25 tons/year or more of any combination of such hazardous air pollutants.	D2g	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may require a state air registration, or may produce an emissions rate of total contaminants that may exceed 5 lbs. per hour, or may include a heat source capable of producing more than 10 million BTU's per hour.	D2f, D2g	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may reach 50% of any of the thresholds in "a" through "c", above.	D2g	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may result in the combustion or thermal treatment of more than 1 ton of refuse per hour.	D2s	<input type="checkbox"/>	<input type="checkbox"/>
f. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

7. Impact on Plants and Animals The proposed action may result in a loss of flora or fauna. (See Part 1. E.2. m.-q.) <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES If "Yes", answer questions a - j. If "No", move on to Section 8.			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may cause reduction in population or loss of individuals of any threatened or endangered species, as listed by New York State or the Federal government, that use the site, or are found on, over, or near the site.	E2o	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in a reduction or degradation of any habitat used by any rare, threatened or endangered species, as listed by New York State or the federal government.	E2o	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may cause reduction in population, or loss of individuals, of any species of special concern or conservation need, as listed by New York State or the Federal government, that use the site, or are found on, over, or near the site.	E2p	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may result in a reduction or degradation of any habitat used by any species of special concern and conservation need, as listed by New York State or the Federal government.	E2p	<input type="checkbox"/>	<input type="checkbox"/>

e. The proposed action may diminish the capacity of a registered National Natural Landmark to support the biological community it was established to protect.	E3c	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may result in the removal of, or ground disturbance in, any portion of a designated significant natural community. Source: _____	E2n	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may substantially interfere with nesting/breeding, foraging, or over-wintering habitat for the predominant species that occupy or use the project site.	E2m	<input type="checkbox"/>	<input type="checkbox"/>
h. The proposed action requires the conversion of more than 10 acres of forest, grassland or any other regionally or locally important habitat. Habitat type & information source: _____	E1b	<input type="checkbox"/>	<input type="checkbox"/>
i. Proposed action (commercial, industrial or recreational projects, only) involves use of herbicides or pesticides.	D2q	<input type="checkbox"/>	<input type="checkbox"/>
j. Other impacts: _____		<input type="checkbox"/>	<input type="checkbox"/>

8. Impact on Agricultural Resources			
The proposed action may impact agricultural resources. (See Part 1. E.3.a. and b.)		<input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES
<i>If "Yes", answer questions a - h. If "No", move on to Section 9.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may impact soil classified within soil group 1 through 4 of the NYS Land Classification System.	E2c, E3b	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may sever, cross or otherwise limit access to agricultural land (includes cropland, hayfields, pasture, vineyard, orchard, etc).	E1a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may result in the excavation or compaction of the soil profile of active agricultural land.	E3b	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may irreversibly convert agricultural land to non-agricultural uses, either more than 2.5 acres if located in an Agricultural District, or more than 10 acres if not within an Agricultural District.	E1b, E3a	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may disrupt or prevent installation of an agricultural land management system.	E1 a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may result, directly or indirectly, in increased development potential or pressure on farmland.	C2c, C3, D2c, D2d	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed project is not consistent with the adopted municipal Farmland Protection Plan.	C2c	<input type="checkbox"/>	<input type="checkbox"/>
h. Other impacts: _____		<input type="checkbox"/>	<input type="checkbox"/>

9. Impact on Aesthetic Resources The land use of the proposed action are obviously different from, or are in sharp contrast to, current land use patterns between the proposed project and a scenic or aesthetic resource. (Part 1. E.1.a, E.1.b, E.3.h.) <i>If "Yes", answer questions a - g. If "No", go to Section 10.</i>				<input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur		
a. Proposed action may be visible from any officially designated federal, state, or local scenic or aesthetic resource.	E3h	<input type="checkbox"/>	<input type="checkbox"/>		
b. The proposed action may result in the obstruction, elimination or significant screening of one or more officially designated scenic views.	E3h, C2b	<input type="checkbox"/>	<input type="checkbox"/>		
c. The proposed action may be visible from publicly accessible vantage points: i. Seasonally (e.g., screened by summer foliage, but visible during other seasons) ii. Year round	E3h	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>		
d. The situation or activity in which viewers are engaged while viewing the proposed action is: i. Routine travel by residents, including travel to and from work ii. Recreational or tourism based activities	E3h E2q, E1c	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>		
e. The proposed action may cause a diminishment of the public enjoyment and appreciation of the designated aesthetic resource.	E3h	<input type="checkbox"/>	<input type="checkbox"/>		
f. There are similar projects visible within the following distance of the proposed project: 0-1/2 mile 1/2 -3 mile 3-5 mile 5+ mile	D1a, E1a, D1f, D1g	<input type="checkbox"/>	<input type="checkbox"/>		
g. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>		

10. Impact on Historic and Archeological Resources The proposed action may occur in or adjacent to a historic or archaeological resource. (Part 1. E.3.e, f. and g.) <i>If "Yes", answer questions a - e. If "No", go to Section 11.</i>				<input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur		
a. The proposed action may occur wholly or partially within, or substantially contiguous to, any buildings, archaeological site or district which is listed on the National or State Register of Historical Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places.	E3e	<input type="checkbox"/>	<input type="checkbox"/>		
b. The proposed action may occur wholly or partially within, or substantially contiguous to, an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory.	E3f	<input type="checkbox"/>	<input type="checkbox"/>		
c. The proposed action may occur wholly or partially within, or substantially contiguous to, an archaeological site not included on the NY SHPO inventory. Source: _____	E3g	<input type="checkbox"/>	<input type="checkbox"/>		

d. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>
e. If any of the above (a-d) are answered "Moderate to large impact may occur", continue with the following questions to help support conclusions in Part 3:			
i. The proposed action may result in the destruction or alteration of all or part of the site or property.	E3e, E3g, E3f	<input type="checkbox"/>	<input type="checkbox"/>
ii. The proposed action may result in the alteration of the property's setting or integrity.	E3e, E3f, E3g, E1a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
iii. The proposed action may result in the introduction of visual elements which are out of character with the site or property, or may alter its setting.	E3e, E3f, E3g, E3h, C2, C3	<input type="checkbox"/>	<input type="checkbox"/>

11. Impact on Open Space and Recreation			
The proposed action may result in a loss of recreational opportunities or a reduction of an open space resource as designated in any adopted municipal open space plan. (See Part 1. C.2.c, E.1.c., E.2.q.) <i>If "Yes", answer questions a - e. If "No", go to Section 12.</i>		<input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may result in an impairment of natural functions, or "ecosystem services", provided by an undeveloped area, including but not limited to stormwater storage, nutrient cycling, wildlife habitat.	D2e, E1b E2h, E2m, E2o, E2n, E2p	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in the loss of a current or future recreational resource.	C2a, E1c, C2c, E2q	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may eliminate open space or recreational resource in an area with few such resources.	C2a, C2c E1c, E2q	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may result in loss of an area now used informally by the community as an open space resource.	C2c, E1c	<input type="checkbox"/>	<input type="checkbox"/>
e. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

12. Impact on Critical Environmental Areas			
The proposed action may be located within or adjacent to a critical environmental area (CEA). (See Part 1. E.3.d) <i>If "Yes", answer questions a - c. If "No", go to Section 13.</i>		<input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may result in a reduction in the quantity of the resource or characteristic which was the basis for designation of the CEA.	E3d	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in a reduction in the quality of the resource or characteristic which was the basis for designation of the CEA.	E3d	<input type="checkbox"/>	<input type="checkbox"/>
c. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

13. Impact on Transportation
 The proposed action may result in a change to existing transportation systems. NO YES
 (See Part 1. D.2.j)
If "Yes", answer questions a - f. If "No", go to Section 14.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. Projected traffic increase may exceed capacity of existing road network.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in the construction of paved parking area for 500 or more vehicles.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action will degrade existing transit access.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action will degrade existing pedestrian or bicycle accommodations.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may alter the present pattern of movement of people or goods.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
f. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

14. Impact on Energy
 The proposed action may cause an increase in the use of any form of energy. NO YES
 (See Part 1. D.2.k)
If "Yes", answer questions a - e. If "No", go to Section 15.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action will require a new, or an upgrade to an existing, substation.	D2k	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action will require the creation or extension of an energy transmission or supply system to serve more than 50 single or two-family residences or to serve a commercial or industrial use.	D1f, D1q, D2k	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may utilize more than 2,500 MWhrs per year of electricity.	D2k	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may involve heating and/or cooling of more than 100,000 square feet of building area when completed.	D1g	<input type="checkbox"/>	<input type="checkbox"/>
e. Other Impacts: _____ _____			

15. Impact on Noise, Odor, and Light
 The proposed action may result in an increase in noise, odors, or outdoor lighting. NO YES
 (See Part 1. D.2.m., n., and o.)
If "Yes", answer questions a - f. If "No", go to Section 16.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may produce sound above noise levels established by local regulation.	D2m	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in blasting within 1,500 feet of any residence, hospital, school, licensed day care center, or nursing home.	D2m, E1d	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may result in routine odors for more than one hour per day.	D2o	<input type="checkbox"/>	<input type="checkbox"/>

d. The proposed action may result in light shining onto adjoining properties.	D2n	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may result in lighting creating sky-glow brighter than existing area conditions.	D2n, E1a	<input type="checkbox"/>	<input type="checkbox"/>
f. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

16. Impact on Human Health

The proposed action may have an impact on human health from exposure to new or existing sources of contaminants. (See Part 1.D.2.q., E.1. d. f. g. and h.) NO YES

If "Yes", answer questions a - m. If "No", go to Section 17.

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action is located within 1500 feet of a school, hospital, licensed day care center, group home, nursing home or retirement community.	E1d	<input type="checkbox"/>	<input type="checkbox"/>
b. The site of the proposed action is currently undergoing remediation.	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
c. There is a completed emergency spill remediation, or a completed environmental site remediation on, or adjacent to, the site of the proposed action.	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
d. The site of the action is subject to an institutional control limiting the use of the property (e.g., easement or deed restriction).	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may affect institutional control measures that were put in place to ensure that the site remains protective of the environment and human health.	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action has adequate control measures in place to ensure that future generation, treatment and/or disposal of hazardous wastes will be protective of the environment and human health.	D2t	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action involves construction or modification of a solid waste management facility.	D2q, E1f	<input type="checkbox"/>	<input type="checkbox"/>
h. The proposed action may result in the unearthing of solid or hazardous waste.	D2q, E1f	<input type="checkbox"/>	<input type="checkbox"/>
i. The proposed action may result in an increase in the rate of disposal, or processing, of solid waste.	D2r, D2s	<input type="checkbox"/>	<input type="checkbox"/>
j. The proposed action may result in excavation or other disturbance within 2000 feet of a site used for the disposal of solid or hazardous waste.	E1f, E1g E1h	<input type="checkbox"/>	<input type="checkbox"/>
k. The proposed action may result in the migration of explosive gases from a landfill site to adjacent off site structures.	E1f, E1g	<input type="checkbox"/>	<input type="checkbox"/>
l. The proposed action may result in the release of contaminated leachate from the project site.	D2s, E1f, D2r	<input type="checkbox"/>	<input type="checkbox"/>
m. Other impacts: _____ _____			

17. Consistency with Community Plans The proposed action is not consistent with adopted land use plans. (See Part 1. C.1, C.2. and C.3.) <i>If "Yes", answer questions a - h. If "No", go to Section 18.</i>			
		<input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action's land use components may be different from, or in sharp contrast to, current surrounding land use pattern(s).	C2, C3, D1a E1a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action will cause the permanent population of the city, town or village in which the project is located to grow by more than 5%.	C2	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action is inconsistent with local land use plans or zoning regulations.	C2, C2, C3	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action is inconsistent with any County plans, or other regional land use plans.	C2, C2	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may cause a change in the density of development that is not supported by existing infrastructure or is distant from existing infrastructure.	C3, D1c, D1d, D1f, D1d, E1b	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action is located in an area characterized by low density development that will require new or expanded public infrastructure.	C4, D2c, D2d D2j	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may induce secondary development impacts (e.g., residential or commercial development not included in the proposed action)	C2a	<input type="checkbox"/>	<input type="checkbox"/>
h. Other: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

18. Consistency with Community Character The proposed project is inconsistent with the existing community character. (See Part 1. C.2, C.3, D.2, E.3) <i>If "Yes", answer questions a - g. If "No", proceed to Part 3.</i>			
		<input checked="" type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may replace or eliminate existing facilities, structures, or areas of historic importance to the community.	E3e, E3f, E3g	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may create a demand for additional community services (e.g. schools, police and fire)	C4	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may displace affordable or low-income housing in an area where there is a shortage of such housing.	C2, C3, D1f D1g, E1a	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may interfere with the use or enjoyment of officially recognized or designated public resources.	C2, E3	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action is inconsistent with the predominant architectural scale and character.	C2, C3	<input type="checkbox"/>	<input type="checkbox"/>
f. Proposed action is inconsistent with the character of the existing natural landscape.	C2, C3 E1a, E1b E2g, E2h	<input type="checkbox"/>	<input type="checkbox"/>
g. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

Project: AFPP

Date: March 17, 2026

Full Environmental Assessment Form
Part 3 - Evaluation of the Magnitude and Importance of Project Impacts
and
Determination of Significance

Part 3 provides the reasons in support of the determination of significance. The lead agency must complete Part 3 for every question in Part 2 where the impact has been identified as potentially moderate to large or where there is a need to explain why a particular element of the proposed action will not, or may, result in a significant adverse environmental impact.

Based on the analysis in Part 3, the lead agency must decide whether to require an environmental impact statement to further assess the proposed action or whether available information is sufficient for the lead agency to conclude that the proposed action will not have a significant adverse environmental impact. By completing the certification on the next page, the lead agency can complete its determination of significance.

Reasons Supporting This Determination:

To complete this section:

- Identify the impact based on the Part 2 responses and describe its magnitude. Magnitude considers factors such as severity, size or extent of an impact.
- Assess the importance of the impact. Importance relates to the geographic scope, duration, probability of the impact occurring, number of people affected by the impact and any additional environmental consequences if the impact were to occur.
- The assessment should take into consideration any design element or project changes.
- Repeat this process for each Part 2 question where the impact has been identified as potentially moderate to large or where there is a need to explain why a particular element of the proposed action will not, or may, result in a significant adverse environmental impact.
- Provide the reason(s) why the impact may, or will not, result in a significant adverse environmental impact
- For Conditional Negative Declarations identify the specific condition(s) imposed that will modify the proposed action so that no significant adverse environmental impacts will result.
- Attach additional sheets, as needed.

The adoption of the Agriculture & Farmland Protection Plan (AFPP) is a legislative planning action that does not authorize construction, site disturbance, alterations of land, or any physical improvements. As such:

There is no physical impact on land, water, air, traffic, noise, lighting, or utilities.

The AFPP establishes policy guidance only and does not directly permit, fund, or commit the Town to any physical project.

Any future implementation measures that may involve physical actions would undergo separate SEQR review at the time those actions are proposed.

The AFPP is consistent with the Town's Comprehensive Plan and enhances its stated goals for agricultural preservation, rural character, and planning coordination.

No moderate to large impacts were identified in any Part 2 category.

Accordingly, the Town Board, acting as Lead Agency, finds no significant adverse environmental impacts associated with the proposed action.

Determination of Significance - Type 1 and Unlisted Actions

SEQR Status: Type 1 Unlisted

Identify portions of EAF completed for this Project: Part 1 Part 2 Part 3

Upon review of the information recorded on this EAF, as noted, plus this additional support information
Draft AFPP, public comments to date, recommendation by the AFPP Advisory Committee.

and considering both the magnitude and importance of each identified potential impact, it is the conclusion of the
Clifton Park Town Board _____ as lead agency that:

A. This project will result in no significant adverse impacts on the environment, and, therefore, an environmental impact statement need not be prepared. Accordingly, this negative declaration is issued.

B. Although this project could have a significant adverse impact on the environment, that impact will be avoided or substantially mitigated because of the following conditions which will be required by the lead agency:

There will, therefore, be no significant adverse impacts from the project as conditioned, and, therefore, this conditioned negative declaration is issued. A conditioned negative declaration may be used only for UNLISTED actions (see 6 NYCRR 617.7(d)).

C. This Project may result in one or more significant adverse impacts on the environment, and an environmental impact statement must be prepared to further assess the impact(s) and possible mitigation and to explore alternatives to avoid or reduce those impacts. Accordingly, this positive declaration is issued.

Name of Action: Adoption of the Town of Clifton Park Agriculture & Farmland Protection Plan (AFPP)

Name of Lead Agency: Town of Clifton Park Town Board

Name of Responsible Officer in Lead Agency: Phillip C. Barrett

Title of Responsible Officer: Town Supervisor

Signature of Responsible Officer in Lead Agency: _____ Date: 3/17/2026

Signature of Preparer (if different from Responsible Officer) *John P. Scavo* Date: 3/17/2026

For Further Information:

Contact Person: John Scavo, Director of Planning

Address: Clifton Park Town Hall, One Town Hall Plaza, Clifton Park, NY 12065

Telephone Number: 518-371-6054

E-mail: planning@cliftonpark.org

For Type 1 Actions and Conditioned Negative Declarations, a copy of this Notice is sent to:

Chief Executive Officer of the political subdivision in which the action will be principally located (e.g., Town / City / Village of)

Other involved agencies (if any)

Applicant (if any)

Environmental Notice Bulletin: <http://www.dec.ny.gov/enb/enb.html>



RESOLUTION

#3

PHILIP C. BARRETT
Supervisor

LYNDA M. WALOWIT
Councilwoman

ZABED MANIR
Councilman

AGATHA REID
Councilwoman

ANTHONY F. MORELLI
Councilman

Resolution No. ___ of 2026, a resolution accepting the draft Agricultural and Farmland Protection Plan, authorizing its completion for public review, and setting a public hearing for April 21, 2026, at 7:02 P.M.

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

WHEREAS, the Town of Clifton Park has undertaken a comprehensive public planning process to develop a Townwide Agricultural and Farmland Protection Plan, guided by Town staff, a Steering Committee, and a consultant team led by Community Planning and Environmental Associates, with partial funding from a Municipal Farmland Protection Planning Grant awarded by the New York State Department of Agriculture and Markets; and

WHEREAS, the planning process included significant public engagement, including surveys of residents, farmers, and landowners as well as outreach through community events and online participation; and

WHEREAS, the Draft Agricultural and Farmland Protection Plan outlines a long-term vision for protecting valuable agricultural land resources, strengthening the economic viability of farming operations, and integrating the Plan into the Town of Clifton Park's existing land-use and open space planning framework; and

WHEREAS, the Town Board acknowledges receipt and completion of the Draft Agricultural and Farmland Protection Plan prepared for public review, and recognizes the Plan as an important component of the Town's long-range planning efforts; and

WHEREAS, the Town Board further recognizes that the adoption of a municipality's land-use plan constitutes a Type I action pursuant to 6 NYCRR 617.4(b)(1), as it includes the adoption of a comprehensive resource management plan or other long-range land-use policies; now, therefore, be it

RESOLVED that the Town Board of the Town of Clifton Park hereby formally accepts the completed Draft Agricultural and Farmland Protection Plan for purposes of public review and consideration; and be it further

RESOLVED, that a Public Hearing on the Draft Plan shall be held by the Town Board on **April 21, 2026** at 7:02 p.m. in the Wood Room at Town Hall, One Town Hall Plaza, Clifton Park, New York; and be it further

RESOLVED, that the Draft Plan shall be made available for public inspection as follows:

- A digital copy of the Draft Agricultural and Farmland Protection Plan shall be posted on the Town's official website at www.cliftonparkny.org;
- A hard copy of the Draft Plan shall be available for public review in the Office of the Town Clerk during regular business hours;
- The Draft Plan may also be accessed through the project page using the Clifton Park Connect feature, accessible via icon link on the Town's webpage;

and be it further

RESOLVED, that members of the public are strongly encouraged to review the Draft Plan and submit comments in any of the following ways:

- By email to: planning@cliftonpark.org
- By mail to:
Clifton Park Town Hall
Clifton Park Planning Department
One Town Hall Plaza
Clifton Park, NY 12065
- By submitting comments directly through the project webpage for the Agricultural and Farmland Protection Plan using the Clifton Park Connect platform at www.cliftonparkny.org; and be it further

RESOLVED, that all public comments received will be compiled and provided to the Town Board and project team for consideration prior to the Town Board's final action on the Plan; and be it further

RESOLVED, that the Town Clerk is authorized to publish the public hearing notice in the Town's Official Newspaper in accordance with all applicable public notice requirements.

Cynthia Zlogar

From: Town of Clifton Park Official Website <info@cliftonpark.org>
Sent: Friday, March 6, 2026 1:48 PM
To: Cynthia Zlogar; Phil Barrett; Jean Spiegel; Mark Heggen; Darlene Allen; Zabed Manir; Agatha Reid; John Scavo; Christine Pagniello; Walter Smead; Kelly Miller; Nancy Bellamy; Mario Fantini; Kevin Dailey; Caitlin Fantini
Subject: New Resolution Request #2703

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

Department: Planning Department

Your Name: John P. Scavo

Your Email: jscavo@cliftonpark.org

Sponsor: P. Barrett

Agenda Session Date: 03/17/2026 ✓

Board Meeting Date: 03/17/2026 ✓

Alternate Date: 04/07/2026

Budget Number: N/A

Budget Description: N/A

Amount: N/A

Brief Description: Seeking Resolution for Town Board to Formally acknowledge acceptance and completion of the Draft Agricultural & Farmland Protection Plan for purposes of public review; 2. Set a Public Hearing for April 21, 2026 at 7:00 p.m. during the regularly scheduled Town Board meeting; Authorize public release of the Draft Plan using different medias; and 4. Encourage public participation by inviting written comments via

Add Supporting Docs:

[57f26df039c61915_Memo_to_TB_for_setting_PH_03-08-2026.docx](#)

[29ba5639a1761ade_RESOLUTION_ACCEPTING_THE_DRAFT_AGRICULTURAL_AND_FARMLAND_PROTECTION_PLAN.docx](#)

Additional Comments/Details: Detailed Memo supporting the resolution is attached with a copy of a draft resolution for consideration.

Agree to Terms: Agree

[unsubscribe](#)



Town of Clifton Park

Planning & Zoning Department

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

INTEROFFICE MEMORANDUM

To: Town of Clifton Park Town Board Members,

From: John Scavo, Director of Planning

Date: March 6, 2026

Re: Agenda Session and Meeting item for 3/17 - Agenda Item: Acceptance of the Draft
Agricultural & Farmland Protection Plan and Scheduling of a Public Hearing

Summary of Agenda Item

The Town of Clifton Park has completed the Draft Agricultural & Farmland Protection Plan, the culmination of a comprehensive multi-year planning process that included public engagement, farmer and landowner surveys, Steering Committee guidance, and consultant support. The project was undertaken by the Town with assistance from Community Planning and Environmental Associates and funded in part by a Municipal Farmland Protection Planning Grant awarded by the New York State Department of Agriculture and Markets.

Public input played a central role in shaping the document. Outreach included online surveys for residents, targeted mailed surveys to farmland owners, public engagement at community events such as Farm Fest, and continued opportunities for input through the CliftonParkFarms.com project page.

The Draft Plan establishes a long-term vision for protecting farmland, promoting agricultural viability, and strengthening the Town's land-use and resource management framework. It integrates and builds upon existing Town planning documents, including the Comprehensive Plan, the Open Space Plan, and prior land conservation studies.

Pursuant to 6 NYCRR 617.4(b)(1), the adoption of a municipal land-use plan or comprehensive resource management plan is classified as a Type I Action under SEQR.

Action Requested of the Town Board at the March 17th Meeting

The Town Board is asked to:

1. Formally acknowledge acceptance and completion of the Draft Agricultural & Farmland Protection Plan for purposes of public review;
2. Set a Public Hearing for April 21, 2026 at 7:00 p.m. during the regularly scheduled Town Board meeting;
3. Authorize public release of the Draft Plan in the following formats:
 - a. Digital copy posted on the Town's official website (www.cliftonparkny.org);
 - b. Hard copy available in the Office of the Town Clerk during regular business hours;
 - c. Online access and comment features available through the Clifton Park Connect icon on the Town's webpage;
4. Encourage public participation by inviting written comments via:
 - a. Email to planning@cliftonpark.org,
 - b. Mail to Clifton Park Planning Department, One Town Hall Plaza, Clifton Park, NY, 12065, or
 - c. Submission directly through the project page on Clifton Park Connect.

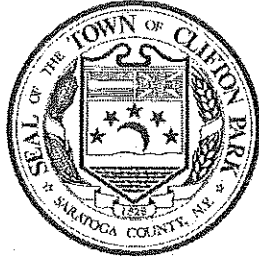
All public comments received will be compiled for Town Board consideration prior to final action on the Plan.

Financial Impact

No additional financial impact is anticipated at this stage. The planning project was partially grant-funded, and no new appropriations are required for the public review and hearing process.

Recommendation

I recommend the Town Board adopt the accompanying resolution formally accepting the Draft Agricultural & Farmland Protection Plan and establishing the public hearing as outlined above.



RESOLUTION

#4

PHILIP C. BARRETT
Supervisor

AGATHA REID
Councilwoman

ZABED MANIR
Councilman

NANCY R. BELLAMY
Councilwoman

MARIO L. FANTINI
Councilman

Resolution No. _____ of 2026, a resolution authorizing the repairs to nine (9) roll-off containers.

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

WHEREAS, quotes were received by Daniel Clemens, Director of Buildings, Parks, and Recreation, for the welding and fabrication repairs to nine (9) roll-off containers, and

WHEREAS, it is determined that this project is a public works project, since a special skill is required to complete the job, and

WHEREAS, the lowest conforming quote for the repairs was submitted by B.E.A.R. Fabrication LLC, Pattersonville, NY, in an amount not to exceed \$26,772, and

WHEREAS, Mr. Clemens recommends that the bid for the container repairs be awarded to B.E.A.R. Enterprises LLC; now, therefore be it

RESOLVED, that the Town Board hereby awards the bid for the welding and fabrication repairs for nine (9) roll-off containers to B.E.A.R. Enterprises LLC, Pattersonville, NY, at a cost not to exceed \$26,772, to be paid from A-8160-200 (General Fund – Solid Waste Management – CTS Equipment).

Cynthia Zlogar

From: Town of Clifton Park Official Website <info@cliftonpark.org>
Sent: Tuesday, February 24, 2026 11:33 AM
To: Cynthia Zlogar; Phil Barrett; Jean Spiegel; Mark Heggen; Darlene Allen; Zabed Manir; Agatha Reid; John Scavo; Christine Pagnello; Walter Smead; Kelly Miller; Nancy Bellamy; Mario Fantini; Kevin Dailey; Caitlin Fantini
Subject: New Resolution Request #2631

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

Department: Buildings & Grounds

Your Name: Daniel Clemens

Your Email: dclemens@cliftonpark.org

Sponsor: P. Barrett

Agenda Session Date: 03/03/2026 ✓

Board Meeting Date: 03/17/2026 ✓

Alternate Date: 04/07/2026

Budget Number: A-8160-200

Budget Description: General Fund - Solid Waste Management - CTS Equipment

Amount: \$26,772.00

Brief Description: Hire B.E.A.R. Fabrication LLC to make welding and fabricating repairs to nine different roll-off containers. Includes replacement of roller wheels on all 5 30-yard boxes.

Add Supporting Docs:

[54177d5d56604555 Welding repair and fabrication on nine 9 roll-off containers - _res_packet_2.23.26.pdf](#)

Additional Comments/Details: All repair work will be done at the transfer station.

Agree to Terms: Agree

[unsubscribe](#)

Town of Clifton Park
Buildings & Grounds

Quote Cover Sheet

Date: February 23, 2026

Description: Welding repairs and fabrication on five (5) 30-yard roll-off boxes, two (2) 40-yard boxes and two (2) compactor boxes.

Vendor #1: B.E.A.R. Fabrication LLC - \$26,772.00 *
Repairs to be made at the transfer station

Vendor #2: Wastequip - Does not repair boxes

Vendor #3: Waste Connections(County Waste)-Only repair their own

Vendor #4: Port Welding Services - \$126.00 per hour
Time and material quote. Would have to transport boxes to them.

Vendor #5:

Vendor #6:

Comments: We made several attempts to meet with Port Welding at the transfer station since January 12, 2026 to get a more accurate quote. Appointments were made, they did not show up.

Decision: B.E.A.R. Fabrication LLC - \$26,772.00

B.E.A.R. Fabrication LLC
Welding and Equipment Repair

QUOTE

4983 Rynex Corners Rd, Pattersonville NY 12137
518-339-1396
BEARFabrication@gmail.com

Quote # 1252
Date: 1/27/26

To:
Twin Bridges
Saratoga Transfer Station

Expiration Date: 2/27/26

Owner Operator	Job	Payment terms	Due date
Tom Feulner		Net 30	TBD

Qty	Description	Unit price	Line total
5	Repair/Provide/Replace Qty 4 ground rollers on 30yd roll offs.		\$1500.00 each
5	Repair damages on 30yd open tops. Repairs to consist of replace front of containers where damaged from loader forks with 3/8" plate, 24" tall and the width of the front of the container. New vertical supports to be tied back in after. Also includes side plate repairs (overlay, weld 100 percent over fork holes) and door chain and pin keeper repairs. 3" Channel repairs not included.		\$2256.00 each
2	Repair damages on 40yd open tops. Repairs to consist of replace front of containers where damaged from loader forks with 3/8" plate, 24" tall and the width of the front of the container. New vertical supports to be tied back in after. Also includes side plate repairs (overlay, weld 100 percent over fork holes) and door chain and pin keeper repairs. 3" channel repairs not included.		\$3576.00 each
2	Misc repairs on 40yd compactor containers.		\$420.00 each
	All repairs to be done onsite, one repair to take place at a time (box to be empty and moved to a safe, low traffic area.) unless other boxes are available at time of visit. Painting not included.		
	4 week lead time depending on parts availability upon signed quote being returned.		
Subtotal			
Sales Tax			TBD
Total			26,772.00

7,500.00
11,280
7,152
840.00

*

Quotation prepared by: Tom Feulner

This is a quotation on the goods named, subject to the conditions noted below: All sales final, payment due upon receipt.

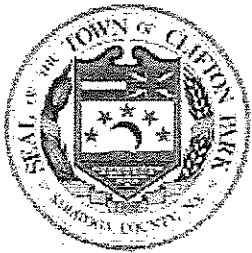
To accept this quotation, sign here and return: _____

Thank you for your business!

From: Dan Clemens <DClemens@cliftonpark.org>
Sent: Friday, December 19, 2025 12:02 PM
To: Sherry Burch <sburch@wastequip.com>
Cc: Jamie Butler <JButler@wastequip.com>
Subject: RE: TOWN OF CLIFTON PARK SO# 193910

Ok, thank you, I appreciate that.

Daniel J. Clemens
Director of Buildings, Parks, and Recreation
Town of Clifton Park, NY
O: 518-371-6651 ext. 248
C: 518-281-5065
dclemens@cliftonpark.org



From: Sherry Burch <sburch@wastequip.com>
Sent: Friday, December 19, 2025 12:00 PM
To: Dan Clemens <DClemens@cliftonpark.org>
Cc: Jamie Butler <JButler@wastequip.com>
Subject: FW: TOWN OF CLIFTON PARK SO# 193910

Hi Dan,
Tom is no longer with Wastequip. He retired. I have copied Jamie Bulter on this email.
Wastequip does not repair containers but maybe Jamie can point you in the direction of a good repair shop.
Thank you.

We'd appreciate your feedback!
Please let us know how we are doing.

<https://form.jotform.com/231275109346151>

Sherry Burch
Customer Service Specialist
Wastequip Manufacturing Company LLC
Office: 863-665-3644
sburchi@wastequip.com

From: Dan Clemens <DClemens@cliftonpark.org>
Sent: Friday, December 19, 2025 11:56 AM

Dan Clemens

From: Joseph Smith <Joseph.Smith@WasteConnections.com>
Sent: Friday, January 30, 2026 7:37 AM
To: Dan Clemens
Cc: Chris Harrison
Subject: RE: roll of repairs

Good morning,

Unfortunately, we don't typically provide repairs outside of our own internal. I am unaware of another company that does container repairs but will certainly keep an eye out and if I come across one, I will be certain to let you know.

Thank you,
Joseph Smith
Operations Supervisor
Troy Transfer Station

From: Dan Clemens <DClemens@cliftonpark.org>
Sent: Wednesday, January 28, 2026 12:35 PM
To: Joseph Smith <Joseph.Smith@WasteConnections.com>
Subject: roll of repairs

Good afternoon,

I got your contact info from our Town Clerk, Caitlin Fantini. I am looking for someone that repairs roll-off boxes. I have (5) 30-yard boxes that need all 4 roller wheels replaced and a bunch of damage fixed on the fronts from them being pushed around by a loader. AI may need some hinge and closer repairs as well. (2) 40-yard boxes that need front repairs and (2) 40-yard compactor boxes with some small repairs. Is this something you would do or if not, do you know a company that does?

Thanks, Dan

Daniel J. Clemens
Director of Buildings, Parks, and Recreation
Town of Clifton Park, NY
O: 518-371-6651 ext. 248
C:518-281-5065
dclemens@cliftonpark.org

Kieran Lynch

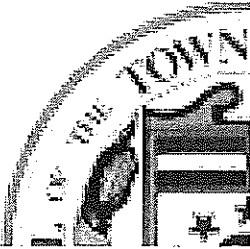
From: Steve Barber <portweldingservice@gmail.com>
Sent: Monday, January 12, 2026 7:17 AM
To: Kieran Lynch
Subject: Re: Welding services

518-365- [REDACTED]

126.00 per hr.

On Mon, Jan 12, 2026, 7:16 AM Kieran Lynch <klynch@cliftonpark.org> wrote:
Good Moring , Last week I spoke with Steve , He was going to send me labor prices on roll off box repairs, This was a time and material estimate. I know materials vary but we were looking for a hourly price.
Thank You

Kieran Lynch
Recreation Maintenance Supervisor
Town of Clifton Park
2 Town Hall Plaza
Clifton Park, NY 12065
Desk 518-371-6651 EXT 266
Cell 518-888-4779



ESTIMATED TIME TO
REPLACE 4 WHEELS
BOOK TIME ??

SAME TO REPLACE HINGES ?

24" HIGH PLATE STEEL
REPLACEMENT TO FRONTS

APPOINTMENT
THURS.
2/12/26
NO SHOW



RESOLUTION

#5

PHILIP C. BARRETT
Supervisor

AGATHA REID
Councilwoman

ZABED MANIR
Councilman

NANCY R. BELLAMY
Councilwoman

MARIO L. FANTINI
Councilman

Resolution No. _____ of 2026, a resolution authorizing the Receiver of Taxes and Assessments to attend the New York State Association of Tax Receivers and Collectors Seminar.

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

WHEREAS, Rose Savallo, Receiver of Taxes & Assessments, has requested permission to attend the New York State Association of Town's Tax Collector's Seminar to be held at the Sheraton Hotel, Niagara Falls, New York, June 7-10, 2026, at a cost not to exceed \$1,200, and

WHEREAS, attendance at the Seminar would confer a benefit to the Town's citizens; now, therefore, be it

RESOLVED, that Rose Savallo is hereby authorized to attend the Tax Collector's Seminar in Niagara Falls, New York from June 7-10, 2026, at a cost not to exceed \$1,200, which includes registration fee, lodging and meals, to be vouchered appropriately, and to be paid from budget line item A-01330-00001 (General Fund- Tax Collector - Travel & Conferences).

Cynthia Zlogar

From: Town of Clifton Park Official Website <info@cliftonpark.org>
Sent: Monday, March 2, 2026 4:48 PM
To: Cynthia Zlogar; Phil Barrett; Jean Spiegel; Mark Heggen; Darlene Allen; Zabed Manir; Agatha Reid; John Scavo; Christine Pagnello; Walter Smead; Kelly Miller; Nancy Bellamy; Mario Fantini; Kevin Dailey; Caitlin Fantini
Subject: New Resolution Request #2676

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

Department: Tax

Your Name: Rose Savallo

Your Email: rsavallo@cliftonpark.org

Sponsor: Phil Barrett

Agenda Session Date: 03/17/2026 ✓

Board Meeting Date: 03/17/2026 ✓

Alternate Date: 04/07/2026

Budget Number: A 1330-1

Budget Description: Training & Conferences

Amount: not to exceed \$1,200

Brief Description: Attendance at the NYS Assoc of Tax Receivers & Collectors annual Training Seminar taking place June 7-10, 2026 at the Sheraton Hotel in Niagara Falls, NY.

Add Supporting Docs:

[876bb8d4b559d9db_NYSATRC_Training_Seminar.pdf](#)

Additional Comments/Details: If possible, I would appreciate having this on both the Agenda & Town Board meetings on March 17th because of the time sensitivity of booking reservations. Thank you.

Agree to Terms: Agree

[unsubscribe](#)

Summary of Expenses 2026 Training Seminar

NYS Association of Tax Receivers & Collectors

June 7-10, 2026 at the Sheraton Hotel, Niagara Falls, New York

Hotel & Meals	\$675.07
Registration Fee	\$100.00
Per Diem (Meals)	\$153.00
*Mileage	<u>\$214.60</u>
Total Costs	<u>\$1,142.67</u>

*** I am travelling to the Seminar with another Receiver and splitting the costs of travel.**

*The New York State Association of Tax Receivers and
Collectors*

Training Seminar June 7 - 10, 2026

The NYS Association of Tax Receivers and Collectors Training Seminar 2026
will be held at the beautiful Sheraton Niagara Falls.

Please remember that you must be a member in good standing with NYSATRC to
attend the June Training Seminar.

[Click here to be brought directly to the Hotel Reservation link.](#)

PRICING for 2026

Single Occupancy \$675.07

Double Occupancy \$891.20 (\$445.60 per person)

Arrival Date: Sunday, June 7, 2026, after 4 pm

Departure Date: Wednesday, June 10, 2026. Check out at 11 am

The FULL Food & Beverage Package includes:

Sunday reception, dinner is on your own.

Monday breakfast, lunch, and breaks, dinner is on your own.

Tuesday breakfast, lunch, breaks and dinner.

Wednesday breakfast

The listed price is inclusive of tax. An individual tax exemption form must be
submitted in advance, in order for taxes to be adjusted off. Payment for all food &
beverage packages will be processed in full 10 days prior to the event via the credit
card on file

There are other meal plans available at the Hotel Reservation link above.

All Registration Forms must be received by May 7, 2026

2026 CONFERENCE SCHEDULE

SUNDAY - JUNE 7, 2026

3:00 – 5:00 pm
REGISTRATION/CHECK IN
Lobby

5:30 – 7:00 pm
WELCOME RECEPTION

FURTHER DETAILS COMING SOON

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Powered by

2026 Training Seminar Registration Form

**New York State Association of Tax Receivers and Collectors
Sheraton Niagara Falls, 300 3rd Street, Niagara Falls, NY 14303
June 7– 10, 2026**

2026 Session includes: Legal/Legislative update, TSO, and additional topics and details available on our website.

Seminar Registration: Registration is open to **2026 PAID NYSATRC Members.**

Seminar Registration Form: Registration fee is \$100.00 to attend the 2026 Training Seminar. Deadline for payment is May 18, 2026. **Reminder: You must be a paid 2026 NYSATRC Member to attend the Conference.** Mail completed registration forms with checks payable to “NYSATRC” in the amount of \$100.00 to Town of Ithaca, Attn: Debby Kelley, P.O. Box 7143, Ithaca, New York 14851.


Hotel Reservations: Please make your hotel reservations directly with the Sheraton Niagara Falls, utilizing the booking link created for our event, **<https://book.passkey.com/go/NYSATRC2026>** , to reserve your room(s) and meal package(s) for you and your guest.

Once the hotel receives your tax-exempt form, the tax will NOT be included in the actual charge once you check out.

Commuter Meals: Commuter Meal form and payment must be mailed with your conference registration form to Debby at the above address. See the attached form for Conference Registration and Commuter Meal selections and prices.

Please let us know if you have any food allergies or have special meal requirements

Questions, please call Debby at 607-273-1721 ext. 114 or email her at **dkelley@townithacany.gov**

 An official website of the United States government



**U.S. General
Services
Administration**

FY 2026 per diem rates for New York

Change fiscal year: or

Daily lodging rates (excluding taxes) | October 2025 - September 2026

Cities not appearing below may be located within a county for which rates are listed. To determine the county a destination is located in, visit the [Census Geocoder](#).

Primary destination	County	2025 Oct	Nov	Dec	2026 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Standard Rate	Applies for all locations without specified rates	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110	\$110
Albany	Albany	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$117
Binghamton	Broome	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$117
Buffalo	Erie	\$126	\$126	\$126	\$126	\$126	\$126	\$126	\$126	\$126	\$139	\$139	\$126
Floral Park / Garden City / Great Neck	Nassau	\$164	\$164	\$164	\$164	\$164	\$164	\$164	\$164	\$164	\$164	\$164	\$164
Glens Falls	Warren	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$117	\$186	\$186	\$117
Ithaca	Tompkins	\$144	\$144	\$144	\$144	\$144	\$144	\$144	\$144	\$144	\$144	\$144	\$144
Kingston	Ulster	\$139	\$139	\$139	\$139	\$139	\$139	\$139	\$139	\$139	\$139	\$139	\$139
Lake Placid	Essex	\$165	\$165	\$165	\$165	\$165	\$144	\$144	\$144	\$144	\$238	\$238	\$165
New York City	Bronx / Kings / New York / Queens / Richmond	\$342	\$342	\$342	\$179	\$179	\$281	\$281	\$281	\$281	\$237	\$237	\$342

Meals and incidental expenses (M&IE) rates and breakdown

The M&IE total is the full daily amount for a single calendar day when that day is neither the first nor last day of travel. The amount received on the first and last day of travel equals 75% of the M&IE total. See [M&IE breakdowns](#) for information related to the individual meal amounts.

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and last day of travel
Standard Rate	Applies for all locations without specified rates	\$68	\$16	\$19	\$28	\$5	\$51.00
Albany	Albany	\$86	\$22	\$23	\$36	\$5	\$64.50
Binghamton	Broome	\$74	\$18	\$20	\$31	\$5	\$55.50
Buffalo	Erle	\$80	\$20	\$22	\$33	\$5	\$60.00
Floral Park / Garden City / Great Neck	Nassau	\$86	\$22	\$23	\$36	\$5	\$64.50
Glens Falls	Warren	\$86	\$22	\$23	\$36	\$5	\$64.50
Ithaca	Tompkins	\$80	\$20	\$22	\$33	\$5	\$60.00
Kingston	Ulster	\$86	\$22	\$23	\$36	\$5	\$64.50
Lake Placid	Essex	\$86	\$22	\$23	\$36	\$5	\$64.50
New York City	Bronx / Kings / New York / Queens / Richmond	\$92	\$23	\$26	\$38	\$5	\$69.00
Niagara Falls	Niagara	\$80	\$20	\$22	\$33	\$5	\$60.00
Nyack / Palisades	Rockland	\$80	\$20	\$22	\$33	\$5	\$60.00
Poughkeepsie	Dutchess	\$80	\$20	\$22	\$33	\$5	\$60.00
Riverhead / Ronkonkoma / Melville	Suffolk	\$86	\$22	\$23	\$36	\$5	\$64.50
Rochester	Monroe	\$80	\$20	\$22	\$33	\$5	\$60.00
Saratoga Springs / Schenectady	Saratoga / Schenectady	\$80	\$20	\$22	\$33	\$5	\$60.00
Syracuse / Oswego	Onondaga / Oswego	\$80	\$20	\$22	\$33	\$5	\$60.00
Tarrytown / White Plains / New Rochelle	Westchester	\$92	\$23	\$26	\$38	\$5	\$69.00
Troy	Rensselaer	\$80	\$20	\$22	\$33	\$5	\$60.00
West Point	Orange	\$80	\$20	\$22	\$33	\$5	\$60.00

Monday
Sunday & Wednesday
\$33 \$60.00

Additional per diem topics

- [Meals & Incidental Expenses breakdown \(M&IE\)](#)
- [FAQs](#)
- [State tax exemption forms](#)
- [Factors influencing lodging rates](#)
- [Fire safe hotels](#)
- [Have a per diem question?](#)
- [Downloadable per diem files](#)

Need more information?

- [Rates for Alaska, Hawaii, U.S. territories and possessions \(set by DoD\)](#)
- [Rates in foreign countries \(set by State Dept.\)](#)
- [Federal travel regulations](#)

Related topics

- [Travel resources](#)
- [FedRooms](#)
- [POV mileage reimbursement rates](#)

Last reviewed: 2023-12-23

#33 - Monday Dinner
#60 - Sunday
#60 - Wednesday

#153

An official website of the United States government



U.S. General Services Administration

Privately owned vehicle (POV) mileage reimbursement rates

GSA has adjusted all POV mileage reimbursement rates effective January 1, 2026.

Modes of transportation	Effective/applicability date	Rate per mile
Airplane*	January 1, 2026	\$1.78
If use of privately owned automobile is authorized or if no government-furnished automobile is authorized and available	January 1, 2026	\$0.725 *
If government-furnished automobile is authorized and available	January 1, 2026	\$0.205
Motorcycle	January 1, 2026	\$0.705

Relocation	Effective/applicability date	Rate per mile
Standard mileage rate for moving purposes	January 1, 2026	\$0.205

* Airplane nautical miles (NMs) should be converted into statute miles (SMs) or regular miles when submitting a voucher using the formula (1 NM equals 1.15077945 SMs).

For calculating the mileage difference between airports, please visit the U.S. Department of Transportation's [Inter-Airport Distance](#) website.

QUESTIONS:

For all travel policy questions, email travelpolicy@gsa.gov.

Questions

Have travel policy questions? Use our ['Have a Question?'](#) site

Last updated: Dec 29, 2025

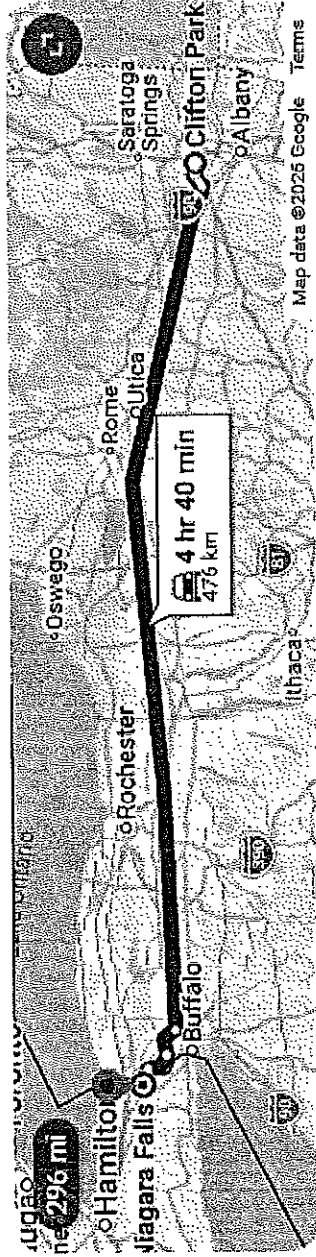
0-C
 296 +
 296 +
 592 * Mileage Round Trip
 592 x
 * 0.725 = Reimbursement Rate
 429.2 *
 429.2 x
 0.50 = Splitting Trip with another attendee.
 214.6 *

○ Clifton Park, NY 12065, USA

➔ ○ Niagara Falls, ON, Canada

🚗 Drive

4h 40m ^



4h 40m (296 mi)

via I-90 W

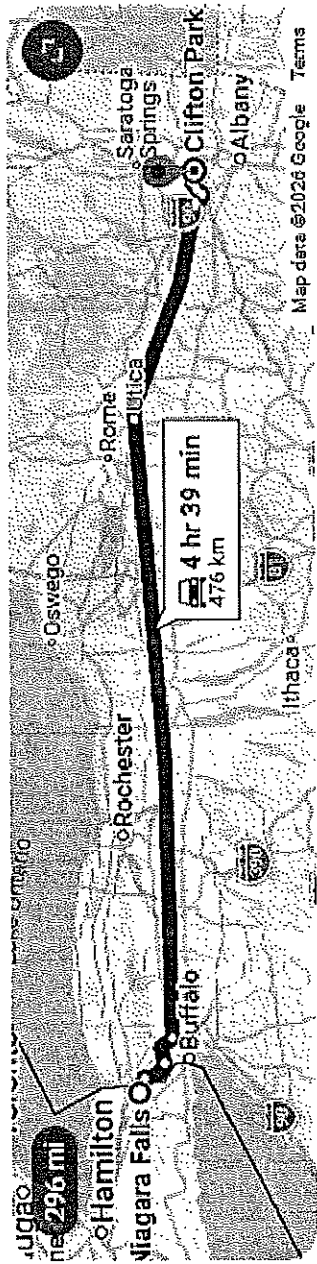
⚠ This route crosses a country/region border. +1 more · 🛂 Tolls

📍 Directions

Get there :

○ Niagara Falls, ON, Canada → ○ Clifton Park, NY 12065, USA

🚗 Drive 4h 39m ^



📍 Directions

4h 39m (296 mi)

via I-90 E

⚠️ This route crosses a country/region border. +1 more · 🛂 Tolls



RESOLUTION

#6

PHILIP C. BARRETT
Supervisor

AGATHA REID
Councilwoman

ZABED MANIR
Councilman

NANCY R. BELLAMY
Councilwoman

MARIO L. FANTINI
Councilman

Resolution No. _____ of 2026, a resolution authorizing the Superintendent of Highways to hire Nelson Bonesteel and Alexander Levigne, for positions within the Highway Department.

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

WHEREAS, there are currently two vacancies within the Highway Department, and

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

<u>Name</u>	<u>Position of Appointment</u>	<u>Address</u>
Nelson Bonesteel	Motor Equipment Operator	Halfmoon, New York
Alexander LaVigne	Laborer	Clifton Park, New York

WHEREAS, Mr. Bonesteel will fill the vacancy created by Brandon Mount, and has been operating commercial vehicles for seven years, has a Class A Commercial Driver's License, and has spent time in the construction and maintenance field locally, as well as previously working with the Clifton Park Highway Department, and

WHEREAS, Mr. LaVigne will fill the vacancy created by Josiah Connolly, and has been working with the Highway Department as a Seasonal Laborer, has earned his Commercial Driver's License, and has shown impressive mechanical skill as well as an appreciation and dedication to the many responsibilities of the Highway Department, and

WHEREAS, Mr. LaVigne will be placed on a path to earn his Commercial License Class B through the Washington-Saratoga-Warren-Hamilton-Essex Board of Cooperative Educational Services (WSWHE BOCES); now, therefore be it,

RESOLVED, that the Town Board authorizes the hiring of Nelson Bonesteel as a Motor Equipment Operator and Alexander LaVigne as a Laborer, both in the Highway Department; and be it further

RESOLVED, that Mr. Bonesteel be hired at a Grade 5, Step 1 (\$28.91/hr., Salary \$60,364) and Mr. LaVigne be hired at a Grade 4, Step 1 (\$26.11/hr., Salary \$54,518), both to be paid as detailed in the attached Schedules A and B, respectively.

Cynthia Zlogar

From: Town of Clifton Park Official Website <info@cliftonpark.org>
Sent: Tuesday, March 3, 2026 3:31 PM
To: Cynthia Zlogar; Phil Barrett; Jean Spiegel; Mark Heggen; Darlene Allen; Zabed Manir; Agatha Reid; John Scavo; Christine Pagnello; Walter Smead; Kelly Miller; Nancy Bellamy; Mario Fantini; Kevin Dailey; Caitlin Fantini; hd
Subject: New Employee Resolution Request #2685

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: 03/17/2026 ✓

Board Meeting Date: 03/17/2026 ✓

Alternate Date: 03/17/2026

Budget Number: DA-5110-E1500, DA-5142-E1500

Budget Description: See Brief Description

Amount: See Brief Description

Brief Description: Resolution No. _____ of 2026, a resolution authorizing the Superintendent of Highways to hire Nelson Bonesteel and Alexander Levigne, for positions within the Highway Department.

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

WHEREAS, there are currently two vacancies within the Highway Department; and,

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

Name Position of Appointment Address

Nelson Bonesteel Motor Equipment Operator Halfmoon, New York

Alexander LaVigne Laborer Clifton Park, New York

WHEREAS, Mr. Bonesteel will fill the vacancy created by Brandon Mount, and has been operating commercial vehicles for seven years, has a Class A Commercial Driver's License, and has spent time in the construction and maintenance field locally, as well as previously working with the Clifton Park Highway Department and,

WHEREAS, Mr. LaVigne will fill the vacancy created by Josiah Connolly, and has been working with the Highway Department as a Seasonal Laborer, has earned his Commercial Drivers License, and has shown impressive mechanical skill as well as an appreciation and dedication to the many responsibilities of the Highway Department;

WHEREAS, Mr. LaVigne will be placed on a path to earn his Commercial License Class B through the Washington-Saratoga-Warren-Hamilton-Essex Board of Cooperative Educational Services (WSWHE BOCES), now, therefore be it,

RESOLVED, that the Town Board authorize the hiring of Nelson Bonesteel and Alexander LaVigne to the positions stated above, and be it further,

RESOLVED, that Mr. Bonesteel be hired at a Grade 5, Step 1 (\$28.91/hr., Salary \$60,364) and Mr. LaVigne be hired at a Grade 4, Step 1 (\$26.11/hr., Salary \$54,518), and be it further,

RESOLVED, that the funds necessary for these promotions be allocated as follows;

Title Item 1 Item 4

Motor Equipment Operator DA-5110-E1500 DA-5142-E1500

Laborer DA-5110-E3000 DA-5142-E3000

Add Supporting Docs:

[9afb9509c26b4d86_N. Bonesteel_Application-3.pdf](#)

[4c9fa718ad1c4f6d_A. LaVigne_Application.pdf](#)

Additional Comments/Details: None at this time

Agree to Terms: Agree

[unsubscribe](#)

SCHEDULE A

Town of Clifton Park
Salary Allocation

		Grade	Step	Year	Hourly Rate	2026	Weeks to End of Year	Hours	Projected to End of Year
MEO Nelson	Bonesteel	5	1	1	28.91		41.40	40.00	\$ 47,874.96

Rounded to: \$ 47,900.00

Transfer funds from:

Highway Fund - Snow Removal - MEO	DA-05142-E1500	\$ 10,895.00
Highway Fund - General Construction - B Mount	DA-05110-E6408	\$ 20,018.00
Highway Fund - General Construction - MEO	DA-05110-E1500	<u>\$ 16,987.00</u>

Transfer to:

Highway Fund - Snow Removal - N Bonesteel	DA-05142-E6042	\$ 10,895.00
Highway Fund - General Construction - N Bonesteel	DA-05110-E6042	<u>\$ 37,005.00</u>

SCHEDULE B

Town of Clifton Park
Salary Allocation

	Grade	Step	Year	Hourly Rate	2026	Weeks to End of Year	Hours	Projected to End of Year
Laborer Alexander	LaVigne	4	1	1	26.11	41.40	40.00	\$ 43,238.16

Rounded to: \$ 43,200.00

Transfer funds from:

Highway Fund - Snow Removal - J Connolly	DA-05142-E1500	\$ 9,779.00
Highway Fund - General Construction - J Connolly	DA-05110-E1500	<u>\$ 33,421.00</u>

Transfer to:

Highway Fund - Snow Removal - A LaVigne	DA-05142-E6405	\$ 9,779.00
Highway Fund - General Construction - A LaVigne	DA-05110-E6405	<u>\$ 33,421.00</u>



RESOLUTION

#7

PHILIP C. BARRETT
Supervisor

AGATHA REID
Councilwoman

ZABED MANIR
Councilman

NANCY R. BELLAMY
Councilwoman

MARIO L. FANTINI
Councilman

Resolution No. ___ of 2026, a resolution in connection with honoring James F. Hughes.

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

WHEREAS, the Honorable James F. Hughes served in the United States Navy from 1956 to 1960; and

WHEREAS, the Honorable James F. Hughes served in the New York State Police from 1961 to 1981; and

WHEREAS, the Honorable James F. Hughes served as Clifton Park Town Justice from 1982 to 2025; and

WHEREAS, the Honorable James F. Hughes served as Mechanicville City Court Judge from 2002 to 2009; and

WHEREAS, the Town has the authority to lower flags to half-staff to honor dedicated public servants; and

WHEREAS, the Honorable James F. Hughes meets the definition of a dedicated public servant who served the Nation, the State and the Town of Clifton Park for 68 years now therefore be it

RESOLVED that flags at all municipal buildings be lowered to half-staff on Friday, March 20, 2026 in honor of the Honorable James F. Hughes who passed away on Thursday March 12, 2026.



RESOLUTION

#8

PHILIP C. BARRETT
Supervisor

AGATHA REID
Councilwoman

ZABED MANIR
Councilman

NANCY R. BELLAMY
Councilwoman

MARIO L. FANTINI
Councilman

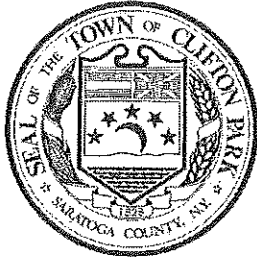
Resolution No. _____ of 2026, a resolution correcting Resolution No. 2 of 2026, relating to appointments.

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

WHEREAS, by Resolution No. 2 of 2026, Sheila Alvaro was omitted as a reappointment to a position at Town Hall, as needed, and

WHEREAS, the Town Board wishes to amend the heretofore adopted Resolution to cure this omission; now, therefore, be it

RESOLVED, that Resolution No. 2 of 2026 is amended to reappoint Sheila Alvaro as a part-time Town employee, as needed, at Grade 4, Step 4, Year 2 for 2026, for employment not limited to Town Hall.



RESOLUTION

#9

PHILIP C. BARRETT
Supervisor

AGATHA REID
Councilwoman

ZABED MANIR
Councilman

NANCY R. BELLAMY
Councilwoman

MARIO L. FANTINI
Councilman

Resolution No. _____ of 2026, a resolution authorizing the Town Supervisor to enter into a Lease Agreement for property at 1 Barney Road.

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

WHEREAS Resolution No. 251 of 2010 authorized the Town Supervisor to enter into an agreement for the purchase of the Clifton Knolls Executive Golf Course, and

WHEREAS, Resolution No. 251 of 2010, Resolution No. 22 of 2016 and Resolution No. 189 of 2020, authorized the Town to enter into a renewable rental agreement with Atrium Properties for the maintenance equipment shed, greens keeper's office, rest rooms, and putting green at the Barney Road Clubhouse, as well as a long-term easement for golf course parking, and

WHEREAS the Town wishes to execute a new rental agreement with Robert Phillips of Atrium Properties for the maintenance equipment shed consisting of a 5-bay garage, at the Barney Road Clubhouse, at an annual cost not to exceed \$6,000; now, therefore, be it

RESOLVED, that the Supervisor is authorized to enter into the attached twenty (20) month leasehold agreement with Robert Phillips of Atrium Properties for rental of the maintenance shed at the Barney Road Clubhouse at 1 Barney Road, at \$500 per month from April 1, 2026 through November 30, 2027 for a total annual cost not to exceed \$4,500 for the calendar year 2026, to be paid from A-7190-9 (General Fund – Barney Road Golf Course – Lease and Rentals), with a transfer from A-07190-00024 (General Fund – Barney Road Golf Course - General Maintenance).

Cynthia Zlogar

From: Town of Clifton Park Official Website <info@cliftonpark.org>
Sent: Wednesday, March 11, 2026 2:01 PM
To: Cynthia Zlogar
Subject: Confirmation: New Resolution Request #2712

Your resolution request has been sent. The details of your submission are included with this confirmation email.

Department: Supervisor

Your Name: Cindy Zlogar

Your Email: czlogar@cliftonpark.org

Sponsor: P. Barrett

Agenda Session Date: 03/17/2026 ✓

Board Meeting Date: 03/17/2026 ✓

Alternate Date: 03/17/2026

Budget Number: A-7190-9

Budget Description: Barney Road Golf Course

Amount: \$500/month for 20 months; \$6,000 annual cost

Brief Description: Lease Agreement for 20-month rental of maintenance shed at Barney Road Golf Course

Add Supporting Docs:

Additional Comments/Details: N/A

Agree to Terms: Agree

[unsubscribe](#)

Resolution No. 189 of 2020, a resolution authorizing the Town Supervisor to enter into a lease renewal agreement for properties at 1 Barney Road.

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

WHEREAS, Resolution No. 251 of 2010, authorized the Town Supervisor to enter into an agreement for the purchase of the Clifton Knolls Executive Golf Course, and

WHEREAS, Resolution No. 251 of 2010 and Resolution No. 21 of 2016, authorized the town to enter into a renewable rental agreement with Atrium Properties for the maintenance equipment shed, greens keeper's office, restrooms, and putting green at the Barney Road Clubhouse, as well as a long term easement for golf course parking, and

WHEREAS, the town wishes to exercise its option to renew the rental agreement with Robert Phillips of Atrium Properties for the maintenance equipment shed, greens keeper's office, restrooms, and putting green at the Barney Road Clubhouse, as well as a long term easement for golf course parking, at an annual cost not to exceed \$11,200; now, therefore, be it

RESOLVED, that the Supervisor is authorized to enter into the attached leasehold agreement with Atrium Properties for rental of the maintenance shed, putting green, Suite 150 at the Barney Road Clubhouse at 1 Barney Road, at \$1,400 per month from April 1, 2021 through November 30, 2025 for a total annual cost not to exceed \$11,200 per year.

ROLL CALL VOTE

Ayes: Councilman Whalen, Councilwoman Standaert, Councilman Morelli,
Councilwoman Walowit, Supervisor Barrett

Noes: None

DECLARED ADOPTED

October 13, 2020

Teresa Brobston, Town Clerk

Resolution No. 22 of 2016, a resolution authorizing the Town Supervisor to enter into a Lease Renewal Agreement for properties at 1 Barney Road.

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

WHEREAS, Resolution No. 251 of 2010 authorized the Town Supervisor to enter into an agreement for the purchase of the Clifton Knolls Executive Golf Course, and

WHEREAS, Resolution No. 251 of 2010 also authorized the town to enter into a renewable rental agreement with Robert Phillips for the maintenance equipment shed, greens keeper's office, rest rooms, and putting green at the Barney Road Clubhouse, as well as a long term easement for golf course parking, and

WHEREAS, the town wishes to exercise its option to renew the rental agreement with Robert Phillips for the maintenance equipment shed, greens keeper's office, rest rooms, and putting green at the Barney Road Clubhouse, as well as a long term easement for golf course parking, at an annual cost not to exceed \$10,400; now, therefore, be it

RESOLVED, that the Supervisor is authorized to enter into the attached leasehold agreement with Robert Phillips for rental of the maintenance shed, putting green, Suite 150 at the Barney Road Clubhouse at 1 Barney Road, at \$1,300 per month from April 1, 2016 through November 30, 2016 for a total annual cost not to exceed \$10,400.

ROLL CALL VOTE

Ayes: Councilman Whalen, Councilwoman Standaert, Councilman Romano,
Councilwoman Walowit, Supervisor Barrett

Noes: None

DECLARED ADOPTED

February 1, 2016

Patricia O'Donnell, Town Clerk

Resolution No. 251 of 2010, a resolution authorizing the Town Supervisor to enter into an agreement for the purchase of the Clifton Knolls Executive Golf Course.

Introduced by Councilman Hughes, who moved its adoption, seconded by Councilwoman Walowit.

WHEREAS, the Town Board recognizes the significant benefits that the Clifton Knolls Executive Golf Course, (also widely known as the Barney Road Golf Course) provides, both as an amenity to surrounding neighborhoods and as a recreation facility for residents of the town at large, and

WHEREAS, the Town Board also recognizes the significance of the natural resources within the 39+ acre golf course property from environmental wetlands, watershed and open space perspectives, and

WHEREAS the Clifton Knolls Golf Course has operated as a going concern for more than 40 years and has the potential to generate positive revenues and to add to the recreational assets and programs for the town on a year round basis, and

WHEREAS, Clifton Park Holding Company, owner of the golf course and surrounding property, has offered to sell the golf course as a going concern to the town for operation as a municipal golf course at a cost of \$1.075 million dollars, and

WHEREAS, the Town Board supports the acquisition of the 39+ acre parcel known as the Clifton Knolls Executive Golf Course, to be operated as a municipal golf course and to preserve the environmental, scenic and natural resources associated with the golf course property and watershed, and

WHEREAS, Clifton Park Holding Company will donate all equipment currently used to maintain and operate the golf course, and

WHEREAS, the Town wishes to enter into a renewable rental agreement with Robert Phillips for the maintenance equipment shed, greens keeper's office, rest rooms, and putting green at the Barney Road Clubhouse, as well as a long term easement for golf course parking, at an annual cost not to exceed \$9,600, now, therefore, be it

RESOLVED, that the Supervisor is authorized to enter into the attached contract with Clifton Park Holding Company for the purchase of the Clifton Knolls Executive Golf Course at a cost of \$1.075 million dollars, and be it further

RESOLVED, the Town is authorized to accept the equipment as listed on the attached Equipment Inventory prepared by John M. McDonald Engineering, by gift, and be it further

RESOLVED, that the Supervisor is authorized to enter into the attached leasehold agreement with Robert Phillips for rental of the maintenance shed, putting green, Suite 150 at the Barney Road Clubhouse at 1 Barney Road, at \$1,200 per month from April 1 through November 30, for a total annual cost not to exceed \$9,600, and be it further

RESOLVED, that the Barney Road Clubhouse lease allows the town to terminate public use of any or all of the clubhouse assets upon sixty days written notice; and be it further

RESOLVED, that the Comptroller is authorized to transfer \$1,075,000 plus up to \$15,000 in associated closing costs, title search and title insurance from A-909 (Undesignated Fund Balance) to A-1940-200 (Open Space Development).

ROLL CALL VOTE

Ayes: Councilman Paolucci, Councilman Hughes, Councilman Romano,
Councilwoman Walowit, Supervisor Barrett

Noes: None

DECLARED ADOPTED

October 12, 2010

Patricia O'Donnell, Town Clerk

THIS IS AN AGREEMENT BETWEEN

ROBERT L. PHILLIPS, doing business at 58 Clifton Country Road, Suite 200, Clifton Park, New York 12065, as Landlord, and the **TOWN OF CLIFTON PARK**, Clifton Park, NY 12065, as Tenant ("Tenant").

WITNESSETH:

The Landlord hereby leases to the Tenant the following Premises at Barney Road Clubhouse, 1 Barney Road, Clifton Park, New York 12065: the 5-Bay Garage for the term of 20 months, effective as of the date the Tenant leases the property commonly known as Clifton Knolls Golf Course, which property is identified by SBL Tax Map No. 277.-1-27.6, to commence on April 1, 2026, and expiring November 30, 2027, to be used and occupied for golf course operations upon the conditions and covenants following:

1st. That the Tenant annually shall pay rent only from April through November. Rent will be payable April 1 2026 through November 30 2027. The Tenant shall pay a monthly rent of \$500.00 for the 5-Bay Garage. That the Tenant shall pay a total rent of \$10,000.00 for twenty (20) months: said rent to be paid in equal monthly payments in advance, on or before the first day of each and every month in the sum of \$500.00 from April 1, 2026, until November 30, 2027.

2nd. The Tenant shall take good care of the Premises and shall at the Tenant's own cost and expense make all renovations to the Leased Premises during the period covered by the Lease. Landlord shall be responsible for structural repairs and for maintenance and upkeep of the common access areas and parking areas; Landlord to provide snow removal, trash removal, and maintain landscaping to the property.

At the end or other expiration of the Term, the Tenant shall deliver up the demised Premises in good order or condition, reasonable wear and tear and damages by the elements excepted.

3rd. That the Landlord and Tenant shall promptly execute and comply with all statutes, ordinances, rules, orders, regulations and requirements of the Federal, State and Local governments and of any and all their Departments and Bureaus, applicable to said premises, for the correction, prevention, abatement of nuisances or other grievances, in, upon, or connected with said Premises during said Term; and shall also promptly comply with and execute all rules and orders and regulations of the New York Board of Fire Underwriters, or any other similar body as required by their respective activities and responsibilities.

4th. That the Tenant, successors, heirs, executors or administrators shall not assign this agreement, or underlet or underlease the Premises, or occupy, or permit or suffer the same to be occupied for any business or purpose deemed disreputable or extra-hazardous on account of fire.

5th. The Tenant must give the Landlord notice of fire, accident, damage or dangerous or defective condition. If the Premises cannot be substantially used for Tenant's business because of fire or other casualty, the Tenant is not required to pay rent for the time the Premises are unusable. The landlord need only repair the damaged structural parts of the Premises. Landlord is not required to repair or replace any equipment, fixtures, furnishings or decorations unless originally installed by the Landlord unless such fire or other casualty is caused by an act or neglect of the Landlord. Landlord is not responsible for delays due to settling insurance claims, obtaining estimates, labor and supply problems or any other cause not fully under Landlord's control.

If the fire or other casualty is caused by an act or neglect of the Tenant, Tenant's employees, or invitees, then all the repairs will be made at the Tenant's expense and the Tenant must pay the full rent with no adjustment. The cost of the repairs will be added to the rent.

The Landlord has the right to demolish or rebuild the building if there is substantial damage by fire or other casualty. The Landlord may cancel this Lease within thirty (30) days after the substantial fire or casualty by giving the Tenant notice of the Landlord's intention to demolish or rebuild. The Lease will end thirty (30) days after the Landlord's cancellation notice to the Tenant. Tenant must deliver the Premises to the Landlord on or before the cancellation date in the notice and pay all rent due to the date of the fire or casualty. If the Lease is canceled, the Landlord is not required to repair the Premises or the building.

This cancellation does not release the Tenant of liability in connection with the fire or casualty. This Section is intended to replace the terms of New York Real Property Law, Section 227.

6th. The said Tenant agrees that the said Landlord and the Landlord's agents and other representatives shall have the right to enter into and upon said Premises, or any part thereof, at all reasonable hours upon reasonable notice and in an emergency, for the purpose of examining the same, or making such repairs or alterations therein as may be necessary for the safety and preservation thereof.

7th. That if the said Premises, or any part thereof, shall be deserted or become vacant during said Term for a period of five (5) days or more, the Landlord may terminate the Lease by giving fifteen (15) days written notice of termination, provided however, that the Tenant has not cured said breach within such five-day period after receipt of notice. If any default be made in the payment of the said rent or any part thereof, or if any default be made in the performance of any of the material covenants herein contained, the Landlord may terminate the Lease by giving fifteen (15) days written notice of termination, provided, however, that Tenant has not cured said breach within such fifteen-day period after receipt of notice. In the event of termination of the Lease due to Tenant's breach, it shall be lawful for the Landlord to re-enter the premises and repossess same without service of notice to re-enter upon Tenant, and Tenant shall pay at the same time as the rent becomes payable under the terms hereof

a sum equivalent to the rent reserved herein, and the Landlord may rent the premises on behalf of the Tenant, reserving the right to rent the premises for a longer period of time than fixed in the original Lease without releasing the original Tenant from any liability, applying any monies collected, first to the reasonable expense of resuming or of obtaining possession, second to the reasonable expense of restoring the premises to a rentable condition, and then to the payment of the rent and all other charges due and to grow due to the Landlord under this Lease, any surplus to be paid to the Tenant, who shall remain liable for any deficiency.

8th. The Tenant shall neither place, or cause or allow to be placed, any sign or sign of any kind whatsoever, on the outside of the building or in or upon any of the windows of the Leased Premises.

The Landlord agrees to post the name and business of the Tenant herein, at the Tenant's expense, on the directory or in such other place as may hereafter be provided by the Landlord for such posting, which will be inside the building.

9th. That this instrument shall not be a lien against said Premises in respect to any mortgages that are now on or that hereafter may be placed against said Premises, and that the recording of such mortgage or mortgages shall have preference and precedence and be superior and prior in lien of this Lease, irrespective of the date of recording and the Tenant agrees to execute without cost, any such instrument which may be deemed necessary or desirable to further effect the subordination of this Lease to any such mortgage or mortgages, and a refusal to execute such instrument shall entitle the Landlord, or the Landlord's assigns and legal representatives to the option of canceling this Lease without incurring any expense or damage and the Term hereby granted is expressly limited accordingly.

10th. It is expressly understood and agreed that in case the demised Premises shall be deserted or vacated, or if default be made in the payment of the rent or any part thereof as herein specified, or if, without the consent of the Landlord, the Tenant shall sell, assign, or mortgage this Lease or if default be made in the performance of any of the material covenants and agreements in this Lease contained on the part of the Tenant to be kept and performed, or if the tenant shall fail to comply with any of the statutes, ordinances, rules, orders, regulations and requirements of the Federal, State, and local governments or of any and all their Departments and Bureaus, applicable to said Premises, the Landlord, may if the Landlord so elects, at any time thereafter terminate this Lease and the Term hereof, on giving to the Tenant notice in writing as set forth in Paragraph "7th" of the Landlord's intention so to do, and this Lease and the Term hereof shall expire and come to an end on the date fixed in such notice as if the date were the date originally fixed in this Lease of the expiration hereof, provided that Tenant has not remedied such cause for termination as set forth in Paragraph "7th". Such notice shall be given by mail to the Tenant addressed to the demised Premises. The time for receipt of notice shall be deemed to be two days after post-marked notice, or upon personal delivery, whichever is earlier.

11th. That the Tenant will not nor will the Tenant permit under-tenants or other persons to do anything in said Premises, or bring anything into said Premises, or permit anything to be brought into said Premises or to be kept therein, which will in any way increase the rate of fire insurance on said demised Premises, nor use the demised Premises or any part thereof, nor suffer or permit their use for any business or purpose which would cause an increase in the rate of fire insurance on said building, and the tenant agrees to pay on demand any such increase.

12th. The failure of the Landlord or Tenant to insist upon a strict performance of any of the terms, conditions and covenants herein, shall not be deemed a waiver of any rights or remedies that the Landlord may have, and shall not be deemed a waiver of any subsequent breach or default in the terms, conditions and covenants herein contained. This instrument may not be changed, modified, discharged or terminated orally.

13th. If the whole or any part of the demised Premises shall be acquired or condemned by Eminent Domain for any public or quasi-public use or purpose, then and in that event, the Term of this Lease shall cease and terminate from the date of title vesting in such proceeding and Tenant shall have no claim against the Landlord for the value of any unexpired Term of said Lease. No part of any award shall belong to the Tenant, except as may be awarded or recovered by virtue of Tenant's tenancy.

14th. If after default in payment of rent or violation of any other material provision of this Lease, or upon the expiration of this Lease, the Tenant moves out or is dispossessed and fails to remove any trade fixtures or other property prior to such said default, removal, expiration of Lease, or prior to the issuance of the final order or execution of the warrant, whichever is later, then in that event, the said fixtures and property shall be deemed abandoned by the said Tenant shall become the property of the Landlord.

15th. In the event that the relation of the Landlord and Tenant may cease or terminate by reason of the Tenant's breach and failure to cure under the terms and covenants contained in this Lease or by the abandonment of the premises by the Tenant, it is hereby agreed that the Tenant shall remain liable and shall pay in monthly payments the rent which accrues subsequent to the reentry by the Landlord, and the Tenant expressly agrees to pay as damages for the breach of covenants herein contained, the difference between the rent reserved and the rent collected and received, if any, by the Landlord during the remainder of their unexpired Term. Such difference or deficiency between the rent herein reserved and the rent collected, if any, shall become due and payable in monthly payments during the remainder of the unexpired term, as the amounts of such difference or deficiency shall from time to time be ascertained.

16th. Landlord to make repairs or improvements in a commercially reasonable period of time, as not to adversely affect the Tenant's use of leased premises.

17th. Landlord shall not be liable for failure to give possession of the Premises upon commencement date by reason of the fact that the Premises are not ready for occupancy or because a prior Tenant or any other person is wrongfully holding over or is in wrongful possession, or for any other reason, the rent shall not commence until



RESOLUTION

#10

PHILIP C. BARRETT
Supervisor

AGATHA REID
Councilwoman

ZABED MANIR
Councilman

NANCY R. BELLAMY
Councilwoman

MARIO L. FANTINI
Councilman

Resolution No. ___ of 2026, a resolution amending Resolution No. 9 of 2026 to expand the membership of the Information Technology Advisory Committee.

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

WHEREAS, the Town Board adopted Resolution No. 9 of 2026 re-establishing the Town of Clifton Park Information Technology Advisory Committee to evaluate, coordinate, and recommend improvements to the Town's information technology systems and software, and

WHEREAS, the IT Advisory Committee was established to ensure coordinated planning, informed decision-making, and the effective use of technology to improve municipal operations and public service delivery, and

WHEREAS, the Town Board finds it appropriate to ensure that departments responsible for senior services and senior transportation are represented on the IT Advisory Committee in order to support coordination of technology systems used for scheduling, communication, and service delivery to Clifton Park residents; now, therefore, be it

RESOLVED, that Resolution No. 9 of 2026 is hereby amended so that the membership of the IT Advisory Committee shall also include representatives from the Clifton Park Senior Community Center and the Senior Van Department; and be it further

RESOLVED, that all other provisions of Resolution No. 9 of 2026 shall remain in full force and effect.

Resolution No. 9 of 2026, a resolution re-establishing an Information Technology Advisory Committee.

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

WHEREAS, the Town Board desires to ensure effective oversight, evaluation, and strategic use of information technology (IT) and software systems to support efficient municipal operations and public service delivery and to enable residents to access Town information conduct government business on-line;

WHEREAS, since the adoption Resolution No. 147 of 2021, Resolution No. 147 of 2004 and Resolution 178 of 2004, there have been significant changes in the world of IT and the Town's operational, technological, and cybersecurity needs have continued to expand and evolve across all departments; and

WHEREAS there is a need to re-establish a formal interdepartmental IT Advisory Committee to:

1. Evaluate, discuss and implement solutions and upgrades that would enable Town departments to operate more efficiently and effectively,
2. Insure that the Town makes optimal use of technology and information systems to identify and procure software and technological improvements,
3. Evaluate, discuss, and make recommendations that improve service delivery, operational efficiency, records management, cybersecurity, public interaction, and accessibility.

WHEREAS, the Town Board finds it appropriate and necessary to ensure that all Departments are represented on the IT Advisory Committee to promote coordinated planning, informed decision-making, and integrated technology solutions, now, therefore, be it

RESOLVED that the IT Advisory Committee shall be comprised of representatives from all Town departments including Animal Control, Assessor, Building & Development, Building and Grounds, Information/Communications, Comptroller, Highway, Parks and Recreation, Planning and Zoning, Receiver of Taxes, Safety & Security, Sewer, Stormwater, Town Attorney's Office, Town Clerk, Town Court and the Transfer Station and be it further

RESOLVED that Resolution No. 147 of 2021, Resolution No. 147 of 2004 and Resolution 178 of 2004 are hereby rescinded.

ROLL CALL VOTE

Ayes: Councilwoman Bellamy, Councilman Fantini, Councilman Manir,
Councilwoman Reid, Supervisor Barrett

Noes: None

DECLARED ADOPTED

January 6, 2026

Caitlin Fantini, Town Clerk



RESOLUTION

#11

PHILIP C. BARRETT
Supervisor

AGATHA REID
Councilwoman

ZABED MANIR
Councilman

NANCY R. BELLAMY
Councilwoman

MARIO L. FANTINI
Councilman

Resolution No. of 2026, a resolution establishing a Hiring Coordination and Procedure process for the Town Board.

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

WHEREAS, the Town Board recognizes the importance of a consistent, transparent, and organized process for receiving employment applications, reviewing candidate materials, coordinating interviews, and ensuring that all Town Board members are informed and given the opportunity to participate in hiring discussions; and

WHEREAS, the Town Board desires to establish a uniform internal workflow for handling employment candidates in a manner that promotes preparedness, fairness, and clear communication, and is consistent with the operations of Saratoga County Human Resources; and

WHEREAS, per the County, the Town Supervisor is the Appointing Authority for the Town, allowing that position alone or through the Confidential Executive Secretary to the Town Supervisor to: request Civil Service Lists, sign and return the report of certifications, request Civil Service job descriptions, create new titles for approval by the County, sign and submit Pink Sheets for change in employee status, and research and correct Payroll certifications from the County; and

WHEREAS, the Confidential Executive Secretary to the Town Supervisor is available full-time in Town Hall to receive, respond to, and answer questions for applicants as well as work with the Comptroller's office in creating job postings with appropriate salary and Union designation. The Confidential Executive Secretary is available to all Town Board members to assist in the process of filling open or newly created positions; now, therefore, be it

RESOLVED, that the Town Board hereby adopts the Town of Clifton Park Hiring Coordination and Procedure process, as set forth in Attachment A, as the standard internal workflow for positions appointed by, reporting to, or otherwise requiring involvement of the Town Board; and be it further

RESOLVED, that the current hiring practices for the Courts, the Highway Department and the Town Clerk's Office will continue to stay within those departments with the understanding that any Town Board member may ask to interview a potential candidate during the hiring process; and be it further

RESOLVED, that all employment applications, resumes, and candidate materials for such positions shall be centrally received, logged, and organized to ensure proper tracking and consistency in the Town Supervisor's office; and be it further

RESOLVED, that candidate names, resumes, and related materials shall be circulated to all Town Board members in advance of interviews or consideration, to allow adequate review and preparation; and be it further

RESOLVED, that when interviews are to be conducted for such positions, scheduling logistics and candidate communications shall be coordinated centrally in the Town Supervisor's office to avoid confusion, and all Town Board members shall be notified and given the opportunity to participate based on their schedule; and be it further

RESOLVED, that to ensure continuity and organization of this process, availability to the applicants, as well as Saratoga County compliance and following the requirements of the Town Appointing Authority, the logistical coordination of application receipt, material distribution, interview scheduling, and candidate communications shall be the responsibility of the Confidential Executive Secretary in coordination with the entire Town Board.

ATTACHMENT A

Town of Clifton Park Hiring Coordination and Procedure

- 1. Purpose:** The Town Board recognizes the importance of a consistent, transparent, and organized process for receiving employment applications, reviewing candidate materials, coordinating interviews, and ensuring that all Town Board members are informed and given the opportunity to participate in hiring discussions. This procedure is intended to establish a uniform internal workflow for handling employment candidates that promotes preparedness, fairness, and clear communication, and is consistent with the operations of Saratoga County Human Resources and the Appointing Authority of the Town Supervisor.

- 2. Receipt of Applications:** All employment applications, resumes, and candidate materials submitted to the Town for positions appointed by or reporting to the Town Board shall be centrally received and logged to ensure proper tracking and organization by the Confidential Executive Secretary in the Town Supervisor's office. The Confidential Executive Secretary will respond to the receipt of applications timely and answer all applicant questions regarding the application process.

- 3. Distribution of Candidate Materials:** Candidate names, resumes, and related application materials shall be circulated to all Town Board members in advance of interviews or consideration to allow adequate review and preparation.

- 4. Interview Coordination:** When interviews are to be conducted for positions under Town Board purview, not including the Courts, Highway Department or Town Clerk's Office:
 - Scheduling logistics shall be coordinated centrally from the Town Supervisor's office to avoid confusion and duplication to the applicant.
 - All Town Board members shall be allowed to interview candidates as their schedule allows, coordinated by the Confidential Executive Secretary.
 - Candidate communications regarding scheduling shall be handled in a consistent and professional manner.
 - Upon acceptance of job offer, hiring resolution request and County paperwork signed by the Town Supervisor, will be completed by Confidential Executive Secretary.

This procedure is adopted to promote clarity, preparedness, inclusivity, consistency, and orderly administration of the Town's hiring workflow while maintaining the County's procedures and requirements of the Appointing Authority of the Town, and to avoid confusion regarding how employment candidates are received, reviewed, and scheduled for consideration.



RESOLUTION

#12

PHILIP C. BARRETT
Supervisor

AGATHA REID
Councilwoman

ZABED MANIR
Councilman

NANCY R. BELLAMY
Councilwoman

MARIO L. FANTINI
Councilman

Resolution No. ___ of 2026, a resolution to appoint Daniel J. Kuhn and Marvin R. Leroy, Jr. as members of the Ethics Board.

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

WHEREAS there are two openings on the Ethics Board, and

WHEREAS Daniel J. Kuhn and Marvin R. LeRoy, Jr. have asked to be appointed to the Ethics Board, and

WHEREAS, both Daniel J. Kuhn and Marvin R. LeRoy, Jr. are residents of the Town of Clifton Park, and

WHEREAS Daniel J. Kuhn served as Saratoga County Coroner, as a DARE (Drug Abuse Resistance Education) officer for the Shenendehowa Central Schools Elementary School from 1989 – 1996 and as a member of the Saratoga County Sheriff’s Department from 1984 to 2009, and

WHEREAS Marvin R. Leroy, Jr., has served four terms as Clifton Park Town Supervisor from 1992 to 2000, and has 40+ years of service working for a variety of not-for-profit organizations, and

WHEREAS these two individuals will provide the Ethics Board with a different perspective that is needed to ensure that the Ethics Board will perform its responsibilities with fairness; now, therefore, be it

RESOLVED that Danel J. Kuhn and Marvin R. Leroy, Jr. be appointed to the Ethics Board for terms ending on December 31, 2028.

Cynthia Zlogar

From: Town of Clifton Park Official Website <info@cliftonpark.org>
Sent: Thursday, March 12, 2026 1:57 PM
To: Cynthia Zlogar
Subject: Confirmation: New Resolution Request #2714

Your resolution request has been sent. The details of your submission are included with this confirmation email.

Department: Legal
Your Name: Cindy Zlogar
Your Email: czlogar@cliftonpark.org
Sponsor: Town Board
Agenda Session Date: 03/17/2026 ✓
Board Meeting Date: 03/17/2026 ✓
Alternate Date: 03/17/2026
Budget Number: N/A
Budget Description: N/A
Amount: N/A
Brief Description: Appoint two members to the Ethics Board
Add Supporting Docs:
Additional Comments/Details: N/A
Agree to Terms: Agree

[unsubscribe](#)

Daniel J. Kuhn
*** Confidential ***
Business & Law Enforcement
Biographical Data Sheet & Resume

Born and Raised in the Lansingburgh, North Troy, New York

Formal Education -

Whipple Elementary School - Lansingburgh Schools (K-5)
St. Augustine's Elementary School, Troy, NY (6-8)
Catholic Central High School, Troy, NY Graduate
Albany Business College, Accounting & Business Administration, Major
Minor - Data Processing - Associates Degree
College of St. Rose - Degree Program for Experienced Adults - (DPEA)
Business Administration & Business Education
Public Relations Institute - Albany, N.Y. Capital District Professional
Public Relations Society
Military - New York State Army National Guard
Headquarters 105th General Support Group, Troy Armory
Basic Training - Ft. Dix, N.J. AIT - Ft. Gordon, GA
New York State Health Department - Emergency Medical Technician's Course
St. Peters Hospital Albany (1974)

Professional Schools - (Business Related)

Sperry UNIVAC Computer Systems - Princeton, N.J. Computer Systems Marketing
Sperry UNIVAC Computer Systems - Blue Bell, PA, Mgmt. Development Program
Sperry UNIVAC Computer Systems - Blue Bell, PA, Executive Mgmt. Development
International Computer Limited - London, England - Sales & Marketing Mgmt.

Teaching Experience - (College Related)

Albany Business College - Instructor - Data Processing - Computer Systems
Schenectady County Community College - Adjunct Faculty - Data Processing
SUNY Cobleskill, NY - Adjunct Faculty - Data Processing Fundamentals

Law Enforcement Schools & Certifications-

NYS Police - Fingerprint Identification, Photography & Evidence Collection
Troop G - Loudonville, NY T/Sgt. L. Moyer June, 1982
NYSDCJS - RADAR Operators Course, Colonie, NY Sept. 1982
NYSDCJS - Impaired Driver Recognition Program and Breath Test Operator School
Albany Police, July 1983 - Certified NYS Department of Health
NYS DCJS - Basic Course for Police Officers - Feb. 1984 Class Chairman
Most Distinguished Graduates Award
NYSDCJS- NYSP - Death Investigations Course - Crime Scene Investigation
NYSDCJS - Instructor Development Course, Schenectady NY
Certified Police Instructor - General Topics, Apr. 1986
Certified Peace Officer Instructor - General Topics & Firearms
NYSDCJS - Collision Reconstruction - Basic, Intermediate, Technical & Advanced
Certified NYSDCJS - Accident Reconstructionist (1986)

(2)

Law Enforcement Schools & Certifications Continued

NYS Police - NYSDCJS Emergency Vehicle Operators (EVOC) Instructor Course
NYS Police – Emergency Vehicle Operators Driving Course, Glenville, NY
NYS Police & FBI, - Firearms Instructor School, Rome, NY
NYSDCJS - Certified as Firearms Instructor, 1986 - Current
NYSDCJS - Instructor Evaluators Course - Warren County, March 1987 - Current
Drug Abuse Resistance Education Instructor Course - Taught By Los Angeles P.D.
Saratoga Springs, NY Nov. 1988
NYSDCJS - Certified Drug Abuse Resistance Education Instructor (DARE Instructor)
NYSDCJS - New York State Incident Command (ICS) Level 100, Level 200, Level 300
Supervisors Incident Command Response to Major Incidents
NYSDCJS - Police Supervisors Course - Zone 5 Law Enforcement Academy Spring 1997
NYSDCJS - Basic Mounted Police Officers Training, Saratoga State Park, Mar. 1999
NYS Police - Collision Reconstruction Diagramming, NYS Police Academy, July 2000
NYS Police - Electronic Total Workstation Operator Certification,
NYS Police Academy, Albany, NY Sept. 2000
NYS Park Police - Certified ASP Tactical Baton Oct. 2001 Saratoga, NY
National Fire Academy - Emergency Response to Terrorism Course, Nov. 2001
NYS DCJS & NYSOFFPC - Emergency Response to Terrorism Basic Concepts Dec. 2001,
NYSDCJS - Certified Mounted Police Officer Instructor & Trainer, Saratoga, NY Mar.2004
NYSDCJS - School Anti-Violence Prevention Instructors, Albany, NY June 2005
NYSDCJS - Skidmore College - Active School Shooter Instructors Course, Jan. 2008
NYSDCJS - Officer Survival - Preparing for Armed Encounters Course,
Stratton Air Force Base, Glenville, NY Sept. 2007
NYSDCJS – Certified as a Security Guard Training Instructor for Initial & In-Service Courses
NYSDCJS – Certified in Mass Casualty Incident Command, ICS 100, 200 & 300
NYSDCJS - New York State Division of Criminal Justice Services
NYSOFFPC - New York State Office of Fire Prevention and Control

Law Enforcement Teaching Experience -

Saratoga County Sheriff's Office - In-Service Instruction & Qualification Courses
General Topics, Firearms Instruction, Active Shooter Instructor
Peace Officer Training for Corrections Officers,
Emergency Vehicle Operations,
Active Shooter Training for Emergency
Incidents in Schools and locations of Mass Gatherings
Zone 5 Local Law Enforcement Academy – HVCC & Schenctady NY Recruit Class Instruction
Traffic Direction and Control
General & Select Law Enforcement Topics
Firearms Instruction
Emergency Vehicle Operators Course
Supervisors Course - Supervisory Related Topics

Shenendehowa Central Schools - Elementary School DARE Officer, 1989 - 1996

Five of the Seven Elementary Schools with Visitation Lessons to grades K-4 and the full curriculum to the Fifth Grade Students. Oriented the program at Arongen Elementary School as a pilot program that expanded to become District wide in the fall of 1990 for all Elementary Schools.

National Neighborhood Watch - Sheriff's Office contact and presenter for the

establishment of Neighborhood Watch Programs for residential developments in Saratoga County. Planning and Implementation Meetings.

Cheryl's Lodge - Outreach Program for CAPTAIN, at the Turf Mobile Home Park,

Halfmoon, N.Y. Worked in conjunction with the Staff of Captain on establishing a Summer Day Camp, "PEACE CAMP" As a DARE Officer worked as an Instructor, funded by a state grant to work with high risk youth on developing strategies to avoid violence in their neighborhood, with their peers and alternatives to making choices for their own personal development and goal establishment.

Saratoga County Victim Impact Panel - Saratoga County Office of Substance Abuse

and Prevention Council. Lecturing Panelist, representing the Law Enforcement Community in mandated Court attendance for those convicted of DWI related offenses/crimes and the impact their choices could have created and the innocent victims and families affected by their choices.

CAPTAIN Diversion Program for Youth - Lecturer and Instructor for Youth who

had been mandated by Local Criminal Courts to attend a series of classes on consequences received for the choices they made that ultimately lead to their arrest for such charges as Possession of Alcoholic Beverages by persons under the age of 21, and those charged with Unlawful Possession of Cannabis and other minor possession charges.

Business & Related Employment Experiences -

1969-1974 **Schenectady Chemicals Inc. Schenectady, NY**

Data Processing Department, Computer Operations,
Computer Programmer & Systems Analyst

1974-1977 **Cohoes Memorial Hospital, Cohoes, NY**

Director of Data Processing - 1974 - 1975

Director of Systems Development & Administration - 1975 - 1977

1974-1977 **Emergency Medical Technician - Mohawk Ambulance Service**

(Part-time) EMT, Commercial Ambulance Services

1977-1978 **Sperry UNIVAC Computer Systems** - Syracuse Office

Systems Analyst - Installation & Software Customer Support

1978-1980 **Sperry UNIVAC Computer Systems** - Albany Branch Office

Pre-Sales Systems Analyst - Public Sector Marketing

Business & Related Employment Experiences Continued

- 1980-1981 **Sperry UNIVAC - Account Executive** - Public Sector Marketing
Albany Branch Office - NYS Police Account
- 1981-1982 **Sperry UNIVAC - Branch Sales Manager**, Northeast Division
NYS DSS, NYS T&F, NYS Police Accounts, SUNY-Albany
- 1982-1983 **ICL - International Computer Systems Limited** - London, England
U.S. Corporate Headquarters, Irving, TX & Stamford, CT
U.S. National Sales Manager for Law Enforcement Systems Sales
- 1997-Current **Catricala Funeral Home, Inc.** 1597 Route 9, Halfmoon, NY
Assist with Non-Licensed Funeral Director Duties
Removals, Transports, Visitation and Funeral Services & Burials

Law Enforcement Employment & Experiences -

- 1979-1984 **Town of Waterford Police Department** -
Police Patrolman - (Part-time)
- 1984-2009 **Saratoga County Sheriff's Office** -
1984-1996 Deputy Sheriff – Patrolman & DARE Officer Assignment
1996-2009 Deputy Sheriff - Patrol Sergeant
- 1999-2005 **New York State Park Police** - (Seasonal Appointment)
Saratoga Capital Region - Mounted Police Officer
Region 11 - NYS Parks & NYS Fair Syracuse, NY
- 09/30/2009 Retired Patrol Senior Sergeant, Sheriff's Special Enforcement Unit
Traffic Safety; Commercial Vehicle Inspections & Alcohol Enforcement
- 01/2011 - 2020-Town of Clifton Park - Armed Court Security Officer (Part-time)
- 02/2011 - 2021 Town of Halfmoon - Armed Court Security Officer (Part-time)
- 01/2012 – 2022 Town of Stillwater – Police Officer Instructor General Topics and
Firearms Instructor (Part-time)
- 11/2013-Current – Deputy Coroner – County of Saratoga
- 02/2015-Established the Town of Clifton Park with NYS-Division of Criminal Justice
Services as a Municipal Training School for Town Security Officers
- 05/2015 Appointed Full-Time County Coroner to complete a term ending 12/31/15
- 11/2015 Elected to a Four Year Term as Saratoga County Coroner 1/1/16-12/31/19
- 01/2016 Sworn in as a County Official - County Coroner for Saratoga County, NY
- 01/2016 Security Guard 8 Hr. Annual In-Service School for Security Officers of
The Towns of Clifton Park & Halfmoon, NY

Professional Awards & Recognition -

- 1980 - Sperry UNIVAC - New Account Sales Representative of the Year
- 1981 - Sperry UNIVAC - Northeast Operations Sales Manager of the Year
- 1984 - Police Basic School Academy - Most Outstanding Graduate Award
- 1990 - Friends of 112th Street - Humanitarian of the Year Award
- 1991 - NYS Parent Teachers Association - Founders Day PTA Life Membership
- 1995 - Clifton Park Lodge of Elks, Public Safety - Police Officer of the Year
- 2010 - NYS Senate Citation - Sen. Roy J. McDonald, 43rd. Senatorial District Recognition for an Exemplary Career in Community Service; to Law Enforcement & Programs for Youth, Adults and Families in his District
- 2014 - Awarded Life Membership in the Benevolent & Protective Order of the Elks
- 2015 - Granted Expert “ **Witness Status for Collision Reconstruction** ”
- 2016 - NYS Dept. Of State – Certified as a Notary Public Lic. 01KU6340317
- 2017 - NYS Assoc. of Coroners & Medical Examiners –
Certified as an **MLDI** (Medical Legal Death Investigator)

Professional/Fraternal/Civic/Educational Associations –

- NYSSTARS** - New York State Accident & Reconstruction Society
- Benevolent & Protective Order of the Elks** - 35 Years
- Friends of 112th Street** - 30 Years Organization that Supports Youth Programs – Boys & Girls Club
- Friends of 112th Street** - Received the Humanitarian of the Year Award - 2001
- GRUMPS** - Local Fraternal Organization for Retired Police Officers, Since 2008
- CAPTAIN of Shenedehowa** - Former Member of the Executive Board of Directors
- Saratoga County Republican Executive Committee** –Former Halfmoon/Clifton Park
20th Congressional District Representative & Former Member of the Clifton Park GOP
Member of the Chairmans Club - Saratoga County GOP
- Ronald McDonald House** -139 South Lake Avenue, Albany, Volunteer Cook & Meal Preparer
- St. George’s Episcopal Church, Nursery & Elementary School** - Route 146 Clifton Park
Volunteer Advisor to Rev. John Henry, Rector & Parish Administration on
School & Physical Plant: Security & Safety Issues for NYS Compliance
- New York State Pistol Permit** - Saratoga County No. C-10821 Original Issue: 03/05/1985
Full Carry Permit Concealed Weapons without Restrictions;
Issued by Hon. J.J. Scarano; 04/04/2005
- H.R. 218/S.1132 - Annual Firearms Qualification**, 06/13/2013, Rockland County Police Academy
Pomona, N.Y. - Qualified to Carry both Revolvers & Semi-Automatic Weapons
in all 50 States - Retired Police Officers Armed Legislation
Annual Firearms Qualification, 06/18/2014, Rockland County Police Academy
Pomona, N.Y. - Qualified to Carry both Revolvers & Semi-Automatic Weapons
in all 50 States - Retired Police Officers Armed Legislation
- LifeSong Inc.** - Volunteer Presenter/Instructor on Safety & Security for Staff Members & Life Skill
Coaches, Non-Profit Corporation Day Hab. Program for Persons with Developmental
Disabilities, Headquartered in Clifton Park
- NYSACCME** - Member of the New York State Association of County Coroners & Medical
Examiners, Certification of County Coroner’s & Continuing Education

{ End }

INSTITUTE FOR PHILANTHROPIC EXCELLENCE

Marvin R. LeRoy, Jr. President & Founder

Marv has committed his entire 40+ year career to leading not-for-profit organizations in professional, volunteer, and consultant capacities. He has helped to advance the missions of dozens of entities in the education, health, human services, and arts and culture arenas, and has assisted with the raising of more than \$500 million for wonderful causes. He is also an adjunct professor in the Institute for Higher Education Leadership at the College of St. Rose, and regularly presents at conferences and workshops in the areas of nonprofit management, fundraising, strategic planning, and legislative affairs. In addition to his degrees from Siena College (BA, Political Science) and Sage Graduate School (MPA), Marv has also earned a graduate certificate in Fund Raising Management from Indiana University's Lilly School of Philanthropy and an executive certificate in Nonprofit Leadership from the University of Notre Dame's Mendoza College of Business. Beyond his work in the nonprofit world, he has also served in elected office for four terms as Town/County Supervisor in Saratoga County, NY, and served as an officer on the board of directors of Mohawk Community Bank. A former DI college baseball pitcher (who was on the 1981 draft list for the Pittsburgh Pirates before an injury ended that dream), Marv is a member of the NYS Baseball Hall of Fame. His decision to create the Institute is grounded in his strong commitment to the nonprofit community, as well as his belief that far too many organizations in the third sector have so much more to offer if resources could be found to expand their missions.



RESOLUTION

#13

PHILIP C. BARRETT
Supervisor

AGATHA REID
Councilwoman

ZABED MANIR
Councilman

NANCY R. BELLAMY
Councilwoman

MARIO L. FANTINI
Councilman

Resolution No. _____ of 2026, a resolution hiring seasonal Golf Course employees for the Barney Road Golf Course for the 2026 Season.

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

WHEREAS, the Town Board wishes to hire staff for the 2026 golfing season at the Barney Road Golf Course, and

WHEREAS, Megan Babendreier, Director of Parks and Recreation, has recommended that the individuals detailed on the attached Schedule A be hired as starters for the Barney Road Golf Course for the 2026 season; now, therefore, be it

RESOLVED, that the Town Board authorizes the Director of Parks & Recreation to hire seasonal staff for the Barney Road Golf Course, effective when the course opening date is determined, as detailed in the attached Schedule A.

Cynthia Zlogar

From: Town of Clifton Park Official Website <info@cliftonpark.org>
Sent: Monday, March 9, 2026 11:30 AM
To: Cynthia Zlogar; Phil Barrett; Jean Spiegel; Mark Heggen; Darlene Allen; Zabed Manir; Agatha Reid; John Scavo; Christine Pagnello; Walter Smead; Kelly Miller; Nancy Bellamy; Mario Fantini; Kevin Dailey; Caitlin Fantini; hd
Subject: New Employee Resolution Request #2705

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

Department: Parks and Recreation
Your Name: Megan Babendreier
Your Email: mbabendreier@cliftonpark.org
Sponsor: Agatha Reid, Nancy Bellamy
Agenda Session Date: 03/17/2026 ✓
Board Meeting Date: 03/17/2026 ✓
Alternate Date: 03/17/2026
Budget Number: A-7190-E4000
Budget Description: Hiring of Barney Road Golf Course Starters
Amount: various
Brief Description: Rehire 4 returning employees, hire 1 new employee
Add Supporting Docs:

[e9a6848886a87bcd_Hiring_-_Golf_Course_Staff.pdf](#)

Additional Comments/Details: N/A
Agree to Terms: Agree

[unsubscribe](#)

SCHEDULE A

Site	Name	Position	Step	Salary	Code
Barney Road Golf Course	David Trifilo	Starter	8	17.75/hr	A-7190-E4000
Barney Road Golf Course	James Ciani	Starter	6	17.25/hr	A-7190-E4000
Barney Road Golf Course	Pauline Boehm	Starter	4	16.75/hr	A-7190-E4000
Barney Road Golf Course	Stephen Sciubba	Starter	2	16.25/hr	A-7190-E4000
Barney Road Golf Course	William Preston	Starter	1	16.00/hr	A-7190-E4000 **new hire



RESOLUTION

#14

PHILIP C. BARRETT
Supervisor

AGATHA REID
Councilwoman

ZABED MANIR
Councilman

NANCY R. BELLAMY
Councilwoman

MARIO L. FANTINI
Councilman

Resolution No. _____ of 2026, a resolution authorizing a community event to be held at the Clifton Common on May 1 or May 2, 2026.

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

WHEREAS, Megan Babendreier, Director of Parks & Recreation, has received a Special Event Park Permit Application from the Sara Marie School to use the Clifton Common fields, stage area and playground to host a Family Fest on May 1, 2026, from 5:00pm -7:00pm, or a rain date of May 2, 2026, from 10:00am -2:00pm, and

WHEREAS, the Town Board wishes to encourage safe outdoor enjoyment of the Clifton Common areas by the school for their event; now, therefore, be it

RESOLVED, that the Sara Marie School is permitted to host a Family Fest at the Clifton Common on Friday, May 1, 2026, from 5:00pm – 7:00pm, or a rain date of Saturday, May 2, 2026, from 10:00am – 2:00pm.

Cynthia Zlogar

From: Town of Clifton Park Official Website <info@cliftonpark.org>
Sent: Wednesday, March 11, 2026 12:25 PM
To: Cynthia Zlogar; Phil Barrett; Jean Spiegel; Mark Heggen; Darlene Allen; Zabed Manir; Agatha Reid; John Scavo; Christine Pagnielo; Walter Smead; Kelly Miller; Nancy Bellamy; Mario Fantini; Kevin Dailey; Caitlin Fantini
Subject: New Resolution Request #2710

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

Department: Parks and Recreation

Your Name: Megan Babendreier

Your Email: mbabendreier@cliftonpark.org

Sponsor: Agatha Reid, Nancy Bellamy

Agenda Session Date: 03/17/2026 ✓

Board Meeting Date: 03/17/2026 ✓

Alternate Date: 03/17/2026

Budget Number: n/a

Budget Description: n/a

Amount: n/a

Brief Description: To approve a Special Event Park Permit Request to use Clifton Common fields, stage area, playground for the Sara Marie School Family Fest (a community event) on May 1st or May 2, 2026 at a rate of \$15/hour.

Add Supporting Docs:

[993087e550cb20d4_20260311122725988.pdf](#)

Additional Comments/Details: n/a

Agree to Terms: Agree

[unsubscribe](#)



Town of Clifton Park

Office of Parks and Recreation

One Town Hall Plaza, Clifton Park, New York 12065 | (518) 371-6667 | Fax: (518) 545-4284

2026 SPECIAL EVENT PARK PERMIT APPLICATION

Please print clearly and fill out all pages of this form completely. Thank you.

Outdoor Special Event Park Permits are required for any event that will be conducted on town property that meets one or more of the following criteria:

- Attendance is expected to be 200 or more;
- Requires town personnel;
- Uses outside vendors such as concessions, entertainment, pony rides, etc.; and
- Includes temporary structures such as tents, dunk-tanks, porta-johns etc.

ORGANIZATION INFORMATION

Organization:	The Sara Maria School		Today's date:	3/4/2026
Address:	942 Route 146, Clifton Park, NY 12065			
Contact name:		Phone:		
Email:		Fax:		
Is this organization a not-for-profit?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	If yes, provide EIN: _____	

EVENT INFORMATION

Name and description:	The Sara Maria School Family Fest			
Purpose of event:	Community event and fundraiser for the school			
Event location (be specific):	Commons playground and lawn for food trucks and tables			
Title of event:	The Sara Maria School Family Fest			
Expected attendance (including event crew, participants, and spectators):	200-300 people including children			
Type of event (parade, race, fair):	Family picnic and playground			
Event Date:	May 1 st 5pm-7pm or May 2 nd between 10am-2pm			
Event start time:		Event end time:		
Set-up time will begin:	1 hour before event	Break-down end will time:	1 hour after	

EVENT COMPONENTS

Please indicate all items that apply to your event and include any additional details in the space provided

Event Components:	No	Yes	Details
Amplified Sound/PA/Audio System	X		
Cooking with charcoal/propane/other	X		
Electricity request	X	X	Food trucks?
Water access request	X	X	Food trucks?
Stage request		X	
Tents erected	X		Number and size: if possible for school staff
Vehicles to be used during the course of event		X	Please specify: Kona Ice and another food truck
Admission fee to enter event	X		Amount: Free. Food, drinks + raffles available to purchase
Entry fee to participate in event	X		Amount:
Fundraising event		X	Support The Sun Maria School
Displays or exhibits	X		How many?
Providing food/drink for free	X		
Food sales		X	How many vendors? Maybe 2-3
Merchandise sales	X		How many vendors?

Please use the additional lines to provide the name(s), home address(es), and phone number(s) of any person associated with the event that might have oversight responsibility other than the applicant:

This would be with The Sun Maria School

Additional provisions (if applicable)

Trash & clean-up of event area: *would need trash cans and garbage pick up*

First aid provisions: *n/a*

APPLICATIONS FOR 5K

Will you be using the Town recommended 5k route?

Yes

No (Please attach a map)

PRIOR TO YOUR EVENT, YOU WILL BE RESPONSIBLE FOR THE FOLLOWING:

PROVIDE A CERTIFICATE OF INSURANCE, NAMING THE TOWN AND ITS EMPLOYEES AS ADDITIONALLY INSURED DURING THE TIME OF YOUR EVENT. <u>SK</u> (INITIAL)	DATE RECEIVED AND DISTRIBUTED:
PROVIDE A MAP OF THE EVENT AREA CLEARLY INDICATING THE STAGING AREA, VENDORS, SANITARY & TRASH FACILITIES, WATER TENTS/TABLES, FIRST AID STATIONS, PARKING LOTS, AND TRANSPORT ROUTES (IF APPLICABLE). <u>SK</u> (INITIAL)	DATE RECEIVED AND DISTRIBUTED:
PROVIDE A COPY OF A NEW YORK STATE DEPARTMENT OF HEALTH FOOD VENDOR PERMIT (IF APPLICABLE). <u>SK</u> (INITIAL)	DATE RECEIVED AND DISTRIBUTED:
CONTACT SARATOGA COUNTY SHERIFF'S OFFICE AND THE NEW YORK STATE POLICE REQUESTING ASSISTANCE WITH MAJOR ROAD CROSSINGS (IF APPLICABLE). <u>SK</u> (INITIAL)	DATE RECEIVED AND DISTRIBUTED:
NOTIFY JONESVILLE FIRE DEPARTMENT AND CLIFTON PARK-HALFMOON EMS OF EVENT. <u>SK</u> (INITIAL)	DATE RECEIVED AND DISTRIBUTED:
EMERGENCY SERVICES PLAN (IF APPLICABLE, TO BE DETERMINED DURING REVIEW PROCESS). <u>SK</u> (INITIAL)	DATE RECEIVED AND DISTRIBUTED:

2025 PERMIT FEES

PER SPORTS FIELD OR PICNIC AREA	MONDAY-THURSDAY - RESIDENT/NOT-FOR-PROFIT/K-12	\$12/hour
	FRIDAY-SUNDAY - RESIDENT/ NOT-FOR-PROFIT /K-12	<u>\$15/hour</u>
	MONDAY-THURSDAY - COLLEGES/TOWN BUSINESSES	\$17/hour
	FRIDAY-SUNDAY - COLLEGES/TOWN BUSINESSES	\$20/hour
	LIGHTED FIELD	Additional \$25/field/game
	ARENA FIELD WEST	\$75/hour
	ARENA FIELD SOUTH UPPER (CLOSER TO SENIOR CENTER)	\$75/hour
	ARENA FIELD SOUTH LOWER (CLOSER TO BASEBALL FIELDS)	\$75/hour
	STAGE FIELD	\$75/hour
	STAGE (INCLUDES BACKSTAGE AND ELECTRICITY)	\$150/hour
	FOOD VENDOR FEE	\$100
	ELECTRICAL HOOK UP (FOOD VENDOR)	\$100
	WATER HOOK UP	\$100
STAFF	SECURITY	\$35/HR, MIN 3 HOURS
	BUILDINGS AND GROUNDS	\$35/HR, MIN 3 HOURS \$75/HR MIN 3 HOURS IF HOLIDAY OR WEEKEND
	PARKS AND RECREATION	\$35/HR, MIN 3 HOURS \$75/HR MIN 3 HOURS IF HOLIDAY OR WEEKEND

PERMITS ARE GOVERNED BY THE FOLLOWING GUIDELINES:

1. BOUNCE HOUSES ARE NOT PERMITTED IN ANY TOWN PARK.
2. ALCOHOL IS NOT PERMITTED TO BE SOLD OR SERVED AT EVENT.
3. ANY EVENT EXPECTING 200 OR MORE INDIVIDUALS WILL BE REQUIRED TO RENT PORTABLE TOILETS, AT THE RATIO OF 1 (ONE) PORTABLE TOILET PER 200 PEOPLE.
4. ALL FEES DUE MUST BE PAID WITHIN TWO WEEKS AFTER INVOICING BUT NOT LESS THAN 5 WORKING DAYS PRIOR TO THE EVENT. NO PERMIT WILL BE ISSUED UNTIL ALL NECESSARY PAPERWORK HAS BEEN COMPLETED AND ALL FEES PAID.
5. THE OFFICE OF PARKS AND RECREATION HAS FIRST PRIORITY IN SCHEDULING EVENTS IN ALL PARKS AND / OR FACILITIES. ALL DATES ARE RESERVED ON A FIRST COME, FIRST SERVED BASIS. EVENT DATES ARE NOT CONFIRMED UNTIL AN EVENT APPLICATION HAS BEEN RECEIVED AND APPROVED. AN EVENT PERMIT WILL NOT BE ISSUED UNTIL ALL RELATED FEES HAVE BEEN PAID.
6. IF THE EVENT WILL INCLUDE ELEMENTS ADDED TO PARK FACILITIES, SUCH AS STAGING, TENTS, RIDES, BOOTHS, ETC., A CERTIFICATE OF INSURANCE MUST BE SUBMITTED WITH THIS PERMIT APPLICATION. THE POLICY MUST BE IN FORCE FOR THE DURATION OF THE EVENT AND BE ISSUED BY AN INSURANCE COMPANY LICENSED TO DO BUSINESS IN NEW YORK STATE, SPECIFYING PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE WITH A SINGLE LIMIT OF NOT LESS THAN ONE MILLION DOLLARS (\$1,000,000), NAMING THE TOWN OF CLIFTON PARK AS ADDITIONALLY INSURED. NO PERMIT WILL BE ISSUED UNLESS THIS CERTIFICATE HAS BEEN RECEIVED. THE OFFICE OF PARKS AND RECREATION MAY REQUIRE ADDITIONAL COVERAGE BASED ON THE SCOPE OF THE EVENT.
7. ANY CHANGES TO THE EVENT DESCRIPTION SUBMITTED WITH THIS PERMIT APPLICATION MUST BE SUBMITTED IN WRITING TO THE PARKS AND RECREATION OFFICE. ANY ASPECT OF THE EVENT NOT FULLY DESCRIBED IN THE PERMIT APPLICATION OR AN ADDENDUM SUBMITTED IN ACCORDANCE WITH THIS PARAGRAPH WILL NOT BE COVERED BY THE PERMIT OR ALLOWED IN PARK FACILITIES.
8. ANY EVENT THAT HAS AN IMPACT TO THE ROADS OUTSIDE OF THE RENTED PARK FACILITY WILL ALSO NEED APPROVAL FROM THE HIGHWAY DEPARTMENT.
9. ALL EVENTS HELD ON TOWN OF CLIFTON PARK PROPERTY MUST FIT WITHIN THE FOLLOWING GUIDELINES:
 - THE PROPOSED ACTIVITY OR USE OF THE PARK MUST NOT UNREASONABLY INTERFERE WITH OR DETRACT FROM THE GENERAL PUBLIC'S ENJOYMENT OF THE PARK.
 - THE PROPOSED ACTIVITY OR USE WILL NOT UNREASONABLY INTERFERE WITH OR DETRACT FROM THE PROMOTION OF PUBLIC HEALTH, WELFARE, SAFETY, AND RECREATION.
 - THE PROPOSED ACTIVITY OR USE WILL NOT INCLUDE VIOLENCE, CRIME, DISORDERLY CONDUCT, OR OBSCENE LANGUAGE.
10. ALL SPECIAL EVENTS REQUESTING PERMISSION TO HAVE AMPLIFIED MUSIC WILL BE CONSIDERED ON A CASE-BY-CASE BASIS. TOWN STAFF SHALL HAVE THE RIGHT TO REQUEST A LOWERING OF SOUND LEVELS, OR TO STOP THE PERFORMANCE IF DEEMED ABSOLUTELY NECESSARY AND IN THE BEST INTEREST OF THE IMMEDIATE NEIGHBORHOOD.
11. IT IS THE PERMIT HOLDER'S RESPONSIBILITY TO RETURN THE PARK TO THE CONDITION IT WAS IN PRIOR TO THE PERMITTED EVENT OR PAY FEES RELATED TO RETURNING PROPERTY TO CONDITION PRIOR TO EVENT. PERMIT HOLDERS ARE RESPONSIBLE FOR ALL CLEAN UP AFTER EACH EVENT. THE TOWN OF CLIFTON PARK RESERVES THE RIGHT TO REQUIRE ANY PERMIT HOLDER OF EVENTS WHERE WE DETERMINE AN ANTICIPATED ATTENDANCE OF 1,000 OR MORE, TO POST A \$500 - \$5000 DEPOSIT DEPENDING ON SIZE OF EVENT. THE POSTING OF A DEPOSIT DOES NOT RELIEVE THE EVENT PERMIT HOLDER FROM THE RESPONSIBILITY FOR PERFORMING ALL CLEAN UP AND CORRECTING ALL DAMAGE RELATING TO ANY EVENT. THE PERMIT HOLDER AGREES TO REIMBURSE THE BOARD FOR ALL COSTS INCURRED IN PERFORMING CLEANUP AND REPAIRS WHICH, IN THE JUDGMENT OF THE BOARD, THE PERMIT HOLDER HAS FAILED TO PERFORM. CLEANUP AND REPAIR COSTS SHALL ACCRUE AT THE RATE OF \$25 PER MAN-HOUR WITH A MINIMUM OF 3 HOURS. IF CLEANUP OR REPAIR TAKES PLACE ON A HOLIDAY THE COST SHALL ACCRUE AT THE RATE OF \$75 PER MAN-HOUR WITH A MINIMUM OF 3 HOURS. THESE RATES DO NOT INCLUDE ANY ADDITIONAL COST OF CLEANING SUPPLIES, BASIC LANDSCAPING MATERIALS AND THE LIKE. THE PERMIT HOLDER'S DEPOSIT WILL BE APPLIED TO CLEANUP AND REPAIR COSTS ACCRUING UNDER THIS PARAGRAPH. IN ADDITION, THE PERMIT HOLDER AGREES TO REIMBURSE THE BOARD FOR CLEANUP, REPAIR AND MATERIAL COSTS ACCRUING UNDER THIS PARAGRAPH THAT EXCEED \$500. UNUSED PORTION OF A DEPOSIT, IF ANY, WILL BE REFUNDED TO PERMIT HOLDER.
12. THE OFFICE OF PARKS AND RECREATION RESERVES THE RIGHT TO REQUIRE PERMIT HOLDERS TO PAY FOR TOWN SECURITY THAT IT DEEMS NECESSARY TO ASSURE THE SAFETY OF THE PUBLIC AND PARK FACILITIES, TO BE PAID AT THE RATE OF \$35 PER MAN-HOUR WITH A MINIMUM OF 3 HOURS.
13. PERMIT HOLDERS MUST ADHERE TO ALL ORDINANCES, RULES AND REGULATIONS OF THE OFFICE OF PARKS AND RECREATION, AND THE TOWN OF CLIFTON PARK. APPLICANTS MUST OBTAIN ALL NECESSARY PERMITS BEFORE AN APPLICATION IS APPROVED AND AN EVENT PERMIT IS ISSUED. PARKS & REC STAFF WILL MAKE EVERY EFFORT

TO INFORM EVENT ORGANIZER OF ALL RELATED PERMITS BASED ON INFORMATION IN THIS APPLICATION. EXAMPLES OF OTHER NECESSARY PERMITS INCLUDE TENT PERMIT AND NYS DOH PERMIT. I HAVE READ THE TOWN OF CLIFTON PARK RULES AND THE ABOVE SPECIAL CONDITIONS AND AGREE TO ABIDE BY THEM. I UNDERSTAND THERE IS A **NO-REFUND POLICY** ON THIS RENTAL.

INDEMNITY: The Summit School (NAME) AGREES TO INDEMNIFY AND HOLD THE TOWN, IT'S OFFICERS, EMPLOYEES, REPRESENTATIVES AND/OR AGENTS HARMLESS WITH RESPECT TO ANY AND ALL CLAIMS, CAUSES OF ACTION, SUITS, PROCEEDINGS, DAMAGES, LIABILITIES, LOSSES, COSTS AND EXPENSES, INCLUDING THIRD PARTY CLAIMS OR ACTIONS AND ATTORNEYS' FEES, IN CONNECTION WITH LOSS OF LIFE, PERSONAL INJURY AND/OR ANY LOSS OF LIFE, PERSONAL INJURY AND/OR PROPERTY DAMAGE WHICH MAY ARISE FROM AND AS A RESULT OF THE NEGLIGENT ACTS OR OMISSIONS OF The Summit School (NAME) OR OTHERS ASSOCIATED IN SOME WAY THEREWITH, DURING OR ARISING OUT OF THE USE OF ANY PARK FACILITY LOCATED IN THE TOWN OF CLIFTON PARK, COUNTY OF SARATOGA, STATE OF NEW YORK ON 3/3/26 (DATE).

AS THE APPLICANT, I HEREBY ACCEPT AND UNDERSTAND THE RESPONSIBILITY TO OVERSEE ALL CONTRACTORS, VENDORS OR PARTIES AFFILIATED WITH THE EVENT AND TO ENSURE COMPLIANCE WITH ALL POLICIES, RULES AND REGULATIONS, AND GUIDELINES OF THE OFFICE OF PARKS AND RECREATION AND THE TOWN OF CLIFTON PARK.

APPLICANT SIGNATURE: 

Please return this completed form to:
 Office of Parks and Recreation
 One Town Hall Plaza
 Clifton Park, NY 12065
 fax: 518-545-4284

*** FOR TOWN PURPOSES ONLY ***

DEPARTMENT	COMMENTS	APPROVED BY	DATE
BUILDINGS & GROUNDS	Fees for staffing: <u>0</u> Fees for trash removal: <u>0</u> Port-a-john rental: <u>0</u> Other:		
PUBLIC SAFETY	Fees for security: _____ Other:		
HIGHWAY	Other:		
TOWN BOARD	Res. No. _____ of 2026		
PARKS & RECREATION	Approval: YES _____ NO _____ Total applicant fee: _____ Invoice sent: _____ Date fee paid: _____ Method of payment: _____ Permit mailed to applicant: _____		



RESOLUTION

#15

PHILIP C. BARRETT
Supervisor

AGATHA REID
Councilwoman

ZABED MANIR
Councilman

NANCY R. BELLAMY
Councilwoman

MARIO L. FANTINI
Councilman

Resolution No. _____ of 2026, a resolution hiring Project Adventure to conduct a training program on the Adventure Challenge Course installed at Collins Park for Parks & Recreation seasonal camp staff, and to authorize a transfer from Contingency.

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

WHEREAS, Megan Babendreier, Director of Parks & Recreation, has recommended that Project Adventure be hired to conduct a training program to be held at Collins Park on May 30 and 31, 2026, for Adventure Challenge Course seasonal camp staff, and

WHEREAS, the Town Board wishes to retain Project Adventure, who designed and installed the course, to train 2026 seasonal camp staff who are assigned to work the course; now therefore be it

RESOLVED, that authorization is hereby granted to hire Project Adventure, Beverly, MA, to conduct a two (2) day training program on May 30 and 31, 2026, for seasonal camp staff hired to work the Adventure Challenge Course at Collins Park, at a cost not to exceed \$6,340, to be paid from A-07621-00001 (General Fund-Project Adventure-Training & Conferences), and with a transfer of \$2,340 from Contingency, A-01990-00015 to A-07621-00001.

Cynthia Zlogar

From: Town of Clifton Park Official Website <info@cliftonpark.org>
Sent: Thursday, March 12, 2026 2:05 PM
To: Cynthia Zlogar; Phil Barrett; Jean Spiegel; Mark Heggen; Darlene Allen; Zabed Manir; Agatha Reid; John Scavo; Christine Pagnello; Walter Smead; Kelly Miller; Nancy Bellamy; Mario Fantini; Kevin Dailey; Caitlin Fantini
Subject: New Resolution Request #2715

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

Department: Parks and Recreation

Your Name: Megan Babendreier

Your Email: mbabendreier@cliftonpark.org

Sponsor: Agatha Reid, Nancy Bellamy

Agenda Session Date: 03/17/2026 ✓

Board Meeting Date: 03/17/2026 ✓

Alternate Date: 03/17/2026

Budget Number: A-7621-001

Budget Description: Adventure Challenge - Training

Amount: \$2,340

Brief Description: Propose moving funding from the contingency fund to the Adventure Challenge Training budget line (A-7621-001) to cover the difference in current funding and training costs.

Add Supporting Docs:

[30ef62ea0ec7d084_20260312125009817.pdf](#)

[621bdc481f83e4fc_RE_Adventure_Challenge_training_resolution.pdf](#)

[505a925920f904b6_RE_Adventure_Challenge_training.pdf](#)

Additional Comments/Details: n/a

Agree to Terms: Agree

[unsubscribe](#)



Project Adventure
978.524.4500
www.pa.org

Project Adventure Custom Training Proposal

Prepared for: Town of Clifton Park 525 Moe Road Collins Park Clifton Park, NY 12065	Type of Training: Technical Skills Refresher + Technical Skills Verification	Prepared by: Peter Chatterton Contract Date: January 21, 2026 Contract valid for 45 days from this date.
Training Location: 525 Moe Road Collins Park Clifton Park, NY 12065	Training Dates*: May 30-31, 2026	Training Times: Full Days (~8:30-4:30)
Maximum number of participants: (12)	Number of Trainers: (1)	Training Cost**: \$6,340 50% Deposit: \$3,170

Training Goals and Objectives:

- Review standard operating procedures for elements
- Review appropriate knots and belay techniques to be used on elements
- Review pre-flight checks including helmet and harness use
- Review appropriate element and equipment inspection, storage, and documentation
- Verify skills of staff

The fees above include:

- Pre-program consultation & post-program follow-up with your lead trainer, including recommended next steps
- Custom program design
- (2) Days Training
- Ongoing support from your Client Services Team

Please read through the Training Services Contract following this proposal for information regarding invoicing, cancellation, and/or changes to participant numbers. Your organization will be invoiced the fees outlined unless services requested or the number of participants are changed at least two weeks (14 calendar days) prior to your program date. Once you have read and agree to this contract, **please initial and sign all pages of the contract.**

On the last page of the contract you will find space to sign and complete important information regarding your workshop.

**Please note that training dates are reserved on a first come-first served basis, and require a signed contract and a PO for the full amount or a 50% deposit in order to confirm training dates.*

Contract for Training Services



Project Adventure
978.524.4500
www.pa.org

****Fees are based on a flat fee for the trainer and are not adjusted for fewer participants. Please call our office if you anticipate a larger number of participants as an additional trainer may be required.**

*****If contract is not executed four (4) weeks prior to the start date of training, additional travel fees may be incurred.**

Training Services Contract

Town of Clifton Park

Proposal Attached Dated: January 21, 2026

This is an agreement for training services provided by Project Adventure, Inc. ("PA"), a non-profit Massachusetts corporation, for Town of Clifton Park ("CLIENT").

1. Training Site

The training services will be provided at: 525 Moe Road, Collins Park, Clifton Park, NY 12065

2. Training Services of PA

The costs and expenses of the contracted services may be described in detail in a proposal document.

3. Costs and Expenses

The cost of the services provided in this contract including all labor, training materials, and travel is:

Proposed Cost: \$6,340 50% Deposit: \$3,170

The Proposed Cost is valid for forty-five (45) days from the proposal date above unless there are significant cost increases beyond PA's control. After forty-five days, please contact PA to confirm proposed cost before executing this agreement.

*If contract is not executed four (4) weeks prior to the start date of training, additional travel fees may be incurred due to cost fluctuations.

4. Deposit

A 50% deposit of the agreed amount is required to confirm dates and schedule this training. Town, cities, and other municipal or governmental entities may submit a purchase order to cover the costs of the proposed training. A tax exempt certificate must be submitted with all purchase orders. If a Purchase Order is included, a 50% deposit will be invoiced towards this PO prior to the training date.

5. Payment Terms

Remaining balance will be due on first date of program delivery. Payments not received by the due date will be subject to interest of 1.6% per month from the due date (or the maximum allowable by law, whichever is less)

6. Training Dates

The training dates shall be scheduled by mutual agreement of CLIENT and PA.

Contract for Training Services



Project Adventure
978.524.4500
www.pa.org

7. Refund and Cancellation Policy

Deposits are refundable if cancellations are made in writing at least 28 calendar days prior to the start date of the training. Any change or cancellation requested by the CLIENT less than 28 calendar days before the scheduled training may result in a rescheduling or cancellation fee. Costs incurred by PA on behalf of the CLIENT such as non-refundable airline fees will be the responsibility of the CLIENT.

8. Limitation of Liability, Release, and Indemnity

Except only as specified below, and to the maximum extent permitted by law CLIENT agrees that the risk of injury, death or other loss associated with challenge course programming or any other related program activities offered by the CLIENT suffered by the CLIENT or any person other than a PA employee or representative engaged in providing the training service, shall be the sole responsibility of CLIENT and not PA. CLIENT specifically agrees to release and indemnify (meaning, to defend and pay or reimburse, including costs and attorneys' fees) PA, its officers, directors, representatives, and employees from, and not to sue them for, any claim of loss arising from an activity associated with the challenge course program or other related programming or any aspect of it. The claims which are the subject of these agreements of release and indemnity include, but not exclusively, claims of negligence and claims of indemnity and contribution arising from claims of third persons.

9. Hiring Restrictions

CLIENT and PA mutually agree not to hire any employee, associate or consultant, or former employee, associate or consultant of the other, while this contract is in force, or for a period of one year after this contract's termination without the express written permission of the other party. Should either party employ an employee, associate, or consultant of the other party within a period of one year after the termination of this contract, a fee of no less than 45% of the annual salary will be due and payable by the party hiring the other party's staff member.

10. Venue and Applicable Law - Alternative Dispute Resolution

The parties agree that any dispute between them will be governed by the substantive laws of the Commonwealth of Massachusetts, but not the laws which would apply the laws of another State. Any mediation or suit shall take place exclusively in Massachusetts. If a dispute cannot be resolved by mutual agreement, the parties agree to submit to a mediator recognized by the Commonwealth of Massachusetts.

11. Cost Recovery

CLIENT agrees to pay all costs and attorneys' fees incurred by PA in defending a claim if that claim is withdrawn or to the extent a Court or mediator determines that PA is not responsible for the injury or loss.

12. Entirety Clause

This document including any referenced attachments represents the complete agreement between PA and CLIENT. Any changes in this agreement must be approved by both parties in writing. In the event that a Court deems any part of this agreement invalid, the remaining parts of the contract remain in full force and effect.



Project Adventure
978.524.4500
www.pa.org

Please return to Project Adventure:

- A copy of the complete signed agreement, initialed on each page.
- A copy of your Purchase Order or a Check payable to **Project Adventure**.
- A copy of your Tax-Exempt Certificate.

Town of Clifton Park

Phil Barrett
Name (please print)

Town Supervisor
Title

Signature

Date

Project Adventure, Inc. Representative

Name (please print)

Title

Signature

Date

CLIENT Billing Information:

Town of Clifton Park
Organization

One Town Hall Plaza
Street

Clifton Park, NY 12065
City, State, Zip

Diana Fraser
Attn: (If other than name listed above)

Services agreed upon:

Type of Training: Technical Skills Refresher
Maximum Number of participants: 12
Training Dates: May 30-31, 2026

NOTES

Location of Training: 525 Moe Road, Collins Park, Clifton Park, NY 12065

Contract Total: \$6,340 Deposit Amount: \$3,170
Check or PO# (against which deposit will be invoiced immediately): _____

Contracts & POs may be submitted electronically. Please send all originals in the mail to:

Project Adventure | 719 Cabot Street | Beverly, MA 01915

Contract for Training Services

From: [Mark Heggen](#)
To: [Megan Babendreier](#)
Cc: [Darlene Allen](#)
Subject: RE: Adventure Challenge training - resolution
Date: Wednesday, March 11, 2026 9:45:14 AM

Megan,

The training line has \$4,000 in it already. The remaining balance can come from contingency.

Mark

Mark E Heggen

Town Comptroller

Town of Clifton Park

One Town Hall Plaza
Clifton Park, NY 12065

518-371-6651

mheggen@cliftonpark.org

From: Megan Babendreier <mBabendreier@cliftonpark.org>

Sent: Wednesday, March 11, 2026 9:29 AM

To: Mark Heggen <mheggen@cliftonpark.org>

Subject: Adventure Challenge training - resolution

Good morning,

With the backing of the Town Board and Phil, I will be moving forward with a resolution to move money from the general fund to Adventure Challenge Training budget line A-7621-001. The proposed cost of this training services is \$6,340. What should I put in the request for resolution? (I've never done this type of resolution request before!) Thank you!

Megan Babendreier

Director of Parks and Recreation

Phone: 518-371-6667 ext 204

Email: mbabendreier@cliftonpark.org

Town of Clifton Park, 1 Town Hall Plaza, Clifton Park, NY 12065

www.CliftonParkNY.gov

From: [Agatha Reid](#)
To: [Cynthia Zlogar](#); [Phil Barrett](#); [Megan Babendreier](#); [Kevin Dailey](#); [Nancy Bellamy](#); [Zabed Manir](#); [Mario Fantini](#)
Cc: [Mark Heggen](#)
Subject: Re: Adventure Challenge training
Date: Tuesday, March 10, 2026 4:26:12 PM

Sounds good, thank you.

Agatha Reid

Deputy Supervisor, Town Board
Town of Clifton Park
(518) 371-6651 ext.404
AReid@cliftonpark.org
www.CliftonParkNY.gov



From: Cynthia Zlogar <CZlogar@cliftonpark.org>
Sent: Tuesday, March 10, 2026 3:53:48 PM
To: Phil Barrett <PBarrett@cliftonpark.org>; Megan Babendreier <mBabendreier@cliftonpark.org>; Kevin Dailey <kdailey@cliftonpark.org>; Agatha Reid <areid@cliftonpark.org>; Nancy Bellamy <nBellamy@cliftonpark.org>; Zabed Manir <zmanir@cliftonpark.org>; Mario Fantini <mFantini@cliftonpark.org>
Cc: Mark Heggen <mheggen@cliftonpark.org>
Subject: RE: Adventure Challenge training

Hello all,

Kevin asked that I respond for him to say that he agrees with Phil and supports this training and putting it forward as a resolution request.

Please let me know if you have any questions.

Thank you,
Cindy

From: Phil Barrett <PBarrett@cliftonpark.org>
Sent: Friday, March 6, 2026 4:00 PM
To: Megan Babendreier <mBabendreier@cliftonpark.org>; Kevin Dailey <kdailey@cliftonpark.org>; Agatha Reid <areid@cliftonpark.org>; Nancy Bellamy <nBellamy@cliftonpark.org>; Zabed Manir <zmanir@cliftonpark.org>; Mario Fantini <mFantini@cliftonpark.org>

Cc: Mark Heggen <mheggen@cliftonpark.org>; Cynthia Zlogar <CZlogar@cliftonpark.org>

Subject: RE: Adventure Challenge training

Thank you Megan. We have invested a substantial amount of money into this facility and training for team members to provide a first class and safe experience for all. The training is very important.

Sincerely,

Phil Barrett

Town Supervisor, Town of Clifton Park
Chairman, Saratoga County Board of Supervisors

From: Megan Babendreier <mBabendreier@cliftonpark.org>

Sent: Friday, March 6, 2026 2:06 PM

To: Kevin Dailey <kdailey@cliftonpark.org>; Phil Barrett <PBarrett@cliftonpark.org>; Agatha Reid <areid@cliftonpark.org>; Nancy Bellamy <nBellamy@cliftonpark.org>; Zabed Manir <zmanir@cliftonpark.org>; Mario Fantini <mFantini@cliftonpark.org>

Cc: Amy Standaert <AStandaert@cliftonpark.org>; Mark Heggen <mheggen@cliftonpark.org>; Cynthia Zlogar <CZlogar@cliftonpark.org>

Subject: FW: Adventure Challenge training

Good afternoon

I sent the below email to Kevin Dailey for consideration, and he suggested I bring this up to the Board for review and consideration before the next board meeting. Please make sure to reply all to include Kevin and Mark, thank you!

We are required to have a yearly inspection of our Adventure Challenge Course by Project Adventure. This inspection is just a physical examination of the course, small repairs with ALF servicing of the systems. During the discussion of the upcoming inspection, they (Project Adventure) indicated that we are still not up to date on our staff training and certifications. While we are not strictly REQUIRED to have this training, it is considered good practice to have our Facilitators be certified, then have a recertification every other year or so to stay current. This additional training costs \$6,500, which we do not currently have in the budget. I have attached the training proposal here. Can you please review it and decide whether or not we should have this training, or table it for next year. It was suggested to me that this training will alleviate some legal liability with our staff and campers. Please let me know as soon as possible, as we have to get this training completed in May (and money might need to be moved, and training scheduled, which can take weeks if not longer.) I've also included the contract for technical services/inspection, which again, is required, but we currently have a budget line for. Thank you!

Megan Babendreier

Director of Parks and Recreation

Phone: 518-371-6667 ext 204

Email: mbabendreier@cliftonpark.org
Town of Clifton Park, 1 Town Hall Plaza, Clifton Park, NY 12065

www.CliftonParkNY.gov



RESOLUTION

#16

PHILIP C. BARRETT
Supervisor

AGATHA REID
Councilwoman

ZABED MANIR
Councilman

NANCY R. BELLAMY
Councilwoman

MARIO L. FANTINI
Councilman

Resolution No. _____ of 2026, a resolution authorizing the hiring of Regan Tromblee as Assistant Director of Parks, Recreation and Human Services.

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

WHEREAS, an opening exists for an Assistant Director of Parks, Recreation and Human Services due to the retirement of Diana Fraser in February 2026, and

WHEREAS, Megan Babendreier, Director of Parks & Recreation, recommends Regan Tromblee to be hired provisionally, pending civil service certification, to fill the position of Assistant Director of Parks, Recreation and Human Services for the department; now, therefore, be it

RESOLVED, that the Director of Parks & Recreation is hereby authorized to hire Regan Tromblee, provisionally, pending civil service certification, as Assistant Director of Parks, Recreation and Human Services for the Parks and Recreation Department, at Grade 7, Step 1 at a salary of \$73,244, to be paid as detailed in the attached Schedule A, effective April 1, 2026.

Cynthia Zlogar

From: Town of Clifton Park Official Website <info@cliftonpark.org>
Sent: Wednesday, March 11, 2026 9:35 AM
To: Cynthia Zlogar; Phil Barrett; Jean Spiegel; Mark Heggen; Darlene Allen; Zabed Manir; Agatha Reid; John Scavo; Christine Pagnello; Walter Smead; Kelly Miller; Nancy Bellamy; Mario Fantini; Kevin Dailey; Caitlin Fantini; hd
Subject: New Employee Resolution Request #2709

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

Department: Parks and Recreation

Your Name: Megan Babendreier

Your Email: mbabendreier@cliftonpark.org

Sponsor: Agatha Reid, Nancy Bellamy

Agenda Session Date: 03/17/2026 ✓

Board Meeting Date: 03/17/2026 ✓

Alternate Date: 03/17/2026

Budget Number: A-7021-E0602

Budget Description: Assist Rec Dir

Amount: 73,244

Brief Description: Hiring of Assistant Director of Parks, Recreation, and Human Services at a Grade 7, Step 1 \$73,244 effective April 1, 2026.

Add Supporting Docs:

Additional Comments/Details: N/A

Agree to Terms: Agree

[unsubscribe](#)

SCHEDULE A

Town of Clifton Park
Salary Allocation

	Grade	Step	Year	Hourly Rate	2026	Weeks to End of Year	Hours	Projected to End of Year
New Employee effective 4/1/2026	7	1	1	35.09		39.40	35.00	\$ 48,389.11

\$ -

\$ 48,389.11

Rounded to:

\$ 48,390.00

Transfer funds from:

Parks & Recreation Administration - M Woerner	A-07021-E0644	\$ 19,908.00
Parks & Recreation Administration - L Hughes	A-07021-E0462	\$ 15,913.00
Parks & Recreation Administration - D Fraser	A-07021-E0229	<u>\$ 12,569.00</u>

Transfer to:

Parks & Recreation Administration - New Employee	A-07021-Exxxx	<u>\$ 48,390.00</u>
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RESOLUTION

#17

PHILIP C. BARRETT
Supervisor

AGATHA REID
Councilwoman

ZABED MANIR
Councilman

NANCY R. BELLAMY
Councilwoman

MARIO L. FANTINI
Councilman

Resolution No. _____ of 2026, a resolution authorizing the hiring of Robert McTarnaghan as Program Events Coordinator for the Parks and Recreation Department.

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

WHEREAS, an opening exists for a Program Events Coordinator due to the retirement of Lori Hughes in January, 2026, and

WHEREAS, Megan Babendreier, Director of Parks & Recreation, recommends Robert McTarnaghan to be hired provisionally, pending civil service certification, to fill the position of Program Events Coordinator for the department, and

RESOLVED, that the Director of Parks & Recreation is hereby authorized to hire Robert McTarnaghan as Program Events Coordinator, provisionally, pending civil service certification, for the Parks and Recreation Department, at a salary of \$66,046, to be paid as detailed in the attached Schedule A, effective April 1, 2026.