



TOWN OF CLIFTON PARK TOWN BOARD MEETING

May 19, 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**
 - **Verizon Presentation**
 - **Public Forum related to proposed athletic fields behind Windhover Farm Development**
 - **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
May 19, 2026

<u>SOURCE</u>	<u>RESOLUTION</u>	<u>CONTACT</u>
1. Town Court	Authorize Town Justices and Court Clerks to attend Judicial Training Program in Albany, NY, September 27-September 30, 2026	A.Reid & Z. Manir
2. Town Court	Authorize an increase in revenues and expenditures for office improvements and records management software purchased with funds received from a Justice Court Assistance Program Grant	A.Reid & Z. Manir
3. Town Board	Re-appoint Joseph S. Gulyas as Chairman of the Ethics Board	Z. Manir
4. Town Board	Authorize a transfer from Contingency for initial expenditures for the celebration of the Town's bicentennial to be held in 2028	A.Reid
5. Town Board	Authorize an appointment and promotions for individuals within certain Town Departments	Z. Manir
6. Town Board	Authorize revision of administrative procedures in the Planning Department	M.Fantini
7. Town Board	Authorize the creation of a plan for an increase in the parking lot capacity of the Clifton Park Senior Community Center	N. Bellamy
8. Town Board	Authorize a change in the adjournment date of the Concrete Batch Mixing Plant facilities public hearing that was held on April 21, 2026 and to re-notice the re-convening of the public hearing.	M. Fantini
9. Buildings & Grounds	Accept a donation of \$537 from the Clifton Park Rotary Club for the purchase of four (4) white oak trees to be planted at Garnsey Park	P. Barrett

10. Buildings & Grounds	Accept the quote from S.M. Gallivan, LLC for landscape material for the new Longkill Playground within Longkill Park District #1	P. Barrett
11. Planning	Authorize a contract amendment with Greenman-Pedersen for additional services related to the Highway Fuel System Improvements Project	P. Barrett
12. Planning	Authorize adoption of Agriculture and Farmland Protection Plan and incorporate into the Town Comprehensive Plan	A. Reid
13. Planning	Authorize establishment of the Agriculture and Farmland Protection Advisory Committee	A. Reid
14. Parks & Recreation	Authorize a 36-month lease agreement for a Kyocera MZ5001 ci copier/printer	A.Reid & N.Bellamy
15. Parks & Recreation	Authorize acceptance of a quote from Durham Charter Service for Full-Day Summer Camp field trips	A.Reid & N.Bellamy
16. Parks & Recreation	Authorize Supervisor to execute an agreement with the Piranhas Swim Club for use of the Country Knolls Pool	A.Reid & N.Bellamy



RESOLUTION

#1

PHILIP C. BARRETT
Supervisor

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AGATHA REID
Councilwoman

ZABED MANIR
Councilman

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NANCY R. BELLAMY
Councilwoman

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MARIO L. FANTINI
Councilman

Resolution No. _____ of 2026, a resolution authorizing seven (7) Town Court Clerks and two (2) Town Justices to attend the NYSAMCC Annual Conference in Albany, NY September 27-September 30, 2026.

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

WHEREAS, the State requires all Judges and Court Clerks to attend a training session on a yearly basis, and

WHEREAS, NYSAMCC will provide the necessary training for the judges and court clerks at the annual fall conference held in Albany, NY from September 27-September 30, 2026, and attendance at this meeting would provide a public benefit to the Town; now, therefore, be it

RESOLVED, that seven (7) Town Court Clerks and two (2) Town Justices, are hereby authorized to attend the NYSAMCC annual conference in Albany, NY from September 27-September 30, 2026, to be paid from A-1110-001 (General Fund – Municipal Court - Training & Conferences); and be it further

RESOLVED, that the Town Justices are authorized to close the Courts at their discretion during this time.

Cynthia Zlogar

From: Town of Clifton Park Official Website <info@cliftonpark.org>
Sent: Wednesday, April 15, 2026 4:51 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; Megan Babendreier
Subject: New Resolution Request #2803

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

Department: Justice Court
Your Name: Robert A. Rybak
Your Email: rrybak@nycourts.gov
Sponsor: Councilmembers Manir and Reid
Agenda Session Date: 05/05/2026 ✓
Board Meeting Date: 05/19/2026 ✓
Alternate Date: 06/02/2026
Budget Number: A-1110-001
Budget Description: Judge and Court clerk training
Amount: \$3,000
Brief Description: All judges and court clerks are required to attend judicial training on a yearly basis. This conference will fulfill the requirements
Add Supporting Docs:

[40e9971fd5eac606_Image_001.pdf](#)

Additional Comments/Details: None
Agree to Terms: Agree

[unsubscribe](#)

SAVE THE DATE!

28-29
✓
ck

**2026 JOINT NYSAMCC & NYSMA
ANNUAL FALL TRAINING CONFERENCE
SEPTEMBER 27th – 30th
CROWNE PLAZA HOTEL – THE DESMOND
ALBANY, NY**

***** REGISTRATION OPENS APRIL 2nd *****

Room Rates:

\$946.00 single/\$721.00 double

Non-Refundable Registration Fee:

\$100.00

*** DEADLINE TO REGISTER: AUGUST 3rd ***

**Look for registration link & more
information in your
nycourts email!**



RESOLUTION

#2

PHILIP C. BARRETT
Supervisor

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AGATHA REID
Councilwoman

ZABED MANIR
Councilman

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NANCY R. BELLAMY
Councilwoman

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MARIO L. FANTINI
Councilman

Resolution No. _____ of 2026, a resolution increasing Justice Court revenues and expenditures by \$15,666 for office construction projects and a record management software purchase with funds received from a Justice Court Assistance Program (JCAP) Grant.

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

WHEREAS, the Town Board passed Resolution No. 214 of 2025 authorizing the Clifton Park Town Court to apply for a Justice Court Assistance Program Grant towards remodeling of the Court office room and purchase of record management computer software, and

WHEREAS, the Clifton Park Justice Court was awarded \$15,166.24 from the JCAP Grant; now, therefore be it,

RESOLVED that the Comptroller is hereby authorized to increase Justice Court Revenues (A-3089) by \$15,666.24, and, also, to increase Expenditures A-1110-200 (General Fund – Municipal Court – Equipment) by \$2,166 and A-1110-15 (General Fund – Municipal Court – other Contractual) by \$13,500, as detailed on the attached JCAP Award Reconciliation Report.

Cynthia Zlogar

From: Town of Clifton Park Official Website <info@cliftonpark.org>
Sent: Thursday, May 7, 2026 2:41 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; Megan Babendreier
Subject: New Resolution Request #3102

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

Department: Justice Court

Your Name: Robert A. Rybak

Your Email: rrybak@nycourts.gov

Sponsor: Councilmembers Manir and Reid

Agenda Session Date: 05/19/2026 ✓

Board Meeting Date: 05/19/2026 ✓

Alternate Date: 06/02/2026

Budget Number: A-1110-200 and 1110-015

Budget Description: JCAP GRANT

Amount: \$15,666.24

Brief Description: As you know, we have received an JCAP grant which needs to be transferred to the following accounts so we can spend the money

2,166.24
~~\$2,148.24~~ to A-1110-200

\$13,500 to A-1110-15

Add Supporting Docs:

[512beb6efbaa7b97_Image_002.pdf](#)

Additional Comments/Details: We need to increase our budget to reflect this grant.

Agree to Terms: Agree

[unsubscribe](#)

Resolution No. 214 of 2025, a resolution authorizing the Clifton Park Town Court to apply for a Justice Court Assistance Program Grant.

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

WHEREAS, the Clifton Park Town Court wishes to remodel the office room to accommodate jury deliberations and to preserve and scan old court files to free up file space, and

WHEREAS, Justice Court Assistance Program was established by the Legislature to provide a means by which town and villages may obtain limited state funding to improve operations of their Justice Courts, and

WHEREAS, the Clifton Park Town Court wishes to apply for a grant of approximately \$29,167 from the Justice Court Assistance Program to complete the aforementioned projects to improve the operations at the Clifton Park Town Court; now, therefore, be it

RESOLVED, that the Board of the Town of Clifton Park authorizes the Clifton Park Town Court to apply for a JCAP grant in the 2024-2025 grant cycle for \$29,166.24; and be it further

RESOLVED, that the Supervisor is authorized to execute all necessary documents in support of such efforts.

ROLL CALL VOTE

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

Noes: None

Absent: Councilman Manir

DECLARED ADOPTED

September 15, 2025

Stephanie Ranze, Town Clerk

2025-26 Justice Court Assistance Program Award Reconciliation Report

Please fax this Report along with paid receipts to the dedicated JCAP Fax Number 518-471-4807, email jcap@nycourts.gov or mail to: Division of Grants, Contracts & Procurement, Attention: JCAP, 2500 Pond View, Suite 104, Castleton on Hudson, N.Y. 12033

In the space provided below, please sign and indicate the exact amount spent
***Funds to be spent within 180 days of receipt**

Clifton Park Town Court, Saratoga County

District: 4

Item Category	Item Name	Approved Quantity	Item Approved Total
Construction	Jury room door	1	\$1897.32
Construction	Sheetrock and painting	1	\$268.92
Computer Support	Records Management, etc.		\$13500.00
Total Amount of Grant			\$15,666.24

SPECIAL NOTE REGARDING AWARD DISBURSEMENTS:

Your Town Supervisor or Village Mayor should receive a check for the amount of the grant or the grant amount will be sent via direct deposit to your municipality. All grant recipients are reminded that, as required by law, funds received hereunder may not be used for purposes other than the purchase of the item(s) set forth on the enclosed award form or used to offset the cost of another grant item awarded at a set monetary amount. Also, as stipulated in the municipal certification accompanying the application for your grant, "any goods and/or services purchased with any Justice Court Assistance Program funds shall be obtained in accordance with acceptable procurement practices established by the governing municipality including, but not limited to, competitive bidding and procurement policies and procedures."

*Please submit paid receipts indicating funds were spent on approved items along with this Reconciliation Report within 180 days from receipt. Remember to save your receipts for at least three years for audit and review purposes. If the amount you spend purchasing the item(s) approved on this Report is less than the amount awarded, leftover funds are not to be used to offset the cost of another grant item. Please contact the Division of Grants, Contracts & Procurement at 518-480-6840 for further direction.

Total Amount Spent: _____

By signing this form, I affirm that all the above approved items were purchased.

Date: _____ **Print Name:** _____ **Signature:** _____

FOR DPCS USE ONLY

Application #	6423	Attachments	_____
Vendor ID#	1000002122	AO Date	_____
Voucher#	_____	DN/SP	_____
Submit Date	_____	Business Unit	_____
		Grant Amt	_____
		Final Approval	_____



RESOLUTION

#3

PHILIP C. BARRETT
Supervisor

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AGATHA REID
Councilwoman

ZABED MANIR
Councilman

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NANCY R. BELLAMY
Councilwoman

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MARIO L. FANTINI
Councilman

Resolution No. _____ of 2017, a resolution re-appointing Joseph S. Gulyas as Chairman of the Ethics Board.

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

WHEREAS, Mr. Gulyas's previous term as Chairman of the Ethics Board expired on December 31, 2025, and

WHEREAS, the Town Board recommends reappointing Mr. Gulyas, of Clifton Park, NY, to the position; now therefore be it

RESOLVED, that Joseph S. Gulyas is hereby re-appointed as Chairman of the Ethics Board, term to expire December 31, 2026.



RESOLUTION

#4

PHILIP C. BARRETT
Supervisor

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AGATHA REID
Councilwoman

ZABED MANIR
Councilman

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NANCY R. BELLAMY
Councilwoman

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MARIO L. FANTINI
Councilman

Resolution No. ___ of 2026, a resolution in support of the Town of Clifton Park's celebration of the Town's bicentennial to be held in 2028 and authorizing a transfer from Contingency for related expenses.

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

WHEREAS, the Town of Clifton Park will commemorate its 200th anniversary in 2028, marking a historic milestone in our Town's history; and

WHEREAS, by Resolution No. 131 of 2023, the Town Board authorized the establishment of a Clifton Park 200th Celebration Committee to coordinate the commemoration of this milestone, and

WHEREAS, Town Law authorizes the Town Board to appropriate funds for the proper observance of patriotic and historical events (Town Law § 64 [12], [14]), and Arts and Cultural Affairs Law § 57.07 further authorizes local governments to appropriate and expend funds for historical purposes within their jurisdiction, including the erection of markers and monuments, the preservation of historical materials, and cooperation with local historical organizations; and

WHEREAS, these statutes provide the legal authority for towns to engage in and support commemorations that are educational, patriotic, and historical in character, including public programming, exhibits, community events, and historical preservation activities connected to the Town of Clifton Park's 200th Commemoration; now, therefore, be it

RESOLVED, that the Town Board of the Town of Clifton Park hereby expresses its support for the Town's Bicentennial Celebration to be held in 2028, and authorizes the Comptroller to transfer \$1,000 from Contingency (A-01990-00015) to A-07550-00062 (General Fund – Town Celebrations – Town Bicentennial) for initial expenditures related to this Bicentennial Celebration.

Cynthia Zlogar

From: Town of Clifton Park Official Website <info@cliftonpark.org>
Sent: Tuesday, April 28, 2026 10:41 AM
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; Megan Babendreier
Subject: New Resolution Request #2845

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

Department: Town Board

Your Name: Mark Heggen

Your Email: mheggen@cliftonpark.org

Sponsor: A Reid

Agenda Session Date: 05/06/2026 ✓

Board Meeting Date: 05/19/2026 ✓

Alternate Date: 05/19/2026

Budget Number: A-07550-00062

Budget Description: General Fund - Town Celebrations - Town Bicentennial

Amount: 1000

Brief Description: Authorize transfer from Contingency (A-01990-00015) of \$1,000 to A-07550-00062 for initial expenditures for the Town's celebration of the Town's bicentennial to be held in 2028.

Add Supporting Docs:

Additional Comments/Details: None

Agree to Terms: Agree

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Resolution No. 131 of 2023, a resolution authorizing the establishment of a Clifton Park 200th Celebration Committee.

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

WHEREAS, Supervisor Barrett recommends the establishment of a Clifton Park 200th Celebration Committee, which will focus on honoring the history of Clifton Park since its establishment in 1828, as well as three other upcoming milestones: Bicentennial of the opening of the Erie Canal (2025), 250th Anniversary of the American Revolution (2026) and the 250th Anniversary of the Battle of Saratoga (2027), and

WHEREAS, the Town Board wishes to appoint a committee that will examine and discuss the coordination of the recognition of these historical milestones through events, ceremonies, workshops and programs throughout the coming years, and

WHEREAS, the Committee will consist of the Supervisor and all persons noted on the attached list, as well as members yet to be appointed from the committees and groups noted on this attachment; now, therefore, be it

RESOLVED, that the Town Board establishes the Clifton Park 200th Celebration Committee, with membership to be appointed by the Town Board at a subsequent meeting.

ROLL CALL VOTE

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

Noes: None

DECLARED ADOPTED

June 5, 2023

Teresa Brobston, Town Clerk



RESOLUTION

#5

PHILIP C. BARRETT
Supervisor

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AGATHA REID
Councilwoman

ZABED MANIR
Councilman

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NANCY R. BELLAMY
Councilwoman

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MARIO L. FANTINI
Councilman

Resolution No. _____ of 2026, a resolution authorizing the appointment and/or promotion of individuals within departments for the Town of Clifton Park and job title changes related thereto.

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

WHEREAS, through the tenure of three past Town Clerks of the Town of Clifton Park, namely Patricia O'Donnell, Teresa Brobston and Caitlin Fantini, requests have been made to the Town Board for an additional Deputy Town Clerk, and

WHEREAS, the Town Clerk's office has been continuously understaffed and is often overwhelmed with work, and

WHEREAS, the Town Clerk and two Deputy Town Clerks are overworked and under pressure in the performance of their duties to the citizens of the Town of Clifton Park, and

WHEREAS, a comparison of how many residents are served per member of staff, reveals that the Town Clerk's office is burdened with a greater workload than any other municipality in Saratoga County by a percentage of 35% more than the closest government, being Saratoga Springs. Generally, the Town Clerk's office serves more residents on a percentage basis, than the average comparable municipality (5000 residents per staff), by a percentage exceeding 150%, please see attached staffing comparison, and

WHEREAS, letters of support from Patricia O'Donnell, former Town Clerk and former Deputy Town Clerk Claudia Fitzgerald are attached, and

WHEREAS, after years of requests to the Town Board for additional help, the Town Board by this resolution has finally responded and offers the following in response, and

WHEREAS, the Confidential Secretary positions listed in the Town employment matrix are established as a Grade 8 position, and

WHEREAS, the Confidential Secretary in the Town Attorney's office is listed as a Grade 7 position, for a directly comparable employment position, resulting in a payment disparity, likely as an oversight administratively, and

WHEREAS, Deputy Town Attorney Kevin Luibrand has been assigned duties involving unanticipated litigation, not contemplated in the preparation of the 2026 Town Budget, and

WHEREAS, these various litigation matters are beyond the ordinary scope of duties involved with the Zoning Board of Appeals and involve much additional time, beyond the scope of the Deputy Town Attorney's position, as anticipated at the time of adoption of the 2026 Town Budget, and

WHEREAS, Deputy Town Attorney Stefanie Bitter has been assigned additional duties by the Town Board in review of written decisions promulgated by the Zoning Officer, and

WHEREAS, Deputy Town Attorney Stefanie Bitter has been assigned the lead role in preparing the Town's position in regard to the application for a concrete batch processing plant, involving a moratorium and an appeal of a decision of the Zoning Administrator, made to the Town Zoning Board of Appeals, all of which will require an exhaustive and time consuming administrative and review process, and

WHEREAS, as a result, the Town Board has recommended the following changes, promotions, new hires and/or appointments within the Town, as listed in Table I, as follows:

Table I

	Name/Address	Dept.	Position	Grade /Step	Rate	Comment
1.	New Appointment, New Position	Town Clerk	Deputy Town Clerk	G6, S1, Y1	\$33.50 /hr	Salary for balance of 2026: \$39,400
2.	Cynthia Zlogar	Town Attorney	Confidential Secretary	G8, S4 Y1	\$43.74 /hr	Salary increase for balance of 2026: \$4,586
3.	Kevin Luibrand	Town Attorney	Deputy Town Attorney	N/A	N/A	Salary increase for balance of 2026: \$8,107
4.	Stefanie Bitter	Town Attorney	Deputy Town Attorney	N/A	N/A	Salary increase for balance of 2026: \$12,613

Now, therefore, be it

RESOLVED, that the Town Board endorses and approves of the changes as set forth in Table I, above; and be it further

RESOLVED, that the Town Board authorizes the creation of a third Deputy Town Clerk position in the office of the Town Clerk, based on the recommendation of the Town Clerk; and be it further

RESOLVED, that the Town Board authorizes the promotion of Cynthia Zlogar as Confidential Secretary to the Town Attorney, at Grade 8, Step 4, Year 1, effective May 19, 2026; and be it further

RESOLVED, that the Comptroller is authorized to make a transfer from Unassigned Fund Balance of \$64,706, based on the attached schedules, and be it further

RESOLVED, that the Comptroller is authorized to transfer from Unassigned Fund Balance, \$4,950 for Social Security and Medicare, with \$4,012 to A-9030-101 (General Fund – Employee Benefits – Social Security) and \$938 to A-9035-102 (General Fund – Employee Benefits – Medicare).

Saratoga County Town/City Clerk Office Staffing Comparison

Town/City	Approx Pop.	Deputy Clerks	Total Staff	Residents per Staff	Notes
Clifton Park	~38k	2	3	12,667	Clerk + 2 deputies
Saratoga Springs (City)	~28k	1	~3-4	7,000-9,333	City Clerk + Administrative Staff
Halfmoon	~25k	3	4	6,250	Clerk + 3 deputies
Milton	~19k	1-2	2-3	6,333-9,500	Clerk + deputy + clerical
Wilton	~17k	1	2-3	5,667-8,500	Clerk + deputy + part time assistant
Moreau	~15k	2	3	5,000	Clerk + 2 deputies
Malta	~15k	1-2	2-3	5,000-7,500	Clerk + deputy + clerical staff
Ballston	~10k	2	3	3,333	Clerk + 2 deputies
Stillwater	~9k	1	2	4,500	Clerk + deputy
Waterford	~8.5k	1	2	4,250	Clerk + deputy
Greenfield	~8k	1	2	4,000	Clerk + deputy
Saratoga	~5.8k	1	2	2,900	Clerk + deputy
Mechanicville (City)	~5.3k	1	~2-3	1,767-2,650	City Clerk + Assistant
Charlton	~4k	1	2	2,000	Clerk + deputy
Galway	~3.6k	1	2	1,800	Clerk + deputy
Providence	~2.3k	1	2	1,150	Clerk + deputy
Hadley	~2k	1	2	1,000	Clerk + deputy
Edinburg	~1k	1	2	500	Clerk + deputy
Day	~900	1	2	450	Clerk + deputy

*Population figures are approximate estimates. "Total Staff" includes the elected clerk and deputy or clerical staff listed on municipal websites

**Clifton Park serves more residents per clerk/office staff member than any other municipality in Saratoga County

4/17/2026

To: Town Board

From: Patrica O'Donnell Former Town Clerk

Re: Request for Addition of a Third Deputy Town Clerk Position

Dear Members of the Town Board,

I am writing in my capacity as a former Town Clerk to respectfully explain the operational need for the addition of a third Deputy Town Clerk within the Clerk's Office.

When I began my service in 1989, the Clerk's Office was staffed by the Town Clerk and two Deputy Clerks. At that time, this structure was sufficient to meet the demands of the community. However, since that period, the population of the Town has increased significantly, and with it, the scope, complexity, and volume of services required of the Clerk's Office has expanded well beyond what was originally anticipated.

It is important to note that approximately 99% of the work performed in the Clerk's Office is legal in nature, requiring accuracy, attention to statutory requirements, and strict adherence to public record obligations. Over time, the demand of responsibilities has grown to include, but is not limited to, the following expanded services:

- Issuance of One-Day Officiant licenses
- Increased demand for Notary services
- Vital Records, Birth, Marriage and Death Records
- Marriage Licenses
- Certified Copy Request of Vital Records
- Election Coordination
- Genealogical searches
- Certificates of Residency
- Dog licenses and renewals
- Hunting and Fishing licenses
- Dog Park passes
- Freedom of Information Law (FOIL) requests
- Peddler/ Transient permits

In addition to these daily services provided to residents, the Clerk's Office is responsible for managing the extensive municipal bid process. This includes posting bid notices, distributing specifications to potential bidders, attending and reading bid results aloud, preparing formal bid result documentation, scanning and compiling all supporting materials, and transmitting completed bid packets to the Supervisor, Town Attorney, and appropriate department heads.

Beyond these shared responsibilities, the Town Clerk bears sole responsibility for several critical statutory and administrative duties, including:

- Publication of legal notices for public hearings
- Preparation of official minutes
- Maintenance and updates to the Town Code and local laws
- Notification to the State and General Code regarding amendments or additions to local laws
- Publication of Notice of Adoption
- Coordination of legal advertisements and public notices in newspapers

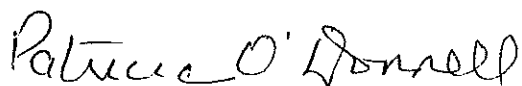
Given the increased workload and the legal sensitivity of these duties, staffing levels have not kept pace with the demands placed on the office. The volume of public interaction has also grown substantially, particularly with increased walk-in traffic requiring timely, accurate, and often immediate assistance.

In addition to operational demands, the sheer volume and pace of work within the office often requires continuous attention to multiple time-sensitive tasks simultaneously. Ensuring adequate staffing coverage is therefore essential to maintain efficiency, accuracy, and responsiveness to the public without overextending any single staff member.

For these reasons, the addition of a third Deputy Town Clerk is not only warranted but necessary to maintain the level of service, accuracy, legal compliance, and safety that the public expects and deserves.

Thank you for your consideration of this request and for your continued support of the Clerk's Office.

Respectfully submitted,



Patrica O'Donnell Former Town Clerk

Sharing Thoughts for Clerk's Office

From [REDACTED]

Date Mon 3/16/2026 1:09 PM

To Caitlin Fantini <CFantini@cliftonpark.org>

Good morning, Caitlin,

As per your request, I am pleased to share with you my thoughts pertaining to the appropriate staffing of the Clerk's Office as the disposition of this office, its employees and the Town as a whole will always be significant to me. The Clerk's Office is a vital office/resource of the Town taking into account the services it provides to our resident requests, non-resident requests, other Town department requests, etc. Therefore, staffing needs to be suitable to properly deliver these services, as well as maintain the variety of internal records management responsibilities executed by this office.

As a former Deputy Clerk, I witnessed firsthand the need to strengthen the Clerk's Office with additional staff in whatever form the Town Clerk deems necessary. I believe the highlighted reasons for the need to increase staffing from the current structure of Town Clerk plus two Deputy Clerks are:

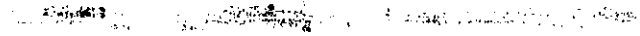
- the substantial growth of residents over the last several years leading to the concurrent increase in services dispersed and office traffic by our residents/others while staffing has remained the same over these same several years
- an increase in services provided to non-residents (i.e. marriage licenses, notary services) as other towns/cities/entities are not providing on a timely basis or at all
- the demand for notary services for residents and non-residents has increased tremendously since COVID began as certain entities have not been providing
- a tremendous surge in FOIL requests (and in some instances to be voluminous)
- two new, inexperienced Town Clerks within one year of T. Brobston retiring; hours and hours devoted by Deputies to assist with training and developing new Town Clerks as well as trying to maintain their job load; there is a long period of learning and retention that is necessary for all the elements of the Town Clerk position
- new, inexperienced Deputy Clerk replacing me; again, training and developing over a period of time

As you have witnessed, Caitlin, your office is typically in full-speed ahead mode from the time the door opens until the time it closes. Service to our customers is first and foremost; therefore, leaving the other responsibilities for when you can get to them, which is not really a strong operating practice. My suggestion is that you have discussion with our Board members and present options that you believe would enhance your team and contribute to the good health, welfare and retention of your

current Deputies as they are extremely valuable to that office and the Town as a whole. I am optimistic the Board will understand and assist you with a viable solution.

I hope my thoughts will be of help to you. I will always value my professional time at the Town of Clifton Park and am pleased to offer my input to you.

Best to you,

A redacted signature consisting of a series of black dots and dashes.

Claudia

2023 BUDGET:

Since working as a Deputy Town Clerk for 24 years and Town Clerk for almost 2 years I have seen the increase in permits, licenses and Clerk duties.

With the increase in population of Clifton Park over the years, there has been an increase in servicing residents.

During COVID tracking we collected 700 signatures of residents in 1 month that we serviced in the Town Clerk's Office. And that was during COVID.

Increase in licensing over 1 year: Each requiring 4-5 steps to the issuing process

Death Certificates +10

Marriage Licenses +50 (Surrounding Town's only giving to own residents)

Dog Renewals +200

New Dogs +150

Peddlers Licenses, requiring background checks +20

An increase in Sporting Licenses +\$7,000 in sales

CTS permits total 1,973

Certificate of Residence average per year 400

Notary services, big increase- 125 in 21 business days.

Handicap -Temporary issued 391, Perm. Issued 788 in 1 year

Dog Park tags, issued 366

All increases resulting in an increase in activity. I don't want to start limiting services.

In addition to our other responsibilities:

Attending classes to maintain current state requirements

FOIL's

Election's, General, Primary and Special

Genealogy searches

Codebook updates

Legal notices

Town Board minutes and resolutions

Monthly meetings day and night calendars

Increase in records causes and increase in Vital records certified copies

Maintaining Oath and Ethics forms

Not able to accomplish my goals for records management, and reorganization of box room.

Looking into acquiring an archival intern.

Add to 2023 budget a FULL-3rd Deputy Town Clerk, Grade 6, Step 5, Years in Step 1, \$55,255.

PT-20-25 hrs. \$30,000

2024 BUDGET MEETING

Thank you for your consideration and reaching out!

With the increase in population of Clifton Park over the past almost 30 years that I have been in the Town Clerk's Office, there has been an increase in permits, licenses and overall Clerk duties servicing residents.

During COVID tracking we collected 700 signatures of residents in 1 month that we serviced in the Town Clerk's Office, and that was during COVID. Certainly, a big increase in resident traffic!

The following number of licenses issued each requiring 4-5 steps to the issuing process.

140 Burial Permits issued as of Oct 23, Death Certificates copies 1,500.

187 (as of Oct.) Marriage Licenses

3,613 Dog Renewals /In 2013 we had 1,753 renewals.

646 New Dogs/ In 2013 we had 402 new dogs.

82 Dog Appearance Tickets prepared. This is new this year.

369 Dog Park tags

With the increase in records/services/licenses, causes an increase in Vital records certified copies

Produced miscellaneous Certified copies 1,232 certified copies, Marriage License 375.

DEC Sporting Licenses (other stores, Dicks & Walmart, no longer selling or staff not available)
Total sales of \$24,000.

27 Peddlers Licenses, requiring background checks

NEW-One-Day Marriage Officiant Licenses

All with an increase in revenue!

Additional services with no revenue are:

400 Certificate of Residence average per year

1,622 Notary signatures services, big increase

Handicap -Temporary issued 375, Permanent Issued 700/In 2013 issued 360 Temporary and 585 Permanent
327 FOIL'S big increase since taking a more active role as Records Access Officer
10 Local Laws (Codebook) updates for last calendar year
55 Legal Notices
23 Bids to notice, post, maintain plan holders list, distribute by hand or digital bid specs, hold bid openings, produce bid results, follow-up for signed contract and prepare for filing.

Approximately 3 hours daily including processing on-line dog payments.

All increases resulting in an increase in activity.

In addition to the mentioned licenses/responsibilities we also:

Attending classes to maintain current state requirements-hard to do with not wanting to leave office short staffed.

Maintain polling places, distribute supplies, contact person for inspectors for Election's, General, Primary and Special

Perform genealogy searches.

34 Town Board meeting minutes -transfer to permanent file

301 Resolutions, requiring filing and following up.

Scan minutes and resolutions into Laserfiche.

Calendaring facility room monthly meetings day and night schedule

98 Oaths and 73 Ethics forms to distribute, follow-up, organize and file.

The Town Clerk's Office services are a reflection on all the officials. As a fellow elected official, who is also responsible to the residents that we serve, we need another person to maintain the high quality that the Town of Clifton Park deserves as the Doorway to Town Government.

As some of you know I requested in October 2022 for a part-time Deputy Town Clerk in the 2023 Budget and received no comments or discussion on the position. I would like to encourage you to consider this position and make it a full-time position.

I'm also planning for the future of the Town Clerk's Office now.

Add to 2024 budget a FULL-3rd Deputy Town Clerk, Grade 6, Step 5, Years in Step 1, \$55,255-\$61,000.

10/27/23

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 May 19, 2026	6	1	1	33.50		33.60	35.00	\$ 39,396.00
								\$ -
								\$ 39,396.00
						Rounded to:		<u>\$ 39,400.00</u>
Transfer funds from: Unassigned Fund Balance						A-00914		\$ 39,400.00
Transfer to: Town Clerk - New Employee						A-01410-Exxxx		<u>\$ 39,400.00</u>

Town of Clifton Park
Salary Allocation

	Grade	Step	Year	Hourly Rate	2026	Weeks to End of Year	Hours	Projected to End of Year
Reclassification Cynthia Zloger effective May 19, 2026	8	4	1	43.74		33.6	35	\$ 51,438.24
Current Position Cynthia Zloger	7	4	2	39.84		33.6	35	\$ <u>46,851.84</u>
								\$ 4,586.40
						Rounded to:		\$ <u>4,586.00</u>
Transfer funds from:								
				Unassigned Fund Balance		A-00914		\$ <u>4,586.00</u>
Transfer to:								
				Legal Office - C Zloger		A-01420-E0252		\$ <u>4,586.00</u>

Town of Clifton Park
Salary Allocation

	Grade	Step	Year	Hourly Rate	2026 Blweekly Pay	Pay Per EOY	Projected to End of Year
New Salary							
Kevin Luijbrand effective May 19, 2026				45,000.00	1,730.77	17	\$ 29,423.09
Current Salary							
Kevin Luijbrand				32,601.00	1,253.88	17	\$ <u>21,315.96</u>
							\$ 8,107.13
					Rounded to:		\$ <u>8,107.00</u>
Transfer funds from:							
				Unassigned Fund Balance	A-00914		\$ <u>8,107.00</u>
Transfer to:							
				Legal Office - K Luijbrand	A-01420-E6026		\$ <u>8,107.00</u>

Town of Clifton Park
Salary Allocation

	Grade	Step	Year	2026 Hourly Rate.	Biweekly Pay	Pay Per EOY	Projected to End of Year
New Salary							
Stefanie Bitter				45,000.00	1,730.77	17	\$ 29,423.09
effective May 19, 2026							
Current Salary							
Stefanie Bitter				25,709.00	988.81	17	\$ <u>16,809.77</u>
							\$ 12,613.32
Rounded to:							\$ <u>12,613.00</u>
 Transfer funds from:							
Unassigned Fund Balance					A-00914		\$ <u>12,613.00</u>
 Transfer to:							
Legal Office - S Bitter					A-01420-E6421		\$ <u>12,613.00</u>



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 to authorize the revision of administrative procedures within the Department of Planning and Zoning.

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

WHEREAS, the Town Board finds that legal review of draft advisory written communications related to Special Use Permits, Site Plan Approvals, Zoning Law Interpretations, and Use Variances prepared by the Zoning Administrator or Zoning Enforcement Officer can promote accuracy, consistency, and compliance with applicable laws; and

WHEREAS, nothing in this resolution is intended to delay or interfere with the issuance or filing of any official administrative determination required by New York Town Law; and

WHEREAS, nothing in this resolution shall be construed to limit, direct, or influence the independent statutory authority of the Planning Board or Zoning Board of Appeals, or to restrict the information those bodies are entitled to receive in the course of performing their duties; now, therefore, be it

RESOLVED, that the Town Board hereby adopts the following internal administrative procedure for the Department of Planning and Zoning:

1. Draft advisory written communications prepared by the Zoning Administrator or Zoning Enforcement Officer relating to Special Use Permits, Site Plan Approvals, Zoning Law Interpretations, and Use Variances, and intended to provide guidance to Town staff, applicants, or Town boards, shall be submitted to the Office of the Town Attorney for legal review prior to issuance.

2. Draft materials subject to review under this resolution shall be transmitted to the Office of the Town Attorney through CitizenServe, or through such other electronic system as may be designated by the Town Attorney or Deputy Town Attorney.

3. This procedure shall not restrict or delay the transmission of any information or documents required by the Planning Board or Zoning Board of Appeals in the exercise of their independent statutory authority.

4. The Town Attorney may establish reasonable guidelines for the timely review of draft materials submitted under this resolution.

; and be it further

RESOLVED, that the Department of Planning & Zoning is directed to implement this procedure immediately and to incorporate it into its internal administrative protocols.



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 to authorize the creation of a plan for an increase in the parking lot capacity at the Clifton Park Senior Community Center.

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

WHEREAS, membership at the Clifton Park Senior Community Center has increased dramatically, and

WHEREAS, there is not an adequate number of parking spaces to accommodate senior citizen members, where many patrons must, as a result, park on lawns or in the right of the way, creating dangerous parking situations for seniors with walkers or in wheelchairs, and

WHEREAS, it is anticipated that clearing of a number of trees on an immediately adjacent area at Clifton Common may be necessary, and

WHEREAS, the Clifton Park Tree Committee has visited this location and has determined that the trees have reached the limits of their natural life, are not native, were likely associated with a former Christmas tree farm, and have little value as a stand of healthy trees, not being native trees or customary native species, with correspondence from Chairwoman Diana Leis Delker, attached, and

WHEREAS, Sue Leonard, Director of the Clifton Park Senior Community Center, has made an appeal to the Town Board seeking to expand the parking lot, and

WHEREAS, in order to provide adequate parking for patrons at the Clifton Park Senior Community Center; now, therefore be it

RESOLVED, that the Director of Buildings, Parks and Recreation, the Town Highway Superintendent and the Director of Planning are authorized to examine the area adjacent to the Clifton Park Senior Community Center and to formulate a plan to determine how to best provide additional parking at the Senior Center, to include possibly the removal of the aforesaid trees and further to determine if certain aspects of the parking plan as formulated can be accomplished in-house by cooperation between the Highway Department and the Buildings and Grounds Department; and be it further

RESOLVED, that if outside construction work is required, including tree removal, then and in that event, that the additional work contemplated and the plan to proceed, with bids and otherwise, shall be referred back to the Town Board, with a report and a request for further authorization.

Kevin Dailey

From: Diana Leis Delker <diana.leis.delker@gmail.com>
Sent: Monday, April 27, 2026 4:44 PM
To: Jerry Danielski; Lauri Dittmer; Stephen Morse; Chris Schmitt; Elisa Gallaro; Marc Laymon; Stuart Feuerstein; Danne Parker; Anne Orgren; Joanne Coons; James Harding
Cc: Kevin Dailey; Zabed Manir
Subject: Re: Senior Center Trees

Tree Committee Colleagues,

As you may know, the parking situation at the senior center has become extremely difficult due to a shortage of spaces. The director of the center, Sue Leonard, has appealed to town officials to expand the parking lot, because people are currently parking on the grass when there are no more spaces. The logical area to expand the lot is in the back, which involves removing a stand of trees.

The positive news is that before taking action, our town attorney, Kevin Dailey, reached out to the Tree Committee for our input. Steve Morse and I met with Kevin in the parking lot at the senior center this morning to discuss the problem.

After looking at all options, it is clear there is only one solution: expand the parking lot by removing the trees at the back of the lot. While we also discussed expanding the front of the lot, there is a master plan in place that would prevent this. Although every tree is precious, there is no easy solution to save these trees. And we must be mindful of our senior citizens and their needs (there are many senior citizens on this committee). Kevin said that a fence would be erected to separate the parking lot from the work area used by Buildings and Grounds. We suggested that, if there is room, planting some trees in front of the fence would be a good step.

After meeting, I asked Steve to put his assessment in writing for Kevin and the Tree Committee. I didn't bring this issue to you for a vote, because I think this matter is beyond our authority. At the same time, we should be thankful for a town board and attorney who care about the environment, our community forest, and who sincerely want our input and perspective.

Please see Steve's assessment below. By the way, we are fortunate to have Steve on our team.

Sincerely,

Diana

Diana Leis Delker
518.429.4999

----- Forwarded message -----

From: **Stephen Morse** <stevemorse@outlook.com>
Date: Mon, Apr 27, 2026 at 1:45 PM
Subject: Senior Center Trees

To:
Cc: Diana Leis Delker <diana.leis.delker@gmail.com>

Mr. Dailey:

Below are my observations regarding the trees we reviewed that could potentially be removed to facilitate the parking lot expansion.

The area in question is largely populated by Scot Pine (*Pinus sylvestris*), a non-native species originally introduced for timber, pulp, or Christmas tree cultivation. Examination of aerial imagery suggests that this stand was established sometime between 1960 and 1968. Your recollection of harvesting a Christmas tree from this site in 1966 aligns with evidence that the area functioned as a Christmas tree lot before being left to grow without further management. The stand itself covers approximately half an acre and is isolated from other wooded areas.

Expanding the parking lot to match the grade of the existing lot would require a substantial reduction in elevation. Such a modification could leave portions of the stand vulnerable, potentially resulting in hazard trees if some are left standing.

Stephen Morse
Retired Forester
Tree Committee Member



RESOLUTION

#8

PHILIP C. BARRETT
Supervisor

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AGATHA REID
Councilwoman

ZABED MANIR
Councilman

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NANCY R. BELLAMY
Councilwoman

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MARIO L. FANTINI
Councilman

Resolution No. __ of 2026, a resolution to authorize a change to the adjournment date of the Concrete Batch Mixing Plant facilities public hearing that was held on April 21, 2026 and to re-notice the re-convening of the public hearing.

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

WHEREAS, a public hearing was held by the Town of Clifton Park Town Board for a moratorium on the establishment of Concrete Batch Plants, held on April 21, 2026, which was adjourned, and not closed, at the conclusion of the hearing on that evening, and

WHEREAS, at the conclusion of the hearing, the Town Board, by a yea or nay voice vote, voted to adjourn the meeting until the Town Board meeting to be held on June 5, 2026, and

WHEREAS, subsequently, it was determined that a reply to the referral sent to the Saratoga County Planning Board would not be received by the Town until after the meeting of the County Planning Board on May 21, 2026, and

WHEREAS, to allow sufficient time for the reply to be received and which reply must be read into the minutes of the public hearing, it is necessary to postpone the adjourn date until such time as the reply is received; now, therefore, be it

RESOLVED, that the aforementioned public hearing shall be adjourned until the Town Board meeting to be held on June 16, 2026 at 7:05pm and that the previous oral yea or nay vote adjourning the public hearing date to June 5, 2026, is amended accordingly, and extended to June 16, 2026 as set forth herein; and be it further

RESOLVED, that the Town Clerk is hereby directed to re-notice the date of the re-convening of the public hearing to the adjournment date as is set forth herein; and be it further

RESOLVED, that this curative and corrective measure is hereby adopted by the Town Board of the Town of Clifton Park.



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 accepting funds from the Clifton Park Rotary Club and authorizing the Department of Building and Grounds to purchase four (4) white oak trees at Garnsey Park.

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

WHEREAS, the Clifton Park Rotary Club has offered a donation of up to \$538 for the purchase of four (4) white oak trees at Garnsey Park, and has offered volunteers who will plant the trees, and

WHEREAS, the Town Board, as stewards of Garnsey Park, wishes to accept the donation from the Rotary to offset the cost of the four white oak trees at Garnsey Park, and

WHEREAS, Daniel Clemens, Director of Buildings, Grounds and Recreation, advises that Bob's Trees, 1227 W. Galway Rd., Hagaman, NY, has four such trees available for a cost not to exceed \$538; now, therefore, be it

RESOLVED, that the Comptroller is authorized to increase revenues to A-02705 (General Fund-Gifts & Donations) by \$538, and increase expenditures in A-07160-00090 (General Fund-Garnsey Park- Trees) by \$538, and be it further

RESOLVED, that the Director of Buildings, Grounds and Recreation is authorized to accept the quote of Bob's Trees, as lowest responsive quote, for the purchase of four (4) white oak trees, at a cost not to exceed \$538.

Dan Clemens

From: Eric Hamilton <ejh.bkh.hamilton@gmail.com>
Sent: Friday, April 17, 2026 8:12 PM
To: Dan Clemens
Subject: Re: sugar maples

Dan:

Thank you!

Yes, Clifton Park Rotary will reimburse/prepay the town. I have two groups interested in getting their hands dirty and planting and we are looking at May 16. Is that getting too late in the Spring? I will stop in your office next week to go over details.

Eric

On Fri, Apr 17, 2026 at 3:00 PM Dan Clemens <DClemens@cliftonpark.org> wrote:

Eric,

I have the quotes ready for the 4 trees. Who will be reimbursing the town, Rotary? I can't remember. Also, do you plan to have a group of people to dig the holes and plant them and what date?

Thanks, Dan

Daniel J. Clemens

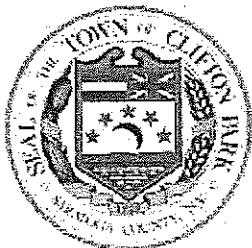
Director of Buildings, Parks, and Recreation

Town of Clifton Park, NY

O: 518-371-6651 ext. 248

C:518-281-5065

dclemens@cliftonpark.org



From: Eric Hamilton <ejh.bkh.hamilton@gmail.com>
Sent: Friday, April 10, 2026 2:56 PM
To: Dan Clemens <DClemens@cliftonpark.org>
Subject: Re: sugar maples

Dan:

If you feel they would be hardy enough for Garnsey Park lets get four of them! I will work on a reimbursement for the Town for \$537.80 and volunteers to plant on May 2.

Eric J Hamilton, Secretary

366 Conley Road

Cambridge, NY 12816-2112

<https://www.cliftonparkrotary.org>

On Fri, Apr 10, 2026 at 11:30 AM Dan Clemens <DClemens@cliftonpark.org> wrote:

Eric,

We have a price from Bob's trees for you. Fall Fiesta Sugar Maple - #10 container - 8-10 feet tall - \$134.45 each. Let me know if you want them ordered.

Thanks, Dan

Daniel J. Clemens

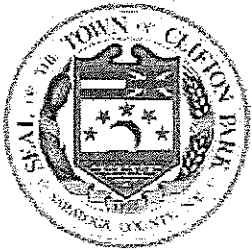
Director of Buildings, Parks, and Recreation

Town of Clifton Park, NY

O: 518-371-6651 ext. 248

C:518-281-5065

dclemens@cliftonpark.org



Town of Clifton Park
Buildings & Grounds

Quote Cover Sheet

Date: April 17, 2026

**Description: Purchase four (4) sugar maple trees to be planted at Garnsey
Garnsey Park**

Vendor #1: Bob's Trees - \$537.80 ✱

Vendor #2: Troy's Landscape Supply Company - \$1,799.96

Vendor #3: Northern Nurseries - \$1,076.00

Vendor #4:

Vendor #5:

Vendor #6:

Comments: Money will be reimbursed by the CP Rotary

Decision: Bob's Trees - \$537.80

Dan Clemens

From: Kieran Lynch
Sent: Thursday, April 9, 2026 5:38 PM
To: Dan Clemens
Subject: Fw: Bob's Trees- Sugar Maple

Kieran Lynch
Recreation Maintenance Supervisor
Town of Clifton Park
2 Town Hall Plaza
Clifton Park NY 12065
O-518-371-7989
C- 518-888-4779

From: Bob's Trees <bobstrees1227@gmail.com>
Sent: Thursday, April 9, 2026 4:40:53 PM
To: Kieran Lynch <klynch@cliftonpark.org>
Subject: Bob's Trees- Sugar Maple

Good afternoon Kieran!

Sorry we missed your call- we've been out in the fields today!

Fall Fiesta Sugar Maple \$134.45 #10 container (8-10') caliper should match requested size of 1-1.5"

These trees are available now

--Thank you,
Bob's Trees
518.627.4260
stacy



1266 New Loudon Road
 Cohoes, NY 12047
 Phone (518) 785-1526

troys1266@gmail.com
 www.troyslandscapesupply.com

Quote

Date	Quote #
04/17/2026	WB-83028

Bill To:

Town of Clifton Park
 One Town Hall Plaza
 Clifton Park NY 12065

Notes:

Ship To:

Town of Clifton Park
 One Town Hall Plaza
 Clifton Park NY 12065
 5183716651

Phone Number	Email	Terms	Sales Person	PO Number	Ship Via	Approx Ship
5183716651x251	jmurray@cliftonpark.org	On Account	reg1		Nursery Stock	04/17/2026

Qty	Item	Size	Package	Price	Ext Price
4	Acer saccharum Fall Fiesta Sugar Maple	2-2.5"	B&B	\$449.99	\$1,799.96

Pricing and availability is subject to change.

Subtotal:	\$1,799.96
Tax:	\$0.00
Discount:	\$0.00
Total:	\$1,799.96

Signature _____ Date _____

Cynthia Zlogar

From: Town of Clifton Park Official Website <info@cliftonpark.org>
Sent: Tuesday, April 28, 2026 11:24 AM
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; Megan Babendreier
Subject: New Resolution Request #2846

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: 05/05/2026 ✓

Board Meeting Date: 05/19/2026 ✓

Alternate Date: 06/02/2026

Budget Number: A-02770 and A-7160-24

Budget Description: general fund - donations and General Fund - Garnsey Park - rep & mntce

Amount: \$537.00

Brief Description: Accept a donation of \$537.00 from Clifton Park Rotary for the purchase of four (4) White Oak trees to be planted by the Rotary at Garnsey Park

Add Supporting Docs:

[0b398943ff2e3242_White_Oak_Trees_po9425-506.pdf](#)

Additional Comments/Details: Eric Hamilton has done this with the Rotary for the last few years.

Agree to Terms: Agree

[unsubscribe](#)



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 authorizing the purchase of landscape material for the Longkill Playground within Longkill Park District #1.

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

WHEREAS, by Resolution No. 205 of 2025, the Town Board authorized the installation of capital improvements for the Longkill Park District #1, which included a new playground, and

WHEREAS, Daniel Clemens, Director of Buildings, Parks and Recreation, requested quotes to purchase 335 cubic yards of mulch for the new playground, and

WHEREAS, S.M. Gallivan, LLC submitted the lowest conforming quote for the mulch, in an amount not to exceed \$9,883; now therefore be it

RESOLVED, that the Town Board as Commissioners of the Longkill Park District #1, hereby accepts the price quote from S.M.Gallivan, LLC, for the 335 cubic yards of mulch to be installed at the new Longkill Playground at the Longkill Park District #1, at a cost not to exceed \$9,883, to be paid from SP5-7123-200 (Longkill Park District #1 – Longkill I – Equipment).

Cynthia Zlogar

From: Town of Clifton Park Official Website <info@cliftonpark.org>
Sent: Wednesday, May 6, 2026 12:51 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; Megan Babendreier
Subject: New Resolution Request #2983

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: 05/19/2026 ✓

Board Meeting Date: 05/19/2026 ✓

Alternate Date: 06/02/2026

Budget Number: SP5-7123-200

Budget Description: Longkill #1 park district - capital improvement

Amount: \$9882.50

Brief Description: purchase 335 cubic yards of playground mulch for the new playground at Longkill Park.

Add Supporting Docs:

[e19f5ca9557da8a7_LK1_wood_fibers_res_req_5.6.26.pdf](#)

Additional Comments/Details: not sure on the budget line.

Agree to Terms: Agree

[unsubscribe](#)

Town of Clifton Park
Buildings & Grounds

Quote Cover Sheet

Date: March 30, 2026

Description: Playground Mulch

Vendor #1: Gallivan - \$29.50/yd ✱

Vendor #2: Northern Nurseries - \$40/yd

Vendor #3: Wm Biers - No Reply

Vendor #4:

Vendor #5:

Vendor #6:

Comments:

Decision: Gallivan - \$29.50/yd



QUOTE

S.M. Gallivan, LLC
 98 Niver Street
 Cohoes, NY 12047
 Ph: (518) 271-6100
 Fax: (518) 271-7505

Date: 2026
 Expiration Date:
 Quote No.:

To: Town of Clifton Park – Colored Mulch

Contact	Phone	Ship Via	FOB	Delivery Date
K. Lynch	518-371-6651			

Quantity	Description	Unit Price	Line Total
100 Yards	Colored Black Mulch Delivered	\$27.35/Per Yard	\$2,735.00
	*Walking Floor Delivery		
100 Yards	Playground Mulch	\$29.50/Per Yard	\$2,950.00

Terms:
 Accepted By: _____ Date: _____

Thank you for your business

	 215 Oakwood Avenue, Troy, N.Y. 12182	
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www.gallivancompanies.com

NORTHERN NURSERIES, INC.
WHOLESALE HORTICULTURAL DISTRIBUTION CENTERS



CONFIDENTIAL PRICE QUOTATION

Date of Quote: 3/9/26

Job Reference:

TO: Town of Clifton Park

ATTN:

Regan

Phone:

518-371-6651

Fax:

FROM: Tony Hildreth, Sales

Northern Nurseries, Inc.,

115 Cordell Rd Schenectady, NY 12304

Phone:

518-382-1600

Cell:

315-225-1770

Date Material Required:

Terms:

To Be Determined

Ship to: To Be Determined

F.O.B.

Schenectady NY

In response to your inquiry, we submit the following Quotation:

QTY	Description	Size	Status	Unit Price	Amount
36	Marco Clay Washington Ball Mix (delivered) <i>(in field Mix)</i>	Ton		\$175.00	\$6,300.00
100	Certified Playground Mulch (delivered)	CY		\$40.00	\$4,000.00
30	Black Mulch (delivered)	CY		\$46.00	\$1,380.00
30	Topsoil (delivered)	CY		\$40.00	\$1,200.00

Thank you for the opportunity to quote these items.

Clifton Park 030926

Resolution No. 205 of 2025, a resolution authorizing Edward & Thomas O'Connor Inc. to supply and install capital improvements to the Longkill #1 Park District.

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

WHEREAS, at the request of the Longkill Park District #1, the Department of Building and Grounds solicited bids for capital improvements to the Longkill #1 Park District, which include a new playground, basketball court, and rebuilding of a parking lot, and

WHEREAS, bids for capital improvements to the Longkill #1 Park District, which include a new playground, basketball court, and rebuilding of a parking lot, were received, and

WHEREAS, after a bid opening MJ Engineering reviewed the bids received and performed an evaluation of the bid submitted by Edward & Thomas O'Connor Inc., and

WHEREAS, MJ Engineering finds that Edward & Thomas O'Connor Inc. are qualified to perform the work for which they bid, and has advised that the prices bid for the work are reasonable for the project, and

WHEREAS, Edward & Thomas O'Connor Inc. of Glens Falls, New York submitted the lowest responsive quote to supply and install the equipment in an amount not to exceed \$505,000, and

WHEREAS, the Town Board of the Town of Clifton Park, by Resolution No. 203 of 2025, has determined that the renovation and improvement of the Longkill #1 Park District are in the public interest, and

WHEREAS, the Town Board of the Town of Clifton Park, by Resolution No. 204 of 2025, authorized a bond resolution for the Longkill #1 Park District improvement project in the amount of \$505,000; now, therefore, be it

RESOLVED, that the Town Board, as commissioners of the Longkill #1 Park District accept the recommendation of MJ Engineering and hereby awards the capital improvement project to Edward & Thomas O'Connor Inc., pursuant to General Municipal Law § 103, at a cost not to exceed \$505,000; and be it further

RESOLVED, that financing shall be determined pursuant to the issuance of the serial bonds.

ROLL CALL

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

Noes: None

Absent: Councilman Manir

MOTION BY Councilman Morelli, to amend Resolution No. 205 by adding language to the second “whereas” clause to specify; “after the words “basketball court,” “include at least one accessible swing (similar in likeness to those existing at Clifton Common).” Seconded by Councilwoman Reid.

ROLL CALL

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

Noes: None

Absent: Councilman Manir

DECLARED ADOPTED

September 15, 2025

Stephanie Ranze, 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 authorizing additional professional service costs for construction administration and environmental testing related to the decommissioning of existing fuel tanks as part of the Highway Fuel System Improvements Project.

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

WHEREAS, by Resolution No. 239 of 2021, the Town Board designated funding to analyze and advance improvements and replacement of the underground gasoline pumps and tanks at the Town Highway Department facilities; and

WHEREAS, by Resolution No. 218 of 2023, the Town Board authorized the Supervisor to execute an agreement with Greenman-Pedersen, Inc. (GPI) to provide engineering design, environmental, and construction administration services for the Highway Fuel System Improvements Project; and

WHEREAS, by Resolution No. 161 of 2024, the Town Board approved a contract amendment with Greenman-Pedersen, Inc. in the amount of \$17,800 to address design and layout changes associated with the Highway Fuel System Improvements Project; and

WHEREAS, construction of the new fueling system experienced schedule delays due to seasonal and logistical factors, resulting in an extended construction duration and a winter shutdown of certain construction activities; and

WHEREAS, during the winter shutdown period, the new fueling pumps were completed, tested, and placed into service, and are currently operational; and

WHEREAS, due to winter conditions, removal and decommissioning of the existing underground fuel tanks and legacy fueling system was deferred and is now scheduled to commence in May 2026; and

WHEREAS, Greenman-Pedersen, Inc. has submitted an Authorization for Professional Services dated February 12, 2026, identified as Additional Services #3, requesting additional compensation in an amount not to exceed \$8,150 to complete construction administration and environmental services through final project closeout; and

WHEREAS, the original scope and cost for construction administration and environmental services were based upon estimated hours and assumed conditions, and as construction activities progressed on this approximately \$834,000 Capital Construction Costs Project, additional time and effort were required to address field conditions, coordination issues, regulatory compliance, and testing needs as they arose, resulting in adjustments reflecting actual time and materials expended; and

WHEREAS, said additional services include construction administration associated with the extended schedule, oversight of tank removal, demolition of the existing fueling station, site

restoration, final inspections, review of contractor payment applications, and responses to requests for information; and

WHEREAS, the additional services also include environmental inspection, soil sampling, laboratory testing, and preparation of a closure report by Ambient Environmental, Inc., a subcontractor to GPI, reflecting current 2026 laboratory testing rates and regulatory requirements for petroleum-contaminated soils; and

WHEREAS, the Director of Planning and Zoning has reviewed the proposed additional services and recommends approval in order to ensure regulatory compliance, proper project closeout, and protection of public health and safety; now, therefore, be it

RESOLVED, that the Town Board hereby authorizes a contract amendment with Greenman-Pedersen, Inc. for Additional Services #3 for the Highway Fuel System Improvements Project in an amount not to exceed \$8,150; and be it further

RESOLVED, that the Supervisor is hereby authorized to execute all necessary documents to effectuate this amendment; and be it further

RESOLVED, that the Comptroller is authorized to transfer from A-00914 (General Fund - Unassigned Fund Balance) \$8,150 to A-05132-00135 (General Fund — Highway Garage — Engineering).

Cynthia Zlogar

From: Town of Clifton Park Official Website <info@cliftonpark.org>
Sent: Tuesday, April 28, 2026 3:52 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; Megan Babendreier
Subject: New Resolution Request #2850

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: 05/05/2026 ✓

Board Meeting Date: 05/19/2026 ✓

Alternate Date: 06/02/2026

Budget Number: A-05132-00135

Budget Description: General Fund – Highway Garage – Engineering

Amount: 8,150.00

Brief Description: Increase to reflect 2026 billing rates of 3rd party Laboratory testing for soils of fueling facility and actual hours incurred for construction management, engineering, and administration by GPI Engineering.

Add Supporting Docs:

[27469278316b84e4_Drft_GPI_Resolution_Addendum_3_FuelSystemReplacmentProject.docx](#)
[6666e7af6b0859fd_CP_Fuel_Civil_Eng_Services_ADD3.pdf](#)

Additional Comments/Details: If additional ARPA money is available to transfer to cover costs it may be worth verifying with Mark H. Tank removal and legacy fuel system demo will begin in May 2026 and will be completed this year (90 days estimate from start of removal).

Agree to Terms: Agree

[unsubscribe](#)



Authorization for Professional Services

Project: Fuel System Improvements Project
 Additional Services #3
 639 Clifton Park Center Rd., Clifton Park, NY

Date: February 12, 2026

Client: Town of Clifton Park

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

From: Ryan Trunko
 Project Manager

No. of Pages: 1

Greenman – Pedersen, Inc. (GPI) is pleased to provide this contract amendment for continued construction administration services in 2026. The original construction schedule outlined project completion in August 2025. Due to delays in construction, the project is now scheduled to be completed in Spring 2026. This change order reflects additional budget for GPI and Ambient Environmental, Inc., a subcontractor under GPI, to see the project through the end of construction. See below for specific details of changes by Task:

Task 00003 Existing Facilities Demolition and Tank Removal

- 3-1 Ambient Environment will need is responsible for the inspection, sampling, testing, and preparing a closure report for the removal of the existing fuel tanks. Ambient’s original proposal was prepared in 2023 and this increase in fee reflects their 2026 rates.
- 3-2 Ambient’s proposal is based on field observation of 3 days for the tank removal work. If additional inspection days are required, they will be billed at a rate of \$1,000 per day. The Town will be notified during the tank removal process if the contractor’s work extends past 3 days.

Task 00008 Construction Administration

- 8-1 GPI has incurred additional costs managing the project during construction from the anticipated end date till January 2026 when the project went on winter shutdown. We are seeking \$2,000 to cover the time already spent on the project in that time period.
- 8-2 The current Construction Administration budget has been exhausted. Anticipated work for GPI to conclude the project includes: Overseeing the removal of the existing fuel tanks, demolition of the existing fuel station and site restoration; final punch list inspections and reports; responding to Contractor RFI’s; and reviewing contractor payment requests. GPI is requesting an additional \$4,900 to continue construction administration services through the end of the project.

Compensation:

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

	<u>Current</u>	<u>Additional</u>	<u>Total</u>
Task 3: Existing Facilities Demolition and Tank	\$ 11,750	\$ 1,250	\$ 13,000
Task 8: Construction Administration	\$ 5,400	\$ 6,900	\$ 12,300
Total Proposed Additional Fee:		\$ 8,150	

Acceptance of Proposal

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

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

Agreed Hereto:

For Greenman-Pedersen, Inc.:

For Client:



February 12, 2026

Name: Ryan Trunko
Title: Project Manager

Date

Accepted by an Authorized Agent, Date
Principal or Owner

Printed Name: _____



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 adopt the Town of Clifton Park Agriculture and Farmland Protection Plan, and for the Plan to be adopted and incorporated into and to become part of the Town of Clifton Park Comprehensive Plan.

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

WHEREAS, the Town of Clifton Park authorized and funded the preparation of a Draft Town of Clifton Park Agriculture and Farmland Protection Plan, with a \$25,000 municipal planning grant from the New York State Department of Agriculture and Markets and with local matching funds, to retain professional planning consultants team led by Community Planning & Environmental Associates to work with a Town advisory project committee to conduct a public planning process to create the draft plan, starting in 2024 through Spring 2026; and

WHEREAS, the Agriculture and Farmland Protection Plan was developed under NYS Agriculture and Markets Law, Article 25-AAA, Section 324-a, and includes all the elements set forth in Section 324-A of the Agriculture and Markets Law; and

WHEREAS, the purpose and intent of the plan was to identify and communicate the community's long-term vision and shared goals for the future of agriculture, to gather public input in the creation of the draft plan, to better understand the current state of farming in Clifton Park and the role it plays in the local economy, landscape and community identity, to document existing conditions, evaluate the economic value of farming, to understand the challenges and opportunities for farming today in Clifton Park, and to outline strategies to support farm viability, protect working farmland with willing landowners, and ensure agriculture remains an important part of Clifton Park balanced with the community as it continues to grow; and

WHEREAS, the Town Board accepted the Draft Town of Clifton Park Agriculture and Farmland Protection Plan from the project advisory committee and consultants on March 17, 2026, commencing the public review period with the draft plan available online and hard copy at the Town Clerk's offices; and

WHEREAS, the Town Board of the Town of Clifton Park, acting as Lead Agency, reviewed the Full Environmental Assessment Form, classified the adoption of the Town of Clifton Park Agriculture and Farmland Protection Plan as a Type I Action under SEQR pursuant to 6 NYCRR 617.4(b)(1), with coordinated review, and adopted a SEQR Negative Declaration for the Town of Clifton Park Agriculture and Farmland Protection Plan, by Resolution No. 87 of 2026, and filed, published and circulated the Negative Declaration in accordance with 6 NYCRR Part 617; and,

WHEREAS, the Town of Clifton Park Town Board held a Public Hearing on April 21, 2026, to hear all interested parties and listen to public comments on the Draft Agriculture and Farmland Protection Plan during its regular meeting and the Town Clerk has recorded the public comments received during the Public Hearing and any written comments provided before, during or after said Public Hearing; and

WHEREAS, the Agriculture and Farmland Protection Plan focused on the consideration of goals, objectives, principles and policies for agricultural uses in Clifton Park, in the context of natural resources, such as soils, existing farms, the local agricultural economy and sensitive environmental resources, and the existing location of utilities and infrastructure among other data and resources inventoried; and

WHEREAS, the Town of Clifton Park includes parcels enrolled in the Saratoga County Agricultural District #2 and includes lands receiving agricultural assessments, and thus continues to be subject to the provisions of Article 25-AA of the NYS Department of Agriculture and Markets Law; and

WHEREAS, as Saratoga County Planning Board Referral Review #26-55 – Comprehensive Plan Update, the Town of Clifton Park Agriculture and Farmland Protection Plan was approved for incorporation into the Town of Clifton Park’s Comprehensive Plan by the Saratoga County Planning Board; now, therefore, be it

RESOLVED, that the Town Board hereby adopts the Town of Clifton Park Agriculture and Farmland Protection Plan and hereby affirms and adopts this plan to be incorporated and become part of the Town of Clifton Park Comprehensive Plan; and be it further

RESOLVED, upon adoption by the Town Board, that the Town Board hereby authorizes the submission of this Plan to the Saratoga County Agriculture and Farmland Protection Board for their review and approval, and also authorizes submission to the Commissioner of the New York State Department of Agriculture and Markets for review and approval.

Cynthia Zlogar

From: Town of Clifton Park Official Website <info@cliftonpark.org>
Sent: Tuesday, May 12, 2026 11:19 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; Megan Babendreier
Subject: New Resolution Request #3153

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

Department: Planning

Your Name: Jen Viggiani/John Scavo

Your Email: jviggiani@cliftonpark.org

Sponsor: A. Reid

Agenda Session Date: 05/19/2026 ✓

Board Meeting Date: 05/19/2026 ✓

Alternate Date: 06/02/2026

Budget Number: NA

Budget Description: NA

Amount: NA

Brief Description: Adopt the Town of Clifton Park Agriculture and Farmland Protection Plan and incorporate into the Town of Clifton Park Comprehensive Plan

Add Supporting Docs:

[7f332793551e32fa_Resolution_to_Adopt_the_Town_of_Clifton_Park_Agriculture_and_Farmland_Protection_Plan.docx](#)

Additional Comments/Details: Draft resolution is being reviewed still, and is subject to final edits, but is attached as a placeholder. Thank you!

Agree to Terms: Agree

[unsubscribe](#)

Resolution No. 87 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 Councilman Fantini, who moved its adoption, seconded by Councilman Manir.

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 8r 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.

ROLL CALL VOTE

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

Noes: None

DECLARED ADOPTED

March 17, 2026

Caitlin Fantini, Town Clerk



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 establishing the Town of Clifton Park Agriculture and Farmland Protection Advisory Committee.

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

WHEREAS the Town of Clifton Park recognizes the importance of agriculture to its economy, community character, environmental health, and quality of life; and

WHEREAS, the Town has recently completed and adopted the *Town of Clifton Park Agriculture and Farmland Protection Plan*, which outlines goals, strategies, and actions to support the long-term viability of farming and farmland within the Town; and

WHEREAS the Town Board desires to establish a committee that will assist in the implementation of this Plan, provide ongoing guidance on agricultural matters, and help ensure agriculture remains a valued and protected component of the community; now, therefore, be it

RESOLVED, that the Town Board of the Town of Clifton Park hereby establishes the Agricultural and Farmland Protection Advisory Committee (“the Committee”), and adopts the following purpose, structure, and scope of work:

Section 1. Purpose

The purpose of the Committee shall be to advise and assist the Town Board, Planning Board, Zoning Board of Appeals, and Town departments in promoting, protecting and enhancing agriculture, farmlands, and active farms in accordance with the goals and recommendations of the adopted Agriculture and Farmland Protection Plan.

Section 2. Composition

The Committee shall consist of seven (7) members appointed by the Town Board, representing a diversity of agricultural interests and community perspectives including but not limited to: active farmers, farmland owners, agri-business representatives, members of relevant Town committees/commissions, and residents with expertise or interest in agriculture and farmland protection. The Town Board shall designate a member of the committee to act as Chair for a one-year term, appoint all the members, and appoint a liaison from the Town Board. The members of the committee first appointed, shall serve for terms as follows: three (3) appointees for one-year terms, and four (4) appointees for two-year terms. Thereafter, appointments shall be for two (2) years and vacancies shall be filled for the unexpired term only.

Section 3. Scope of Work

The Committee shall have the following responsibilities:

- a. Inform the Town Board, Planning Board, and Zoning Board of Appeals about agricultural issues, and make recommendations to address such issues.

- b. Review proposed development projects in the vicinity of farmland, including but not limited to those located within 500 feet² of a certified Agricultural District to assess potential impacts on agriculture, providing verbal and graphic presentation, and supported by written comments, during the review process. Such review will be sent to the respective Planning Board or ZBA for consideration as an advisory opinion.
- c. Serve as an advocate for the agricultural community by educating and communicating with Town officials, residents, and property owners; and by partnering with organizations and agencies to support the goals of the Town's Agriculture and Farmland Protection Plan.
- d. Collaborate with the Town's Open Space Program and other town committees/commissions to identify and integrate priority agricultural lands into the town's land protection efforts.
- e. Encourage, assist, and support applications to farmland preservation programs, including but not limited to the New York State Department of Agriculture and Markets' Farmland Protection Implementation Grant Program (FPIG).
- f. Review and recommend updates or amendments to Town codes, rules, and regulations that relate to agriculture and farmland protection.
- g. Maintain mapping and inventory of farms, farmland, and agricultural resources.
- h. Monitor agricultural and development trends to identify emerging issues and provide early guidance to Town officials.
- i. Help implement the Town's Agriculture and Farmland Protection Plan.
- j. Offer policy guidance to Town officials on matters affecting agriculture.
- k. Promote the integration of agricultural priorities into regional and countywide planning and economic development initiatives.
- l. Serve as a liaison between farmers, the community, and the Town government to enhance communication and understanding.
- m. Educate policy makers by preparing briefings and presentations for Town boards and local officials on agricultural lands and relevant agriculture topics.
- n. Assist, coordinate, and integrate with public outreach, education, and awareness campaigns related to agriculture and farmland protection.
- o. Advocate for cost-share programs, tax incentives, conservation practices, infrastructure investments (including small-scale processing facilities), and other measures that support agricultural viability.
- p. Encourage the use of host-community benefit agreements with developers to help generate funding for farmland protection initiatives.

Section 4. Reporting Requirements

The Committee shall provide a bi-annual report to the Town Board summarizing its activities, findings, and recommendations, along with any updates to mapping or inventories and progress toward implementing the Agriculture and Farmland Protection Plan.

Section 5. Effective Date

This resolution shall take effect immediately.

Cynthia Zlogar

From: Town of Clifton Park Official Website <info@cliftonpark.org>
Sent: Thursday, May 14, 2026 10:57 AM
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; Megan Babendreier
Subject: New Resolution Request #3158

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

Department: Planning

Your Name: Jen Viggiani/John Scavo

Your Email: jviggiani@cliftonpark.org

Sponsor: A. Reid

Agenda Session Date: 05/19/2026 ✓

Board Meeting Date: 05/19/2026 ✓

Alternate Date: 06/02/2026

Budget Number: NA

Budget Description: NA

Amount: NA

Brief Description: Authorize the establishment of the Town of Clifton Park Agricultural and Farmland Protection Advisory Committee for the purpose of implementing the Town of Clifton Park Agricultural and Farmland Protection Plan

Add Supporting Docs:

[4a4109890fbd45ff_draft_RESOLUTION_-_establish_farm_adv_committee_5-13-26.docx](#)

Additional Comments/Details: This proposed resolution would be considered following the town board's authorization of adopting the plan. Thank you!

Agree to Terms: Agree

[unsubscribe](#)



RESOLUTION

#14

PHILIP C. BARRETT
Supervisor

•

AGATHA REID
Councilwoman

ZABED MANIR
Councilman

•

NANCY R. BELLAMY
Councilwoman

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MARIO L. FANTINI
Councilman

Resolution No. _____ of 2026, a resolution authorizing a lease agreement with National Business Technologies for a Kyocera copier/printer for use by the Parks and Recreation Department.

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

WHEREAS, Megan Babendreier, Director of Parks and Recreation, has requested that the new Copier/Printer lease be authorized for 36 months for use by the Parks and Recreation Department; and

WHEREAS, the proposed cost for leasing the copier has been budgeted per the attached schedule; and

WHEREAS, quotes were received with National Business Technologies submitting the lowest quote of \$330.20 per month, plus copy charges of \$0.00770 and \$0.049, for black & white and color copies, respectively, for thirty-six (36) months, and

WHEREAS, the Board finds that the use of an installment purchase contract to finance the Copying System is a cost-effective method of acquisition of such equipment and is consistent with General Municipal Law Section 109 (B); now, therefore be it

RESOLVED, that the Town Supervisor is authorized to enter into a lease agreement for the Parks and Recreation Department, with National Business Technologies, for a Kyocera MZ5001 ci copier/printer, for thirty-six (36) months, at a cost not to exceed \$330.20 per month, plus copy charges of \$0.00770 and \$0.049, for black & white and color copies, respectively, to be paid from A-7021-003 (General Fund – Parks & Recreation - Copier).

Cynthia Zlogar

From: Town of Clifton Park Official Website <info@cliftonpark.org>
Sent: Thursday, April 30, 2026 2:13 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; Megan Babendreier
Subject: New Resolution Request #2861

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: 05/05/2026 ✓

Board Meeting Date: 05/19/2026 ✓

Alternate Date: 05/19/2026

Budget Number: A-7021-003

Budget Description: Award bid to National Business Technologies

Amount: attached

Brief Description: Award 36-month lease of copier/printer (Kyocera MZ5001 ci) to National Business Technologies for the Office of Parks and Recreation for a monthly cost of \$330.20, plus copy charges of \$0.00770 per b&w, plus \$0.049 per color copy.

Add Supporting Docs:

[265a4d22ec05a401_20260430113112035.pdf](#)

[760cfe676f488891_Request_for_Copier_-_final_packet.pdf](#)

Additional Comments/Details: n/a

Agree to Terms: Agree

[unsubscribe](#)

Town of Clifton Park
 Lease Analysis
 Parks & Recreation Department

	National Business	Electronic Business	Centurion Business
Copier	Kyocera 50 ppm	Ricoh 45 ppm	Imageforce 50 ppm
Monthly Charge	330.20	372.41	619.12
Term of Lease (months)	36.00	36.00	36.00
Total Lease charges	11,887.20	13,406.76	22,288.32
Cost of Machine to purchase	11,667.90	11,740.64	16,495.00
Net interest charge	219.30	1,666.12	5,793.32
Maintenance charge			
Black & White	\$ 0.00770	\$ 0.00830	\$ 0.00700
150000	1,155.00	1,245.00	1,050.00
Color	\$ 0.04900	\$ 0.04950	\$ 0.04000
50000	2,450.00	2,475.00	2,000.00
Annual Charge			
Copier Lease Charge	\$ 3,962.40	\$ 4,468.92	\$ 7,429.44
Maintenance charge			
B&W	1,155.00	1,245.00	1,050.00
Color	2,450.00	2,475.00	2,000.00
Total annual cost	<u>\$ 7,567.40</u>	<u>\$ 8,188.92</u>	<u>\$ 10,479.44</u>

Town of Clifton Park
Parks and Recreation

Quotes

Date: 3/12/2026

Description: Leased Copy Machine 36 months

Vendor: National Business Technologies

Contact: Thomas Tatko (Ttatko@national1927.com)

Lease: \$330.20/month

B&W Copies: \$0.0077

Color Copies: \$0.049

Purchase: \$11,667.90



Vendor: Electronic Business Products

Contact: Greg Hoffis (ghoffis@ebp-inc.com)

Lease: \$372.41/month

B&W Copies: \$0.0083

Color Copies: \$0.0495

Purchase: \$11,740.64

Vendor: Centurion Business Machines, Inc

Contact: Don Mentipty (Don@centurionbusiness.com)

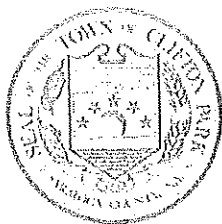
Lease: \$619.12

B&W Copies: \$0.007

Color Copies: \$0.04

Purchase: \$16,495.00

Awarded To:



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

Megan Babendreier, Director of Parks and Recreation

REQUEST FOR QUOTE LEASED COPY MACHINE

Copier/Printer/Scanner

Color/Black & White

About 150,000 Black/White copies per year

About 15,000 color copies per year

3 Year Lease

February 18, 2026

The Town of Clifton Park's Office of Parks and Recreation requests a written price quote for a leased copy machine with the following specifications: *(see attached intended configuration for full details)*

- Printer/copier: 45ppm
- Additional paper feed unit (s) for sizes 5.5" x 8.5" to 12" x 18"
- Internal multi-fold unit, to include Z-Fold, Half-Fold, and Tri-Fold, up to 3 sheets at a time
- Booklet finisher, to allow paginated, saddle stitched booklets, up to 12" x 18"
- Hole punch unit for sizes up to 11" x 17"
- Print/Scan for Adobe PostScript3
- Lease to include onsite service, parts, labor, all supplies and toner

Pricing:

(including toner)

36-Month Lease (monthly) \$330.20

Per B&W copy .0077

Per full color copy .049

Price is to include removal of existing machine, delivery, and set up.

Please reply by March 11, 2026.

To be delivered by April 1, 2026.

Company: National Business Technologies

Address: 15 Corporate Circle Albany Ny 12203

Phone: 518-724-6455

Fax: _____

Authorized Representative: _____

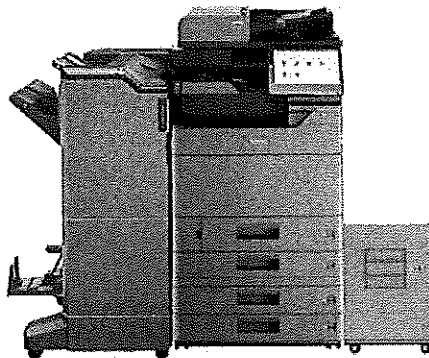
Tom Tatko

Future Investment

What's Included:

Kyocera TASKalfa MZ5001ci

- 50PPM A3 Color Free Standing Multifunction Copying/Printing & Scanning System
- 320 Sheet Dual Scan Document Processor
- 7,150 Sheet Paper Capacity
- 4,000 Sheet Staple Finisher
- Booklet Saddle Stitch/ Folding Unit
- 2/3 Hole Punch Unit
- GoldAlliance Service Agreement billed at cost per print rates listed below.



Future Monthly Investment \$330.20
36 Month FMV Monthly Hardware Lease Payment

GoldAlliance Service Agreement invoiced monthly per prints used.

B&W prints billed at cost per print rate of \$0.0077 and Color prints billed at cost per print rate of \$0.0490. Includes all toner, parts, labor, and travel on TASKalfa MZ5001ci listed above.



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 accepting the quote from Durham Charter Services for Town Full-day Summer Camp Field Trip transportation.

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

WHEREAS, on May 12, 2026, quotes were received for the above-referenced transportation, and

WHEREAS, the Town received 2 quotes, however the lowest quote was withdrawn from the vendor, as noted in the attached quote list, and

WHEREAS, Megan Babendreier, Director of Parks and Recreation, recommends accepting the quote from Durham Charter Services for the Full-day Summer Camp field trip transportation, as they submitted the sole conforming quote in an amount not to exceed \$13,300; now, therefore, be it

RESOLVED, that the Town Board hereby accepts the quote from Durham Charter Services, Waterford, NY, for the Town's Full-day Summer Camp field trip transportation, in an amount not to exceed \$13,300, to be paid from A-7320-099 (General Fund – Full-Day Camp – Day Camp Expense).

Cynthia Zlogar

From: Town of Clifton Park Official Website <info@cliftonpark.org>
Sent: Wednesday, April 29, 2026 4:11 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; Megan Babendreier
Subject: New Resolution Request #2856

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: ~~05/05/2026~~ ✓ 05/19/2026

Board Meeting Date: ~~05/05/2026~~ ✓ 05/19/2026

Alternate Date: ~~05/06/2026~~

Budget Number: A-7320-099

Budget Description: Day Camp Expenses

Amount: ~~8080.15~~ \$13,300

Brief Description: Award the bid to ~~Shen Transportation~~ Durham Charter Services (new vendor as of 5/12)

Camp field trips. Quoted at ~~\$8080.15~~, with increase due to fuel prices and driver availability, not to exceed \$12,000. \$13,300

Add Supporting Docs:

[71499b9393aab1ef_20260429161653924.pdf](#)

Additional Comments/Details: n/a

Agree to Terms: Agree

[unsubscribe](#)

**Town of Clifton Park
Office of Parks and Recreation**

Quotes

Date: 5/12/2026
Description: Quotes for Buses
Vendor: Shen Transportation Contact: transportation@shenschools.org Quote: \$8,080.15 – rescinded bid, will not fulfill request
Vendor: Brown Buses Contact: Carl Christiano Quote: no contest no available buses
Vendor: Durham Charter Services Contact: Melissa Visconi mvisconi@durhamschoolservices.com Quote: \$13,300.00 *
Awarded to: Durham School Services

Charter Price Quote



Waterford
1 Industry Dr
518-237-4514

Purchase Order # :	Trip Date: Wednesday, July 15, 2026
Customer : TOWN OF CLIFTON PARK	e-mail : RMCTARNAGHAN@CLIFTONPARK.ORG
Attention : Robert McFarnaghan	State : NY
Address : TOWN OF CLIFTON PARK (4100) 1 TOWN HALL PLAZA	ZIP : 12065
City : CLIFTON PARK	Phone : 518-371-6667
	Fax # :

Trip ID: CH4100-16618	Bus Type:
Trip Name: Town of Clifton Park (Sky Zone)	Bus Quantity: 5
Trip Description: Town of Clifton Park to Sky Zone	

Address Description	Address	Arrival Time	Departure Time
Town of Clifton Park	16 Clifton Common Blvd, , Clifton Park, NY, 12065 US	01:30 PM	1:35 PM
Sky Zone (Clifton Park)	22 Clifton Country Rd Suite 99 C, , Clifton Park, NY, 12065 US	1:50 PM	04:30 PM
Town of Clifton Park	16 Clifton Common Blvd, , Clifton Park, NY, 12065 US	4:45 PM	4:50 PM

Special Instructions for Driver

Special Notations

Estimated Charges :

Start Time	End Time	Miles	Description	Additional	Total
1:00 PM	5:20 PM	0			\$500.00
1:00 PM	5:20 PM	0			\$500.00
1:00 PM	5:20 PM	0			\$500.00
1:00 PM	5:20 PM	0			\$500.00
1:00 PM	5:20 PM	0			\$500.00

= Tax: \$0.00 + Subtotal: \$2,500.00 = \$2,500.00 ✱

Trip booked by: Melissa Visconi
Email: mvisconi@durhamschoolservices.com

PRICING ESTIMATE

CUSTOMER ACKNOWLEDGEMENT/SIGNATURE

X _____ / /

I acknowledge information, itinerary fee estimate is correct
**If signed confirmation is not returned within 10 days,
your reservation will be canceled**

Sign and return copy of confirmation with payment information

We Accept



Customer is responsible to pay all parking fees/tolls

Prepay Amount :

Receipt #

I have read and accepted Terms And Conditions:

TERMS AND CONDITIONS

SERVICE: Performance of the Services detailed in this Agreement is contingent upon the Carrier's ability to furnish the vehicle and perform the Services. Carrier reserves the right to lease the vehicle from other carriers or subcontract services in order to fulfill this Agreement. Carrier will follow the written itinerary, however, exact departure and arrival times are not guaranteed. Carrier will abide by federal, state, and local regulations as applicable. Customer shall bear all out-of-pocket expenses including parking expenses, tolls and park entrance fees at the time of Service.

RISK OF LOSS: Carrier is not responsible for the loss, damage, or theft of personal property. Carrier is not responsible for the personal injury of Customers or third parties caused by the negligent or intentional acts of the Customer, passengers or third parties.

PASSENGER CONDUCT: At any time during the charter trip the Carrier, or the driver as the Carrier's representative, reserves the right to refuse to transport any person or persons that Carrier or its representative believes to be in violation of the Charter Passenger Policy attached hereto as Exhibit A. Compliance with the policy set forth in Exhibit A is required of each passenger. Failure to comply with this policy may result in immediate removal up to suspension of charter transportation privileges. Carrier is not responsible for any passengers who have not boarded the vehicle at the time of departure. Customer must provide their own supervision if required. The Carrier is not responsible for the Customer's failure to provide supervision. Any activity that interferes with the safe operation of the vehicle shall be discontinued immediately. Use of any external signage or decoration requires prior Carrier approval and may be subject to applicable law.

REPAIRS OR DAMAGE: The Customer is liable for all damage to the vehicle interior and exterior caused by any of the passengers or incurred during the charter trip, unless the result of driver's negligence. A refundable cleaning fee may be charged for any cleaning services beyond what is usual and customary. Customer shall be responsible for replacement costs of any items that cannot be satisfactorily cleaned or repaired.

INSURANCE: Carrier shall maintain insurance for General and Auto Liability coverage and for Workers' Compensation coverage. General and Auto Liability insurance shall be maintained to protect Carrier from any claims from damages for personal injury or death, and from damage to property, which may arise from operations of Carrier under this Agreement. The General Liability and Automobile Liability insurance shall each have a single limit of One Million Dollars (\$1,000,000.00). Worker's Compensation Insurance shall be maintained by Customer as required by law to protect the Carrier from claims that arise from its operation under this Agreement.

HOLD HARMLESS: The Customer agrees to defend, hold harmless and indemnify the Carrier from any and all claims which may be made by reason of any injury to person or damage to property unless such claim results from the negligent act or omission or willful misconduct of the Carrier, its agents, employees, representatives, officers and directors. Customer, at its own expense and risk, shall defend any legal proceeding in connection with this Agreement that may be brought against the Carrier, its officers, agents, or employees on any such claim or demand, and satisfy any judgment that may be rendered against the Carrier. In the event that any such proceeding is brought against the Carrier, its officers, agents, or employees, Carrier shall have the right to select and employ counsel to defend such persons and entities and shall have the right to settle any claims when the Carrier, in its sole discretion, deems such a settlement advisable. The Customer, its agents, employees, representatives, officers and directors shall cooperate in all reasonable manners in the defense of such claims.

FORCE MAJEURE: Carrier shall be excused from performance hereunder during the time and to the extent that it is prevented from performing in the customary manner by an act of God, fire, flood, earthquake, war, riot, civil disturbance, terrorism, epidemic, quarantine, strike, lockout, labor dispute, oil or fuel shortage, freight embargo, rationing or unavailability of materials or products, loss of transportation facilities, commandeering of the vehicle, materials, products, plants, or facilities by the Government, unexpected vehicle breakdowns or any other occurrence which is beyond the control of the Carrier. Additionally, the Carrier shall not be responsible for any damages which result from any cancellation or delay. In the event of a vehicle breakdown, all efforts will be made to supply a replacement vehicle. If a replacement vehicle is sent and/or Customer refuses a replacement vehicle, no refund is due. If no replacement vehicle is available, refund shall be limited to the amount paid by Customer.

AS IS WARRANTY: The vehicle and Services included or otherwise made available to the Customer are provided on an "As Is" and "As Available" basis. Carrier makes no representations or warranties of any kind, express or implied, as to the operation of vehicle and accessories.

LIMITATION OF LIABILITY: To the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of the Carrier and the Carrier's officers, directors, employees, representatives, agents, and any of them, to the Customer and anyone claiming by, through or under the Customer, for any and all claims, losses, costs or damages of any nature whatsoever arising out of, resulting from or in any way related to the Agreement from any cause or causes, including but not limited to the negligence, errors or omissions, strict liability, breach of contract or warranty, express or implied, of the Carrier and the Carrier's officers, directors, employees, agents, and any of them, shall not exceed the total compensation received by the Carrier under this Agreement. In no event shall either party be liable for consequential, special, indirect, incidental, punitive or exemplary damages.

DISPUTE RESOLUTION: The parties agree to submit any dispute to binding arbitration under the Commercial Rules of the American Arbitration Association. Such arbitration will be held as promptly as possible in DuPage County, Illinois and will be conducted before a panel of three (3) members. The Carrier and the Customer shall each select one arbitrator, and the third arbitrator shall be selected by agreement of the other two arbitrators so chosen. The decision of a majority of the arbitration panel will be binding on the parties and may be submitted for enforcement to any court of competent jurisdiction. The respective costs and expenses associated with the arbitration shall be borne by each party separately.

GOVERNING LAW/ENTIRE AGREEMENT: This Agreement and all of the rights and obligations of the parties hereto shall be construed, interpreted and applied in accordance with the laws of the State of Illinois. This document represents the entire Agreement between the parties. No changes or modifications shall be made to these Terms and Conditions. In case any provision hereof shall, for any reason, be held invalid or unenforceable in any respect, such invalidity or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid or unenforceable provision had not been included herein.

HEADINGS: Headings herein are for convenience only and have no effect in limiting or extending the language of the provisions to which they refer.

EXHIBIT A

Charter Passenger Policy

Purpose

This policy provides guidance to the Customer regarding all charter transportation passengers, including but not limited to, employees, staff, and customers of the Customer who ride the charter buses provided by the Carrier.

Scope

This policy prohibits the following acts on any Carrier vehicle which is used as part of the services Carrier provides to Customer under the Agreement:

- Smoking tobacco or any other substance, or carrying a lighted or smoldering substance in any form.
- With the exception of peace officers, carrying aboard any weapon.
- Carrying aboard any flammable or explosive substance except for matches and cigarette lighters. For example, cooking stoves, propane tanks and other fuels are prohibited. Carrying aboard any package or article of a size which will block any aisle, emergency exit, or stairway of the vehicle.
- Carrying aboard any animal not housed in an enclosed carrying container. Such container cannot block or hinder travel in the aisle, emergency exit, or stairway. Service animals are allowed.
- Carrying aboard a stroller unless such item is folded and unoccupied. Strollers must remain folded while aboard the vehicle and must not block or obstruct an aisle, emergency exit, or stairway.
- Playing radios or other audio devices or musical instruments aboard unless the only sound produced by such item is emitted by a personal listening attachment (earphone) audible only to the person carrying the device producing the sound. An exception exists for peace officers, security guards, and for Carrier officials while performing their official duties.
- Littering, discarding, or depositing any trash, debris, or offensive substances in non-appropriate places.
- Spitting, urinating, or defecating.
- Damaging, writing upon, or otherwise defacing or altering property.
- Fighting or engaging in any violent, tumultuous, or threatening behavior.
- Making excessive and unnecessary noise, or using profanity.
- Obstructing the free movement of passengers.
- Interfering with the safe operation or movement of a Carrier vehicle or operator.
- Standing or otherwise occupying any space in front of the line marked on the forward end of the floor of the vehicle or otherwise conducting himself in such a manner as to obstruct the vision of the vehicle operator while the vehicle is in motion.
- Impeding the opening of, or interfering or tampering with, or otherwise obstructing the operation or use of, any window, door, or other emergency exit.
- Standing in the way of direction or impeding the vehicle from moving.
- Posting or removing any notice or advertisement unless authorized by a Carrier official.
- Throwing any litter, stone, wood, snow or other substance at, into, or from any Carrier vehicle.
- Gambling or soliciting others to engage in gambling.
- Engaging in any activity prohibited by State, County, or Municipal law.
- Entering or exiting a Carrier vehicle through the rear exit door unless directed by a Carrier official or in the event of an emergency.
- Climbing through a window or extending an arm, leg or head out the window of any Carrier vehicle.
- Hanging onto or attaching oneself to any exterior part of a Carrier vehicle while the vehicle is resting or in motion.
- Running or engaging in any horseplay.
- Refusing to leave any Carrier vehicle after having been ordered to do so by the operator of the vehicle, a security guard, peace officer, or Carrier official or supervisor.

Customer further agrees to

- Comply with all applicable laws, rules, regulations and ordinances.

Compliance

If a Carrier operator encounters any individual(s) violating this policy on a Carrier vehicle, the operator will ask the individual(s) to stop the activity or leave the premises. If the individual(s) persist in their conduct, the Carrier will notify a peace officer who will take the appropriate action. Compliance with this policy is required of each passenger. Failure to comply with this policy may result in immediate removal up to suspension of charter transportation privileges.

Charter Price Quote



Waterford
1 Industry Dr
518-237-4514

Purchase Order # :	Trip Date: Wednesday, July 8, 2026
Customer : TOWN OF CLIFTON PARK	e-mail : RMCTARNAGHAN@CLIFTONPARK.ORG
Attention : Robert McTarnaghan	State : NY
Address : TOWN OF CLIFTON PARK (4100)	ZIP : 12065
City : 1 TOWN HALL PLAZA	Phone : 518-371-6667
City : CLIFTON PARK	Fax # :

Trip ID: CH4100-16617	Bus Type:
Trip Name: Town of Clifton Park (Eagle Crest Golf Club)	Bus Quantity: 5
Trip Description: Town of Clifton Park to Eagle Crest Mini Golf	

Address Description	Address	Arrival Time	Departure Time
Town of Clifton Park	16 Clifton Common Blvd , Clifton Park, NY, 12065 US	09:30 AM	9:35 AM
Eagle Crest Mini Golf	1004 Route 146A, , Clifton Park, NY, 12065 US	9:50 AM	04:00 PM
Town of Clifton Park	16 Clifton Common Blvd, , Clifton Park, NY, 12065 US	4:15 PM	4:20 PM

Special Instructions for Driver

Special Notations

Estimated Charges :

Start Time	End Time	Miles	Description	Additional	Total
9:00 AM	5:20 PM	0			\$500.00
9:00 AM	5:20 PM	0			\$500.00
9:00 AM	5:20 PM	0			\$500.00
9:00 AM	5:20 PM	0			\$500.00
9:00 AM	5:20 PM	0			\$500.00
= Tax: \$0.00		+ Subtotal: \$2,500.00		= \$2,500.00 ✱	

Trip booked by: Melissa Visconi
Email: mvisconi@durhamschoolservices.com

PRICING ESTIMATE

CUSTOMER ACKNOWLEDGEMENT/SIGNATURE

X _____ / /

I acknowledge information, itinerary fee estimate is correct
**If signed confirmation is not returned within 10 days,
 your reservation will be canceled**

Sign and return copy of confirmation with payment information

We Accept



Customer is responsible to pay all parking fees/tolls

Prepay Amount :

Receipt #

I have read and accepted Terms And Conditions:

TERMS AND CONDITIONS

SERVICE: Performance of the Services detailed in this Agreement is contingent upon the Carrier's ability to furnish the vehicle and perform the Services. Carrier reserves the right to lease the vehicle from other carriers or subcontract services in order to fulfill this Agreement. Carrier will follow the written itinerary, however, exact departure and arrival times are not guaranteed. Carrier will abide by federal, state, and local regulations as applicable. Customer shall bear all out-of-pocket expenses including parking expenses, tolls and park entrance fees at the time of Service.

RISK OF LOSS: Carrier is not responsible for the loss, damage, or theft of personal property. Carrier is not responsible for the personal injury of Customers or third parties caused by the negligent or intentional acts of the Customer, passengers or third parties.

PASSENGER CONDUCT: At any time during the charter trip the Carrier, or the driver as the Carrier's representative, reserves the right to refuse to transport any person or persons that Carrier or its representative believes to be in violation of the Charter Passenger Policy attached hereto as Exhibit A. Compliance with the policy set forth in Exhibit A is required of each passenger. Failure to comply with this policy may result in immediate removal up to suspension of charter transportation privileges. Carrier is not responsible for any passengers who have not boarded the vehicle at the time of departure. Customer must provide their own supervision if required. The Carrier is not responsible for the Customer's failure to provide supervision. Any activity that interferes with the safe operation of the vehicle shall be discontinued immediately. Use of any external signage or decoration requires prior Carrier approval and may be subject to applicable law.

REPAIRS OR DAMAGE: The Customer is liable for all damage to the vehicle interior and exterior caused by any of the passengers or incurred during the charter trip, unless the result of driver's negligence. A refundable cleaning fee may be charged for any cleaning services beyond what is usual and customary. Customer shall be responsible for replacement costs of any items that cannot be satisfactorily cleaned or repaired.

INSURANCE: Carrier shall maintain insurance for General and Auto Liability coverage and for Workers' Compensation coverage. General and Auto Liability insurance shall be maintained to protect Carrier from any claims from damages for personal injury or death, and from damage to property, which may arise from operations of Carrier under this Agreement. The General Liability and Automobile Liability insurance shall each have a single limit of One Million Dollars (\$1,000,000.00). Worker's Compensation Insurance shall be maintained by Customer as required by law to protect the Carrier from claims that arise from its operation under this Agreement.

HOLD HARMLESS: The Customer agrees to defend, hold harmless and indemnify the Carrier from any and all claims which may be made by reason of any injury to person or damage to property unless such claim results from the negligent act or omission or willful misconduct of the Carrier, its agents, employees, representatives, officers and directors. Customer, at its own expense and risk, shall defend any legal proceeding in connection with this Agreement that may be brought against the Carrier, its officers, agents, or employees on any such claim or demand, and satisfy any judgment that may be rendered against the Carrier. In the event that any such proceeding is brought against the Carrier, its officers, agents, or employees, Carrier shall have the right to select and employ counsel to defend such persons and entities and shall have the right to settle any claims when the Carrier, in its sole discretion, deems such a settlement advisable. The Customer, its agents, employees, representatives, officers and directors shall cooperate in all reasonable manners in the defense of such claims.

FORCE MAJEURE: Carrier shall be excused from performance hereunder during the time and to the extent that it is prevented from performing in the customary manner by an act of God, fire, flood, earthquake, war, riot, civil disturbance, terrorism, epidemic, quarantine, strike, lockout, labor dispute, oil or fuel shortage, freight embargo, rationing or unavailability of materials or products, loss of transportation facilities, commandeering of the vehicle, materials, products, plants, or facilities by the Government, unexpected vehicle breakdowns or any other occurrence which is beyond the control of the Carrier. Additionally, the Carrier shall not be responsible for any damages which result from any cancellation or delay. In the event of a vehicle breakdown, all efforts will be made to supply a replacement vehicle. If a replacement vehicle is sent and/or Customer refuses a replacement vehicle, no refund is due. If no replacement vehicle is available, refund shall be limited to the amount paid by Customer.

AS IS WARRANTY: The vehicle and Services included or otherwise made available to the Customer are provided on an "As Is" and "As Available" basis. Carrier makes no representations or warranties of any kind, express or implied, as to the operation of vehicle and accessories.

LIMITATION OF LIABILITY: To the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of the Carrier and the Carrier's officers, directors, employees, representatives, agents, and any of them, to the Customer and anyone claiming by, through or under the Customer, for any and all claims, losses, costs or damages of any nature whatsoever arising out of, resulting from or in any way related to the Agreement from any cause or causes, including but not limited to the negligence, errors or omissions, strict liability, breach of contract or warranty, express or implied, of the Carrier and the Carrier's officers, directors, employees, agents, and any of them, shall not exceed the total compensation received by the Carrier under this Agreement. In no event shall either party be liable for consequential, special, indirect, incidental, punitive or exemplary damages.

DISPUTE RESOLUTION: The parties agree to submit any dispute to binding arbitration under the Commercial Rules of the American Arbitration Association. Such arbitration will be held as promptly as possible in DuPage County, Illinois and will be conducted before a panel of three (3) members. The Carrier and the Customer shall each select one arbitrator, and the third arbitrator shall be selected by agreement of the other two arbitrators so chosen. The decision of a majority of the arbitration panel will be binding on the parties and may be submitted for enforcement to any court of competent jurisdiction. The respective costs and expenses associated with the arbitration shall be borne by each party separately.

GOVERNING LAW/ENTIRE AGREEMENT: This Agreement and all of the rights and obligations of the parties hereto shall be construed, interpreted and applied in accordance with the laws of the State of Illinois. This document represents the entire Agreement between the parties. No changes or modifications shall be made to these Terms and Conditions. In case any provision hereof shall, for any reason, be held invalid or unenforceable in any respect, such invalidity or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid or unenforceable provision had not been included herein.

HEADINGS: Headings herein are for convenience only and have no effect in limiting or extending the language of the provisions to which they refer.

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Purpose

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Scope

This policy prohibits the following acts on any Carrier vehicle which is used as part of the services Carrier provides to Customer under the Agreement:

- Smoking tobacco or any other substance, or carrying a lighted or smoldering substance in any form.
- With the exception of peace officers, carrying aboard any weapon.
- Carrying aboard any flammable or explosive substance except for matches and cigarette lighters. For example, cooking stoves, propane tanks and other fuels are prohibited. Carrying aboard any package or article of a size which will block any aisle, emergency exit, or stairway of the vehicle.
- Carrying aboard any animal not housed in an enclosed carrying container. Such container cannot block or hinder travel in the aisle, emergency exit, or stairway. Service animals are allowed.
- Carrying aboard a stroller unless such item is folded and unoccupied. Strollers must remain folded while aboard the vehicle and must not block or obstruct an aisle, emergency exit, or stairway.
- Playing radios or other audio devices or musical instruments aboard unless the only sound produced by such item is emitted by a personal listening attachment (earphone) audible only to the person carrying the device producing the sound. An exception exists for peace officers, security guards, and for Carrier officials while performing their official duties.
- Littering, discarding, or depositing any trash, debris, or offensive substances in non-appropriate places.
- Spitting, urinating, or defecating.
- Damaging, writing upon, or otherwise defacing or altering property.
- Fighting or engaging in any violent, tumultuous, or threatening behavior.
- Making excessive and unnecessary noise, or using profanity.
- Obstructing the free movement of passengers.
- Interfering with the safe operation or movement of a Carrier vehicle or operator.
- Standing or otherwise occupying any space in front of the line marked on the forward end of the floor of the vehicle or otherwise conducting himself in such a manner as to obstruct the vision of the vehicle operator while the vehicle is in motion.
- Impeding the opening of, or interfering or tampering with, or otherwise obstructing the operation or use of, any window, door, or other emergency exit.
- Standing in the way of direction or impeding the vehicle from moving.
- Posting or removing any notice or advertisement unless authorized by a Carrier official.
- Throwing any litter, stone, wood, snow or other substance at, into, or from any Carrier vehicle.
- Gambling or soliciting others to engage in gambling.
- Engaging in any activity prohibited by State, County, or Municipal law.
- Entering or exiting a Carrier vehicle through the rear exit door unless directed by a Carrier official or in the event of an emergency.
- Climbing through a window or extending an arm, leg or head out the window of any Carrier vehicle.
- Hanging onto or attaching oneself to any exterior part of a Carrier vehicle while the vehicle is resting or in motion.
- Running or engaging in any horseplay.
- Refusing to leave any Carrier vehicle after having been ordered to do so by the operator of the vehicle, a security guard, peace officer, or Carrier official or supervisor.

Customer further agrees to

- Comply with all applicable laws, rules, regulations and ordinances.

Compliance

If a Carrier operator encounters any individual(s) violating this policy on a Carrier vehicle, the operator will ask the individual(s) to stop the activity or leave the premises. If the individual(s) persist in their conduct, the Carrier will notify a peace officer who will take the appropriate action. Compliance with this policy is required of each passenger. Failure to comply with this policy may result in immediate removal up to suspension of charter transportation privileges.

Charter Price Quote



Waterford
1 Industry Dr
518-237-4514

Purchase Order # :	Trip Date: Wednesday, August 5, 2026
Customer : TOWN OF CLIFTON PARK	e-mail : RMCTARNAGHAN@CLIFTONPARK.ORG
Attention : Robert McTarnaghan	State : NY
Address : TOWN OF CLIFTON PARK (4100)	ZIP : 12065
1 TOWN HALL PLAZA	Phone : 518-371-6667
City : CLIFTON PARK	Fax # :

Trip ID: CH4100-16620	Bus Type:
Trip Name: Town of Clifton Park (Ellms Family Farm)	Bus Quantity: 5
Trip Description: Town of Clifton Park to Ellms Family Farm	

Address Description	Address	Arrival Time	Departure Time
Town of Clifton Park	16 Clifton Common Blvd , Clifton Park, NY, 12065 US	09:30 AM	9:35 AM
Ellms Family Farm	448 Charlton Rd , Ballston Spa, NY, US	9:55 AM	12:30 PM
Town of Clifton Park	16 Clifton Common Blvd , Clifton Park, NY, 12065 US	12:50 PM	12:55 PM

Special Instructions for Driver

Special Notations

Estimated Charges :

Start Time	End Time	Miles	Description	Additional	Total
9:00 AM	1:25 PM	0			\$500.00
9:00 AM	1:25 PM	0			\$500.00
9:00 AM	1:25 PM	0			\$500.00
9:00 AM	1:25 PM	0			\$500.00
9:00 AM	1:25 PM	0			\$500.00
= Tax: \$0.00		+ Subtotal: \$2,500.00		= \$2,500.00 ✶	

Trip booked by: Melissa Visconi
Email: mvisconi@durhamschoolservices.com

PRICING ESTIMATE

CUSTOMER ACKNOWLEDGEMENT/SIGNATURE

X _____ / /

I acknowledge information, itinerary fee estimate is correct
**If signed confirmation is not returned within 10 days,
 your reservation will be canceled**

Sign and return copy of confirmation with payment information

We Accept



Customer is responsible to pay all parking fees/tolls

Prepay Amount :

Receipt #

I have read and accepted Terms And Conditions:

TERMS AND CONDITIONS

SERVICE: Performance of the Services detailed in this Agreement is contingent upon the Carrier's ability to furnish the vehicle and perform the Services. Carrier reserves the right to lease the vehicle from other carriers or subcontract services in order to fulfill this Agreement. Carrier will follow the written itinerary, however, exact departure and arrival times are not guaranteed. Carrier will abide by federal, state, and local regulations as applicable. Customer shall bear all out-of-pocket expenses including parking expenses, tolls and park entrance fees at the time of Service.

RISK OF LOSS: Carrier is not responsible for the loss, damage, or theft of personal property. Carrier is not responsible for the personal injury of Customers or third parties caused by the negligent or intentional acts of the Customer, passengers or third parties.

PASSENGER CONDUCT: At any time during the charter trip the Carrier, or the driver as the Carrier's representative, reserves the right to refuse to transport any person or persons that Carrier or its representative believes to be in violation of the Charter Passenger Policy attached hereto as Exhibit A. Compliance with the policy set forth in Exhibit A is required of each passenger. Failure to comply with this policy may result in immediate removal up to suspension of charter transportation privileges. Carrier is not responsible for any passengers who have not boarded the vehicle at the time of departure. Customer must provide their own supervision if required. The Carrier is not responsible for the Customer's failure to provide supervision. Any activity that interferes with the safe operation of the vehicle shall be discontinued immediately. Use of any external signage or decoration requires prior Carrier approval and may be subject to applicable law.

REPAIRS OR DAMAGE: The Customer is liable for all damage to the vehicle interior and exterior caused by any of the passengers or incurred during the charter trip, unless the result of driver's negligence. A refundable cleaning fee may be charged for any cleaning services beyond what is usual and customary. Customer shall be responsible for replacement costs of any items that cannot be satisfactorily cleaned or repaired.

INSURANCE: Carrier shall maintain insurance for General and Auto Liability coverage and for Workers' Compensation coverage. General and Auto Liability insurance shall be maintained to protect Carrier from any claims from damages for personal injury or death, and from damage to property, which may arise from operations of Carrier under this Agreement. The General Liability and Automobile Liability insurance shall each have a single limit of One Million Dollars (\$1,000,000.00). Worker's Compensation Insurance shall be maintained by Customer as required by law to protect the Carrier from claims that arise from its operation under this Agreement.

HOLD HARMLESS: The Customer agrees to defend, hold harmless and indemnify the Carrier from any and all claims which may be made by reason of any injury to person or damage to property unless such claim results from the negligent act or omission or willful misconduct of the Carrier, its agents, employees, representatives, officers and directors. Customer, at its own expense and risk, shall defend any legal proceeding in connection with this Agreement that may be brought against the Carrier, its officers, agents, or employees on any such claim or demand, and satisfy any judgment that may be rendered against the Carrier. In the event that any such proceeding is brought against the Carrier, its officers, agents, or employees, Carrier shall have the right to select and employ counsel to defend such persons and entities and shall have the right to settle any claims when the Carrier, in its sole discretion, deems such a settlement advisable. The Customer, its agents, employees, representatives, officers and directors shall cooperate in all reasonable manners in the defense of such claims.

FORCE MAJEURE: Carrier shall be excused from performance hereunder during the time and to the extent that it is prevented from performing in the customary manner by an act of God, fire, flood, earthquake, war, riot, civil disturbance, terrorism, epidemic, quarantine, strike, lockout, labor dispute, oil or fuel shortage, freight embargo, rationing or unavailability of materials or products, loss of transportation facilities, commandeering of the vehicle, materials, products, plants, or facilities by the Government, unexpected vehicle breakdowns or any other occurrence which is beyond the control of the Carrier. Additionally, the Carrier shall not be responsible for any damages which result from any cancellation or delay. In the event of a vehicle breakdown, all efforts will be made to supply a replacement vehicle. If a replacement vehicle is sent and/or Customer refuses a replacement vehicle, no refund is due. If no replacement vehicle is available, refund shall be limited to the amount paid by Customer.

AS IS WARRANTY: The vehicle and Services included or otherwise made available to the Customer are provided on an "As Is" and "As Available" basis. Carrier makes no representations or warranties of any kind, express or implied, as to the operation of vehicle and accessories.

LIMITATION OF LIABILITY: To the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of the Carrier and the Carrier's officers, directors, employees, representatives, agents, and any of them, to the Customer and anyone claiming by, through or under the Customer, for any and all claims, losses, costs or damages of any nature whatsoever arising out of, resulting from or in any way related to the Agreement from any cause or causes, including but not limited to the negligence, errors or omissions, strict liability, breach of contract or warranty, express or implied, of the Carrier and the Carrier's officers, directors, employees, agents, and any of them, shall not exceed the total compensation received by the Carrier under this Agreement. In no event shall either party be liable for consequential, special, indirect, incidental, punitive or exemplary damages.

DISPUTE RESOLUTION: The parties agree to submit any dispute to binding arbitration under the Commercial Rules of the American Arbitration Association. Such arbitration will be held as promptly as possible in DuPage County, Illinois and will be conducted before a panel of three (3) members. The Carrier and the Customer shall each select one arbitrator, and the third arbitrator shall be selected by agreement of the other two arbitrators so chosen. The decision of a majority of the arbitration panel will be binding on the parties and may be submitted for enforcement to any court of competent jurisdiction. The respective costs and expenses associated with the arbitration shall be borne by each party separately.

GOVERNING LAW/ENTIRE AGREEMENT: This Agreement and all of the rights and obligations of the parties hereto shall be construed, interpreted and applied in accordance with the laws of the State of Illinois. This document represents the entire Agreement between the parties. No changes or modifications shall be made to these Terms and Conditions. In case any provision hereof shall, for any reason, be held invalid or unenforceable in any respect, such invalidity or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid or unenforceable provision had not been included herein.

HEADINGS: Headings herein are for convenience only and have no effect in limiting or extending the language of the provisions to which they refer.

Charter Passenger Policy

Purpose

This policy provides guidance to the Customer regarding all charter transportation passengers, including but not limited to, employees, staff, and customers of the Customer who ride the charter buses provided by the Carrier.

Scope

This policy prohibits the following acts on any Carrier vehicle which is used as part of the services Carrier provides to Customer under the Agreement:

- Smoking tobacco or any other substance, or carrying a lighted or smoldering substance in any form.
- With the exception of peace officers, carrying aboard any weapon.
- Carrying aboard any flammable or explosive substance except for matches and cigarette lighters. For example, cooking stoves, propane tanks and other fuels are prohibited. Carrying aboard any package or article of a size which will block any aisle, emergency exit, or stairway of the vehicle.
- Carrying aboard any animal not housed in an enclosed carrying container. Such container cannot block or hinder travel in the aisle, emergency exit, or stairway. Service animals are allowed.
- Carrying aboard a stroller unless such item is folded and unoccupied. Strollers must remain folded while aboard the vehicle and must not block or obstruct an aisle, emergency exit, or stairway.
- Playing radios or other audio devices or musical instruments aboard unless the only sound produced by such item is emitted by a personal listening attachment (earphone) audible only to the person carrying the device producing the sound. An exception exists for peace officers, security guards, and for Carrier officials while performing their official duties.
- Littering, discarding, or depositing any trash, debris, or offensive substances in non-appropriate places.
- Spitting, urinating, or defecating.
- Damaging, writing upon, or otherwise defacing or altering property.
- Fighting or engaging in any violent, tumultuous, or threatening behavior.
- Making excessive and unnecessary noise, or using profanity.
- Obstructing the free movement of passengers.
- Interfering with the safe operation or movement of a Carrier vehicle or operator.
- Standing or otherwise occupying any space in front of the line marked on the forward end of the floor of the vehicle or otherwise conducting himself in such a manner as to obstruct the vision of the vehicle operator while the vehicle is in motion.
- Impeding the opening of, or interfering or tampering with, or otherwise obstructing the operation or use of, any window, door, or other emergency exit.
- Standing in the way of direction or impeding the vehicle from moving.
- Posting or removing any notice or advertisement unless authorized by a Carrier official.
- Throwing any litter, stone, wood, snow or other substance at, into, or from any Carrier vehicle.
- Gambling or soliciting others to engage in gambling.
- Engaging in any activity prohibited by State, County, or Municipal law.
- Entering or exiting a Carrier vehicle through the rear exit door unless directed by a Carrier official or in the event of an emergency.
- Climbing through a window or extending an arm, leg or head out the window of any Carrier vehicle.
- Hanging onto or attaching oneself to any exterior part of a Carrier vehicle while the vehicle is resting or in motion.
- Running or engaging in any horseplay.
- Refusing to leave any Carrier vehicle after having been ordered to do so by the operator of the vehicle, a security guard, peace officer, or Carrier official or supervisor.

Customer further agrees to

- Comply with all applicable laws, rules, regulations and ordinances.

Compliance

If a Carrier operator encounters any individual(s) violating this policy on a Carrier vehicle, the operator will ask the individual(s) to stop the activity or leave the premises. If the individual(s) persist in their conduct, the Carrier will notify a peace officer who will take the appropriate action. Compliance with this policy is required of each passenger. Failure to comply with this policy may result in immediate removal up to suspension of charter transportation privileges.

Charter Price Quote



Waterford
1 Industry Dr
518-237-4514

Purchase Order # :	Trip Date: Wednesday, August 12, 2026
Customer : TOWN OF CLIFTON PARK	e-mail : RMCTARNAGHAN@CLIFTONPARK.ORG
Attention : Robert McTarnaghan	State : NY
Address : TOWN OF CLIFTON PARK (4100)	ZIP : 12065
	Phone : 518-371-6667
City : CLIFTON PARK	Fax # :

Trip ID: CH4100-16621	Bus Type:
Trip Name: Town of Clifton Park (Lake George Expedition)	Bus Quantity: 5
Trip Description: Town of Clifton Park to Lake George Expedition	

Address Description	Address	Arrival Time	Departure Time
Town of Clifton Park	16 Clifton Common Blvd , Clifton Park, NY, 12065 US	09:30 AM	9:35 AM
Lake George Expedition Park	1912 U.S. 9 , , Lake George, NY, 12845 US	10:35 AM	04:00 PM
Town of Clifton Park	16 Clifton Common Blvd , Clifton Park, NY, 12065 US	5:00 PM	5:05 PM

Special Instructions for Driver

Special Notations

Estimated Charges :

Start Time	End Time	Miles	Description	Additional	Total
9:00 AM	5:35 PM	0			\$660.00
9:00 AM	5:35 PM	0			\$660.00
9:00 AM	5:35 PM	0			\$660.00
9:00 AM	5:35 PM	0			\$660.00
9:00 AM	5:35 PM	0			\$660.00
= Tax: \$0.00		+ Subtotal: \$3,300.00		= \$3,300.00 ✱	

Trip booked by: Melissa Visconi
Email: mvisconi@durhamschoolservices.com

PRICING ESTIMATE

CUSTOMER ACKNOWLEDGEMENT/SIGNATURE

X _____ / ____ / ____

I acknowledge information, itinerary fee estimate is correct
**If signed confirmation is not returned within 10 days,
 your reservation will be canceled**

Sign and return copy of confirmation with payment information

We Accept



Customer is responsible to pay all parking fees/tolls

Prepay Amount :

Receipt #

I have read and accepted Terms And Conditions:

TERMS AND CONDITIONS

SERVICE: Performance of the Services detailed in this Agreement is contingent upon the Carrier's ability to furnish the vehicle and perform the Services. Carrier reserves the right to lease the vehicle from other carriers or subcontract services in order to fulfill this Agreement. Carrier will follow the written itinerary, however, exact departure and arrival times are not guaranteed. Carrier will abide by federal, state, and local regulations as applicable. Customer shall bear all out-of-pocket expenses including parking expenses, tolls and park entrance fees at the time of Service.

RISK OF LOSS: Carrier is not responsible for the loss, damage, or theft of personal property. Carrier is not responsible for the personal injury of Customers or third parties caused by the negligent or intentional acts of the Customer, passengers or third parties.

PASSENGER CONDUCT: At any time during the charter trip the Carrier, or the driver as the Carrier's representative, reserves the right to refuse to transport any person or persons that Carrier or its representative believes to be in violation of the Charter Passenger Policy attached hereto as Exhibit A. Compliance with the policy set forth in Exhibit A is required of each passenger. Failure to comply with this policy may result in immediate removal up to suspension of charter transportation privileges. Carrier is not responsible for any passengers who have not boarded the vehicle at the time of departure. Customer must provide their own supervision if required. The Carrier is not responsible for the Customer's failure to provide supervision. Any activity that interferes with the safe operation of the vehicle shall be discontinued immediately. Use of any external signage or decoration requires prior Carrier approval and may be subject to applicable law.

REPAIRS OR DAMAGE: The Customer is liable for all damage to the vehicle interior and exterior caused by any of the passengers or incurred during the charter trip, unless the result of driver's negligence. A refundable cleaning fee may be charged for any cleaning services beyond what is usual and customary. Customer shall be responsible for replacement costs of any items that cannot be satisfactorily cleaned or repaired.

INSURANCE: Carrier shall maintain insurance for General and Auto Liability coverage and for Workers' Compensation coverage. General and Auto Liability insurance shall be maintained to protect Carrier from any claims from damages for personal injury or death, and from damage to property, which may arise from operations of Carrier under this Agreement. The General Liability and Automobile Liability insurance shall each have a single limit of One Million Dollars (\$1,000,000.00). Worker's Compensation Insurance shall be maintained by Customer as required by law to protect the Carrier from claims that arise from its operation under this Agreement.

HOLD HARMLESS: The Customer agrees to defend, hold harmless and indemnify the Carrier from any and all claims which may be made by reason of any injury to person or damage to property unless such claim results from the negligent act or omission or willful misconduct of the Carrier, its agents, employees, representatives, officers and directors. Customer, at its own expense and risk, shall defend any legal proceeding in connection with this Agreement that may be brought against the Carrier, its officers, agents, or employees on any such claim or demand, and satisfy any judgment that may be rendered against the Carrier. In the event that any such proceeding is brought against the Carrier, its officers, agents, or employees, Carrier shall have the right to select and employ counsel to defend such persons and entities and shall have the right to settle any claims when the Carrier, in its sole discretion, deems such a settlement advisable. The Customer, its agents, employees, representatives, officers and directors shall cooperate in all reasonable manners in the defense of such claims.

FORCE MAJEURE: Carrier shall be excused from performance hereunder during the time and to the extent that it is prevented from performing in the customary manner by an act of God, fire, flood, earthquake, war, riot, civil disturbance, terrorism, epidemic, quarantine, strike, lockout, labor dispute, oil or fuel shortage, freight embargo, rationing or unavailability of materials or products, loss of transportation facilities, commandeering of the vehicle, materials, products, plants, or facilities by the Government, unexpected vehicle breakdowns or any other occurrence which is beyond the control of the Carrier. Additionally, the Carrier shall not be responsible for any damages which result from any cancellation or delay. In the event of a vehicle breakdown, all efforts will be made to supply a replacement vehicle. If a replacement vehicle is sent and/or Customer refuses a replacement vehicle, no refund is due. If no replacement vehicle is available, refund shall be limited to the amount paid by Customer.

AS IS WARRANTY: The vehicle and Services included or otherwise made available to the Customer are provided on an "As Is" and "As Available" basis. Carrier makes no representations or warranties of any kind, express or implied, as to the operation of vehicle and accessories.

LIMITATION OF LIABILITY: To the fullest extent permitted by law, and not withstanding any other provision of this Agreement, the total liability, in the aggregate, of the Carrier and the Carrier's officers, directors, employees, representatives, agents, and any of them, to the Customer and anyone claiming by, through or under the Customer, for any and all claims, losses, costs or damages of any nature whatsoever arising out of, resulting from or in any way related to the Agreement from any cause or causes, including but not limited to the negligence, errors or omissions, strict liability, breach of contract or warranty, express or implied, of the Carrier and the Carrier's officers, directors, employees, agents, and any of them, shall not exceed the total compensation received by the Carrier under this Agreement. In no event shall either party be liable for consequential, special, indirect, incidental, punitive or exemplary damages.

DISPUTE RESOLUTION: The parties agree to submit any dispute to binding arbitration under the Commercial Rules of the American Arbitration Association. Such arbitration will be held as promptly as possible in DuPage County, Illinois and will be conducted before a panel of three (3) members. The Carrier and the Customer shall each select one arbitrator, and the third arbitrator shall be selected by agreement of the other two arbitrators so chosen. The decision of a majority of the arbitration panel will be binding on the parties and may be submitted for enforcement to any court of competent jurisdiction. The respective costs and expenses associated with the arbitration shall be borne by each party separately.

GOVERNING LAW/ENTIRE AGREEMENT: This Agreement and all of the rights and obligations of the parties hereto shall be construed, interpreted and applied in accordance with the laws of the State of Illinois. This document represents the entire Agreement between the parties. No changes or modifications shall be made to these Terms and Conditions. In case any provision hereof shall, for any reason, be held invalid or unenforceable in any respect, such invalidity or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid or unenforceable provision had not been included herein.

HEADINGS: Headings herein are for convenience only and have no effect in limiting or extending the language of the provisions to which they refer.

EXHIBIT A

Charter Passenger Policy

Purpose

This policy provides guidance to the Customer regarding all charter transportation passengers, including but not limited to, employees, staff, and customers of the Customer who ride the charter buses provided by the Carrier.

Scope

This policy prohibits the following acts on any Carrier vehicle which is used as part of the services Carrier provides to Customer under the Agreement:

- Smoking tobacco or any other substance, or carrying a lighted or smoldering substance in any form.
- With the exception of peace officers, carrying aboard any weapon.
- Carrying aboard any flammable or explosive substance except for matches and cigarette lighters. For example, cooking stoves, propane tanks and other fuels are prohibited. Carrying aboard any package or article of a size which will block any aisle, emergency exit, or stairway of the vehicle.
- Carrying aboard any animal not housed in an enclosed carrying container. Such container cannot block or hinder travel in the aisle, emergency exit, or stairway. Service animals are allowed.
- Carrying aboard a stroller unless such item is folded and unoccupied. Strollers must remain folded while aboard the vehicle and must not block or obstruct an aisle, emergency exit, or stairway.
- Playing radios or other audio devices or musical instruments aboard unless the only sound produced by such item is emitted by a personal listening attachment (earphone) audible only to the person carrying the device producing the sound. An exception exists for peace officers, security guards, and for Carrier officials while performing their official duties.
- Littering, discarding, or depositing any trash, debris, or offensive substances in non-appropriate places.
- Spitting, urinating, or defecating.
- Damaging, writing upon, or otherwise defacing or altering property.
- Fighting or engaging in any violent, tumultuous, or threatening behavior.
- Making excessive and unnecessary noise, or using profanity.
- Obstructing the free movement of passengers.
- Interfering with the safe operation or movement of a Carrier vehicle or operator.
- Standing or otherwise occupying any space in front of the line marked on the forward end of the floor of the vehicle or otherwise conducting himself in such a manner as to obstruct the vision of the vehicle operator while the vehicle is in motion.
- Impeding the opening of, or interfering or tampering with, or otherwise obstructing the operation or use of, any window, door, or other emergency exit.
- Standing in the way of direction or impeding the vehicle from moving.
- Posting or removing any notice or advertisement unless authorized by a Carrier official.
- Throwing any litter, stone, wood, snow or other substance at, into, or from any Carrier vehicle.
- Gambling or soliciting others to engage in gambling.
- Engaging in any activity prohibited by State, County, or Municipal law.
- Entering or exiting a Carrier vehicle through the rear exit door unless directed by a Carrier official or in the event of an emergency.
- Climbing through a window or extending an arm, leg or head out the window of any Carrier vehicle.
- Hanging onto or attaching oneself to any exterior part of a Carrier vehicle while the vehicle is resting or in motion.
- Running or engaging in any horseplay.
- Refusing to leave any Carrier vehicle after having been ordered to do so by the operator of the vehicle, a security guard, peace officer, or Carrier official or supervisor.

Customer further agrees to

- Comply with all applicable laws, rules, regulations and ordinances.

Compliance

If a Carrier operator encounters any individual(s) violating this policy on a Carrier vehicle, the operator will ask the individual(s) to stop the activity or leave the premises. If the individual(s) persist in their conduct, the Carrier will notify a peace officer who will take the appropriate action. Compliance with this policy is required of each passenger. Failure to comply with this policy may result in immediate removal up to suspension of charter transportation privileges.

Charter Price Quote



Waterford
1 Industry Dr
518-237-4514

Purchase Order # :	Trip Date: Wednesday, July 29, 2026
Customer : TOWN OF CLIFTON PARK	e-mail : RMCTARNAGHAN@CLIFTONPARK.ORG
Attention : Robert McTarnaghan	State : NY
Address : TOWN OF CLIFTON PARK (4100)	ZIP : 12065
1 TOWN HALL PLAZA	Phone : 518-371-6667
City : CLIFTON PARK	Fax # :

Trip ID: CH4100-16616	Bus Type:
Trip Name: Town of Clifton Park (Regal Movie Theater)	Bus Quantity: 5
Trip Description: Town of Clifton Park to Regal Cinema	

Address Description	Address	Arrival Time	Departure Time
Town of Clifton Park	16 Clifton Common Blvd , Clifton Park, NY, 12065 US	09:30 AM	9:35 AM
Regal Cinema's Clifton Park	22 Clifton Country Rd , Clifton Park, NY, US	9:50 AM	04:00 PM
Town of Clifton Park	16 Clifton Common Blvd , Clifton Park, NY, 12065 US	4:15 PM	4:20 PM

Special Instructions for Driver

Special Notations

Estimated Charges :

Start Time	End Time	Miles	Description	Additional	Total
9:00 AM	4:50 PM	0			\$500.00
9:00 AM	4:50 PM	0			\$500.00
9:00 AM	4:50 PM	0			\$500.00
9:00 AM	4:50 PM	0			\$500.00
9:00 AM	4:50 PM	0			\$500.00

= Tax: \$0.00 + Subtotal: \$2,500.00 = \$2,500.00 *

Trip booked by: Melissa Visconi
Email: mvisconi@durhamschoolservices.com

PRICING ESTIMATE

CUSTOMER ACKNOWLEDGEMENT/SIGNATURE

X _____ / /

I acknowledge information, itinerary fee estimate is correct
**If signed confirmation is not returned within 10 days,
your reservation will be canceled**

Sign and return copy of confirmation with payment information

We Accept



Customer is responsible to pay all parking fees/tolls

Prepay Amount :

Receipt #

I have read and accepted Terms And Conditions:

TERMS AND CONDITIONS

SERVICE: Performance of the Services detailed in this Agreement is contingent upon the Carrier's ability to furnish the vehicle and perform the Services. Carrier reserves the right to lease the vehicle from other carriers or subcontract services in order to fulfill this Agreement. Carrier will follow the written itinerary, however, exact departure and arrival times are not guaranteed. Carrier will abide by federal, state, and local regulations as applicable. Customer shall bear all out-of-pocket expenses including parking expenses, tolls and park entrance fees at the time of Service.

RISK OF LOSS: Carrier is not responsible for the loss, damage, or theft of personal property. Carrier is not responsible for the personal injury of Customers or third parties caused by the negligent or intentional acts of the Customer, passengers or third parties.

PASSENGER CONDUCT: At any time during the charter trip the Carrier, or the driver as the Carrier's representative, reserves the right to refuse to transport any person or persons that Carrier or its representative believes to be in violation of the Charter Passenger Policy attached hereto as Exhibit A. Compliance with the policy set forth in Exhibit A is required of each passenger. Failure to comply with this policy may result in immediate removal up to suspension of charter transportation privileges. Carrier is not responsible for any passengers who have not boarded the vehicle at the time of departure. Customer must provide their own supervision if required. The Carrier is not responsible for the Customer's failure to provide supervision. Any activity that interferes with the safe operation of the vehicle shall be discontinued immediately. Use of any external signage or decoration requires prior Carrier approval and may be subject to applicable law.

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INSURANCE: Carrier shall maintain insurance for General and Auto Liability coverage and for Workers' Compensation coverage. General and Auto Liability insurance shall be maintained to protect Carrier from any claims from damages for personal injury or death, and from damage to property, which may arise from operations of Carrier under this Agreement. The General Liability and Automobile Liability insurance shall each have a single limit of One Million Dollars (\$1,000,000.00). Worker's Compensation Insurance shall be maintained by Customer as required by law to protect the Carrier from claims that arise from its operation under this Agreement.

HOLD HARMLESS: The Customer agrees to defend, hold harmless and indemnify the Carrier from any and all claims which may be made by reason of any injury to person or damage to property unless such claim results from the negligent act or omission or willful misconduct of the Carrier, its agents, employees, representatives, officers and directors. Customer, at its own expense and risk, shall defend any legal proceeding in connection with this Agreement that may be brought against the Carrier, its officers, agents, or employees on any such claim or demand, and satisfy any judgment that may be rendered against the Carrier. In the event that any such proceeding is brought against the Carrier, its officers, agents, or employees, Carrier shall have the right to select and employ counsel to defend such persons and entities and shall have the right to settle any claims when the Carrier, in its sole discretion, deems such a settlement advisable. The Customer, its agents, employees, representatives, officers and directors shall cooperate in all reasonable manners in the defense of such claims.

FORCE MAJEURE: Carrier shall be excused from performance hereunder during the time and to the extent that it is prevented from performing in the customary manner by an act of God, fire, flood, earthquake, war, riot, civil disturbance, terrorism, epidemic, quarantine, strike, lockout, labor dispute, oil or fuel shortage, freight embargo, rationing or unavailability of materials or products, loss of transportation facilities, commandeering of the vehicle, materials, products, plants, or facilities by the Government, unexpected vehicle breakdowns or any other occurrence which is beyond the control of the Carrier. Additionally, the Carrier shall not be responsible for any damages which result from any cancellation or delay. In the event of a vehicle breakdown, all efforts will be made to supply a replacement vehicle. If a replacement vehicle is sent and/or Customer refuses a replacement vehicle, no refund is due. If no replacement vehicle is available, refund shall be limited to the amount paid by Customer.

AS IS WARRANTY: The vehicle and Services included or otherwise made available to the Customer are provided on an "As Is" and "As Available" basis. Carrier makes no representations or warranties of any kind, express or implied, as to the operation of vehicle and accessories.

LIMITATION OF LIABILITY: To the fullest extent permitted by law, and not withstanding any other provision of this Agreement, the total liability, in the aggregate, of the Carrier and the Carrier's officers, directors, employees, representatives, agents, and any of them, to the Customer and anyone claiming by, through or under the Customer, for any and all claims, losses, costs or damages of any nature whatsoever arising out of, resulting from or in any way related to the Agreement from any cause or causes, including but not limited to the negligence, errors or omissions, strict liability, breach of contract or warranty, express or implied, of the Carrier and the Carrier's officers, directors, employees, agents, and any of them, shall not exceed the total compensation received by the Carrier under this Agreement. In no event shall either party be liable for consequential, special, indirect, incidental, punitive or exemplary damages.

DISPUTE RESOLUTION: The parties agree to submit any dispute to binding arbitration under the Commercial Rules of the American Arbitration Association. Such arbitration will be held as promptly as possible in DuPage County, Illinois and will be conducted before a panel of three (3) members. The Carrier and the Customer shall each select one arbitrator, and the third arbitrator shall be selected by agreement of the other two arbitrators so chosen. The decision of a majority of the arbitration panel will be binding on the parties and may be submitted for enforcement to any court of competent jurisdiction. The respective costs and expenses associated with the arbitration shall be borne by each party separately.

GOVERNING LAW/ENTIRE AGREEMENT: This Agreement and all of the rights and obligations of the parties hereto shall be construed, interpreted and applied in accordance with the laws of the State of Illinois. This document represents the entire Agreement between the parties. No changes or modifications shall be made to these Terms and Conditions. In case any provision hereof shall, for any reason, be held invalid or unenforceable in any respect, such invalidity or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid or unenforceable provision had not been included herein.

HEADINGS: Headings herein are for convenience only and have no effect in limiting or extending the language of the provisions to which they refer.

Charter Passenger Policy

Purpose

This policy provides guidance to the Customer regarding all charter transportation passengers, including but not limited to, employees, staff, and customers of the Customer who ride the charter buses provided by the Carrier.

Scope

This policy prohibits the following acts on any Carrier vehicle which is used as part of the services Carrier provides to Customer under the Agreement:

- Smoking tobacco or any other substance, or carrying a lighted or smoldering substance in any form.
- With the exception of peace officers, carrying aboard any weapon.
- Carrying aboard any flammable or explosive substance except for matches and cigarette lighters. For example, cooking stoves, propane tanks and other fuels are prohibited. Carrying aboard any package or article of a size which will block any aisle, emergency exit, or stairway of the vehicle.
- Carrying aboard any animal not housed in an enclosed carrying container. Such container cannot block or hinder travel in the aisle, emergency exit, or stairway. Service animals are allowed.
- Carrying aboard a stroller unless such item is folded and unoccupied. Strollers must remain folded while aboard the vehicle and must not block or obstruct an aisle, emergency exit, or stairway.
- Playing radios or other audio devices or musical instruments aboard unless the only sound produced by such item is emitted by a personal listening attachment (earphone) audible only to the person carrying the device producing the sound. An exception exists for peace officers, security guards, and for Carrier officials while performing their official duties.
- Littering, discarding, or depositing any trash, debris, or offensive substances in non-appropriate places.
- Spitting, urinating, or defecating.
- Damaging, writing upon, or otherwise defacing or altering property.
- Fighting or engaging in any violent, tumultuous, or threatening behavior.
- Making excessive and unnecessary noise, or using profanity.
- Obstructing the free movement of passengers.
- Interfering with the safe operation or movement of a Carrier vehicle or operator.
- Standing or otherwise occupying any space in front of the line marked on the forward end of the floor of the vehicle or otherwise conducting himself in such a manner as to obstruct the vision of the vehicle operator while the vehicle is in motion.
- Impeding the opening of, or interfering or tampering with, or otherwise obstructing the operation or use of, any window, door, or other emergency exit.
- Standing in the way of direction or impeding the vehicle from moving.
- Posting or removing any notice or advertisement unless authorized by a Carrier official.
- Throwing any litter, stone, wood, snow or other substance at, into, or from any Carrier vehicle.
- Gambling or soliciting others to engage in gambling.
- Engaging in any activity prohibited by State, County, or Municipal law.
- Entering or exiting a Carrier vehicle through the rear exit door unless directed by a Carrier official or in the event of an emergency.
- Climbing through a window or extending an arm, leg or head out the window of any Carrier vehicle.
- Hanging onto or attaching oneself to any exterior part of a Carrier vehicle while the vehicle is resting or in motion.
- Running or engaging in any horseplay.
- Refusing to leave any Carrier vehicle after having been ordered to do so by the operator of the vehicle, a security guard, peace officer, or Carrier official or supervisor.

Customer further agrees to

- Comply with all applicable laws, rules, regulations and ordinances.

Compliance

If a Carrier operator encounters any individual(s) violating this policy on a Carrier vehicle, the operator will ask the individual(s) to stop the activity or leave the premises. If the individual(s) persist in their conduct, the Carrier will notify a peace officer who will take the appropriate action. Compliance with this policy is required of each passenger. Failure to comply with this policy may result in immediate removal up to suspension of charter transportation privileges.



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 Supervisor to sign a License Agreement with Clifton Park – Halfmoon Piranhas, for use of the Country Knolls pool for swim team practice.

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

WHEREAS, Clifton Park – Halfmoon Piranhas wish to utilize the Country Knolls town-owned pool for a term beginning on June 29, 2026, and ending on July 16, 2026, at a rate of \$55.00 per hour per pool, plus the hourly rate of all Town employees working at the pools during practice hours; now therefore be it

RESOLVED, that the Town Supervisor is hereby authorized to sign the attached License Agreement with Clifton Park – Halfmoon Piranhas for use and occupation of the Country Knolls Pool, provided that the Town Attorney reviews and accepts the attached Certificate of Insurance naming the Town of Clifton Park as additionally insured.

Cynthia Zlogar

From: Town of Clifton Park Official Website <info@cliftonpark.org>
Sent: Tuesday, May 12, 2026 11:38 AM
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; Megan Babendreier
Subject: New Resolution Request #3154

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: 05/19/2026 ✓

Board Meeting Date: 05/19/2026 ✓

Alternate Date: 05/19/2026

Budget Number: n/a

Budget Description: Sign a contract with Clifton Park - Halfmoon Piranhas Swim Club

Amount: n/a

Brief Description: Have the Town Supervisor sign a contract with Clifton Park - Halfmoon Piranhas Swim Club to use Country Knolls Pool at a rate of \$55/hr for June and July 2026.

Add Supporting Docs:

[aa3ea5eaaa93ae4f_CP-Halfmoon_Piranhas_Permit_Application_2026.pdf](#)

[4ca923b78e467c77_CP-Halfmoon_Piranhas_Agreement_2026.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 FACILITY PERMIT APPLICATION - OUTDOOR

GENERAL INFORMATION

Name of Organization (if applicable): Clifton Park Pirates Today's Date: 5/6/2026
 Contact Person: Chuck Dunham
 Address: PO Box 106 Clifton Park, NY 12065
 Phone: 518-258-4108
 Email Address: coachdunham@hotmail.com

FACILITY RENTAL REQUESTED

Collins Park Field _____ Veterans Park Softball Field 1 _____ Clifton Common _____
 Collins Park Pavilion _____ Veterans Park Softball Field 2 _____ Clifton Common Soccer Field # _____
 Locust Lane Pool Tent _____ Veterans Park Pavilion _____ Other: Country Knolls Pool

Date Requested: Mon June 29 - 29th 16th Time: 7 AM to 9 AM # of Participants: 40

Permit is governed by the following conditions:

1. Permits valid for date(s), restricted to facility, and number of participants as indicated on permit.
2. Area and facility must be left clean. Any damage incurred is the responsibility of the permit holder.
3. Town of Clifton Park park rules (see attached) shall be adhered to. Immediate termination of the event and removal from the premises may occur by an authorized representative of the Town if in violation of these rules and regulations.
4. Obnoxious behavior or excessive noise will not be permitted.
5. Permit holder must retain permit and make available upon request by park or police official.
6. Open containers of alcoholic beverages are prohibited in all parks, unless a permit has been issued which allows for the consumption of alcoholic beverages on the premises for which the permit has been issued. Such permits are authorized solely by the Town Board via resolution. A separate "Special Alcohol Use Permit Request" form must be submitted with this form.
7. Permits are available through Clifton Park Office of Parks and Recreation and must be posted at the facility rental site.
8. Permit holder may be required to obtain and show proof of insurance, naming Town of Clifton Park as an "Additional Insured".

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. The town will work with me on rescheduling, when possible, if needed.

Indemnity: Chuck Dunham (NAME) agrees to indemnify and hold the Town, its 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 Chuck Dunham (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 5/6/2026 (DATE).

Signed: _____ Date: 5/6/2026

Approved by Parks and Recreation Office: [Signature]

RENTAL FEE SCHEDULE

Fields and Pavilions:

- | | | |
|--|----------------------------|--------------------------|
| 1. Town Residents/Not-for Profit/Day Care/K-12 schools | Mon-Thurs \$12.00 per hour | Fri-Sun \$15.00 per hour |
| Business Organizations & Colleges | Mon-Thurs \$17.00 per hour | Fri-Sun \$20.00 per hour |

2. Additional Fees

- | | |
|--|-------------------------------|
| Lighted field | \$25.00 per game |
| Security, miscellaneous (minimum of 3 hours) | \$25.00 per hour, per service |

3. Field Closure - The Town of Clifton Park reserves the right to close any field due to poor field conditions. Groups, organizations, or individuals failing to honor any field closure are subject to a revoking of their field permit and removal from the premises. *It is the responsibility of the field user(s) to know the status of any given field. For field closure information, call our office at 518-371-6667.*

Locust Lane Pool Tent:

- Locust Lane Pool Tent (noon - 3:30 p.m. or 4:00 p.m. - 7:30 p.m.)
 Mon-Thurs: \$60.00 per time frame Fri-Sun: \$70.00 per time frame
 Additional charge for non-member guests \$5.00 per non-member *(Must be paid day of party AT pool)*

FACILITY DESCRIPTIONS

Collins Park: Located on Moe Road and Route 146. Softball field, pavilion, picnic area and playground. Field and Pavilion are rented individually. There are 6 tables and 4 grills at the pavilion.

Veterans Memorial Park at Elks Trail: Located on MacElroy Road. This facility provides 2 softball fields and a pavilion with tables and grills. Beautiful wetlands located behind the ballpark. Fields and Pavilion are rented individually.

Locust Lane Pool Tent: Located in the Clifton Knolls development on Locust Lane. The pool tent area is available for rent for social gatherings. There are 6 tables located under the tent for use with rental.

TOWN OF CLIFTON PARK -- PARK RULES

- Parks and Facilities are available for rental from dawn to dusk
- No person may drink, consume, or possess alcoholic beverages in any town park or in any park within a park district or in any other lands or property owned by the town. If any person in your group is caught with an alcohol beverage, they will be fined, and your permit will be revoked.
- Trail bikes and ATVs are prohibited
- Bikes are to be ridden only on bike paths, absolutely no riding on basketball or tennis courts.
- Leash law is in effect.
- Bands and stereo equipment (except radios) are prohibited in park areas
- Use of golf clubs in parks is prohibited, with the exception of Barney Road Golf Course.
- Please pick up after yourself. Carry-in, carry-out policy. The Town of Clifton Park requires that you take out what you bring in.

Initial: CN
 Initial: JL
 Initial: CP
 Initial: CV
 Initial: JL
 Initial: CN
 Initial: CN
 Initial: CN

Thank you for your cooperation and enjoy your day!

FOR OFFICE USE ONLY	
Field Rental	Date Paid: _____
Pavilion Rental	Amount Paid: _____
Field Lights	Payment Type: _____
Security	Permit Given: _____
Other	Outlook Calendar: <u> AS </u>
	Staff Initials: <u> AS </u>

LICENSE AGREEMENT

THIS LICENSE AGREEMENT, made this _____ day of _____, 2026, between

The Town of Clifton Park, a municipal corporation having its offices at 1 Town Hall Plaza, Clifton Park, NY 12065, as Town

And, Clifton Park- Halfmoon Piranhas (CPHP)

WITNESSETH: The Town agrees to allow the use and occupation of the below listed premises under the following terms and conditions:

Barney Road Pool / Country Knolls Pool, Town of Clifton Park, New York, tentatively from June 29, 2026 and to end on July 16, 2026, to be used and occupied only for Swim Team practice, and their related uses.

1st. USER FEE

That CPHP shall pay the total rent of \$55.00 per hour, of each pool used, plus the hourly rate of all Town employees working for the pools during practice hours, said fees to be paid in bi-weekly payments per Town Invoice.

2nd. CARE and REPAIR

That CPHP shall take good care of the premises and shall, reimburse the Town for any damage caused to pool and park property.

3rd. CPHP SHALL COMPLY WITH REGULATIONS and ORDINANCES

That CPHP shall promptly execute and comply with all statutes, ordinances, rules, orders, regulations and requirements of the Federal, State and Local Governments and shall follow all Guidelines and Directions from New York State Department of Health, and the NY Governor's Executive Orders relative to safety protocols for swimming activity.

4th. NO ASSIGNMENT WITHOUT WRITTEN CONSENT OF TOWN

That CPHP shall not assign this agreement, or any part thereof or make any alterations to the premises, without the Town's consent in writing; and in the event of a breach thereof, the term herein shall immediately cease and be determined at the option of the Town as if it were the expiration of the original term.

5th. DUTY TO KEEP ENTRANCES AND WALKWAYS FREE OF OBSTRUCTIONS

That CPHP shall neither encumber nor obstruct the sidewalk in front of, entrance to, said premises, nor allow the same to be obstructed or encumbered in any manner.

6th. NON-WAIVER

The failure of the Town 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 Town 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.

7th. SERVICES INCLUDED IN LICENSE FEE

Town will provide supervisory personnel who shall be on duty at each pool facility whenever the club is on premises. The Club shall reimburse the Town the full cost of wages of employee(s). Club shall also reimburse full cost of all lifeguards supplied by the Town for full hours on site, as well as any other support staff on premises to assist the CPHP with swimming activities.

8th. CLUB SHALL MAINTAIN LIABILITY INSURANCE

Additionally, during the lease term, CPHP shall place and cause to be placed and maintained, for the benefit of the Town and CPHP with both to be named as *party* insured, general public liability insurance; such insurance to provide protection in minimum limits of \$1,000,000.00 of combined single limit for bodily injury or property damage. Each such policy of insurance or certificate thereof shall be promptly deposited with the Town. CPHP is also responsible to maintain its' own rental and contents insurance.

And the said Town doth covenant that the said CPHP, on paying the said fees and providing proof of insurance, shall and may peacefully and quietly have, hold and enjoy the use of said facility(ies) for the term aforesaid.

AND IT IS MUTUALLY UNDERSTOOD AND AGREED that the covenants and agreements contained in the within license shall be binding upon the parties hereto and upon their respective successors, heirs, executors and administrators.

IN WITNESS WHEREOF, the Town and CPHP have duly executed this license the day and year first above written.

TOWN OF CLIFTON PARK

CLIFTON PARK - HALF MOON PIRANHAS

Supervisor Barrett

Print Name

Signature

Signature