



TOWN OF CLIFTON PARK TOWN BOARD MEETING

October 06, 2026

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

 **ONLINE BOARD MEETINGS**

- I. Call to Order/7:00 P. M. – Wood Room, Town Hall**
- II. Pledge to Flag**
- III. Roll Call**
- IV. Approval of Town Board Minutes**
- V. Communications/Announcements**
- VI. Open Public Privilege**
- VII. Business**
 - **Presentation- Key to the Town to John P. Scavo Jr., former Director of Planning & Zoning**
 - **Public Hearing- 7:02pm: Related to a proposal to prohibit the sale, distribution, possession for sale, and public display of kratom and kratom-derived products within the Town**
 - **Public Hearing- 7:05pm: Related to proposed amendments to Town Code Chapters 73 and 208 regarding short-term rentals**
 - **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

DRAFT

TOWN OF CLIFTON PARK
COUNTY OF SARATOGA
STATE OF NEW YORK

NOTICE OF PUBLIC HEARING TO CONSIDER PROHIBITING THE SALE,
DISTRIBUTION, POSSESSION FOR SALE AND PUBLIC DISPLAY OF KRATOM AND
KRATOM-DERIVED PRODUCTS WITHIN THE TOWN OF CLIFTON PARK.

Please take notice that the Town Board of the Town of Clifton Park will conduct a public hearing on Tuesday, October 6, 2026, at 7:02 PM in the Wood Memorial Meeting Room in the Town Office Building, located at One Town Hall Plaza, Town of Clifton Park, County of Saratoga, State of New York, whereas, the Town Board wishes to consider prohibiting the sale, distribution, possession for sale, and public display of Kratom and Kratom-derived products within the Town of Clifton Park.

Copies of the proposed local law are posted on our website cliftonparkny.gov and is also available for review in the Town Clerk's office during normal business hours.

Caitlin Fantini,
Clifton Park Town Clerk

RE: A LOCAL LAW PROHIBITING THE SALE AND DISTRIBUTION OF
CONCENTRATED AND SYNTHETIC 7-HYDROXYMITRAGYNINE (7-
OH) 1CRATOM PRODUCTS IN THE TOWN OF CLIFTON PARK

BE IT ENACTED by the Town Board of the Town of Clifton Park, State of New York, as follows:

SECTION 1. LEGISLATIVE INTENT.

Kratom, a tropical tree (Mitragyna speciosa) native to Southeast Asia, contains multiple compounds (including mitragynine and 7-hydroxymitragynine) that act upon the same receptors in the brain as opioid drugs. These compounds produce similar effects as opioids, such as sedation, nausea, vomiting, constipation, physical dependence and withdrawal, and respiratory depression that may lead to death. There are no drugs approved by the U.S. Food and Drug Administration ("FDA") that contain kratom, and the FDA warns that kratom is not safe for use as a dietary supplement, citing the risk of serious adverse events such as liver toxicity, seizures, and substance use disorder. While 7-hydroxymitragynine occurs only in trace amounts in the natural kratom leaf, concentrated and synthetic 7-hydroxymitragynine ("7-OH") products now sold in retail stores contain this compound at levels far exceeding those found in the plant, producing potent opioid-like effects and a heightened risk of dependence, overdose, and death.

The Town Board finds that, to protect the health and safety of Town residents, products containing elevated concentrations of 7-hydroxymitragynine should not be sold or distributed in Dutchess County.

SECTION- 2. AUTHORITY.

This Local Law is enacted pursuant to New York Municipal Home Rule Law § 10(1)(ii)(a)(12), as it relates to the protection, order, conduct, safety, health, and well-being of Town of Clifton Park residents.

SECTION 3. DEFINITIONS.

(a) "Kratom" means any part of the plant Mitragyna speciosa, whether growing or not; any compound, manufacture, salt, derivative, mixture, or preparation of such plant; all chemical compounds and alkaloids derived from such plant, including but not limited to mitragynine and 7-hydroxymitragynine; and all synthetic and semi-synthetic derivatives of such plant, including but not limited to MGM-15, MGM-16, and mitragynine pseudoindoxyl, or any structural analogue of any such compound, derivative, mixture or alkaloid.

(b) "Kratom Product" means any product, good, article, or item containing, blended with, and/or derived from Kratom, including but not limited to extracts, tinctures, beverages, powders, capsules, tablets, foods, gummies, vapes, and prepackaged retail items.

(c) "Person" means any individual, business, company, firm, partnership, limited partnership, limited liability partnership, joint venture, corporation, not-for-profit corporation, limited liability company, estate, trust, or any other-legal entity.

(d) "Prescription" means an official New York State prescription, an electronic prescription, an oral prescription, or an out-of-state prescription as those terms are used in Article 33 of the New York Public Health Law and Article 137-of the New York Education Law.

(e) "Prohibited 7-OH Product" means any Kratom or Kratom Product that contains 7-hydroxymitragynine at a level that exceeds two percent (2%) of the total alkaloids or one milligram (1 mg) per-serving.

SECTION 4. SALE OR DISTRIBUTION PROHIBITED.

No Person may sell, offer for sale, or otherwise distribute a Prohibited 7-OH Product in the Town of Clifton Park to any other Person. This prohibition applies to any Person, including any online platform, wherever located, and a sale, offer for sale, or distribution shall be deemed to occur in the Town of Clifton Park whenever a Prohibited 7-OH Product is delivered or shipped to an address within the Town. This prohibition does not apply to the sale or distribution of a Prohibited 7-OH Product pursuant to a Prescription issued by a Person licensed, authorized, or otherwise permitted in New York State to issue a Prescription. This prohibition will not apply to the sale or distribution of a Prohibited 7-OH Product if that product is approved by the FDA. Liability under this section is strict; it shall-not be a defense to a violation that the Person did not know, or had no reason to know, that a product constituted a Prohibited 7-OH Product.

SECTION 5. ENFORCEMENT AND PENALTIES.

This Local Law shall be enforced by the Town Code Officers. The Safety and Security Director working with the Town Attorney are authorized to take any and all other actions reasonable and necessary to enforce this law in accordance with the authority enumerated in the Town of Clifton Park Code including, but not limited to, conducting inspections; investigating all claims and violations; issuing all notices and orders; and any other processes that may be necessary in the enforcement of this law.

Any Person that sells, offers for sale, or distributes a Prohibited 7-OH Product to another Person shall be subject to a civil penalty of not more than one thousand five hundred dollars (\$1,500) for a first violation, and not more than three thousand dollars (\$3,000) for each subsequent violation. For purposes of this section, a violation shall be considered a subsequent violation if it occurs within thirty-six (36) months of a prior violation by the same Person. Where any such sale, offer for sale, or distribution is made to a person under twenty-one (21) years of age, the maximum civil

penalty for that violation shall be increased by five hundred dollars (\$500). Each sale, offer for sale, or distribution of a Prohibited 7-OH Product shall constitute a separate violation. These penalties do not apply in those circumstances in which the sale or distribution of a Prohibited 7-OH Product is not prohibited by this Local Law.

SECTION 6. SEVERABILITY.

How clause, sentence, paragraph, subdivision, section or part of this law of the application thereof to any person, individual, corporation, firm, partnership, entity, or circumstance shall be adjudged by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair, or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, section or part of this law, or in its application to the person, individual corporation, firm, partnership, entity, or circumstance directly involved in the controversy in which such order or judgement shall be rendered.

SECTION 7. REVERSE PREEMPTION

This article shall be null and void on the day that statewide legislation goes into effect incorporating either the same or substantially similar provisions as are contained in this local law or in the event that a pertinent New York State or United States of America administrative agency issues and promulgates regulations preempting such action by the Town of Clifton Park.

SECTION 8. SEORA DETERMINATION.

It is hereby determined, pursuant to the provisions of the New York State Environmental Quality Review Act, ECL § 8-0101, et seq., and its implementing regulations, 6 NYCRR Part 617, that the adoption of this Local Law is a "Type II" Action within the meaning of 6 NYCRR §§ 617.5(c)(26) and (33), and, accordingly, is of a class of actions which do not have a significant impact on the environment and no further review is required.

SECTION 9. EFFECTIVE DATE.

This local law shall take effect immediately upon filing in the Office of the Secretary of State.

TOWN OF CLIFTON PARK
COUNTY OF SARATOGA
STATE OF NEW YORK

NOTICE OF PUBLIC HEARING TO CONSIDER AMENDMENTS TO THE TOWN CODE,
RELATED TO SHORT-TERM RENTALS

Please take notice that the Town Board of the Town of Clifton Park will conduct a public hearing on Tuesday, October 6, 2026, at 7:05 PM in the Wood Memorial Meeting Room in the Town Office Building, located at One Town Hall Plaza, Town of Clifton Park, County of Saratoga, State of New York, whereas, the Town Board wishes to consider amendments to the Town Code, related to Short-term rentals in the Town of Clifton Park.

Copies of the proposed local law are posted on our website cliftonparkny.gov and is also available for review in the Town Clerk's office during normal business hours.

Caitlin Fantini,
Clifton Park Town Clerk

§208-7 Definitions and word usage

SHORT-TERM RENTAL

A short-term rental unit means an entire dwelling unit, or a room, group of rooms, other living or sleeping space, or any other space within a dwelling, made available for rent by guests for less than thirty (30) consecutive days, where the unit is offered for tourist or transient use by the short-term-rental host of the residential unit, and where such unit is located.

§73-1 Definitions.

SHORT-TERM RENTAL

A short-term rental unit means an entire dwelling unit, or a room, group of rooms, other living or sleeping space, or any other space within a dwelling, made available for rent by guests for less than thirty (30) consecutive days, where the unit is offered for tourist or transient use by the short-term-rental host of the residential unit, and where such unit is located.

§73-3.1 **SHORT-TERM RENTALS**

Short-term rentals shall be subject to the following requirements:

- A. A short-term rental may only be operated pursuant to a permit issued by the Town of Clifton Park Department of Building and Development.
- B. Any permit issued for a short-term rental shall only be valid for five (5) years from the date of issuance of the permit and may be renewable on an annual basis.
- C. Any property or parcel for which an owner seeks a permit shall be subject to an inspection by the Town of Clifton Park Department of Building and Development. Inspections shall be required on an annual basis. Such inspections shall include, but not be limited to, a fire inspection, an electrical inspection, and a septic system inspection if the property is served by private septic system. A certificate of inspection from a licensed engineer will be accepted in lieu of an inspection.
- D. Property owners may not advertise a short-term rental by placing a sign or other posting on the premises subject to the permit.
- E. The definition of Family as set forth in §208-7 of the Clifton Park Town Code shall apply to limit the occupancy of short-term rentals.
- F. Fees for permits shall be \$200 for a five (5) year period.
- G. Penalties: Any person convicted of the offense of a failure to comply with a notice of violation of the provisions of this chapter shall be subject to a fine of not less than \$500, nor more than \$1,000; for conviction of a second offense, both of which were committed within a period of five years, subject to a fine of not less than \$1,500 nor more than \$2,500; and, upon conviction for a third or subsequent offense, all of which were committed within a period of five years, subject to a fine of not less than \$5,000, nor more than \$10,000. Each week or part thereof that a violation continues shall be deemed a separate offense, and the violation shall be deemed to have commenced on the earlier of the date of, or the date contained in, the notice of violation.

§73-3.2 **REGISTRY**

[Any property in the Town of Clifton Park that is established as a "short term rental unit" at the-time of adoption of this local law, shall be exempt from the prohibitions and requirements established by this local law and shall be "grandfathered as an allowed use, further]

That the owners of the said short term unit shall submit written proof of operation and use of such short term- rental unit to the Town Clerk of the Town of Clifton Park, establishing the use of their property as a short term rental unit, with proof to consist of rental contracts, receipts or some other written proof establishing the use of the property for this stated purpose. The Town Clerk shall maintain a registry of such properties, and dates of submittal of such proof, in the Town Clerk's office, with copies to be forwarded to the Department of Building and Development, which shall. maintain a companion registry.

Resolutions for Consideration
Clifton Park Town Board Meeting
October 06, 2026

<u>SOURCE</u>	<u>RESOLUTION</u>	<u>CONTACT</u>
1. Town Board	Honor John P. Scavo Jr. and his service as the Town Director of Planning and Zoning for over 18 years	P. Barrett
2. Town Board	Adopt Local Law prohibiting the sale, distribution, possession for sale, and public display of kratom and kratom-derived products	M. Fantini
3. Town Board	Adopt Local Law amending Town Code Sections 73-33 and 208-7 related to short-term rentals	M. Fantini
4. Town Board	Authorize award of Phase I of the Clifton Park Community Trails Connectivity and Active Transportation Plan project to Toole Design	M. Fantini
5. Town Board	Schedule a Public Hearing on Tuesday, October 20, 2026, at 7:02pm, related to the proposed consideration to authorize the renewal of a franchise agreement with Spectrum Northeast, LLC for cable television service for the Town	Z. Manir
6. Town Board	Authorize appointment of Melinda Acker as Interim Director of Planning and Zoning	N. Bellamy
7. Town Board	Authorize provisional appointment of Darren Semprebon as Director of Safety and Security	P. Barrett
8. Town Board	Appoint Raoul Desy to the Environmental Conservation Commission	A.Reid
9. Parks & Recreation	Authorize proclamation of October 11th as Town Monarch Day	A.Reid
10. Building & Development	Authorize appointment of Allen Craver as Chairman of the Fire Code Appeals Board	P. Barrett

11. Buildings & Grounds	Authorize purchase of snowblower attachment from Grassland Equipment under Sourcewell Contract #112624-TTC	P. Barrett
12. Buildings & Grounds	Authorize the purchase of a 9-foot stainless steel dump body from T&T Sales	P. Barrett
13. Sewer	Declare an emergency pursuant to GML 103(4) relative to a sewer trunk line failure at Bear Brook Court	P. Barrett
14. Senior Center	Authorize issuance of an alcohol permit to Pokingbrook Morris Dance Team for an event to be held at the Senior Community Center on Saturday, October 24, 2026	P. Barrett
15. Planning	Authorize payment for the transportation and disposal of contaminated soil associated with the Highway Department's Fuel Station Replacement Project	P. Barrett
16. Planning	Authorize the Supervisor to execute a grant contract with the County of Saratoga to support a trail feasibility study related to Englemore Road/Moe Road and to execute a consultant professional services agreement to conduct the study	P. Barrett
17. Planning	Authorize FCM Engineering to study and recommend safety improvements for Miller Rd/Sugar Hill Rd intersection with Grooms Road	N. Bellamy
18. Highway	Authorize promotions of Robert Haller, Michael Trader and Zachary Tocco within the Highway Department	D. Bull
19. Highway	Authorize hiring of Alexander Martinez as MEO	D. Bull
20. Town Clerk	Authorize appointment of Daniel Valderrama as Deputy Town Clerk	C. Fantini



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 honoring John P. Scavo Jr., and his over 18 years of service as the Town Director of Planning and Zoning.

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

WHEREAS, because of the many important contributions that Director of Planning and Zoning John Scavo has made to the Town of Clifton Park, we honor him today; and

WHEREAS, John began his career with the Town of Clifton Park in April of 2008, serving for more than 18 years as Director of Planning, which evolved more recently into the Director of Planning and Zoning. A true leader and partner, John, was an integral part of countless initiatives and accomplishments on behalf of the Town Board, the Town Planning Board, multiple Town committees, and community groups to serve the residents of Clifton Park; and

WHEREAS, in 2008 John initiated a collaboration with the community to conduct the Town of Clifton Park Recreation Plan (2008-2010), with outside consultants, in a plan that led to many projects being implemented by the Town and its various park districts, including new and improved playgrounds across Town; and

WHEREAS, John had a clear vision of the importance of focused planning efforts for the Town Center Area. During his tenure John worked with the Town Board to ensure the Exit 9 area continued to attract business investment and redevelopment as well as expand the concept of focused housing in this area. Projects he led included the Town Center Area Land Use Master Plan (2012); and the follow-up Town Center Zoning project (2015). This eventually led to partnering the Town with the community including the Friends of Clifton Park Open Space, to engage in the purchase of a 37 -acre woodlands that the Town would transform into the Town Center Park, opening in 2022. This two-year project, overseen by John, brought the public and the Town officials into the planning room, sharing a vision and goals while creating an overall master plan; and

WHEREAS, John and his team worked passionately over the years securing outside funding for many types of transportation projects, implementing trails concepts from existing public plans and public interest, including the Crescent Road Trail project, the Moe Road Trail Gap project, and the Erie Canal Community Connector Trail within the Vischer Ferry Nature and Historic Preserve that reconnected Clifton Park to the Town of Halfmoon; and

WHEREAS, his tireless efforts to bring zoning projects and planned development districts to a reality, while coordinating and managing numerous grants, serving on the Highway Safety Committee and being an open and available partner to all Town Board members, Department Heads, and staff has been an inspiration to all who have worked with him; and

WHEREAS, taking the Town's internal processes forward into a more digital age has been a focus for John. Spearheading the utilization of Laserfiche for storing and searching archived

information for various document heavy departments while securing outside grants was a significant improvement for the Town to better serve residents. Along with this, John led the way in transitioning Town departments to Citizenserve software, implementing Granicus software to ensure residents could subscribe to “Clifton Park Connect” for digital Town news and updates, and bringing Spedsta software to the Senior Van department to update and enhance the Senior Van scheduling system; and

WHEREAS, his principal work in Planning led him to review more than 1,000 private development projects, serve as staff to the Planning Board for more than 375 regular Planning Board meetings, meet with private applicants and their consultants, residents, community groups, and Town staff, to listen to concerns, hear ideas, and offer guidance, direction and technical support. He has earned the appreciation and respect from landowners and developers alike for taking the time with them to determine what they could do with their property and how it would best serve the individual as well as the community; now, therefore, be it

RESOLVED, that on behalf of the people of Clifton Park, the Town Board awards the Key to the Town to John Scavo Jr. in recognition of his many accomplishments and contributions to the Town of Clifton Park. We honor his career, serving the community as the Director of Planning for over 18 years and we extend our best wishes to him as he continues in his future endeavors.

Cynthia Zlogar

From: Town of Clifton Park Official Website <info@cliftonpark.org>
Sent: Thursday, September 17, 2026 1:23 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 #3476

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

Department: Supervisor's Office
Your Name: Jean Spiegel
Your Email: jspiegel@cliftonpark.org
Sponsor: Phil Barrett
Agenda Session Date: 10/06/2026
Board Meeting Date: 10/06/2026
Alternate Date: 10/06/2026
Budget Number: na
Budget Description: na
Amount: 0
Brief Description: Resolution to award John Scavo the Key to the Town

Additional Comments/Details: Materials and proclamation to follow
Supporting Documents:
Agree to Terms: Agree

[unsubscribe](#)



RESOLUTION

#2

PHILIP C. BARRETT
Supervisor

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AGATHA REID
Councilwoman

ZABED MANIR
Councilman

•

NANCY R. BELLAMY
Councilwoman

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MARIO L. FANTINI
Councilman

Resolution No. ___ of 2026, a resolution to adopt a Local Law to prohibit the sale, distribution, possession for sale, and public display of kratom and kratom-derived products within the Town of Clifton Park.

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

WHEREAS, kratom is a substance derived from the leaves of the *Mitragyna speciosa* tree and is commonly marketed and sold as a “natural herbal supplement” in powdered, capsule, or extract form under various product names and brands; and

WHEREAS, the active compounds in kratom, including mitragynine and 7-hydroxymitragynine, act on opioid receptors in the brain and have been associated with stimulant, sedative, and opioid-like effects depending on dosage; and

WHEREAS, the U.S. Food and Drug Administration has issued multiple warnings regarding the safety of kratom, noting that it is not approved for any medical use, that there is insufficient evidence of its safety or effectiveness, and that it has been linked to serious adverse events including addiction, withdrawal symptoms, seizures, liver damage, and death; and

WHEREAS, Albany in New York State have or are considering taking formal action to ban or restrict the sale of kratom due to public health and safety concerns; and

WHEREAS, the unrestricted availability of kratom in retail establishments within the Town of Clifton Park poses potential risks to the health, safety, and welfare of residents, particularly young people and individuals seeking alternatives to regulated substances; and

WHEREAS, the Clifton Park Town Board has a responsibility to protect the public health and to take reasonable measures to prevent the distribution of substances that may contribute to substance misuse and related harms within the community; and

WHEREAS, on October 6, 2026, the Town Board of Clifton Park held a public hearing on a proposal to prohibit the sale, distribution, possession for sale, and public display of kratom and kratom-derived products within the Town of Clifton Park; and

WHEREAS, the public was given the opportunity to speak in favor of or against the proposed ban; now, therefore, be it

RESOLVED, that Local Law No. ___ of 2026, a local law to prohibit the sale, distribution, possession for sale, and public display of kratom and kratom-derived products within the Town of Clifton Park, per the attached, is hereby adopted; and be it further

RESOLVED, that this local law shall take effect immediately upon its adoption.

RE: A LOCAL LAW PROHIBITING THE SALE AND DISTRIBUTION OF
CONCENTRATED AND SYNTHETIC 7-HYDROXYMITRAGYNINE (7-
OH) KRATOM PRODUCTS IN THE TOWN OF CLIFTON PARK

BE IT ENACTED by the Town Board of the Town of Clifton Park, State of New York, as follows:

SECTION 1. LEGISLATIVE INTENT.

Kratom, a tropical tree (*Mitragyna speciosa*) native to Southeast Asia, contains multiple compounds (including mitragynine and 7-hydroxymitragynine) that act upon the same receptors in the brain as opioid drugs. These compounds produce similar effects as opioids, such as sedation, nausea, vomiting, constipation, physical dependence and withdrawal, and respiratory depression that may lead to death. There are no drugs approved by the U.S. Food and Drug Administration ("FDA") that contain kratom, and the FDA warns that kratom is not safe for use as a dietary supplement, citing the risk of serious adverse events such as liver toxicity, seizures, and substance use disorder. While 7-hydroxymitragynine occurs only in trace amounts in the natural kratom leaf, concentrated and synthetic 7-hydroxymitragynine ("7-OH") products now sold in retail stores contain this compound at levels far exceeding those found in the plant, producing potent opioid-like effects and a heightened risk of dependence, overdose, and death.

The Town Board finds that, to protect the health and safety of Town residents, products containing elevated concentrations of 7-hydroxymitragynine should not be sold or distributed in Dutchess County.

SECTION- 2. AUTHORITY.

This Local Law is enacted pursuant to New York Municipal Home Rule Law § 10(1)(ii)(a)(12), as it relates to the protection, order, conduct, safety, health, and well-being of Town of Clifton Park residents.

SECTION 3. DEFINITIONS.

(a) "Kratom" means any part of the plant *Mitragyna speciosa*, whether growing or not; any compound, manufacture, salt, derivative, mixture, or preparation of such plant; all chemical compounds and alkaloids derived from such plant, including but not limited to mitragynine and 7-hydroxymitragynine; and all synthetic and semi-synthetic derivatives of such plant, including but not limited to MGM-15, MGM-16, and mitragynine pseudoindoxyl, or any structural analogue of any such compound, derivative, mixture or alkaloid.

(b) "Kratom Product" means any product, good, article, or item containing, blended with, and/or derived from Kratom, including but not limited to extracts, tinctures, beverages, powders, capsules, tablets, foods, gummies, vapes, and prepackaged retail items.

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(d) "Prescription" means an official New York State prescription, an electronic prescription, an oral prescription, or an out-of-state prescription as those terms are used in Article 33 of the New York Public Health Law and Article 137-of the New York Education Law.

(e) "Prohibited 7-OH Product" means any Kratom or Kratom Product that contains 7-hydroxymitragynine at a level that exceeds two percent (2%) of the total alkaloids or one milligram (1 mg) per serving.

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SECTION 5. ENFORCEMENT AND PENALTIES.

This Local Law shall be enforced by the Town Code Officers. The Safety and Security Director working with the Town Attorney are authorized to take any and all other actions reasonable and necessary to enforce this law in accordance with the authority enumerated in the Town of Clifton Park Code including, but not limited to, conducting inspections; investigating all claims and violations; issuing all notices and orders; and any other processes that may be necessary in the enforcement of this law.

Any Person that sells, offers for sale, or distributes a Prohibited 7-OH Product to another Person shall be subject to a civil penalty of not more than one thousand five hundred dollars (\$1,500) for a first violation, and not more than three thousand dollars (\$3,000) for each subsequent violation. For purposes of this section, a violation shall be considered a subsequent violation if it occurs within thirty-six (36) months of a prior violation by the same Person. Where any such sale, offer for sale, or distribution is made to a person under twenty-one (21) years of age, the maximum civil

penalty for that violation shall be increased by five hundred dollars (\$500). Each sale, offer for sale, or distribution of a Prohibited 7-OH Product shall constitute a separate violation. These penalties do not apply in those circumstances in which the sale or distribution of a Prohibited 7-OH Product is not prohibited by this Local Law.

SECTION 6. SEVERABILITY.

Haw clause, sentence, paragraph, subdivision, section or part of this law of the application thereof to any person, individual, corporation, firm, partnership, entity, or circumstance shall be adjudged by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair, or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, section or part of this law, or in its application to the person, individual corporation, firm, partnership, entity, or circumstance directly involved in the controversy in which such order or judgement shall be rendered.

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SECTION 8. SEORA DETERMINATION.

It is hereby determined, pursuant to the provisions of the New York State Environmental Quality Review Act, ECL § 8-0101, et seq., and its implementing regulations, 6 NYCRR Part 617, that the adoption of this Local Law is a "Type II" Action within the meaning of 6 NYCRR §§ 617.5(c)(26) and (33), and, accordingly, is of a class of actions which do not have a significant impact on the environment and no further review is required.

SECTION 9. EFFECTIVE DATE.

This local law shall take effect immediately upon filing in the Office of the Secretary of State.



RESOLUTION

#3

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 a Local Law to amend the §73-33 and §208-7 of the Town Code to define and regulate short-term rentals in the Town of Clifton Park.

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

WHEREAS, the Town Board is aware that short-term rentals have become prevalent in Clifton Park and other communities, and

WHEREAS, short-term rentals are not currently regulated by the Town of Clifton Park, and

WHEREAS, on September 15, 2026, the Town Board of Clifton Park held a public hearing on a proposal to consider amendments to the Town Code regarding short-term rentals, and

RESOLVED, that Local No. ___ of 2026, a local law to amend §73-33 and §208-7 of the Town Code, per the attached, is hereby adopted; and be it further

RESOLVED, that this local law shall take effect immediately upon its adoption.

§208-7 Definitions and word usage

SHORT-TERM RENTAL

A short-term rental unit means an entire dwelling unit, or a room, group of rooms, other living or sleeping space, or any other space within a dwelling, made available for rent by guests for less than thirty (30) consecutive days, where the unit is offered for tourist or transient use by the short-term-rental host of the residential unit, and where such unit is located.

§73-1 Definitions.

SHORT-TERM RENTAL

A short-term rental unit means an entire dwelling unit, or a room, group of rooms, other living or sleeping space, or any other space within a dwelling, made available for rent by guests for less than thirty (30) consecutive days, where the unit is offered for tourist or transient use by the short-term-rental host of the residential unit, and where such unit is located.

§73-3.1 **SHORT-TERM RENTALS**

Short-term rentals shall be subject to the following requirements:

- A. A short-term rental may only be operated pursuant to a permit issued by the Town of Clifton Park Department of Building and Development.
- B. Any permit issued for a short-term rental shall only be valid for five (5) years from the date of issuance of the permit and may be renewable on an annual basis.
- C. Any property or parcel for which an owner seeks a permit shall be subject to an inspection by the Town of Clifton Park Department of Building and Development. Inspections shall be required on an annual basis. Such inspections shall include, but not be limited to, a fire inspection, an electrical inspection, and a septic system inspection if the property is served by private septic system. A certificate of inspection from a licensed engineer will be accepted in lieu of an inspection.
- D. Property owners may not advertise a short-term rental by placing a sign or other posting on the premises subject to the permit.
- E. The definition of Family as set forth in §208-7 of the Clifton Park Town Code shall apply to limit the occupancy of short-term rentals.
- F. Fees for permits shall be \$200 for a five (5) year period.
- G. Penalties: Any person convicted of the offense of a failure to comply with a notice of violation of the provisions of this chapter shall be subject to a fine of not less than \$500, nor more than \$1,000; for conviction of a second offense, both of which were committed within a period of five years, subject to a fine of not less than \$1,500 nor more than \$2,500; and, upon conviction for a third or subsequent offense, all of which were committed within a period of five years, subject to a fine of not less than \$5,000, nor more than \$10,000. Each week or part thereof that a violation continues shall be deemed a separate offense, and the violation shall be deemed to have commenced on the earlier of the date of, or the date contained in, the notice of violation.

§73-3.2 **REGISTRY**

[Any property in the Town of Clifton Park that is established as a "short term rental unit" at the-time of adoption of this local law, shall be exempt from the prohibitions and requirements established by this local law and shall be "grandfathered as an allowed use, further]

That the owners of the-said short term unit shall submit written proof of operation and use of such short term- rental unit to the Town Clerk of the Town of Clifton Park, establishing the use of their property as a short term rental unit, with proof to consist of rental contracts, receipts or some other written proof establishing the use of the property for this stated purpose. The Town Clerk shall maintain a registry of such properties, and dates of submittal of such proof, in the Town Clerk's office, with copies to be forwarded to the Department of Building and Development, which shall. maintain a companion registry.



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 awarding the Clifton Park Community Trails Connectivity and Active Transportation Plan project to Toole Design.

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

WHEREAS, the Town has constructed more than 17 miles of trails and continues to expand pedestrian infrastructure through public investment and the development process, and

WHEREAS, the proposed Town-wide trails master planning effort is intended to establish a comprehensive and implementable vision for Clifton Park's trail, sidewalk, bicycle, pedestrian and active transportation network, and

WHEREAS, at their September 9, 2026 meeting, the Town's Open Space, Trails and Riverfront Committee affirmed its support of such a town-wide public planning project, and

WHEREAS, a Request for Qualifications (RFQ) was solicited with a submission deadline of April 3, 2026, and a selection committee of six reviewers rated Toole Design as the top candidate of the four (4) RFQ responses received, and

WHEREAS, the selection committee evaluated the qualifications, experience, project approach, and demonstrated ability of each respondent to successfully complete the Community Trails Connectivity and Active Transportation Plan, and determined that Toole Design was the most qualified firm to provide the requested professional planning services, and

WHEREAS, Toole Design is a nationally recognized firm with extensive experience in active transportation planning and design, including GIS-based analysis, safety and ADA-focused planning, stakeholder engagement, and preparation of implementable, funding-ready transportation plans, making the firm well-suited to assist the Town in advancing the objectives of the Community Trails Connectivity and Active Transportation Plan, and

WHEREAS, pursuant to the Town's qualifications-based procurement process, the Town wishes to authorize staff to implement the scope of services and project schedule, with Toole Design, for the proposed professional services agreement presented to the Town Board for approval; now, therefore, be it

RESOLVED, that the Town Board of Clifton Park authorizes the awarding of the Clifton Park Community Trails Connectivity and Active Transportation Plan project to Toole Design, Hartford, Connecticut; and be it further

RESOLVED, that the Comptroller is authorized to utilize the Parkland Reserve account for an amount not to exceed \$40,000 for Tasks 1, 2 and 3, of the Town-wide master plan effort for fiscal year 2026; and be it further

RESOLVED, that additional funding for subsequent tasks will require Town Board authorization for fiscal year 2027 funding.



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 scheduling a Public Hearing on Tuesday, October 20, 2026, at 7:02pm related to the proposed consideration of the renewal of a franchise agreement with Spectrum Northeast, LLC. for cable television service in the Town of Clifton Park.

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

WHEREAS, an application for the grant of a renewal of the franchise agreement for cable television service in the Town of Clifton Park has been received from Spectrum Northeast, LLC, and

WHEREAS, the Town Board of the Town of Clifton Park desires that a Public Hearing be held for the purpose of considering a proposed renewal of the franchise agreement for cable television service in the Town of Clifton Park; now, therefore, be it

RESOLVED, that Public Hearing will be held by the Town Board of the Town of Clifton Park on Tuesday, October 20, 2026, at 7:02pm, in the Wood Memorial Meeting Room, Town Hall, One Town Hall Plaza, Clifton Park, New York, for the purpose of considering a renewal franchise agreement for cable television service in the Town of Clifton Park with Spectrum Northeast, LLC; and be it further

RESOLVED, that the Town Clerk is hereby directed to publish notice of said Public Hearing in the official newspaper of the Town and take any other actions necessary to provide proper notice to the public pursuant to applicable laws and regulations.



RESOLUTION

#6

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 appoint an interim Director of Planning and Zoning.

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

WHEREAS, due to the resignation of John Scavo, an opening exists for a Director of Planning and Zoning; now therefore be it

RESOLVED, that Melinda Acker is appointed Interim Director of Planning and Zoning, effective September 25, 2026; and be it further

RESOLVED, that this appointment is effective until such time as a permanent Director is appointed by the Town Board to fill this position.



RESOLUTION

#7

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 of the Director of Safety & Security.

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

WHEREAS, a vacancy exists for a permanent Director of Safety and Security, and

WHEREAS, Town Board members have interviewed Darren Semprebon, Clifton Park, NY, and have recommended that Mr. Semprebon be hired to fill the position of Director of Safety and Security; now, therefore, be it

RESOLVED, that the Town Board authorizes the hiring of Darren Semprebon, provisionally, pending civil service certification, as Director of Safety and Security, to be paid at Grade 8, Step 3, Salary of \$77,593, \$42.47 per hour from A-3010-E0256 (General Fund – Safety & Security – L. Pasquarell), based on the attached Schedule, effective immediately.

Cynthia Zlogar

From: Town-of Clifton Park Official Website <info@cliftonpark.org>
Sent: Tuesday, September 29, 2026 3:35 PM
To: Cynthia Zlogar; Phil Barrett; Jean Spiegel; Mark Heggen; Darlene Allen; Zabed Manir; Agatha Reid; Christine Pagniello; Walter Smead; Kelly Miller; Nancy Bellamy; Mario Fantini; Kevin Dailey; Caitlin Fantini; hd; Megan Babendreier
Subject: New Employee Resolution Request #3491

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

Department: Supervisor's Office
Your Name: Jean Spiegel
Your Email: jspiegel@cliftonpark.org
Sponsor: Phil Barrett
Agenda Session Date: 10/06/2026 ✓
Board Meeting Date: 10/06/2026 ✓
Alternate Date: 10/06/2026
Budget Number: A-3010-Exxx
Budget Description: Safety and Security
Amount: tbd
Brief Description: An opening exists for Safety and Security Director. Internal Candidate Darren Semprebon has been interviewed by the Board and has the qualifications and experience befitting the position. This position will be filled provisionally pending Saratoga County Civil Service exam.
Additional Comments/Details: none
Supporting Documents:
Agree to Terms: Agree

[unsubscribe](#)

Town of Clifton Park
Salary Allocation

		Grade	Step	Year	2026 Hourly Rate	Weeks to End of Year	Hours	Projected to End of Year
Darren	Semprebon	8	3	1	42.47	11.8	35	\$ 17,540.11
Rounded to:								<u>\$ 17,500.00</u>

From:	A-03010-E0256	Safety Office - L Pasquarell	\$ 17,500.00
To:	A-03010-E6508	Safety Office - D Semprebon	<u>\$ 17,500.00</u>
			<u>\$ -</u>



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 appointing Raoul Desy as a member of the Environmental Conservation Commission.

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

WHEREAS, due to David Alexander's relocation out of state, a vacancy exists on the Environmental Conservation Commission (ECC), and

WHEREAS, based on his expertise and experience, Deputy Supervisor Agatha Reid has recommended Raoul Desy, Clifton Park, to fill the position, and

WHEREAS, Mr. Resy previously served on the ECC from 2009-2022 and his presence on the Commission will confer a benefit to the Town of Clifton Park, now, therefore be it

RESOLVED, that Raoul Desy is hereby appointed to the Environmental Conservation Commission for the remainder of a two-year term, term to expire December 31, 2026.

Cynthia Zlogar

From: Town of Clifton Park Official Website <info@cliftonpark.org>
Sent: Saturday, September 26, 2026 5:16 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 #3484

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

Department: Town Board

Your Name: Agatha Reid

Your Email: areid@cliftonpark.org

Sponsor: Agatha Reid

Agenda Session Date: 10/06/2026 ✓

Board Meeting Date: 10/06/2026 ✓

Alternate Date: 10/20/2026

Budget Number: NA

Budget Description: NA

Amount: 0

Brief Description: Appoint Raoul Desy to the ECC

Additional Comments/Details: An opening exists on the ECC due to David Alexander relocating out of state. Raoul Desy had previously served on the ECC from 2009 to 2022 and wishes to contribute to the ECC again. He brings a lot of valuable knowledge and experience as a former professional engineer for NYDOT. He also served in the Navy from 1995 to 2003.

Supporting Documents:

Agree to Terms: Agree

[unsubscribe](#)



RESOLUTION

#9

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 continuation of the Town's support of the Monarch Butterfly conservation and the proclamation of October 11th as Town Monarch Day.

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

WHEREAS, the monarch butterfly is an iconic species whose populations have declined significantly due to habitat loss, climate change, and pesticide use; and

WHEREAS, cities, towns, and villages have a critical role to play in helping to save the monarch butterfly, and the National Wildlife Federation's Mayor's Monarch Pledge provides a framework for municipalities to take meaningful action in support of pollinator conservation; and

WHEREAS, by Resolution No. 127 of 2026, the Town has committed to participating in the Mayor's Monarch Pledge and authorized Deputy Supervisor Agatha Reid, on behalf of the Town, to sign the Pledge, advancing local efforts that support monarch butterflies and other pollinators; and

WHEREAS, the Town will engage with local and regional partners, including environmental organizations, gardening groups, and other community stakeholders, to support pollinator conservation efforts; and

WHEREAS, the Town will support and continue efforts to remove invasive species and promote the re-establishment of native habitats that benefit monarch butterflies and other pollinators; and

WHEREAS, the Town will incorporate pollinator conservation strategies into relevant municipal planning efforts, including parks, sustainability, and climate resiliency initiatives; and

WHEREAS, these actions build upon ongoing efforts within the Town, including work led by the Clifton Park GREEN Committee, the Clifton Park Tree Committee and the Clifton Park Open Space, Trails and Riverfront Committee and community volunteers to enhance and protect pollinator habitats in public spaces; now, therefore, be it

RESOLVED, that the Town Board of Clifton Park hereby declares October 11, 2026, as Town Monarch Day and reaffirms its commitment to supporting monarch butterfly conservation through public awareness, community partnerships, habitat restoration, and long-term planning efforts.

Cynthia Zlogar

From: Town of Clifton Park Official Website <info@cliftonpark.org>
Sent: Tuesday, September 22, 2026 3:38 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 #3479
Attachments: a81c0e2e58297c24_Res127.2026_Monarch_Butterfly_Pledge.pdf

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

Agenda Session Date: 10/06/2026 ✓

Board Meeting Date: 10/06/2026 ✓

Alternate Date: 10/06/2026

Budget Number: n/a

Budget Description: n/a

Amount: n/a

Brief Description: A resolution authorizing the continuation of the Town's support of the Monarch Butterfly conservation and the proclamation of October 11 as "Town Monarch Day".

Additional Comments/Details: n/a

Supporting Documents:

[a81c0e2e58297c24_Res127.2026_Monarch_Butterfly_Pledge.pdf](#)

Agree to Terms: Agree

[unsubscribe](#)

Resolution No. 127 of 2026, a resolution authorizing the continuation of the Town's support of the Monarch Butterfly conservation and authorizing Deputy Supervisor Agatha Reid to sign the Mayors' Monarch Pledge.

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

WHEREAS, the Clifton Park GREEN Committee, the Clifton Park Tree Committee, and the Clifton Park Open Space, Trails, and Riverfront Committee have discussed and support the efforts of the Town of Clifton Park to participate in the National Wildlife Foundation's Mayors' Monarch Pledge program to create public awareness and support for creating and sustaining habitats that support Monarch Butterflies, and

WHEREAS, the Town of Clifton Park has established a butterfly meadow area with educational signage in the center of the community on the public lands at the northwest area of the 146/146A roundabout; and

WHEREAS the Town of Clifton Park GREEN Committee has delivered multiple programs to advance the importance of pollinator habitat, including but not limited to free tree seedling giveaways over the years; and the development of a Pesticide-Free Landscaping Course through Northeast Organic Farmers Association (NOFA) during a week-long certification program delivered in February 2020 at the Clifton Park-Halfmoon Public Library to residents, landscaping businesses, and local institutions with the support of a state grant;

WHEREAS, the Town of Clifton Park Tree Committee has led the community in supporting native wildlife habitat, and has helped the Town of Clifton Park secure Tree City USA designation for five years in a row to date, through a National Arbor Day program; and

WHEREAS, the Town of Clifton Park Open Space, Trails & Riverfront Committee for 20 years has been a proponent of and implemented meadow habitat management (for butterflies, birds, and small mammals that thrive in meadow habitats) in close consultation with and in support of the Town of Clifton Park at multiple locations on town-owned parks and nature preserves including: the front meadow at Garnsey Park, Veterans Memorial Park, and the town lands at the Town's Transfer Station on the slopes of the capped landfill;

WHEREAS, the Longkill #2 Park District has established a butterfly garden area at the George T. Smith Park and is interested in expanding the garden areas in the future in support of pollinator friendly plantings; and

WHEREAS, the Town of Clifton Park has demonstrated extensive community support over time through these various initiatives to date for supporting habitat for the monarch butterfly and other pollinators; now, therefore, be it

RESOLVED the Town of Clifton Park Town Board is committed to pledging continued support of Monarch Butterflies in monarch butterfly conservation, and to collaborating with community groups, schools, and the overall public and engaging residents with creating more

pollinator-friendly habitats through the community, and therefore, the Town Board hereby authorizes Deputy Supervisor Agatha Reid on behalf of the Town of Clifton Park to sign the Mayors' Monarch Pledge and receive community recognition on the National Wildlife Federation's website, <https://www.nwf.org>.

ROLL CALL VOTE

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

Noes: None

DECLARED ADOPTED

April 21, 2026

Caitlin Fantini, Town Clerk



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 appointing Allen Craver as Chairman of the Fire Code Appeals Board.

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

WHEREAS, a vacancy exists for the Chairman of the Fire Code Appeals Board as the current Chairman, Aaron Cote, resigned his Chairmanship, while retaining his membership, when he was hired provisionally as Fire Code Enforcement Officer for the Building and Development Department by Resolution No. 261 of 2026, and

WHEREAS, John DeSimone, Chief, Bureau of Fire Prevention for the Town, has recommended that Mr. Craver, a current member of the Fire Code Appeals Board, be appointed for the remainder of Aaron Cote's Chairmanship term, term to expire on December 31, 2026; now, therefore, be it

RESOLVED, that Allen Craver is hereby appointed Chairman of the Fire Code Appeals Board, term to expire December 31, 2026.

Cynthia Zlogar

From: Town of Clifton Park Official Website <info@cliftonpark.org>
Sent: Friday, September 4, 2026 12:12 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; hd; Megan Babendreier
Subject: New Employee Resolution Request #3461

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

Department: Building and Development Department

Your Name: John DeSimone

Your Email: jdesimone@cliftonpark.org

Sponsor: Phil Barrett

Agenda Session Date: 09/15/2026 ✓

Board Meeting Date: 10/06/2026 ✓

Alternate Date: 10/20/2026

Budget Number: N/A

Budget Description: N/A

Amount: N/A

Brief Description: Due to the new hire of Aaron Cote he will no longer be able to serve as Chair for Fire Code Appeals Board. Existing member Allen Craver has stated he will finish Aaron Cotes term as Chairman, ending 12/31/26

Additional Comments/Details: N/A

Supporting Documents:

Agree to Terms: Agree

[unsubscribe](#)

Resolution No. 261 of 2026, a resolution approving the provisional appointment of Aaron Cote as Fire Code Enforcement Officer in the Building and Development department.

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

WHEREAS, by Resolution No. 219 of 2026, the Town Board authorized the addition of a Fire Code Enforcement Officer position for the Building and Development department, and

WHEREAS, a job posting for this position was advertised on July 8, 2026, and

WHEREAS, after interviewing Mr. Cote, Wade Schoenborn, Director of Building and Development, has recommended that Mr. Cote fill the position of Fire Code Enforcement Officer, and

WHEREAS, the appointment is provisional pending the next sitting for the civil service testing for this position; now, therefore, be it

RESOLVED, that the Town Board, hereby authorizes the provisional hiring of Aaron Cote, pending civil service examination, to fill the position of Fire Code Enforcement Officer, Grade 7, Step 1, Year 1 (\$40.09/hour - \$73,244/year), effective August 31, 2026, as per the attached Schedule A.

ROLL CALL VOTE

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

Noes: None

DECLARED ADOPTED

August 18, 2026

Caitlin Fantini, Town Clerk



RESOLUTION

#11

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 purchase of a snowblower attachment for Buildings and Grounds Department purposes from Grassland Equipment under Sourcewell Contract #112624-TTC.

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

WHEREAS, Daniel Clemens, Director of Buildings, Parks and Recreation, has requested authorization for the purchase of a snowblower for the Buildings and Grounds Department per the attached, and

WHEREAS, the equipment is available under Sourcewell Contract #112624-TTC, in an amount not to exceed \$7,866 including dealer assembly charges, and

WHEREAS, Mr. Clemens has recommended that the snowblower be purchased to best meet the needs of the department as the current snowblower attachment is nearing the end of its useful life, and

WHEREAS, the equipment is available from Grassland Equipment, Latham, NY; now, therefore be it

RESOLVED, that the Buildings and Grounds Department is authorized to purchase one snowblower attachment, per the attached, and be it further

RESOLVED, that the Town Board hereby authorizes the purchase under Sourcewell Contract #112624- TTC, in an amount not to exceed \$7,866, to be paid with funds from A-7629-200 (General Fund – Trails – Equipment).

Cynthia Zlogar

From: Town of Clifton Park Official Website <info@cliftonpark.org>
Sent: Thursday, September 17, 2026 8:32 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 #3473
Attachments: b2062b8b4ee1195b_Snow_blower_attachment_for_Dingo_-_9.17.26.pdf

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: 10/06/2026 ✓

Board Meeting Date: 10/06/2026 ✓

Alternate Date: 10/20/2026

Budget Number: A-7629-200

Budget Description: General Fund - Trails - Equipment

Amount: \$7,865.29

Brief Description: Purchase a new snow blower attachment from Grassland equipment under Sourcewell contract #112624-TTC

Additional Comments/Details: This is to replace the snowblower attachment we have been using for several years now. It is worn out.

Supporting Documents:

[b2062b8b4ee1195b_Snow_blower_attachment_for_Dingo_-_9.17.26.pdf](#)

Agree to Terms: Agree

[unsubscribe](#)



4536 Morgan Place
Liverpool, New York
Phone: 1-315-457-0181
Parts Fax: 1-800-950-4342
Office Fax: 1-315-457-0312



Count on it.



892-898 Troy Schenectady Rd
Latham, New York
Phone: 1-518-785-5841
Parts Fax: 1-800-950-4342
Office Fax: 1-518-785-5740

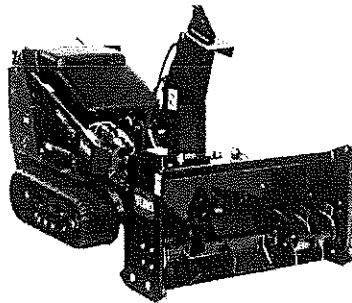
QMS Quote #	
Date:	14-Sep-26
Inquiry Date:	
Prices Subject to Change	Quote Expires in 30 Days
Estimated Delivery:	Varies by Product
Terms:	
Shipped Via:	Truck
Height of Cut:	
Purchase Order #	
Ship to Zip Code	

To: Customer Name: Town of Clifton Park
Address:
City State Zip Clifton Park, NY
Attn: Kieran Lynch
Phone: 518-888-4779
Email Contact: klynch@cliftonpark.org

In Response to your inquiry, we submit the following Quotation;
Purchase Orders should list the Vendor as Grassland Equipment & Irrigation Corp.

Salesman	Brett Belden
Cell Phone	518-857-9870
Email	bbelden@grasslandcorp.com
Sourcewell Contract #112624-TTC	

Qty	Model Number	Description	2025 Sugg. Retail Price	Contract Price	Extension
1	22585	Snow Thrower	\$9,025.00	\$7,490.75	\$7,490.75



*Snowblower Only

1	101-SETUP	Commercial Set Up	\$ 374.54	\$ 374.54	\$374.54
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NOTES		TOTALS	
Delivery Contact Name		Equipment Total @ MSRP	\$9,025.00
Delivery Contact Phone Number		Discount	(\$1,534.25)
Due to the global supply chain, lead times may be substantially longer than normal. Grassland will strive to deliver products in a timely manner, but cannot guarantee lead times. Product pricing for this quote is based off of current manufactures list pricing, which may change prior to delivery. Grassland agrees to maintain the quoted discount percentages in the event MSRP increases. You will be notified of any price changes prior to delivery and may cancel the order without penalty at that time.		Total Equipment	\$7,490.75
		Toro Protection Plus	\$ -
		Trade Ins	\$ -
		Set Up	\$ 374.54
		Total	\$7,865.29
Customer Acceptance	Date:		\$7,865.29



RESOLUTION

#12

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 purchase of a 9-foot stainless steel dump body for the Department of Buildings & Grounds to be installed on their 2021 Chevy Dump Truck.

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

WHEREAS, Daniel Clemens, Director of Buildings, Parks and Recreation, has requested authorization to purchase a stainless-steel dump body, and

WHEREAS T&T Sales, Inc., Latham, NY, provided the lowest responsive quote for the dump body, per the attached, at a total cost not to exceed \$12,651, and

WHEREAS, Mr. Clemens has recommended the equipment be purchased from T&T Sales, Inc.; now, therefore, be it

RESOLVED, that the Town Board hereby authorizes the Director of Buildings, Parks and Recreation to purchase a 9-foot stainless steel dump body from T&T Sales, Inc., Latham, NY in a total amount not to exceed \$12,651, to be paid from A-7110-022 (General Fund – Buildings & Grounds – Vehicle Expense).

Cynthia Zlogar

From: Town of Clifton Park Official Website <info@cliftonpark.org>
Sent: Wednesday, September 30, 2026 9:07 AM
To: Cynthia Zlogar; Phil Barrett; Jean Spiegel; Mark Heggen; Darlene Allen; Zabed Manir; Agatha Reid; Christine Pagniello; Walter Smead; Kelly Miller; Nancy Bellamy; Mario Fantini; Kevin Dailey; Caitlin Fantini; Megan Babendreier
Subject: New Resolution Request #3493
Attachments: 5b983544502cd7fe_9-foot_stainless_steel_dump_body_-_21_Chevy_-_res_packet_9.30.26.pdf

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: 10/06/2026 ✓

Board Meeting Date: 10/06/2026 ✓

Alternate Date: 10/20/2026

Budget Number: A-7110-022

Budget Description: General Fund - Buildings & Grounds - vehicle expense

Amount: \$12,651.00

Brief Description: Purchase and installation of one new 9-foot stainless steel dump body from T&T Sales.

Will be installed on our 2021 Chevrolet 1-ton dump - replacing the steel body currently on the truck.

T&T has this dump body in stock.

Additional Comments/Details: Request same day meeting to get the body installed before we have to put the salter on.

Supporting Documents:

[5b983544502cd7fe_9-foot_stainless_steel_dump_body_-_21_Chevy_-_res_packet_9.30.26.pdf](#)

Agree to Terms: Agree

[unsubscribe](#)

Town of Clifton Park
Buildings & Grounds

Quote Cover Sheet

Date: September 28, 2026

Description: furnish and install one (1) 9-foot stainless steel
dump body on our 2021 Chevy Dump truck.

Vendor #1: T&T Sales, Inc. - \$12,651.00 *

Vendor #2: Dejana Truck & Utility Equipment - \$22,791.05

Vendor #3: Unicell van bodies and truck equipment - \$20,353.49

Vendor #4:

Vendor #5:

Vendor #6:

Comments:

Decision: T&T Sales - \$12,651.00



T&T SALES INC.
411 OLD NISKAYUNA ROAD
LATHAM, NY 12110
PHONE: 518.785.5591
EMAIL: SALES@TNTBODYKING.COM

Quote
#Q3100
9/10/2025

CUSTOMER INFO:

TOWN OF CLIFTON PARK *
ONE TOWN HALL PLAZA
CLIFTON PARK NY 12065
United States

\$12,651.00

EXPIRES: 12/31/2026

SALES REP	REFERENCE	YEAR	MAKE	MODEL	GVW
DANIEL R RADTKE					

Item	Unit Price	Total Amount
------	------------	--------------

WE ARE PLEASED TO SUBMIT A QUOTE FOR THE FOLLOWING EQUIPMENT:	\$0.00	\$12651.00
---	--------	------------

FURNISH AND INSTALL

- GALION (103U9) 9' DUMP BODY WITH 13" SIDES AND 19" TAILGATE
- RE-USE EXISTING HOIST AND CONTROLS
- 1/4 CAB SHIELD
- 6" STRUCTURAL STEEL LONG SILLS
- 3" STRUCTURAL STEEL CROSSMEMBERS 12" O.C.
- 7GA. HARDOX FLOOR
- BODY RAISE KIT AND BACKUP ALARM
- ALL NECESSARY D.O.T. LIGHTING AND REFLECTORS
- POLISHED STAINLESS STEEL FINISH

NOTE: ABOVE PRICE INCLUDES REMOVING THE EXISTING DUMP BODY	\$0.00	INCLUDED
--	--------	----------

IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO GIVE ME A CALL. THANK YOU FOR THE OPPORTUNITY TO QUOTE YOU ON THIS EQUIPMENT.

	\$0.00	INCLUDED
--	--------	----------

Prices may not reflect any applicable federal or state taxes. All special orders may require a non-refundable deposit. Due to supplier price changes and (or) product availability, this quote is subject to change at any time. Giving your approval assumes agreement to these terms.

TOTAL LESS TAX \$12,651.00

Customer Signature: _____

T&T



Q3100

DEJANA

Truck and Utility Equipment

QUOTE



New York, New England, Mid Atlantic
& Greater Philadelphia
490 Pulaski Rd Kings Park, NY 11754
Phone(631)544-9000 Fax(631)544-3501
WWW.DEJANA.COM

QUOTE #	CBO000506
DATE	9/25/2026

BILL TO: TOWN OF CLIFTON PARK
KIERAN LYNCH
1 TOWN HALL PLAZA
CLIFTON PARK NY 12065

SHIP TO: TOWN OF CLIFTON PARK
KIERAN LYNCH
1 TOWN HALL PLAZA
CLIFTON PARK NY 12065

Phone: 5183716651
Fax: 15183711136
Email: KLYNCH@CLIFTONPARK.ORG

Phone: (000) 000-0000
Fax: 15183711136

SALESPERSON	REFERENCE	P.O. REQUIRED	QUOTE VALID UNTIL	STD/CUSTOM
		No	10/25/2026	CSTM

MAKE:	CHEVROLET	MODEL:	3500 CHASSIS CAB	YEAR:	2021	SRW/DRW:	DRW
CAB TO AXLE:	60.0	WHEELBASE:	146.0	VIN:			
STOCK/ORDER NUMBER:	TT			TOTAL WEIGHT (LBS) OF ALL QUOTED ITEMS: 2281.7			

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	RUGBY 9' 2-3 YARD STAINLESS STEEL ELIMINATOR LP DUMP BODY, 96" O.D. WIDTH ***** 3/16" AR450 STEEL FLOOR ***** *DOUBLE WALLED STAINLESS STEEL SIDES (10GA INSIDE/12GA OUTSIDE) AND ENDS *12" HIGH SIDES *18" TAILGATE HEIGHT *ENTIRE EXTERIOR 201 #4 STAINLESS STEEL *3/16" AR400 CROSS MEMBERLESS STEEL FLOOR, ONE PIECE, SEAMLESS *RADIUSED SIDE AND TAILGATE BRACING *SLOPED TAILGATE *LED OVAL RECESSED STOP/TURN/TAIL LIGHT ASSY *LED MARKER LIGHTS *STAINLESS STEEL EZ- LATCH (PATENTED) TAILGATE RELEASE *8" STRUCTURAL LONG SILLS *INSTALLED (NATURAL STAINLESS STEEL FINISH) INCLUDED:		
1	1/4 CABSHIELD FOR 2/3 & 3/4 YARD SS RUGBY DUMP BODY 15" D		
1	DYNAPRO 4016 DOUBLE ACTING ELECTRIC/HYDRAULIC HOIST CLASS 40 HOIST, 5.5" BORE, 16" STROKE, 2" DIAMETER ROD 10.6T CAPACITY 9' BODY		

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
	HAND HELD CONTROLLER		
1	POWER UNIT CABLE FOR HOIST, REGULAR CAB, FORD, CHEVY, GMC		
1	MANUAL TARP AND ROLLER WITH RATCHETING HANDLE AND REAR RETENTION BAR 8'-11' BODY		
1	TARP HOOK KIT FOR STAINLESS DUMP BODY		
1	REMOVE BODY OFF OF CUSTOMER'S TRUCK		
1	DISPOSE OF CUSTOMER'S DUMP BODY TAKEN OFF OF TRUCK		
1	CUSTOMER PICKUP AT OUR LOCATION		

SUBTOTAL	\$22,791.05
DISCOUNT	\$0.00
SALES TAX	\$0.00
TOTAL	\$22,791.05

Suggested Items:

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE	CIRCLE YES IF TO BE ADDED
				Yes

- ◆ IF YOU WANT ANY OF THE SUGGESTED ITEMS CIRCLE YES FOR THAT ITEM
- ◆ SURCHARGES AND/OR REQUOTE MAY BE REQUIRED WHEN CHASSIS IS SERIALIZED OR SCHEDULED.

Customer must fill out the information below before the order can be processed...

Quote # **CBO000506**

Accepted by:	Date:	PO#:
Please Fill In All Truck Information		
Dejana Pool Chassis ☐	Dealer Chassis ☐	Dealer Drop Ship Chassis ☐
Make _____ Model _____ Color _____		
Stock # _____ Factory Order # _____ VIN _____		
Year _____ Ready for Pickup (if dealer chassis) Yes ☐ No ☐		

IF DEALER CHASSIS, PLEASE ATTACH DORA/SPEC SHEET OR FACTORY INVOICE.

FORD CHASSIS WITH A DIESEL ENGINE AND A 26.5 GALLON MIDSHIP TANK MAY REQUIRE BODY MODIFICATIONS AT ADDITIONAL COST

- ◆ PLEASE SIGN AND INCLUDE PO IF REQUIRED AND EMAIL TO DEJANASALES@DEJANA.COM
- ◆ OR FAX BACK TO 631-544-3501
- ◆ Labor and installation are included in all pricing.
- ◆ Quoted price does not include any applicable taxes.
- ◆ Terms are Due Upon Receipt unless prior credit arrangements are made at the time of order.
- ◆ Please note if chassis is furnished, it is as a convenience and terms are Net Due on Receipt of Chassis
- ◆ A deposit may be required for orders with non-stock bodies
- ◆ To our valued customers with an account: invoice amount is for cash, check or ach payment.
An additional 2% processing fee will be applied to credit card payments.

Due to unforeseen increases in lead times by all suppliers on custom bodies and equipment, dealers should calculate 180 days of floor plan expense (from receipt of chassis) into their cost calculations.

Notes:

NEW HITCH PLATE NOT INCLUDED WITH QUOTE, RE-USE EXISTING

SALES QUOTE



170 Cordell Rd.
Schenectady New York 12303
Phone:

QUOTE #: DQ008034-1
P.O. NUMBER: TOWN OF CLIFTON PARK
PREPARED ON: 9/29/2026

BILL TO Credit Card Tax Exempt

SHIP TO CPU_ALB-Credit Card Tax Exempt
170 Cordell Rd.

United States

Schenectady New York 12303
United States

INFORMATION	PAYMENT DETAILS
-------------	-----------------

Salesperson:

Payment Terms

Contact:

Status: Open

Expires On: 10/29/2026

Chassis Details

Drop Ship DropShip
Year 2021
Wheelbase 146.3
CA 60
GVWR 14000
Engine Type Gas
Color White
Division TE
Body Type Dump Body
Make Chevrolet
Model 3500
Chassis Cab Chassis
Cab Regular
Rear Axle DRW
Drive Train 4X4

COMMENTS

Header Comments:

Terms Comments:

Pricing Comments: PRICING FOR REMOVAL IS ESTIMATED. PRICE MAY CHANGE DUE TO CONDITION OF BODY/VEHICLE.

QUOTE #: DQ008034-1

Line Number	Product	Quantity	UOM	Price
1	FG-DumpUpfit	1	EA	19,483.49
	Description			Each
	Finished Good_Dump Body Upfit			19,483.49

Additional Configuration Details

Name	Value	Description
Chassis	DS-Chev	Dropship Chassis, Chevrolet OEM
Truck Body	DB-PCS-9-3-SS-U-QCS-I	9' 3YD STAINLESS STEEL ALL 10 AND 12 GAUGE CONSTRUCTION- SIDES/FRONT AND REAR 1/4" TRAPEZOIDAL LONG SILLS 7-GAUGE STAINLESS STEEL-#201 STAINLESS DOUBLE WALL CONSTRUCTION SIDES - POLISHED #201 STAINLESS 17" SIDES AND 23" TAILGATE - POLISHED #201 STAINLESS 1/4 CAB SHIELD WITH SCREEN WINDOW - POLISHED #201 STAINLESS BOXED TOP RAILS EXCLUSIVE QUICK LATCH TAILGATE MECHANISM ELECT/HYD., D/A, SCISSORS TYPE HOIST. - APPROX. CAPACITY 9 TON, INSTALLED

Summary Details

Manufacturer	Airflo
Body Material	Stainless
Sides	Fixed
Cab Shield	Installed 14" Quarter Cab Shield Stainless Steel
Body Model	Installed-PCS-9-3-SS-U-QCS
Hydraulic	Installed Electric Hydraulic

Line Number	Product	Quantity	UOM	Price
2	U00018-I	4	EA	870.00
	Description			Each
	Body Removal and Disposal / Hour			217.50

All prices are in USD

Item Subtotal	20,353.49
Additional Discount	0.00

THANK YOU FOR YOUR BUSINESS!

QUOTE #: DQ008034-1

Discounted Subtotal		20,353.49
Tax	0.00%	0.00
Labor Tax	0.00%	0.00
Shipping and Handling		0.00
Other Charges		0.00
Total		20,353.49

All units, quantities, and accessories have been verified and accepted by the undersigned for purchase.

Accepted By: _____

Date: _____

THANK YOU FOR YOUR BUSINESS!



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 declaring a public emergency pursuant to General Municipal Law Section 103(4) for a repair to a trunk line failure of the Bear Brook sewer line.

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

WHEREAS, on July 12, 2026, the Clifton Park Sewer Department received a call from the Town's manhole water level monitoring device that the Bear Brook trunk sewer line was overflowing at the Bear Brook stream crossing located near Tallowood Drive. The Town mobilized and was able to get a bypass pumping system in place on July 13, 2026. There were attempts to clean and jet the gravity sewer line, but it appears to have pushed the clog further downstream and the gravity sewer line is not currently in operation, and

WHEREAS, the Town Sewer Department mobilized considerable resources and contractors to gain access to, evaluate and repair the trunk sewer, and

WHEREAS, Section 103(4) of the NYS General Municipal Law provides that in cases of an emergency situation arising from unforeseen circumstances affecting public property or the health or safety of the public, the Town Board may authorize the purchase of service, material and equipment without competitive bids, and

WHEREAS, Mike O'Brien, Collection Systems Manager, engaged KB Engineering, P.C. to oversee the outside contractors and the work being done for proper construction and repair, with a total cost not yet determined as repair work is ongoing; now therefore, be it

RESOLVED, that the Town Board determines that the resulting damage to the Bear Brook trunk sewer line within the Clifton Park Sewer District #1, as determined on July 12, 2026, constitutes an emergency for procurement purposes under Section 103(4) of General Municipal Law and the costs to be paid through G7-08111-00021, with transfers from Assigned Fund Balance G7-00915.

Cynthia Zlogar

From: Town of Clifton Park Official Website <info@cliftonpark.org>
Sent: Thursday, September 10, 2026 11:36 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 #3468
Attachments: b8615ae838326758_bearbrook_emergency.xlsx;
6cb8272b941bb2bc_BEARBROOK_NOV_RESPONSE_LETTER_2026.pdf;
0e9431111af5677e_Bearbrook5day26.pdf

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

Department: Sewer

Your Name: Michael O'Brien

Your Email: mobrien@cliftonpark.org

Sponsor: Barrett

Agenda Session Date: 09/15/2026 ✓

Board Meeting Date: 10/06/2026 ✓

Alternate Date: 10/06/2026

Budget Number: G7-8111-21

Budget Description: Sewer Emergency

Amount: ~\$300,000

Brief Description: Resolution to Declare an Emergency. Town of Clifton Park Sewer District 1 experienced a trunk line failure of the Bearbrook Sewer requiring extensive emergency work to gain access to, evaluate, and repair trunk sewer. The Clifton Park Sewer Department has mobilized considerable resources to build a road, a stream crossing, and turnarounds within the Bearbrook corridor in coordination with the NYSDEC. The Sewer was mechanically bypassed during this time as repairs were not possible due to access. Road had been completed, the sewers were cleaned, dewatered, and camera inspected by the Town of Clifton Park Sewer Department and the area of failure was identified as well as a significant section of compromised pipe. Town Contractors repaired failure and the compromised section from manhole bb5-bb6 is being replaced. All work was subject to prevailing wage and prime engineering was contracted to oversee the contracts and work being done for proper construction. Sewers are expected to return to normal operation by end of September.

Additional Comments/Details: Additional information to be provided. Overall Cost is an estimate as work has not finished.

Supporting Documents:

[b8615ae838326758_bearbrook_emergency.xlsx](#)

[6cb8272b941bb2bc_BEARBROOK_NOV_RESPONSE_LETTER_2026.pdf](#)

[0e9431111af5677e_Bearbrook5day26.pdf](#)

Agree to Terms: Agree

[unsubscribe](#)

BEAR BROOK CT. SEWER EMERGENCY

Costs as of 9/10/26

INVOICE	DATE	VENDOR	DESC	AMT
4015` 0356	401510518	8/3/2026 xylem	fuel cube	\$676.71
26-1623		8/2/2026 xylem	hose	\$5,515.20
26-1264		8/6/2026 tholin	emerg road p1	\$34,939.00
		8/20/2026 tholin	emerg road part 2	\$87,085.00
	401515950	8/30/2026 xylem	hose	\$4,680.00
	401516131	8/31/2026 xylem	fuel cube	\$676.71
	660671	8/10/2026 lane	culvert	\$4,650.00
	661019	8/12/2026 Lane	Culverts	\$2,434.16
		9/1/2026 tocp highway	923 gallons diesel	\$3,753.96
		8/25/2026 Prime	Eng	\$13,500.00
26-1626		9/7/2026 tholin	well and repair 1	\$25,978.94
		9/10/2026 tholin	bb7-bb8 road finished	\$28,470.00
outstanding		tholin	bb5-bb6 replacement	

Total to date: \$212,359.68



Town of Clifton Park Sewer Department

One Town Hall Plaza, Clifton Park, NY, 12065

P:518-518-348-7313

F:518-371-3789

8/14/2026

Michele LaFay, EPS1
NYSDEC- Region 5
Office of Environmental Quality
232 Golf Course Road
Warrensburg, NY 12885

Dear Ms. Lafay,

The Town of Clifton Park acknowledges receipt of the NOV dated July 31, 2026, regarding the sanitary sewer overflow along the Bear Brook Trunk Sewer. As you may know, work continues the access road to allow for cleaning and TV equipment to access the pipe and assess conditions. Once we have this information we will work with our consulting engineer to repair or replace any failed sections and evaluate any sags that exist to eliminate them. This effort has been ongoing since the events on July 12, 2026, and Town anticipates having the first jet truck on the main this afternoon. The purpose of this letter is to address the items provided in the NOV Compliance/Corrective Action section.

1. Assess the Bear Brook sewer and submit a long-term corrective action plan & schedule to prevent future SSO's.
 - a. The Town has been working since the event to establish access to this difficult sewer main location. Usable access is a game changer for the repair and maintenance of this sewer main. Additionally, this access will allow the Town to respond to an issue in this area more rapidly and effectively in the future.
 - b. The Town is beginning inspections of the bypassed sewer line to evaluate the overall condition of the main, locate any breaks or failures, and identify any grade/pitch issues. Once we have this information, the Town is committed to correcting identified items immediately as part of this emergency response.

July 15, 2026

Ms. Beth A. Magee
Deputy Regional Permit Administrator, Division of Environmental Permits
New York State Department of Environmental Conservation
Region 5
232 Golf Course Road, Warrensburg, NY 12885

**Re: Town of Clifton Park
CP Sewer Emergency Assistance – Bear Brook Trunk Sewer
Emergency Access Permit**

Dear Ms. Magee:

KB Engineering, P.C. (KB Engineering) has been authorized by the Town of Clifton Park Sewer Department to provide Professional Engineering Services related to assistance with the Bear Brook trunk sewer emergency situation.

On Sunday July 12, 2026, the Town of Clifton Park received a call from their manhole water level monitoring device that the Bear Brook trunk sewer line was overflowing at the Bear Brook stream crossing located near Tallowood drive. The Town mobilized and was able to get a bypass pumping system in place on July 13, 2026. There were attempts to clean and jet the gravity sewer line, but it appears to have pushed the clog further downstream and the gravity sewer line is not currently in operation.

Presently the Town has limited access to this trunk sewer, as there is only a mowed path that runs along the eastern portion of the sewer line from Maxwell Road until the stream crossing, along with another access path from Tallowood Drive. There is no vehicle access to the western portion of the sewer which is where the clog and/or break is located. A small diameter sink hole was observed in the field just downstream of manhole BB5 and is shown on the enclosed plan and profile.

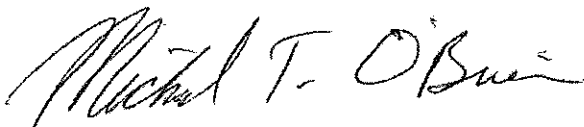
In order to continue investigating and ultimately correct the situation, additional heavy machinery, sewer jetting equipment and a vacuum truck need to gain access along the pipeline route, which is over 3,000 feet in length. To accomplish this, a permanent access road will need to be constructed which includes crossing the Class C(T) Bear Brook, Water Index number H-260- 6, which is a tributary to the Dwaas Kill. Due to the nature of heavy vehicles required to cross the stream and the time involved in design and installation, a culvert pipe is preferred over a bridge.

Preliminary sizing of the culvert, based on flow data from the USGS StreamStats, shows that the projected 100-year storm would produce a flow rate of approximately 46,000 gpm. This would require a 48" diameter double wall HDPE pipe at 0.5% slope which would handle approximately 50,000 gpm. The USGS Stream Stats report is included as an enclosure.

- c. Once the line is serviced, this section of sewer will be worked into our preventative maintenance schedule on-a semiannual basis to start.
 - d. The Town of Clifton Park Sewer Department already has telemetry located along this pipeline corridor. Telemetry is critical to alert the town of issues early and before an overflow. These units will continue to monitor the sewer moving forward.
2. Certify at least 2 NY-Alert notifiers have read and understand the reporting requirements discussed in the NOV.
- a. The Town of Clifton Park Sewer Department employees (4) have been provided with a copy of Part 750-2.7(b)(2). We are aware of the reporting requirements and will prioritize notification. Additionally access to NY Alert is being expanded to the vehicles via Tech upgrades as part of a GIS initiative being undertaken by the Sewer Department. This will facilitate easier access for the workers in the field to report an overflow.

The Town of Clifton Park Sewer Department will provide you with an update of our findings regarding the pipeline inspections and ultimate course of action. Attached is the signed Certification of Compliance as required. If you have any further questions or comments, please contact me at 518-573-3414.

Respectfully,

A handwritten signature in black ink, appearing to read "Michael T. O'Brien". The signature is fluid and cursive, with the first name "Michael" and last name "O'Brien" clearly distinguishable.

Michael O'Brien, Collection Systems Manager

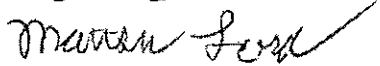
cc: Town Board of Clifton Park
Kevin Dailey, Town Attorney

The proposed permanent access road is shown on the enclosed plan and profile and would be 3,000' long and 10' wide, comprised of compacted stone on top of woven geotextile fabric with an average of 14' disturbance width. The access road is proposed to run along the trunk sewer corridor from Maxwell Drive to the connection point with the Saratoga County Sewer District near Via Da Vinci. This will result in just under one acre (42,000 sqft) of disturbance to the already previously disturbed pipe corridor. This access roadway would be constructed in the field as ordered by the engineer due to the cost and time that would be associated with getting a full topographic survey completed of the pipe corridor. Proper access to this critical infrastructure is the first step so that the line can be cleaned, investigated and an action plan can be developed to get this trunk sewer back into operation and eliminate the need for the bypass pumping system.

It is believed that the access road installation and further investigation can be completed within 60 days but depending on what is discovered and the required repair method, it may take longer to get this line back into service. Once the problem is resolved, a future project would be considered to upgrade this entire trunk sewer to avoid this from happening again.

Sincerely,

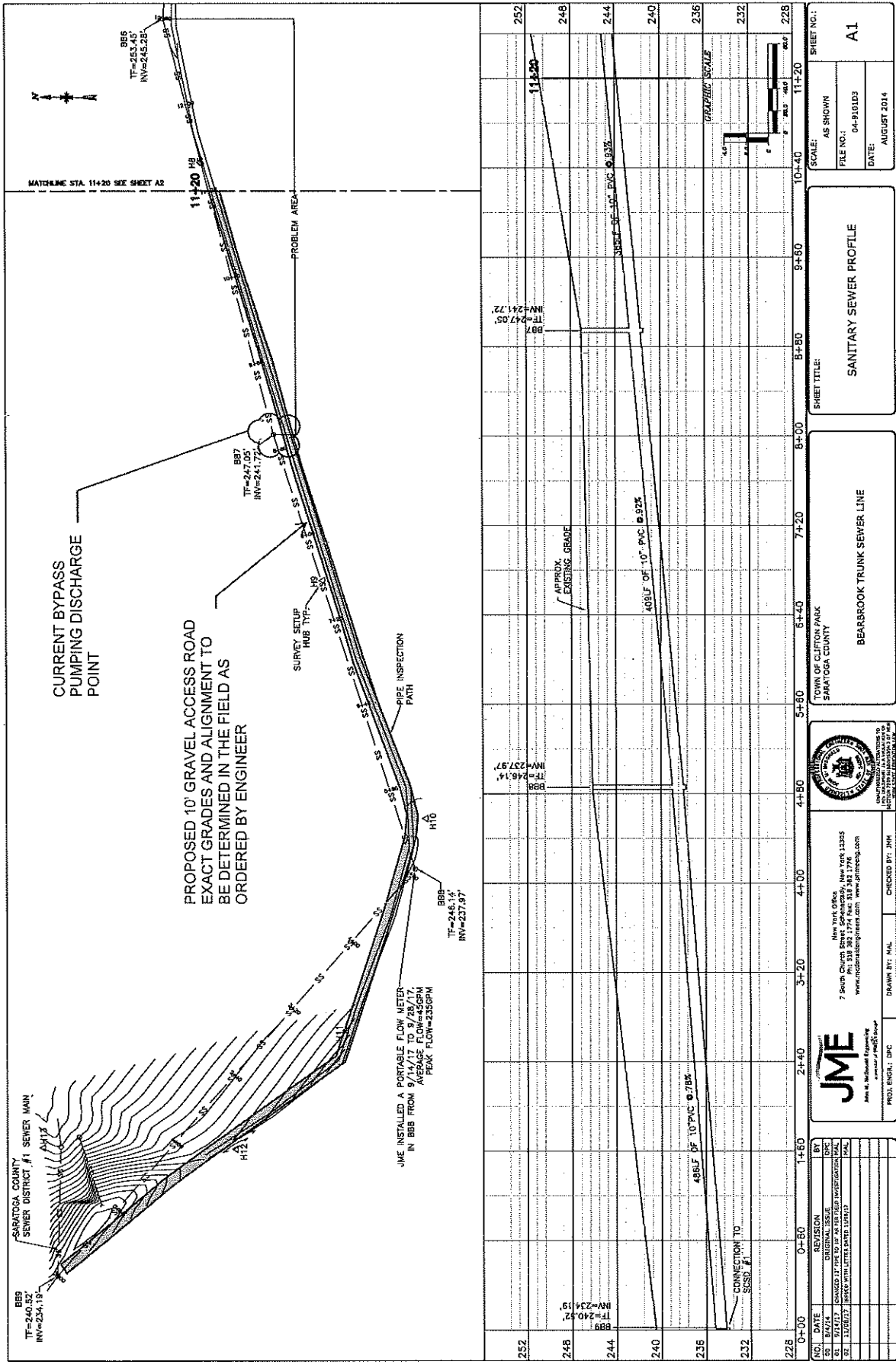
KB Engineering, P.C.



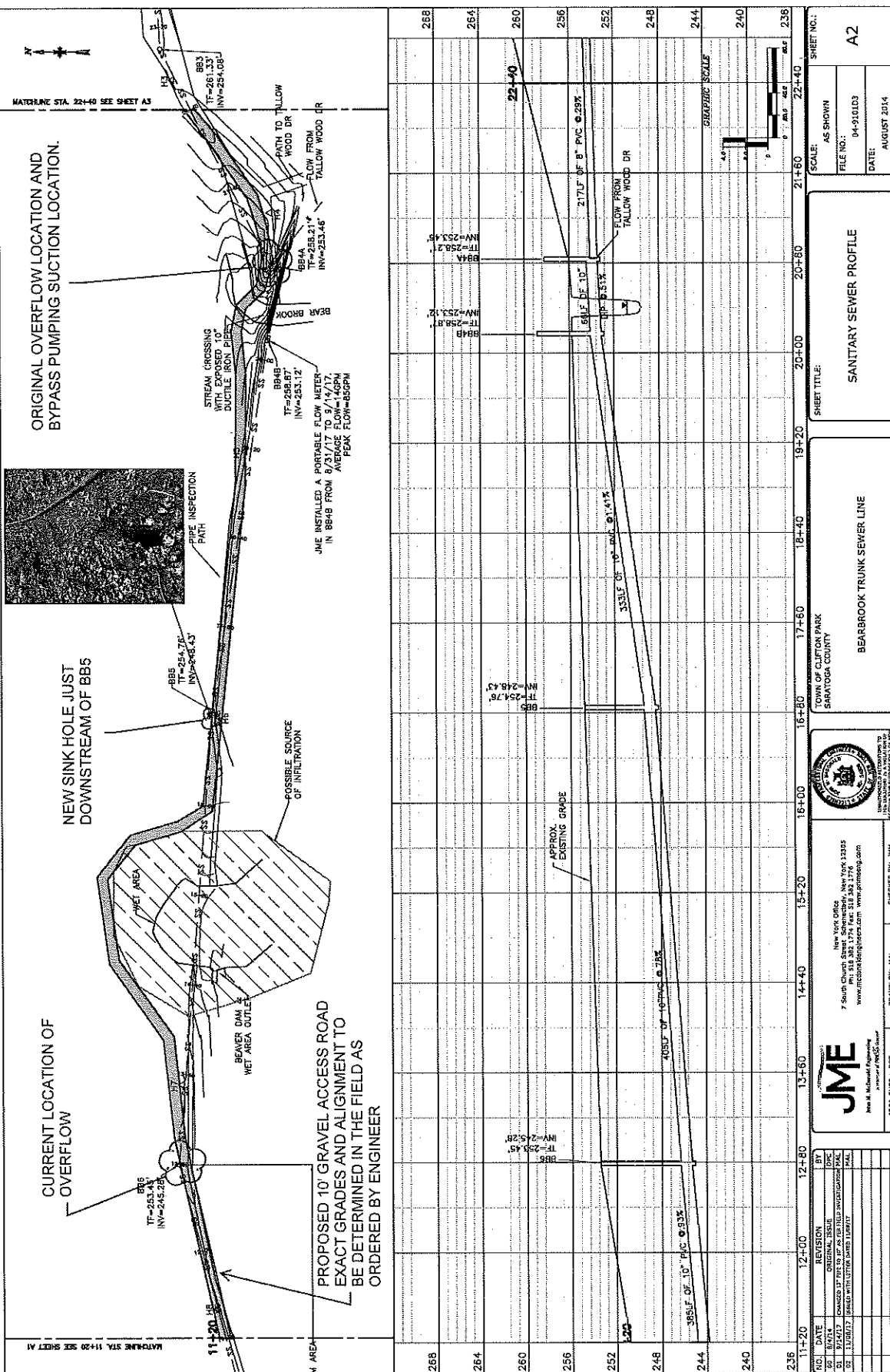
Matthew A. Lord, PE
Project Engineer

cc: Michael O'Brien, Collection Systems Manager
Douglas P. Cole, P.E., KB Engineering PC
Michelle LaFay, NYSDEC

Encl: Bear Brook Trunk Sewer Plan and Profile.pdf
StreamStats Report Bear Brook.pdf



NO. DATE REVISION BY 01 8/14/17 ORIGINAL ISSUE DPC 02 9/14/17 CORRECTED 17' DIA TO 10" AT THE PUMP INSPECTION MANHOLE DPC 03 10/02/17 SURVEY WITH LITTER DAVIS LUNN DPC		NEW YORK STATE 7 South Church Street, Spencerport, New York 13355 PH: 518 383 1774 Fax: 518 343 1776 www.jmengineers.com		TOWN OF CLIFTON PARK SARATOGA COUNTY		SHEET TITLE: SANITARY SEWER PROFILE		SHEET NO.: A1	
PROJ. ENGR. DPC		DRAWN BY: MHL		CHECKED BY: JMH		DATE: AUGUST 2014		SCALE: AS SHOWN	



PROPOSED 10' GRAVEL ACCESS ROAD
EXACT GRADES AND ALIGNMENT TO
BE DETERMINED IN THE FIELD AS
ORDERED BY ENGINEER



GRAPHIC SCALE

FIGURE 10



New York Office
7 South Church Street Schenectady, New York 12305
Ph: 518 362 1774 Fax: 518 362 1776
www.mcdonaldengineers.com www.priming.com

JME
John M. McDonald Engineering

CHECKED BY: JMM

#: MAL

JJ, ENGR; DPC

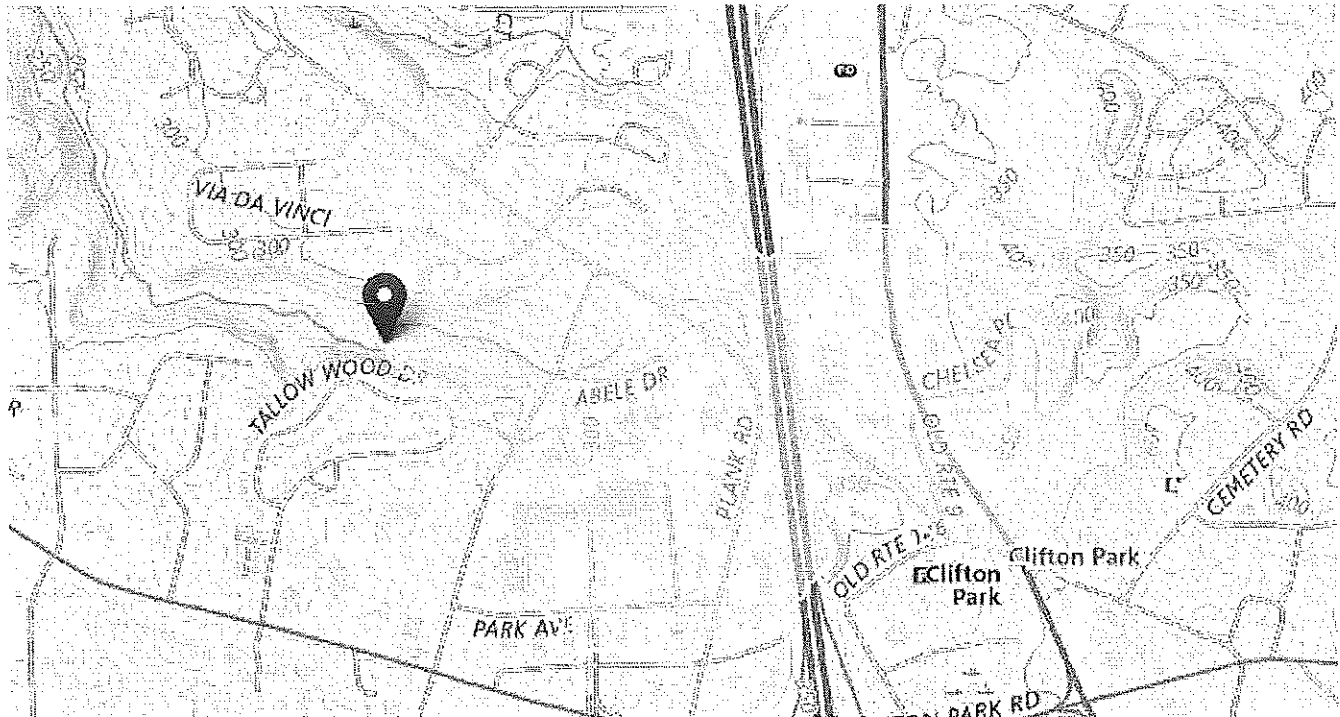
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11

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StreamStats Report

Region ID: NY
Clicked Point (Latitude, Longitude): 42.86945, -73.78598
Time: 2026-07-14 13:07:09 -0400



StreamStats Update

Starting with version 4.30.0, the StreamStats application uses services that were redeveloped with open-source software components. Users may observe minor variations in computed results when compared to those from previous versions. These differences are expected and do not reflect errors in the underlying data or analytical methods. Users are advised to consider these potential variations when interpreting or comparing results generated across different versions of StreamStats. Please email streamstats@usgs.gov with any questions or concerns. A full list of changes can be found at <https://www.usgs.gov/streamstats/news/streamstats-data-updates-open-source-code-release> (<https://www.usgs.gov/streamstats/news/streamstats-data-updates-open-source-code-release>).

Collapse All

> Basin Characteristics

Parameter Code	Parameter Description	Value	Unit
DRNAREA	Area that drains to a point on a stream	0.39	square miles

Parameter Code	Parameter Description	Value	Unit
FOREST	Percentage of area covered by forest	24.04	percent
LAGFACTOR	Lag Factor as defined in SIR 2006-5112	0.01	dimensionless
PRECIP	Mean Annual Precipitation	34.69	inches
STORAGE	Percentage of area of storage (lakes ponds reservoirs wetlands)	0	percent

➤ Peak-Flow Statistics

Peak-Flow Statistics Parameters [2006 Full Region 1]

Parameter Code	Parameter Name	Value	Units	Min Limit	Max Limit
DRNAREA	Drainage Area	0.39	square miles	0.54	4500
FOREST	Percent Forest	24.04	percent	23.83	99.61
LAGFACTOR	Lag Factor	0.01	dimensionless	0.004	15.229
PRECIP	Mean Annual Precipitation	34.69	inches	29.49	56.1
STORAGE	Percent Storage	0	percent	0	28.92

Peak-Flow Statistics Disclaimers [2006 Full Region 1]

One or more of the parameters is outside the suggested range. Estimates were extrapolated with unknown errors.

Peak-Flow Statistics Flow Report [2006 Full Region 1]

Statistic	Value	Unit
80-percent AEP flood	17.7	ft ³ /s
66.7-percent AEP flood	21.9	ft ³ /s
50-percent AEP flood	27.6	ft ³ /s
20-percent AEP flood	44	ft ³ /s
10-percent AEP flood	56.5	ft ³ /s
4-percent AEP flood	74.2	ft ³ /s
2-percent AEP flood	88.1	ft ³ /s
1-percent AEP flood	104	ft ³ /s
0.5-percent AEP flood	119	ft ³ /s
0.2-percent AEP flood	143	ft ³ /s

Peak-Flow Statistics Citations

Lumia, Richard, Freehafer, D.A., and Smith, M.J., 2006, Magnitude and Frequency of Floods in New York: U.S. Geological Survey Scientific Investigations Report 2006-5112, 152 p.
(<http://pubs.usgs.gov/sir/2006/5112/>)

USGS Data Disclaimer: Unless otherwise stated, all data, metadata and related materials are considered to satisfy the quality standards relative to the purpose for which the data were collected. Although these data and associated metadata have been reviewed for accuracy and completeness and approved for release by the U.S. Geological Survey (USGS), no warranty expressed or implied is made regarding the display or utility of the data for other purposes, nor on all computer systems, nor shall the act of distribution constitute any such warranty.

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USGS Product Names Disclaimer: Any use of trade, firm, or product names is for descriptive purposes only and does not imply endorsement by the U.S. Government.

Application Version: 4.34.0

SSHhydro Services Version: 1.3.0

SSDelineate Services Version: 1.2.0

NSS Services Version: 2.2.1

GageStats Services Version: 1.2.1

Pourpoint Services Version: 1.2.0

Batch Processor Version: 1.6.1

Appendix B

SECTION 1



New York State Department of Environmental Conservation
Division of Water



Report of Noncompliance Event

To: DEC Water Contact Michelle Lafay DEC Region: 5

Report Type: ☒ 5 Day ☐ Permit Violation ☐ Order Violation ☐ Anticipated Noncompliance ☐ Bypass/Overflow ☐ Other

SECTION 2

SPDES #: NY- Facility: Clifton Park Sewer District #1

Date of noncompliance: 07/12/2026 Location (Outfall, Treatment Unit, or Pump Station): Bearbrook sewer main

Description of noncompliance(s) and cause(s): Blockage occurred in the Bearbrook Sewer main resulting in approx 21 hours of Sanitary Sewage being discharged overland to a drainage stream. Town responded immediately and was unable to dislodge blockage, enlisted help of the SCSD#1 and still couldn't free it. Currently bypassing and developing an access plan.

Has event ceased? Yes ☐ If so, when? 17:00 7/13/26 Was event due to plant upset? No ☐ SPDES limits violated? No ☐

Start date, time of event: 07/12/2026, 2000 pm End date, time of event: 07/13/2026, 1700 pm

Date, time oral notification made to DEC? 07/13/2026, 9 am DEC Official contacted: NY Alert/Lafay

Immediate corrective actions: Bypass in place, access being developed to facilitate work to clear lines.

Preventive (long term) corrective actions: This section of sewer main has issues with bellys. Long term replacement for the sewer main is likely. Along with access, the Town is currently developing a plan for the replacement, rehabilitation, or upgrades of this line. Working With NYSDEC to navigate the regulatory hurdles to get the job done.

SECTION 3

Complete this section if event was a bypass:

Bypass amount: Was prior DEC authorization received for this event? No

DEC Official contacted: Date of DEC approval:

Describe event in "Description of noncompliance and cause" area in Section 2. Detail the start and end dates and times in Section 2 also.

SECTION 4

Facility Representative: Michael OBrien Title: CSM Date: 7/14/26

Phone #: 5183487313 Fax #: ()

I Certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Michael O'Brien

Signature of Principal Executive
Officer or Authorized Agent

Digitally signed by Michael O'Brien
Date: 2023.01.13 09:10:01 -05'00'

INSTRUCTIONS

The Division of Water developed this standardized form to simplify the reporting of noncompliance events. The SPDES Permit General Conditions, require that certain discharges of untreated or partially treated sewage must be reported orally within either 2 hours¹ or 24 hours and also in writing within five (5) days as required by the appropriate regulation. All other permit noncompliance shall be reported as attachments to the Discharge Monitoring Report (DMR). This form should be used for these events as well as to report noncompliance relating to consent orders, scheduled events and bypass events.

All necessary information can readily be reported to DEC on this form. Additional information required to describe the event can be attached. **Please make additional copies of this form and use as needed.** Instructions are provided below. For questions on form use please contact the appropriate office listed below for the county where your permitted facility is located. Thank you for your cooperation.

Instructions to complete and submit Noncompliance Report

1. Provide facility information and all applicable event details in Sections 1 through 3. Dates should be completed in month/day/year format.
2. Provide your name, title, business phone number, and date report was completed in Section 4. Use additional sheets as needed to provide full detail of the event in Section 2.
3. For 5-day written reports, mail or fax the completed form to the appropriate DEC Regional Office listed below. Attach all other noncompliance reports to the DMR submittal (be sure to attach to each set of DMR copies) or mail separately if related to consent order/scheduled event noncompliance. After hours and weekend reporting of unusual discharge events of other noncompliance must be reported through the DEC Telephone Hotline, which is 1-800-457-7362.

DEC Regional Offices:

<u>REGION 1</u> Regional Water Engineer NYS SUNY, Bldg. 40 Loop Road Stony Brook, NY 11790-2356 Phone: 631-444-0405 Fax: 631-444-0373 Counties: Nassau Suffolk	<u>REGION 2</u> Regional Water Engineer One Hunters Point Plaza 47-40 21st St. Long Island City, NY 11101-5407 Phone: 718-482-4900 Fax: 718-482-6516 Counties: Queens Bronx New York Richmond Kings	<u>REGION 3 **</u> Regional Water Engineer 21 So. Putt Corners Rd New Paltz, NY 12561-1696 Phone: 845-256-3000 Fax: 845-255-0714 Counties: Rockland Dutchess Sullivan Orange Ulster Putnam Westchester
<u>REGION 4</u> Regional Water Engineer 1150 North Westcott Rd. Schenectady, NY 12306-2014 Phone: 518-357-2045 Fax: 518-357-2398 Counties: Montgomery Albany Otsego Rensselaer Columbia Delaware Schoharie Greene Schenectady	<u>REGION 5 **</u> Regional Water Engineer Route 86, P.O. Box 296 Ray Brook N.Y. 12977-0296 Phone: 518-897-1241 Fax: 518-897-1245 Counties: Clinton Hamilton Franklin Essex Saratoga Warren Fulton Washington	<u>REGION 6 **</u> Regional Water Engineer Region 6 Suboffice State Office Bldg. 207 Genesee St. Utica, NY 13500 Phone: 315-793-2554 Fax: 315-793-2748 Counties: Lewis Jefferson Herkimer Oneida St. Lawrence
<u>REGION 7</u> Regional Water Engineer 615 Erie Blvd West Syracuse, NY 13204-2400 Phone: 315-426-7506 Fax: 315-426-7402 Counties: Madison Cayuga Broome Onondaga Oswego Chenango Tioga Tompkins Cortland	<u>REGION 8</u> Regional Water Engineer 6274 East Avon-Lima Rd Avon, NY 14414-9519 Phone: 585-226-2466 Fax: 585-226-2830 Counties: Orleans Genesee Chemung Schuyler Seneca Livingston Steuben Ontario Monroe Wayne Yates	<u>REGION 9</u> Regional Water Engineer 270 Michigan Avenue Buffalo, NY 14203-2999 Phone: 716-851-7070 Fax: 716-851-7009 Counties: Allegany Erie Cattaraugus Niagara Wyoming Chautauqua

**** REGION 3 Suboffice**
Regional Water Staff
200 White Plains Rd., 5th Floor
Tarrytown, NY 10591-5805
Phone: 914-332-1835
Fax: 914-332-4670

REGION 5 Suboffice
Regional Water Staff
Box 220, Hudson St Extension
Warrensburg, NY 12885-0220
Phone: 518-623-1200
Fax: 518-623-4193

REGION 6 Suboffice
Regional Water Staff
317 Washington St.
Watertown, NY 13601-3787
Phone: 315-785-2513
Fax: 315-785-2422

¹ This requirement reflects proposed pending regulations.



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 alcoholic beverages to be served at a gathering to be held at the Clifton Park Senior Community Center on October 24, 2026.

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

WHEREAS, the Pokingbrook Dance Team is hosting a banquet event on Saturday, October 24, 2026, and

WHEREAS, a request has been received from Larry Syzdek, a representative for the Pokingbrook Dance Team, for permission to serve alcohol in the form of beer and/or wine at the event; now, therefore, be it

RESOLVED, that Larry Syzdek and the Pokingbrook Dance Team are hereby authorized to serve beer and/or wine at a gathering at the Clifton Park Senior Community Center on October 24, 2026 from 5:30 P.M. to 9:00 P.M. consistent with the terms of the permit application received in the office of the Clifton Park Senior Community Center.

Cynthia Zlogar

From: Town of Clifton Park Official Website <info@cliftonpark.org>
Sent: Thursday, September 17, 2026 1:05 PM
To: Cynthia Zlogar; Phil Barrett; Jean Spiegel; Mark Heggen; Darlene Allen; Zabed Manir; Agatha Reid; John Scavo; Christine Pagnello; Walter Smead; Kelly Miller; Nancy Bellamy; Mario Fantini; Kevin Dailey; Caitlin Fantini; Megan Babendreier
Subject: New Resolution Request #3475
Attachments: 5a7bb47ca97f6731_Pokingbrook_Morris_Dancers_Alcohol_Request_10.24_-_Redact.pdf

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

Department: Clifton Park Senior Community Center
Your Name: Donovan Ryan
Your Email: dryan@cliftonpark.org
Sponsor: Phil Barrett
Agenda Session Date: 10/06/2026 ✓
Board Meeting Date: 10/06/2026 ✓
Alternate Date: 10/20/2026
Budget Number: N/A
Budget Description: N/A
Amount: N/A
Brief Description: Resolution Request for an Alcohol Permit for a rental at the Senior Center on October 24th from Larry Syzdek from the Pokingbrook Morris Dancers. Has rented previously as well as received permit in the past.
Additional Comments/Details: \$25 fee collected and Alcohol Permit Request attached.
Supporting Documents:

[5a7bb47ca97f6731_Pokingbrook_Morris_Dancers_Alcohol_Request_10.24_-_Redact.pdf](#)

Agree to Terms: Agree

[unsubscribe](#)



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

2026 Special Alcohol Use Permit Request

(Please attach to Facility Rental Application)

Name of Organization: Pekingbrook Morris Dancers

Contact Person: LARRY SYZDEK

Phone (home): cell (work): cell (cell): NA

Email: [REDACTED]

Date and Location of Event: OCT 24, 2026

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

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

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

I have read the Facility Rental rules and the above special conditions and agree to abide by them.

SIGNED:	<u>Lawrence J. Syzdek</u>	DATE:	<u>9/14/26</u>
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For Office Use Only:

Date Sent to Town Board for Resolution: _____

Date on Town Board Agenda Date: _____

Approved: Yes/No

If Approved, Permit Issued and Mailed to Applicant: _____



TOWN OF CLIFTON PARK

Clifton Park Senior Community Center

6 Clifton Common Court, Clifton Park, New York 12065 || ph: 518-383-1343

Facility Rental Agreement

Name of Organization: Pokingbrook Morris Dancers Today's date: 9/14/26

Contact Person: Larry Syzdek

Address: _____ City: _____

Phone (home): _____ (cell) _____

Email: _____

Date of Rental: 10/24/26 Start Time: 5:30p End Time: 9:00p

Purpose of Event: _____

Number of Attendees: 30 Is your organization a 501(c)(3)? (proof required) no

Rental is not guaranteed until payment and signed Agreement is received

Carry in, carry out policy in effect for all events. Checks made payable to: **Town of Clifton Park.**

Contact Information—Day of Rental—Town Security 518-369-6651

*Please complete and leave 1/2 sheet Rental Checklist on front desk (attached)

Description	Regular Rate	Non-Profit *Must have a 501(c)(3)	# of Hours	Fee
Security Deposit	\$100	\$100	-	\$100 ^{ck} 2015
Community Room - Full Room	\$90 per hour	\$60 per hour		
Community Room - Half Room	\$60 per hour	\$40 per hour	3.5	\$210
Studio/Activity Room	\$60 per hour	\$40 per hour		
Creative Design Room	\$35 per hour	\$25 per hour		
Kitchen—advanced training required if using the stove or oven	\$90 per day	\$90 per day	-	\$90
Room Set-up/ Break-down Fee (may be available upon request)	\$100 (if available)	\$100 (if available)		
Alcohol Permit	\$25	\$25	-	\$25 ^{ck} 2014
Special Instructions: <u>Security to open at 5pm + close at 9:30pm</u> <u>Community Room B Side.</u>			Total Due: \$100 security \$300 ^{ck} 2016	
			Amount Paid: \$325 ^{pd} 9/14	
			Balance: <u>0</u>	

Facility Rental Permit is governed by the following conditions:

- Permits valid for agreed upon date or dates, restricted to area/room (*the lobby is not rentable*), and number of participants as indicated on permit.
- All renters must provide a \$100 security deposit to be paid in full, with a separate check from the rental fee, **at the time of reservation**. The security deposit will be applied to any cleaning, theft, damages upon completion of the event and will be held in escrow and refunded upon completion of the rental. In the event of misconduct or the misuse of the facility by the lessee, the Town of Clifton Park may take action and require the renter to reimburse the Town for damages suffered or extra expenses incurred including, but not limited to, the forfeiture of a portion or the entire deposit.
- Cancellation requests less than 2 weeks of rental date will result in forfeiture of \$100 Security Deposit.
- Area and facility must be left clean and in the same condition in which it was found. Any damage incurred is the responsibility of the renter.
- Renter are not to use any rooms/areas of the building except what was rented, excluding restrooms.
- **All food/drink shall be removed at the conclusion of the event. The Town has a carry in carry out policy on garbage. All garbage shall be removed and placed in the proper receptacle located in the back of the building.**
- Smoking is not allowed in any part of the building. There is to be no open flames, i.e. candles, lanterns, allowed for use.
- On site supervision **is required** for all youth groups/events.
- At no time is the building/room occupancy to be exceeded and all fire doors and emergency exits must remain unblocked.
- Use of kitchen must be agreed upon in advance, requires an additional fee and training stove/oven.
- Town of Clifton Park rules 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.
- Obnoxious behavior or excessive noise will not be permitted.
- Renter must retain Rental Agreement and make available upon request by park or police official.
- Open containers of alcoholic beverages are prohibited in the building, 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.
- Use of Center equipment (i.e. projectors, PA system, televisions, coffee maker, dishwasher, speakers, etc.) is strictly prohibited.
- Renters must clean up all spills and sweep debris from floors. Do not touch/play musical instruments without prior permission and do not handle the shades/blinds as they are delicate.
- 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:

Larry Syzdek (Renter's Name) agrees to indemnify and hold the Town, it's officers, employees, representatives and/or agents harmless with respect to any and all claims, causes of action, suits, proceedings, damages, liabilities, losses, costs and expenses, including third party claims or actions and attorneys' fees, in connection with loss of life, personal injury and/or any loss of life, personal injury and/or property damage which may arise from and as a result of the negligent acts or omissions of Larry Syzdek (Renter's 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 10/24/26 (Rental Date).

SIGNED:

Larry Syzdek
Permit Applicant

APPROVED:

[Signature]

DATE:

9/14/26



RESOLUTION

#15

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 payment, and authorizing a Change Order for the transportation and disposal of contaminated soil associated with the Fuel Station Replacement Project at the Town Highway Garage, with a transfer from Contingency.

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

WHEREAS, the Town Board previously authorized the Fuel Station Replacement Project at the Town Highway Garage, including the removal and replacement of underground fuel storage tanks and associated fueling infrastructure, pursuant to Resolution No. 98 of 2025, which awarded the project to Fuel Replacement Award Resolution to MES; and

WHEREAS, during excavation and tank removal activities associated with the project, approximately twenty (20) cubic yards of diesel-impacted soil were encountered and required proper transportation and disposal at an approved environmental management facility in accordance with applicable environmental regulations; and

WHEREAS, Executed Change Order documents pricing submitted by Clean Harbors Environmental Services, Inc. for the transportation and disposal of the impacted material, including associated recovery fees, in an estimated amount of \$5,751.44; and

WHEREAS, the Town Board finds that the transportation and disposal of contaminated soil is necessary to complete the Fuel Station Replacement Project and protect public health, safety, and the environment; and

WHEREAS, funds for this expense are available to complete the Fuel Station Replacement Project and may be transferred from project-related accounts in a manner consistent with Resolution No. 98 of 2025, which utilized funding from General Fund Unassigned Fund Balance and appropriated such funds to the Highway Garage Equipment Project Account; now, therefore, be it

RESOLVED, that the Town Board of the Town of Clifton Park hereby authorizes payment to Clean Harbors Environmental Services, Inc. in an amount not to exceed \$5,752 for the transportation and disposal of diesel-impacted soil associated with the Fuel Station Replacement Project at the Town Highway Garage; and be it further

RESOLVED, that the Comptroller is authorized to transfer from Contingency A-01990-00015, \$5,752 to A-05132-00200 (General Fund- Highway Garage- Equipment); and be it further

RESOLVED, that the Town Supervisor and any other appropriate Town officials are authorized to execute any documents necessary to process payment and complete this work.

Cynthia Zlogar

From: Town of Clifton Park Official Website <info@cliftonpark.org>
Sent: Sunday, September 20, 2026 8:55 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 #3477
Attachments: 1f8e628f85d77115_Draft_Resolution.docx; 6d649a79dd15b691_quote_5413866_Change_Order.pdf; 8a1121983b5bcc2e_TB_Udate_Fuel_Tank-Decommissioning.pdf

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

Department: Planning Department On Behalf of Town Supervisor's Office

Your Name: John Scavo

Your Email: jscavo@cliftonpark.org

Sponsor: P. Barrett

Agenda Session Date: 10/06/2026 ✓

Board Meeting Date: 10/06/2026 ✓

Alternate Date: 10/20/2026

Budget Number: A-05132-00200

Budget Description: Transfer from A-00914, (General Fund - Unassigned Fund Balance) to A-05132-00200 (General Fund- Highway Garage- Equipment).

Amount: \$5,751.44

Brief Description: As part of the Town Highway Garage Fuel Station Replacement Project, excavation associated with the removal of existing underground fuel storage tanks identified approximately twenty cubic yards of diesel-impacted soil requiring specialized handling and disposal. The affected material was transported by a licensed environmental contractor to an approved disposal facility for proper management in accordance with applicable environmental regulations. Removal of the impacted soil was necessary to complete the tank replacement project and ensure the site remains compliant with environmental standards.

Additional Comments/Details: Prior memo altering the Town Board of the need to properly dispose of the contaminated soils is attached.

Supporting Documents:

[1f8e628f85d77115_Draft_Resolution.docx](#)
[6d649a79dd15b691_quote_5413866_Change_Order.pdf](#)
[8a1121983b5bcc2e_TB_Udate_Fuel_Tank-Decommissioning.pdf](#)

Agree to Terms: Agree

[unsubscribe](#)

Resolution No. 98 of 2025, a resolution awarding the fuel station replacement project to Metro Environmental Services, LLC.

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

WHEREAS, the Town of Clifton Park has identified the need to replace the existing fuel station at the Town's Highway Facility to ensure compliance with New York State Department of Environmental Conservation (NYS DEC) and Environmental Protection Agency (EPA) requirements, and

WHEREAS, the Town of Clifton Park Planning Department issued an Invitation to Bidders for the Fuel Station Replacement Project, with bids due by 3:00 p.m. on Wednesday, April 9, 2025, and

WHEREAS, Metro Environmental Services, LLC submitted the lowest qualified bid in the amount of \$825,000 for the Fuel Station Replacement Project, and

WHEREAS, the design engineer Greenman Pedersen, Inc. (GPI), on behalf of the Town, has reviewed the bid submitted by Metro Environmental Services, LLC and has confirmed its recommendation for the Town to award the bid to Metro Environmental Services, LLC, and

WHEREAS, the Town Board has determined that it is in the best interest of the Town to proceed with the Fuel Station Replacement Project to ensure the safety and compliance of the Town's fueling facilities, and

WHEREAS, GPI has requested an additional \$750 to cover Ambient Environmental, Inc.'s increased laboratory fees for sample analysis due to rate increases since the original proposal was prepared in 2023, and

WHEREAS, the Town Board has previously obligated funds from the American Recovery Plan Act (ARPA) by Resolution 280 of 2024 in the amount of \$297,533, and

WHEREAS, the additional balance of \$528,217 is to come from Unassigned Fund Balance; now, therefore, be it

RESOLVED, that the Town Board of the Town of Clifton Park hereby awards the Fuel Station Replacement Project to Metro Environmental Services, LLC as the lowest qualified bidder in an amount not to exceed \$825,000; and be it further

RESOLVED, that the Supervisor is authorized to execute the agreement #2 with GPI for additional costs with demolition and tank removal; and be it further

RESOLVED, that the Town Supervisor is authorized to execute any and all agreements and documents necessary to proceed with the Fuel Station Replacement Project with Metro Environmental Services, LLC; and be it further

RESOLVED, that the Comptroller is authorized to transfer from A-00914, (General Fund – Unassigned Fund Balance) \$528,217 to A-05132-00200 (General Fund – Highway Garage – Equipment).

ROLL CALL VOTE

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

Noes: None

DECLARED ADOPTED

April 21, 2025

Stephanie Ranze, Town Clerk



Clean Harbors Environmental Services, Inc.
6741 VIP Parkway
Syracuse, NY 13211
www.cleanharbors.com

September 15, 2026

Attn: Mr. Scott Reese
Town Of Clifton Park
1 Town Hall Plz
Clifton Park, NY 12065

Quote #5413866

Dear Mr. Reese:

During the job Clean Harbors recently performed (2605219847 additional wastes, labor, equipment and/or materials were required as quoted below. Please confirm your acceptance of these prices by signing this change order.

All other terms and conditions are as outlined in our original quotation.

If you have any questions or need further assistance, you may reach me at the number below.

Sincerely,

Brian Duncan
Fs Pricing Specialist
Phone: 315.418.5998
duncan.brian@cleanharbors.com



QUOTE CONDITIONS

The proposal is based on the following assumptions and site conditions. Any work which falls outside of the assumptions will constitute work beyond the intended scope and be completed upon mutually satisfactory terms.

- The purpose of this quote is to provide pricing for the T&D of an estimated 10yds. of diesel impacted soil. CHES driver will deliver a 25yrd roll off to the site and lower it to the ground to be live loaded by the customer, the driver will then secure the roll off to the straight frame and require the shipping paperwork to be signed by an authorized site contact in order to transport the waste to the disposal facility to off loaded.
- (If required) the customer will be responsible for the free and easy access to the area the equipment is staged and should be free of obstructions.
- Quote is based off Monday-Friday daylight hours. If weekend or holiday hours are requested additional fees will be invoiced.
- Any disposal pricing provided is based on assumptions. Final pricing will be determined by a completed waste profile. If there is disposal on the project and disposal pricing is not listed below, it will be provided after characterization of the waste and acceptance into a disposal facility.
- All waste generated will remain on the customer's site until an approved profile is in place.
- Disposal Pricing is estimated only, and the customer will be charged actual quantities determined by disposal facility.
- A Clean Harbors / Hepaco Health & Safety (H&S) Professional may visit the jobsite, as needed, to aid with safety recommendations, Confined Space Entry (CSE) procedures, and to validate Standard Operating Procedures (SOPs). Any H&S personnel hours not included in the estimated costs will be billed at \$85.00/hour.
- Any time over eight (8) hours in the normal workday and all-day Saturday is considered overtime and will be billed at 1.5 times the applicable straight time rate for all billable personnel unless otherwise quoted. Sunday and Holidays are considered premium time and will be billed at 2.0 times the applicable straight time rate for all billable personnel unless otherwise quoted.
- CHES crew will be granted complete, unrestricted access to the work area.
- Final billing will reflect the total amount of labor / materials used to complete this project, along with any disposal generated (if applicable).
- Prior to scheduling any projects: the customer / site contact is responsible for providing the signed CHES quote accompanied with a hard copy of the fully funded PO.



September 15, 2026
Clean Harbors Quote #5413866

Page 3 of 5

QUOTE SUMMARY

Description	Estimated Amount
TASK 1: PROJECT PREPARATION	\$200.00
\$200.00 per day, estimated 1 days	
TASK 2: TRANSPORTATION OF ROLL OFF	\$1,242.00
\$621.00 per move, estimated 2 moves	
TASK 3: DISPOSAL OF AN ESTIMATED 10YRD. OF DIESEL IMPACTED SOIL	\$2,972.00
Subtotal	\$4,414.00
Estimated Recovery Fee	\$1,337.44
ESTIMATED QUOTE TOTAL *	\$5,751.44

* Quote total is an estimate. Final billing will be based upon actual quantities of resources used and/or volumes of waste produced in performance of the quoted services.



September 15, 2026
Clean Harbors Quote #5413866

Page 4 of 5

TASK 1: PROJECT PREPARATION

TASK 1: TOTAL LABOR, EQUIPMENT, AND MATERIAL	\$200.00
\$200.00 per day, estimated 1 days	
Estimated Recovery Fee	\$60.60
Estimated total, including Fees	\$260.60

TASK 2: TRANSPORTATION OF ROLL OFF

Amount	Description	Qty/UOM	Days
1	Equipment Operator	6 hour	1
1	Rolloff Straightjob	6 hour	1

TASK 2: TOTAL LABOR, EQUIPMENT, AND MATERIAL	\$1,242.00
\$621.00 per move, estimated 2 moves	
Estimated Recovery Fee	\$376.33
Estimated total, including Fees	\$1,618.33

TASK 3: DISPOSAL OF AN ESTIMATED 10YRD. OF DIESEL IMPACTED SOIL

DISPOSAL

Profile / Waste Code	Waste Description	Price/UOM
CNO	NON HAZARDOUS SOLID	\$74.00 / ton*

*The following minimum price(s) will apply:

Profile/Waste Code	UOM	Minimum Price
CNO	container	\$125.00

TRANSPORTATION

Transportation Hub	Vehicle Type	Unit Rate	Unit of Measure
Environmental Soil Mgmt Inc	Rolloff Trailer Single Can Tandem	N/A	N/A

Transportation is covered by Labor, Equipment, and Material on another Task.



September 15, 2026
Clean Harbors Quote #5413866

Page 5 of 5

ACCESSORIALS

Rolloff Poly Liner	\$73.00 Each
Drop off fee	\$350.00 Each
Rolloff Container with Tarp & Bows	\$23.00 per Day
Bin Top Stabilization	\$375.00 Each
Washout of Rolloff, Intermodal or Dump Trailer	\$375.00 Each

WASTE CLASSIFICATIONS SPECIFICATIONS

Waste Code	Description
CNO	Non Hazardous Solid Non-pourable at 70°F No free liquid Must be able to pass (paint filter/penetration) tests Must be able to be landfilled Biodegrade-able absorbents will be stabilized prior to land No herbicide, pesticides, or cyanides Source of PCB < 50 ppm PRIMARY DISPOSAL METHOD: NON HAZARDOUS LANDFILL ***** No Free Liquid Non-hazardous Biodegrade-able absorbents will be stabilized prior to land No PCB pH – 2.1 to 12.4 PRIMARY DISPOSAL METHOD: NON HAZARDOUS LANDFARM

ACKNOWLEDGEMENT

Your signature below indicates your acceptance of the pricing and terms detailed in the quote above.

Thank you for the opportunity to be of service.

Signature

PO#

Date

Print Name

Quote # 5413866



Town of Clifton Park

Planning & Zoning Department

One Town Hall Plaza | Clifton Park, New York 12065 | (518) 371-6054 |

Planning@Cliftonpark.org

INTEROFFICE MEMORANDUM

To: Town of Clifton Park Town Board

CC: Town Highway Superintendent

From: John P. Scavo, Director of Planning & Zoning

Date: May 15, 2026

Subject: Status Update – Underground Fuel Storage Tank Removal & Contaminated Soils

Summary of Issue

During the removal of underground storage tanks (USTs) that commenced this week at the Town Highway Garage, a release of diesel fuel was identified in the vicinity of the diesel tank excavation. The gasoline tank was removed without issue; however, the diesel tank excavation revealed contaminated soil, and a spill report has been filed with the New York State Department of Environmental Conservation (NYSDEC).

The diesel tank itself was found to be structurally intact, and the release is suspected to have occurred historically due to overfilling rather than tank failure.

Current Status / Actions Taken

- Impacted soils (estimated 30–40 tons) have been excavated, segregated, and secured on-site under protective sheeting.
- Soil samples have been collected and submitted for laboratory analysis to determine contamination levels and disposal classification.
- The NYSDEC spill hotline has been notified and a spill number issued.
- Ambient Environmental Subconsultant to GPI Engineering for the Town is coordinating profiling and waste characterization for regulatory compliance and disposal planning.

Next Steps

1. Await laboratory testing results to determine whether the material is classified as hazardous or non-hazardous.
2. Complete required waste profiling and coordinate with an approved disposal facility.
3. Arrange for transportation and disposal of the contaminated soil by appropriately licensed contractors.
4. Continue coordination with NYSDEC regarding reporting and any additional remediation requirements.

Key Concerns / Unknowns

- **Disposal Costs:** Final costs are unknown and will depend on laboratory results, which will dictate disposal requirements (hazardous vs. non-hazardous), handling, and transportation.
- **Extent of Contamination:** While initial excavation has been completed, further impacts could be identified depending on test results and regulatory review.
- **Regulatory Requirements:** Additional investigation or remediation actions may be required by NYSDEC beyond current scope.
- **Project Budget Impacts:** Unanticipated costs for testing, transport, disposal, and potential further remediation will most likely affect the overall project budget.

Conclusion

The situation is actively being managed by Town Staff and our project engineers, with proper regulatory notifications made. At this time, the Town is awaiting laboratory results, which will be the primary factor in determining the scope of further action and associated costs.

I will continue to keep the Town Board informed as additional information becomes available.



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 execute a grant contract with the County of Saratoga to support a trail feasibility study and to execute a consultant professional services agreement to conduct the study.

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

WHEREAS, Town Supervisor Barrett requested in September 2025 that the Town of Clifton Park Open Space, Trails, and Riverfront Committee review this route that has recently been partially improved by the Saratoga County Sewer Department to explore its additional potential use as a pedestrian path. The trails subcommittee conducted a site visit to the location in October 2025 and recommended to the full committee that an engineering study be conducted to examine this gap through wetlands adjacent to open water for making a connection as it appeared to be greater than a volunteer project. The maintenance access route may be a part of the solution of resolving remaining gaps in the Moe Road Trail. The full committee in December 2025 recommended the town pursue 2026 grant funding such as the Saratoga County's trails grant program to fund such a study, and

WHEREAS, by Resolution No. 199-2026, the Saratoga County Board of Supervisors approved a payment of \$6,600, conditioned upon a required minimum of 25 % local matching funds or in-kind services, to help support a regional trail feasibility study for evaluating potential for a pedestrian path and crossing on town-owned land with a co-located Saratoga County Sewer District access route off Englemore Road/Moe Road, and

WHEREAS, the Town reached out to Delaware Engineering, D.P.C., who had prepared design plans for the County sewer access road implemented in this route, to secure a cost estimate for a feasibility study for closing a strategic trail gap between Englemore Road and Westbury Court in the vicinity of the Moe Road Corridor at Englemore Road, and

WHEREAS, Delaware Engineering, D.P.C. submitted a proposal dated June 15, 2026, attached, in an amount not to exceed \$30,000 for Task 1 and Task 2 of the feasibility study, and followed up with an email to Jennifer Viggiani, Open Space Coordinator, dated August 20, 2026, also attached, explaining that in light of the grant award of \$6,600, Delaware Engineering, D.P.C. will address Task 1 only, in an amount not to exceed \$14,000, and

WHEREAS, Ms. Viggiani recommends accepting the proposal from Delaware Engineering, D.P.C. to perform Task 1 only of the trail feasibility study proposal, and

WHEREAS, the Town Board wishes to accept the County grant contract and to authorize the engagement of Delaware Engineering, D.P.C., for Task 1 only of the trail feasibility study; now, therefore, be it

RESOLVED, that the Supervisor is authorized to execute the attached grant contract with the County of Saratoga for the trail feasibility study; and be it further

RESOLVED, that the Supervisor is also authorized to execute the attached professional services agreement with Delaware Engineering, D.P.C., Albany, NY, to conduct Task 1 only of the study, for a total amount of \$14,000 to come from A-0769-00135 (General Fund – Trails Contractual – Engineering); and be it further

RESOLVED, that to account for the grant from Saratoga County, revenues shall be increased by \$6,600 in A-1289 (General Fund – Other Government Revenue) and expenditures shall be increased \$6,600 to A-7629-135 (General Fund – Trails Contractual – Engineering).

Cynthia Zlogar

From: Town of Clifton Park Official Website <info@cliftonpark.org>
Sent: Friday, September 25, 2026 12:38 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 #3481
Attachments: 1335b7756a0ab063_2026_Saratoga_County_Trails_Grant_Application-Strategic_Trails_Gap_Englemore_to_Westbury_Ct_Town_of_Clifton_Park.pdf; 298dd4365b518ba5_Clifton_Park_-_2026_Trails_Grant_-_For_Town_Signature.pdf; 4144cfb09b088a96_Clifton_Park_Moe_Road_Proposal_06.15.26.pdf

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

Department: Planning

Your Name: Jen Viggiani

Your Email: jviggiani@cliftonpark.org

Sponsor: P. Barrett / Planning Dept

Agenda Session Date: 10/06/2026 ✓

Board Meeting Date: 10/06/2026 ✓

Alternate Date: 10/20/2026

Budget Number: A-07629

Budget Description: grant and engineering for trails feasibility study for pedestrian path/crossing

Amount: \$6,600 grant award towards an estimated \$14,000 study cost

Brief Description: Request authorization from the Town Board to accept: Saratoga County 2026 Trails Grant Award for \$6,600; and request authorization from the Town Board to sign an agreement for Task 1 Only for \$14,000 for a Feasibility Study by Delaware Engineering for evaluating potential for a pedestrian path and crossing on town-owned land with a co-located Saratoga County Sewer District access route off Englemore Road/Moe Road, per their proposal dated 6/15/2026.

Additional Comments/Details: County Grant Application from June 2026 is attached for reference. County Award Document and County Resolution is attached. Cost proposal from engineering firm is attached. Consultant confirmed that they would conduct the work for just Task 1-Feasibility Study for the \$14,000, per communication on Aug. 20, 2026.

Supporting Documents:

[1335b7756a0ab063_2026_Saratoga_County_Trails_Grant_Application-Strategic_Trails_Gap_Englemore_to_Westbury_Ct_Town_of_Clifton_Park.pdf](#)
[298dd4365b518ba5_Clifton_Park_-_2026_Trails_Grant_-_For_Town_Signature.pdf](#)
[4144cfb09b088a96_Clifton_Park_Moe_Road_Proposal_06.15.26.pdf](#)

Agree to Terms: Agree

[unsubscribe](#)

Cynthia Zlogar

From: Phil Barrett
Sent: Wednesday, September 24, 2025 8:52 AM
To: Jennifer Viggiani; David J. MILLER; Anthony Morelli
Cc: John Scavo
Subject: county sewer project
Attachments: SCSD - Englemore Sanitary Sewer Rehabilitation Plans_02.21.25.pdf; Englemore Addendum 2.pdf

Follow Up Flag: Flag for follow up
Flag Status: Flagged

The County Sewer Department has been working in an area spanning from Westbury leading toward the new VF FD building. Through the extensive work on the trunk line, they have cleared an access road that is restrained by a wetland area. In the wetland area they have a very small path that allows them to continue the entirety of the necessary work to repair the pipe as you walk toward the rear of the VF FD building. If we can make a connection through or around the wetland area, following all applicable regulations, a trail connection would allow people living in the neighborhoods to access the Moe Road Trail and beyond. We have made tremendous progress on the opposite side of Moe connecting neighborhoods and adding trail sections along Moe. This opportunity would replicate those successes on the west side of Moe. We will need to assess and analyze options for making the connection through the wetland area without negatively affecting the ecological balance. We have been able to be creative in the past, implementing measures to extend the trail network in sensitive areas, while preserving the natural habitats and not interfering with streams and protected vegetation. Perhaps the same can be done here. Please provide some options following a review. Thank you.

Sincerely,

Phil Barrett

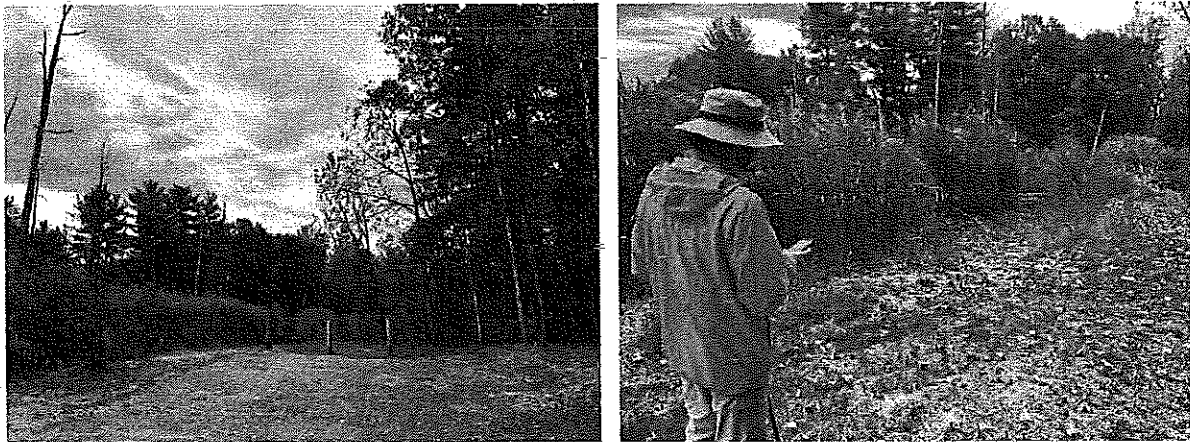
Town Supervisor, Town of Clifton Park
Chairman, Saratoga County Board of Supervisors

Englemore Rd. to Westbury Ct. Pedestrian Wetlands Crossing Feasibility Study

Town of Clifton Park Trails Grant 2026 Application

to the

2026 Saratoga County Trails Grant Program



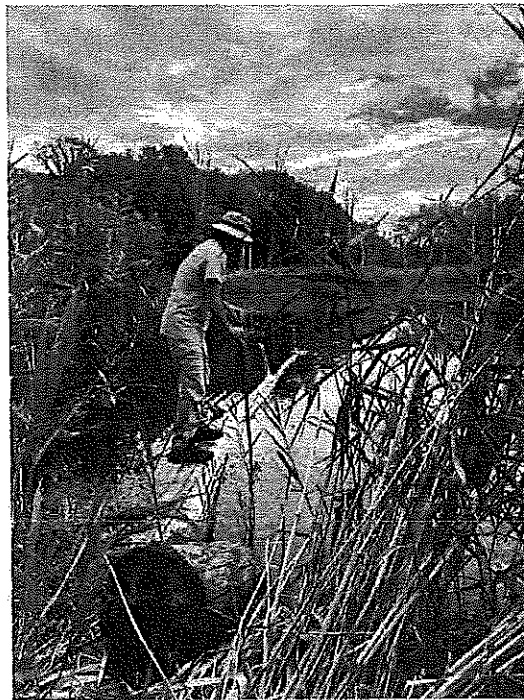
View encountered south of Englemore Rd on improved sewer access road heading south directly to wetlands where access road ends and where pedestrians seek to cross to the rest of the sewer access road.



Submitted by the Town of Clifton Park

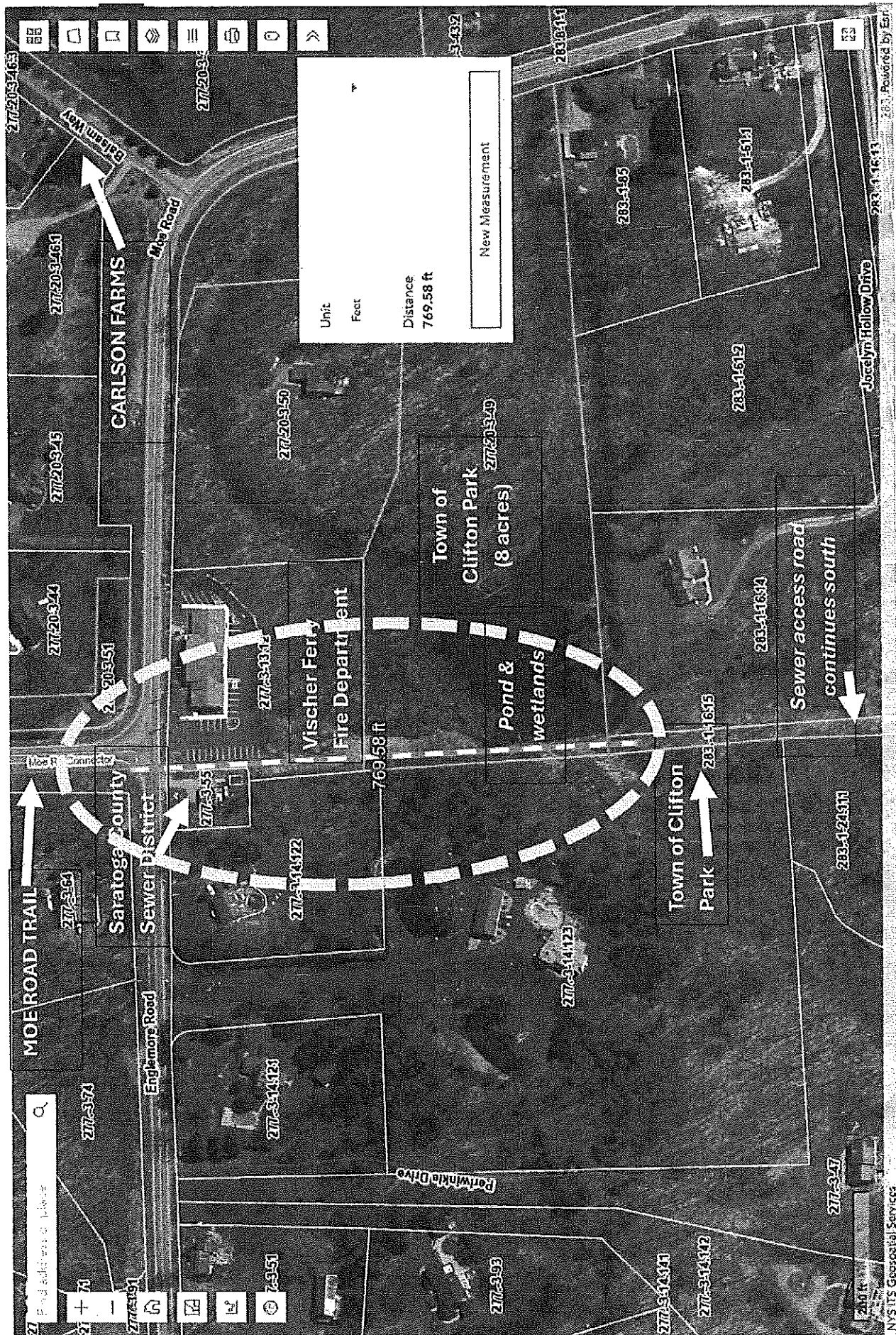
June 18, 2026

View of Town's Pond looking east of wetlands, as one proceeds south.



In photo below is the view south of the wetlands area transitioning back to the improved sewer access road en route to West bury Court.





STUDY EXTENT MAP: showing the project location area in yellow dashed lines. End of Moe Road Trail at Englemore; add a crosswalk over Englemore; and continue south on sewer access road to the gap at a wetlands area / beaver pond in the existing Saratoga County Sewer District sewer line access route.



BOARD OF SUPERVISORS

07/21/2026

RESOLUTION 199 – 2026

Introduced by Trails and Open Space: Supervisors Grasso, Ball, Gyarmathy, Kinowski, Lalukota, Ostrander, and Sanghvi

-AWARDING 2026 TRAILS GRANTS

WHEREAS, the 2026 County Budget included a Trails Grant Program to give matching grants to local municipalities to fund trail development and construction projects; and

WHEREAS, the 2026 Trails Grant Program provides a pool of up to \$80,000 to fund trail feasibility studies, engineering work, and construction in local municipalities; and

WHEREAS, our Trails and Open Space Committee received thirteen (13) applications for funding, totaling \$120,500, which the Committee recommended to be partially funded; and

WHEREAS, Resolution 87 – 2026 authorizes the County Administrator to transfer funds from certain reserve accounts for previously approved projects; and

WHEREAS, our Trails and Open Space Committee and Law and Finance Committee approved partial funding for all thirteen (13) applications submitted, at a cost of \$79,530, utilizing allotted 2026 Trails Grant Program funds; and

WHEREAS, to ensure the timely completion of municipal projects and the efficient administration of public funds, our Trails and Open Space Committee has endorsed a firm deadline of December 1, 2027 for receipt of municipal reimbursement requests; now, therefore, be it

RESOLVED, that this Board of Supervisors hereby authorizes the payment under the 2026 Trails Grant Program, totaling \$79,530, to the following municipalities for the purposes stated, upon the condition that each municipality provide matching funds or services in-kind that equal or exceed the following amounts:

- 1. Town of Ballston:** The amount of up to \$6,600 to be applied toward a proposed approximately 700-ft access trail through vacant lands of Ballston Lake SD to connect Ballston Lake Fire Dept. Memorial Park ("BLFDMP") to Lakehill Drive.
- 2. Town of Charlton:** The amount of up to \$6,600 to be applied toward a proposed approximately one (1) mile of trails on a 114-acre property that will utilize former horse trails while constructing new trails for the "soon to be" town wildlife preserve.
- 3. Town of Clifton Park:** The amount of up to \$6,600 to be applied toward a proposed feasibility study to close an approximately 800-l.f. strategic gap in the town's trail network including wetland crossing.

*

4. **Town of Edinburg:** The amount of up to \$6,600 to be applied toward a proposal to rehabilitate existing playground equipment and to add additional equipment and resupply material around the playground.
5. **Town of Greenfield:** The amount of up to \$4,950 to be applied toward a proposal to continue to resurface 0.50 miles of the Brookhaven Ski trail with stone dust and add to the 1.5 miles of already resurfaced trails to make them accessible for all seasons.
6. **Town of Halfmoon:** The amount of up to \$6,600 to be applied toward a proposal to resurface approximately 12,000-l.f. of stone dust trails in the Town's recreation park with asphalt.
7. **Town of Malta:** The amount of up to \$6,600 to be applied toward a proposal to utilize engineered wood fiber to restore an approximately 0.75 miles of trail in need of repair inside the town park.
8. **Town of Milton:** The amount of up to \$6,600 to be applied toward a proposal to establish a dog park within the boundaries of the Town's 130-acre Woods Hollow Nature Preserve by providing a fenced off area with benches, waste bag dispensers, and informational signage.
9. **Town of Moreau:** The amount of up to \$6,600 to be applied toward a proposal to upgrade an existing graveled parking area at the end of Nolan Road to create trailhead parking for universal access and suitable parking for boat trailers, cars, and bikes.
10. **Town of Northumberland:** The amount of up to \$3,300 to be applied toward a proposal to restore the existing Missy K Overlook, a structure that resembles an old canal boat, by purchasing paint, cleaning and site prep materials, and tools. Funds will also be utilized for educational elements to support the canal boat narrative.
11. **Town of Saratoga:** The amount of up to \$5,280 to be applied toward improving the multi-use trail system within the Town and Villages with resurfacing, tree and stump removal, and a culvert replacement.
12. **Town of Stillwater (Saratoga PLAN):** The amount of up to \$6,600 to be applied toward a proposal to construct the parking area and site amenities that include vegetation clearing, grading, and sediment and erosion control with surfacing of gravel and asphalt.
13. **Town of Wilton:** The amount of up to \$6,600 to be applied toward the first phase for a proposed approximately 2.5-mile trail connecting Gavin Park and the Graphite Range Community Forest Trail Network. Grant funds will provide bicycle signage and bicycle racks at Gavin Park. The funds will also support a feasibility study and conceptual layout for a future multi-use path.

; and be it further

RESOLVED, that the Chair of the Board of Supervisors is hereby authorized to execute all agreements and documents necessary to ensure the transfer of said funds; and be it further

RESOLVED, that all grant reimbursement requests shall be submitted to the County for final reimbursement no later than December 1, 2027, and that any awarded funds not requested by such date shall be forfeited; and be it further

RESOLVED, that the form and content of such agreements and documents shall be subject to the approval of the County Attorney; and be it further

RESOLVED, that this Resolution shall take effect immediately.

BUDGET IMPACT STATEMENT: No budget impact. Funds are included in the department budget.

July 21, 2026 Regular Meeting

Motion to Adopt: Supervisor Butler

Second: Supervisor Lalukota

AYES (217,810): John Antoski (11831), Philip C. Barrett (19014.5), Ram mohan Lalukota (19014.5), C. Eric Butler (6500), Harry Brennan (819), Robert Anderson (1333), James D. Arnold (3525), Michael Gyarmathy (8004), Arthur M. Wright (1976), Kevin Tollisen (25662), Cynthia Young (17130), Scott Ostrander (18800), Jesse Fish (16202), Willard H. Peck (5242), Susan Wemple (2075), Ian Murray (5808), Sarah J. Burger (14245.5), Minita Sanghvi (14245.5), Edward D. Kinowski (9022), Toni Sturm (17361)

NOES (0):

ABSENT (17,699): Joseph Grasso (4328), Thomas Richardson (5163), David Ball (8208)



SARATOGA COUNTY

Planning & Economic Development

2026

Saratoga County Trails Grant Program 2026

(Please type responses)

APPLICATION COVERSHEET

Title of Proposed Project: Englemore Rd to Westbury Ct: Pedestrian Wetlands Crossing Feasibility Study

Sponsoring Organization: Town of Clifton Park

Project Contact: Supervisor Phil C. Barrett

Project Contact address: One Town Hall Plaza, Clifton Park, NY 12065

Telephone number: 518-371-6651

Email Address: pbarrett@cliftonpark.org

Location of Proposed Project: South of Englemore Rd & Moe Rd, Town of Clifton Park

Project Address: Englemore Rd to Westbury Ct county sewer access road route

Tax Map number(s): 277.20-3-49

Proposed Trail Length: about 800+/- linear feet

Proposed Construction Material: to be determined in study

Estimated Date of Project Completion: October 2026

Signature: _____ Date: _____

PROJECT SUMMARY

Description of the property and its current use:

In response to residents' requests/inquiries, the Town of Clifton Park is interested in closing a strategic trail gap opportunity between Englemore Road and Westbury Court, in the vicinity of the Moe Road Trail Corridor at Englemore Road. The focused location of the study is starting at the intersection of Moe Road and Englemore Road (at the Moe Road Trail), connecting directly south across Englemore Road at the Saratoga County Sewer District pump station parcel to the existing sewer access road south of Englemore Road and crossing wetlands to reach the newly improved access road that continues southerly all the way south to end at Westbury Ct. The study will focus on the 800 feet from Englemore Rd to just south of the pond/wetlands area where the improved sewer access road continues. The study will involve Saratoga County Sewer District parcel 277.-3-55 (0.26 acres); the western edge of the Vischer Ferry Fire Department parcel 277.-3-13-12 (2.16 acres); Town of Clifton Park natural area parcel 277.20-3-49 (8.03 acres); and Town of Clifton Park parcel 283.-1-16.15 (0.51 acres) (a narrow strip of land that is the primary route of the sewer access road which residents have been utilizing ever since the improvements were made recently). The primary challenge and focus is crossing the wetlands located on the Town's 277.20-3-49 parcel which has wetlands and a beaver pond, for creating a pedestrian crossing to connect to the improved sewer access road south of the wetlands/pond. At this time, the crossing is envisioned as a boardwalk with potentially technoposts for pedestrians/bicyclists only; and not for vehicles.

Is the right of way currently owned or controlled by the applicant?

☒

Yes

☐

No

Provide a detailed description of how grant funds will be used for the proposed trail project:

The Town reached out to Delaware Engineering who had prepared design plans for the county sewer access road implemented in this route, to secure a cost estimate for a feasibility study for closing this gap of less than 800 feet. The firm had designed the sewer access road route, which was constructed recently by the county sewer district. The intent of this study is to analyze the feasibility of a pedestrian crossing route over the wetlands adjacent to a pond located fully on Town of Clifton Park property (about 8 acres of parkland created through the nearby Carlson Farm subdivision) to provide a pedestrian/bicyclist connection. This needed crossing is envisioned for pedestrian/bicyclist use only; and not for maintenance vehicles, as they can reach the route from Englemore Rd. or from Westbury Ct. Grant funds will be dedicated towards professional engineering consultant for conceptual design / layout of route options and cost estimates for next steps. This study will provide cost estimates for future construction and grant opportunities to help the community close this strategic north-south gap in a pedestrian network.

Is the proposed project identified or in compliance with any local, regional or statewide plans?

☒

Yes

☐

No

If yes, which plans?

Town of Clifton Park Trails Master Plan from 1999 shows this route alignment as a parallel route to Moe Road. Since the county recently completed its construction of the sewer access road (except for this gap) the town has received numerous inquiries from residents/pedestrians using the route about when "the trail" was going to be completed, even though it was infrastructure for the sewer access road. This project will focus on the wetlands gap and ensuring a route that fully connects up to the current end of the Moe Road Trail at Englemore Rd (such as planning for a crosswalk over Englemore Rd), and work closely with the county sewer district that had considered a full access road through this location in its previous analysis of the corridor.

REQUIRED PROJECT MAPS

- ☒ Location map showing street names and important landmarks
- ☒ Aerial photo with tax map overlay
- ☒ Location of connecting trails and nearby natural and cultural resources.

PROJECT BUDGET

Total estimated cost of proposed project: \$ 14,000

Feasibility/Design: \$ 14,000

Survey: \$

Plan Preparation: \$

Construction: \$

Materials: \$

Other (please list): \$

Amount and sources of other outside funding sources, identify sources:

Town cash \$4,000

Amount of County grant funds requested: \$ 10,000

Will this project proceed if awarded amount is less than the requested amount?

☒ Yes

☐ No

Project Ranking Considerations

In the event that grant requests exceed the budgeted amount, the following criteria will be used to rank the projects. Items below are ranked on a numerical scale, 1 being the lowest, and 25 points maximum.

RESOURCE PROTECTION 1-5 points (max)

- Proximity to protected water body/waterway/aquifer
- Wildlife Habitat corridor
- Close proximity to significant wetlands complex
- Scenic view shed
- Provides public access
- Proximity to other parklands

COMMUNITY RESOURCE 1-10 points (max)

- Important to rural character of municipality
- Proximity to expanding residential growth
- Located close to public infrastructure
- Connectivity of Trail to other public resources
- Connectivity to County-wide trail network
- Allows for multi-use trail
- Provides viable transportation alternative in populated area

LOCAL SUPPORT 1-10 points (max)

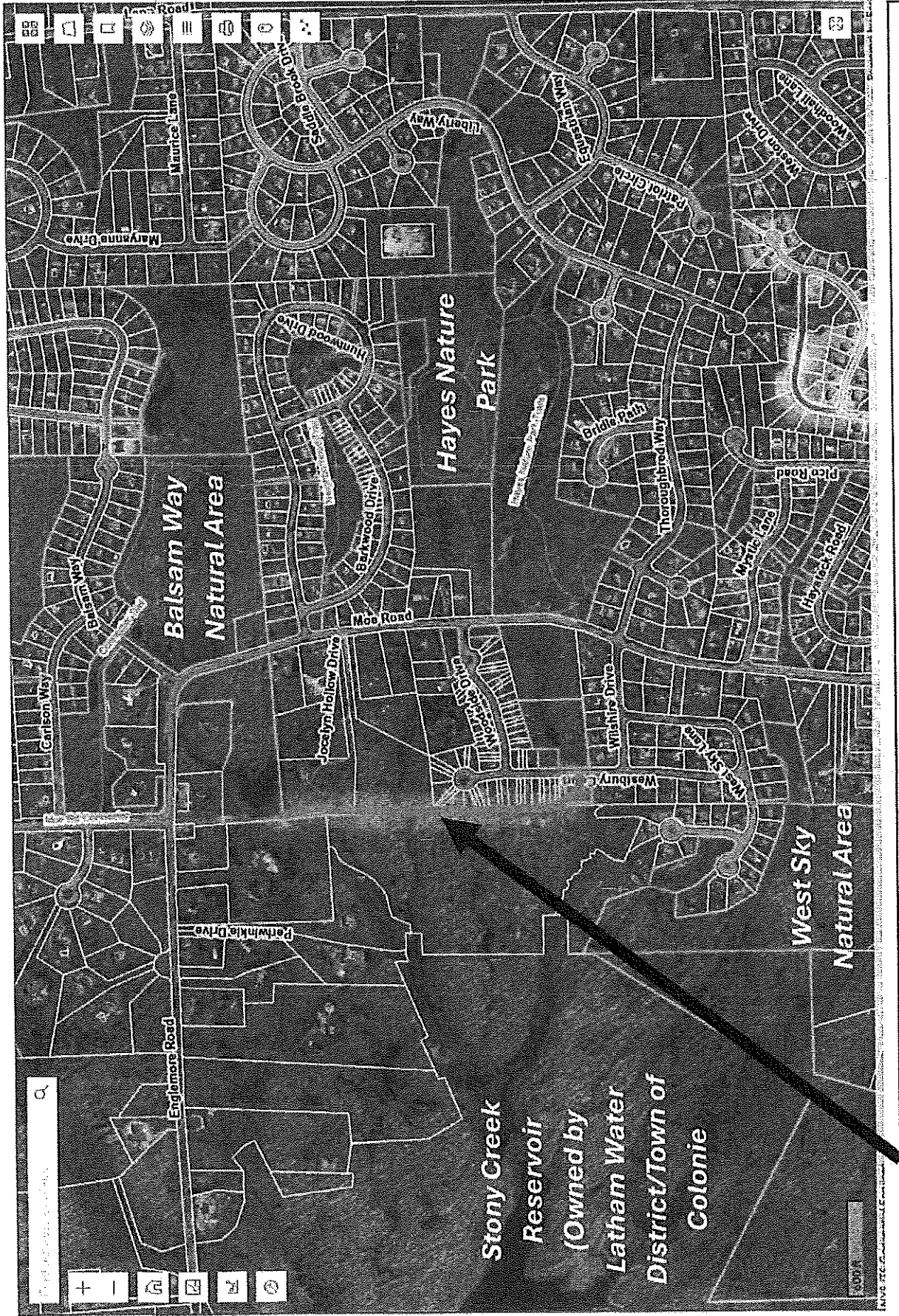
- Municipal designation as an important Community Resource as evidenced in a Town adopted ordinance
- Other funding sources confirmed as evidenced by a letter from entities providing additional funding.
- Letters of support from local offices and stakeholders may be submitted as evidence of local support

Applicant may provide additional narrative regarding the proposed project that will help the Saratoga County Trails and Open Space Committee understand its importance to the surrounding landscape and community, and why it is a good candidate for grant funding.

Please Submit one (1) electronic copy and (3) paper copies of the application to:

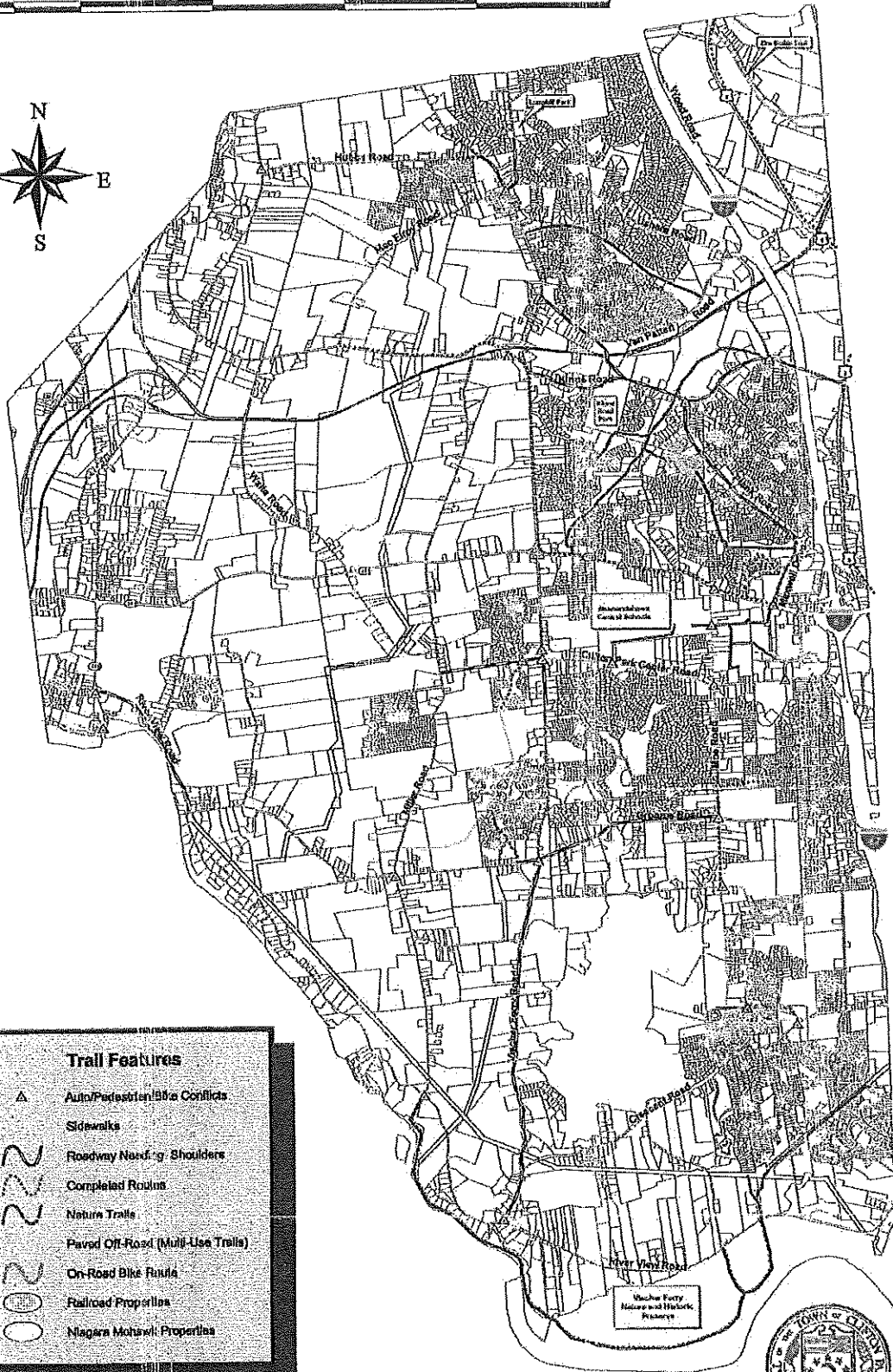
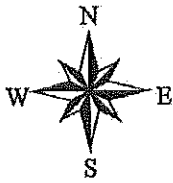
Saratoga County Department of Planning & Economic Development
50 West High Street, Ballston Spa, New York 12020
518.884.4705
JWilliams@saratogacountyny.gov

All applications must be received by: **June 18, 2026.**



Existing county sewer line access improved route that pedestrians are already using: starting at a small parcel off Westbury Court north, following a long parcel strip owned by the Town of Clifton Park, and continuing on to the wetlands/beaver pond on Town-owned lands. The interest is in crossing the wetlands through a designed crossing that will need DEC/ACOE permitting, to then either follow the sewer line alignment (easement) or work with VFFD.

1 0 1 2 3 4 Miles



Trail Features

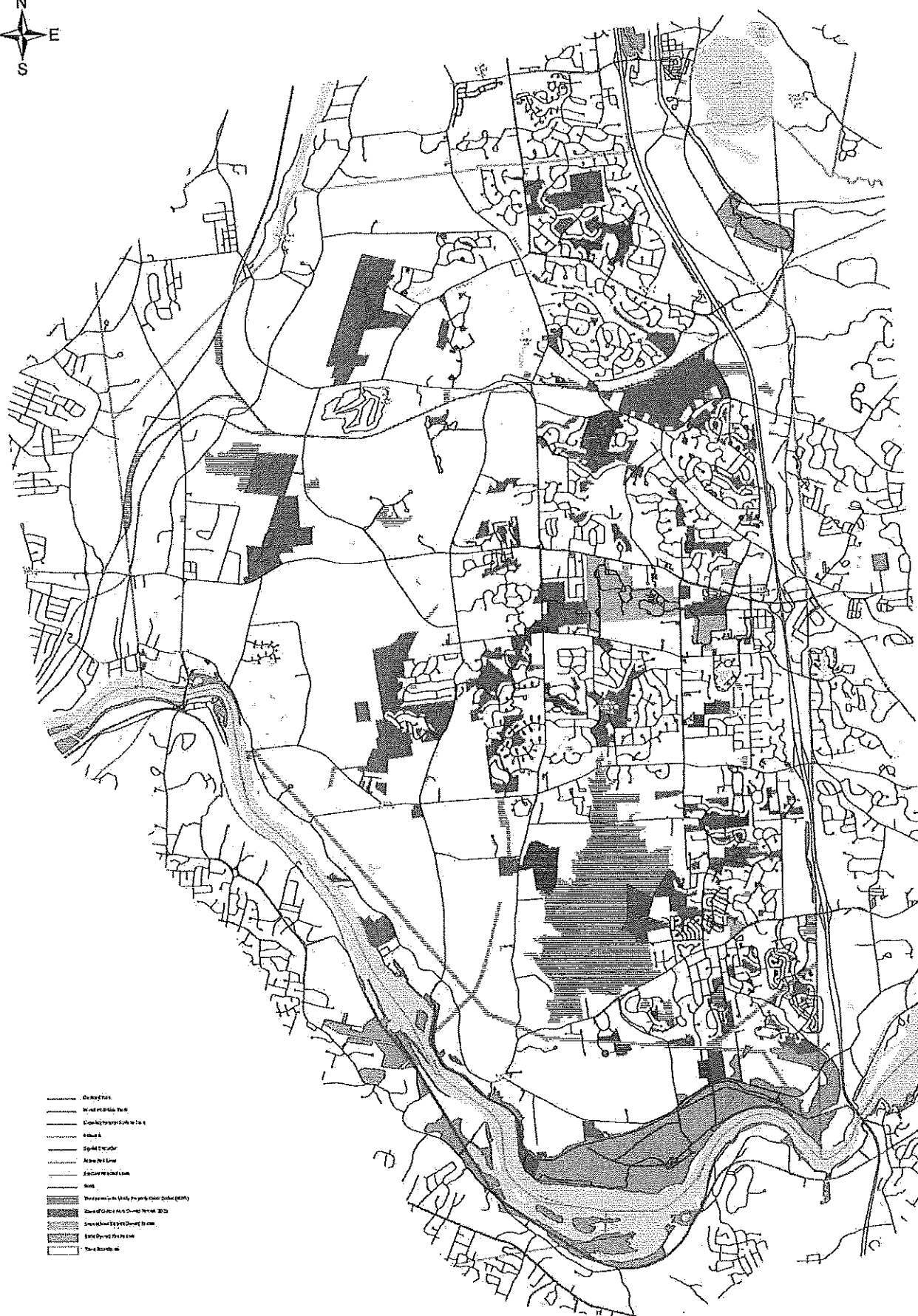
- ▲ Auto/Pedestrian/Bike Conflicts
- Sidewalks
- ~ Roadway Narrowing/Shoulders
- ~ Completed Routes
- ~ Nature Trails
- ~ Paved Off-Road (Multi-Use Trails)
- ~ On-Road Bike Route
- Railroad Properties
- Niagara Mohawk Properties

Map prepared by Town of Clifton Park Planning Department. Data was supplied by Clifton Park Trails Advisory Committee and the Saratoga County Real Property Tax Service Agency.



Philip C. Barrett
Town Supervisor

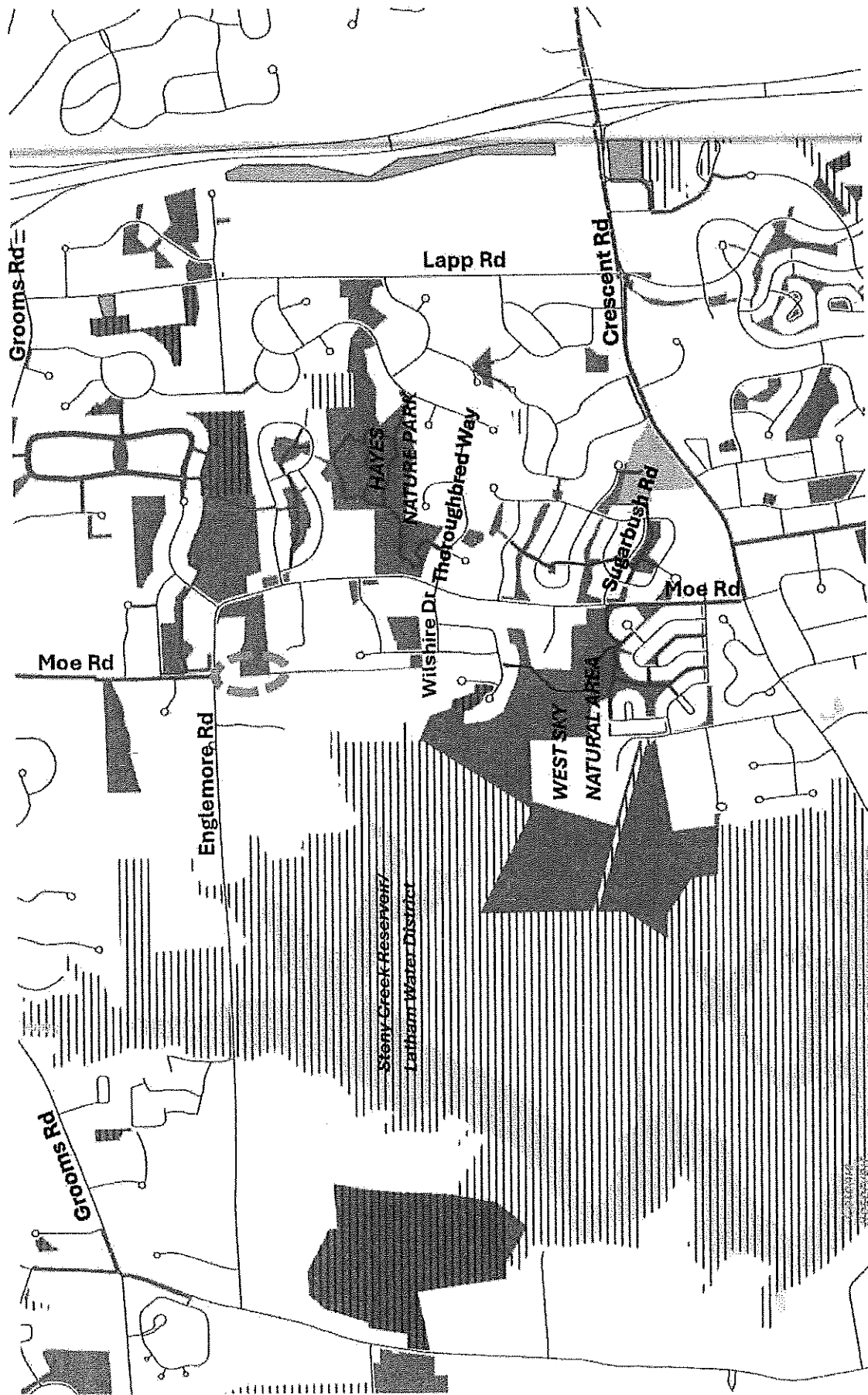
Town of Clifton Park Trails Master Plan



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9 12 20 30

March 2026



CONTEXT MAP: Englemore-Westbury Gap: Trail Route Gap Feasibility Study



OFFICE OF THE COUNTY ATTORNEY

GEORGE P. CONWAY, ESQ., COUNTY ATTORNEY

518.884.4770

SARATOGACOUNTYNY.GOV

40 MC MASTER ST, BALLSTON SPA, NY 12020

First Assistant Attorney
Ann Flower E. Stitt, Esq.
Assistant Attorneys
Michael E. DiPresso, Esq.
Petra A. Holden, Esq.
Colleen M. McMahon, Esq.

SERVICE BY EMAIL NOT ACCEPTED

MEMORANDUM

DATE: August 6, 2026

TO: Jason Kemper
Director, Department of Planning and Economic Development

FROM: George P. Conway
County Attorney *GP*

SUBJECT: Town of Clifton Park – 2026 Trails Grant

- ☒ **For Vendor Signature & Return**
- ☒ **Per Resolutions No. 199 – 2026**
- ☐ For Your Approval
- ☐ Per Our Conversation
- ☐ For Your Information
- ☐ For Your Files
- ☐ For Your Review
- ☒ **For Appropriate Action**
- ☐ Comments/Recommendations
- ☐ Other: _____

MESSAGE/REMARKS: Attached, please find one (1) agreement with the above-named vendor. If this agreement meets your approval, please secure the signature of the contractor/vendor and return one (1) signed document to this office for further processing.

2026 TRAILS GRANT PROGRAM AGREEMENT
BETWEEN
SARATOGA COUNTY AND TOWN OF CLIFTON PARK

THIS AGREEMENT, BY AND BETWEEN,

COUNTY OF SARATOGA, a municipal corporation duly organized under the laws of the State of New York, with offices at 40 McMaster Street, Ballston Spa, New York 12020 (COUNTY),

-and-

TOWN OF CLIFTON PARK, a municipal corporation duly organized under the laws of the State of New York, with principal offices at 1 Town Hall Plaza, Clifton Park, New York 12065 (TOWN);

WITNESSETH:

WHEREAS, the Saratoga County Trails Grant Program was established to provide a matching fund grant program to assist municipalities in the feasibility, planning, engineering, and construction of local trails; and

WHEREAS, pursuant to Resolution 199-2026, the Saratoga County Board of Supervisors awarded a Trails Grant Program grant to the TOWN in the amount of up to \$6,600 upon the condition that the TOWN contribute a matching commitment from non-COUNTY sources; and

WHEREAS, all grant reimbursement requests shall be submitted to the COUNTY for final reimbursement no later than December 1, 2027, and any awarded funds not requested by such date shall be forfeited;

NOW, THEREFORE, IT IS AGREED:

1. **PROJECT**: The TOWN shall conduct a feasibility study to close a strategic gap of approximately 800 linear feet in the TOWN's trail network, including a wetland crossing (the "Project").
2. **GRANT AWARD & MATCH**: The COUNTY agrees to provide a grant to the TOWN in an amount not to exceed \$6,600 subject to the terms of Resolution 199-2026. The TOWN shall contribute a minimum 25% match of the awarded amount, i.e., \$1,650, from non-COUNTY sources, consisting of cash, in-kind services, or a combination of both. Total project expenditures must equal or exceed \$8,250 to qualify for the maximum reimbursement.
3. **REIMBURSEMENT**: The COUNTY shall issue a check from the Trails Grant Program funds payable to the TOWN in the amount of up to \$6,600 within 30 days of the receipt from the

TOWN of a properly executed COUNTY voucher. The voucher must be supported by documentation acceptable to the Saratoga County Auditor documenting total Project expenditures equaling or exceeding \$8,250, verifying the completion of the Project and the fulfillment of the non-COUNTY matching requirement.

4. DEADLINE: All grant reimbursement requests shall be submitted to the COUNTY for final reimbursement no later than December 1, 2027. Any awarded funds not requested by such date shall be forfeited and this Agreement shall be void with no further obligation or liability remaining on the part of the COUNTY.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date of the last signature affixed below.

APPROVED AS TO
FORM AND CONTENT:

COUNTY OF SARATOGA

By: _____
Ian Murray, Vice Chair
Saratoga County Board of Supervisors
Pursuant to Resolution: 199 – 2026

Date: _____

TOWN OF CLIFTON PARK

By: _____
Philip Barrett
Town Supervisor

Date: _____



SARATOGA COUNTY

Planning & Economic Development

Saratoga County Trails Grant Program 2026

A. Background: Saratoga County Board of Supervisors has allocated \$80,000 in grant funds to assist municipalities with the planning and construction of trails. Grant funds are awarded directly to the municipality as a reimbursement upon completion of the proposed project.

B. Eligible Applicants: All Saratoga County municipalities may apply for this grant program.

C. Eligible Projects: Project that may be funded through this grant program include:

- Engineering/Design/Feasibility Study
- Construction of new recreation trails
- Restoration of existing trails
- Development and improvement of trail amenities including wayfinding signs
- Land acquisition and permanent easements
- Water trails aka "blue trails"

It should be noted that not all applications may be awarded grant funds. Preference will be given to trail projects that fit into the County's goals of having interconnected multi-use trails throughout the County.

D. Eligible Costs: Grant funds may be used for costs associated with the planning, construction or reconstruction of trails including survey work, scoping reports and feasibility studies. The maximum award amount for a single proposal is \$10,000.

E. Match Requirements: The grant program requires a minimum 25% match of any awarded amount from Non-County sources (i.e. A County grant award of \$10,000 requires a minimum of \$2,500 in expenditures from Non-County sources). The match may be in the form of cash, in-kind services or a combination of both.

F. Post Award: Upon notice of award, the Saratoga County Department of Planning & Economic Development will provide the awardee with a checklist of submission requirements along with a template for the project's final budget. The awardee will be required to provide quarterly updates to the County outlining the progress of the project. All 2026 grants shall be submitted for final reimbursement no later than December 1, 2027. If substantial progress of the project has not been made by December 1, 2027, any unreimbursed awarded funds may be relinquished for the project. No grant monies shall be released without sufficient evidence of expenditures by the awardee.

Application must be received by June 18, 2026.

Please submit one (1) electronic copy and (3) paper copies of the application to:

Saratoga County Department of Planning & Economic Development
50 West High Street, Ballston Spa, New York 12020 518.884.4705
JWilliams@saratogacountyny.gov



DELAWARE ENGINEERING, D.P.C.

28 Madison Avenue Extension
Albany, New York 12203

Phone : 518.452.1290 / Fax : 518.452.1335
Delaware Engineering.com

June 15, 2026

Jennifer Viggiani
Open Space Coordinator
Town of Clifton Park – Planning Department
One Town Hall Plaza
Clifton Park, NY 12065

Re: Moe Road Walking Path

Dear Ms. Viggiani:

Delaware Engineering, D.P.C. (DE) is pleased to provide this proposal for professional engineering services for the feasibility study and preliminary design of a walking path connecting the existing gravel pathways on Town property.

Project assumptions and services to be provided are listed below:

Assumptions:

- DE will have access to all available property and topographic surveys and as-built documentation pertaining to the project area.

Scope of Services:

Task 1 – Feasibility Study:

- Provide a feasibility study for connecting the existing gravel pathways through wetlands on Town property. The walking path is near Moe Road within the easement for the Saratoga County Sewer District (SCSD).
- Correspond with New York State Department of Environmental Conservation (NYSDEC), SCSD, and Vischer Ferry Fire Department for permitting requirements, locations, and easement requirements.
- Provide cost estimates for the construction of the walking path.

Task 2 – Permitting and Design Plans:

- Site Plan will be developed using orthoimagery and available LIDAR as part of this Proposal. DE will provide spot elevations as needed. If a boundary survey is required, DE will coordinate with the Client for additional surveying needs, and this will be billed separately as an additional service.
- Review plans and details with the Client.
- Wetlands in the area have been delineated, and the existing delineation will be used. If updated delineation is required, DE will coordinate with the Client, and this will be billed separately as an additional service.
- No geotechnical investigations or soil boring will be conducted. If geotechnical investigation is required, DE will coordinate with the Client, and this will be billed separately as an additional service.
- Provide Design Plans to the New York State Department of Environmental Conservation and Army Corp of Engineers for the wetland permit.

DELAWARE ENGINEERING, D.P.C.

- Plans will be signed and sealed by a professional engineer licensed to practice engineering in New York State.

Professional Services Fee:

Delaware Engineering will provide the Scope of Services as described in this proposal for a lump sum fee of **\$30,000**.

Task	Description	Total
1	Feasibility Study (Approx. 66 hours)	\$14,000
2	Design and Permitting (Approx. 100 hours)	\$16,000
	Total	\$30,000

*

Compensation:

Compensation shall commence for services provided from contract signing until completion of the work.

Total contract compensation shall not exceed **\$30,000** unless prior authorization is received from the Client. Invoices will be submitted to the Client not more frequently than on a monthly basis. Payment shall be made to the Engineer within 30 calendar days of the date of invoice. Checks shall be forwarded to Delaware Engineering, D.P.C., 28 Madison Avenue Extension, Albany, NY 12203 Attention: Susan Olivares.

Additional Services:

Additional services can be provided if deemed necessary and approved by the Client. Compensation for additional services can be negotiated as needed. Additional work will be approved by the Client prior to the execution of the additional services.

Services not indicated or included in the above-listed scope of services or which are subsequently requested, either verbally or in writing, will be considered additional services. The fee will be based upon either a mutually agreed upon lump sum or an hourly basis at rates in effect at the time the services are performed, plus subcontracts and reimbursable expenses as outlined in the Rate Schedule (See Attachment A) for the year in which the work is being performed.

Standard Contract Terms and Conditions:

The terms and conditions contained on the attached sheet would apply to the project contract for these services (See Attachment B).

Endorsements:

Thank you for the opportunity to submit a proposal for these services. If all is acceptable and you wish us to proceed with the work, please sign below and return a copy to our office.

Please contact me if you have any questions or comments at 518-452-1290 or via email at jfogarty@delawareengineering.com

DELAWARE ENGINEERING, D.P.C.

The following signatures establish the foregoing:

(OWNER/CLIENT)
Town of Clifton Park

(ENGINEER)
DELAWARE ENGINEERING, D.P.C.

By: _____
(Signature)

By: _____
(Signature)

Print Name: _____

Print Name: Jake Fogarty, P.E.

Title: _____

Title: Senior Engineer

Date: _____

Date: June 15, 2026

Attachments:

Hourly Rate Schedule
Standard Contract Terms and Conditions



**DELAWARE
ENGINEERING, D.P.C.**

Attachment A

**2026
HOURLY RATE SCHEDULE**

Personnel	Rate
Project/Accounting Coordinator/Senior Coordinator	\$95 - \$115
Designer/Senior Designer	\$110 - \$190
Construction Inspector/Senior Construction Inspector	\$140 - \$170
Construction Manager/Senior Construction Manager	\$190 - \$210
Environmental Scientist or GIS Specialist/Senior Scientist/GIS	\$155 - \$185
Public Engagement Specialist/Grants Manager	\$175 - \$185
Planner/Senior Planner	\$175 - \$185
Engineer	\$130 - \$170
Design Engineer/Senior Design Engineer	\$130 - \$170
Project Engineer/Senior Project Engineer	\$160 - \$190
Senior Engineer/Managing Engineer	\$200 - \$250
Principal or Partner Engineer, Scientist or Planner	\$240 - \$270

Reimbursable Expenses:

- | | |
|-------------------------------------|--|
| 1. Mileage | @ Federal Rate 72.5 per mile |
| 2. Travel Expenses (Lodging, Meals) | @ Federal Per Diem Rate |
| 3. Telecommunications | @ Cost |
| 4. FedEx, UPS, US Postal, Courier | @ Cost |
| 5. Subcontract Management | @ Cost plus 10% |
| 6. Other allowable costs | @ Cost (Plan Reproductions, Photographs, etc.) |

DELAWARE ENGINEERING, D.P.C.

PART III
STANDARD TERMS AND CONDITIONS

1. STANDARD OF CARE. Services shall be performed in accordance with the standard of professional practice ordinarily exercised by the applicable profession at the time and within the locality where the Services are performed. Professional services are not subject to, and ENGINEER can not provide, any warranty or guarantee, express or implied, including warranties or guarantees contained in any uniform commercial code. Any such warranties or guarantees contained in any purchase orders, requisitions or notices to proceed issued by CLIENT are specifically objected to.

2. CHANGE OF SCOPE. The scope of Services set forth in this Agreement is based on facts known at the time of execution of this Agreement, including, if applicable, information supplied by CLIENT. For some projects involving conceptual or process development services, scope may not be fully definable during initial phases. As the Project progresses, facts discovered may indicate that scope must be redefined.

3. SAFETY. ENGINEER has established and maintains corporate programs and procedures for the safety of its employees. Unless specifically included as a service to be provided under this Agreement, ENGINEER specifically disclaims any authority or responsibility for general job site safety and safety of persons other than ENGINEER employees.

4. DELAYS. If events beyond the control of CLIENT or ENGINEER, including, but not limited to, fire, flood, explosion, riot, strike, war, process shutdown, act of God or the public enemy, and act or regulation of any government agency, result in delay to any schedule established in this Agreement, such schedule shall be amended to the extent necessary to compensate for such delay. In the event such delay exceeds 60 days, ENGINEER shall be entitled to an equitable adjustment in compensation.

5. TERMINATION/SUSPENSION. Either party may terminate this Agreement upon 30 days written notice to the other party. CLIENT shall pay ENGINEER for all Services, including profit relating thereto, rendered prior to termination, plus any expenses of termination. In the event either party defaults in its obligations under this Agreement (including CLIENT'S obligation to make the payments required hereunder), the non-defaulting party may, after 7 days written notice stating its intention to suspend performance under the Agreement if cure of such default is not commenced and diligently continued, and failure of the defaulting party to commence cure within such time limit and diligently continue, suspend performance under this Agreement.

6. OPINIONS OF CONSTRUCTION COST. Any opinion of construction costs prepared by ENGINEER is supplied for the general guidance of the CLIENT only. Since ENGINEER has no control over competitive bidding or market conditions, ENGINEER cannot guarantee the accuracy of such opinions as compared to contract bids or actual costs to CLIENT.

7. RELATIONSHIP WITH CONTRACTORS. ENGINEER shall serve as CLIENT'S professional representative for the Services, and may make recommendations to CLIENT concerning actions relating to CLIENT'S contractors, but ENGINEER specifically disclaims any authority to direct or supervise the means, methods, techniques, sequences or procedures of construction selected by CLIENT'S contractors.

8. CONSTRUCTION REVIEW. For projects involving construction, CLIENT acknowledges that under generally accepted professional practice, interpretations of construction documents in the field are normally required, and that performance of construction-related services by the design professional for the project permits errors or omissions to be identified and corrected at comparatively low cost. CLIENT agrees to hold ENGINEER harmless from any claims resulting from performance of construction-related services by persons other than ENGINEER.

9. INSURANCE. ENGINEER will maintain insurance coverage for Professional, Comprehensive General, Automobile, Worker's Compensation, and Employer's Liability in amounts in accordance with applicable law and regulation and ENGINEER'S business requirements. Certificates evidencing such coverage will be provided to CLIENT upon request. For projects involving construction, CLIENT agrees to require its construction contractor, if any, to include ENGINEER as an additional insured on its policies relating to the Project. ENGINEER'S coverages referenced above shall, in such case, be excess over contractor's primary coverage.

10. HAZARDOUS MATERIAL. Hazardous materials may exist at a site where there is no reason to believe they could or should be present. ENGINEER and CLIENT agree that the discovery of unanticipated hazardous materials constitutes a changed condition mandating a renegotiation of the scope of work. ENGINEER agrees to notify CLIENT as soon as practically possible should unanticipated hazardous materials or suspected hazardous materials be encountered. CLIENT acknowledges and agrees that it retains title to all hazardous material existing on the site and shall report to the appropriate federal, state or local public agencies, as required, any conditions at the site that may present a potential danger to the public health, safety or the environment. CLIENT shall execute any manifests or forms in connection with transportation, storage and disposal of hazardous materials resulting from the site or work on the site or shall authorize ENGINEER to execute such documents as CLIENT'S agent. CLIENT waives any claim against ENGINEER and agrees to defend, indemnify, and save ENGINEER harmless from any claim or liability for injury or loss arising from ENGINEER'S discovery of unanticipated hazardous materials or suspected hazardous materials.

11. INDEMNITIES. To the fullest extent permitted by law, ENGINEER shall indemnify and save harmless CLIENT from and against loss, liability, and damages sustained by CLIENT, its agents, employees, and representatives by reason of injury or death to persons or damage to tangible property to the extent caused directly by the willful misconduct or failure to adhere to the standard of care described in Paragraph 1 above of ENGINEER, its agents or employees.

To the fullest extent permitted by law, CLIENT shall defend, indemnify, and save harmless ENGINEER from and against loss, liability, and damages sustained by ENGINEER, its agents, employees, and representatives by reason of claims for injury or death to persons, damages to tangible property, to the extent caused directly by any of the following: (a) any substance, condition, element, or material or any combination of the foregoing (i) produced, emitted or released from the Project or tested by ENGINEER under this Agreement, or (b) operation or management of the Project. CLIENT also agrees to require its construction contractor, if any, to include ENGINEER as an indemnitee under any indemnification obligation to CLIENT.

12. LIMITATIONS OF LIABILITY. No employee or agent of ENGINEER shall have individual liability to CLIENT. CLIENT agrees that, to the fullest extent permitted by law, ENGINEER'S total liability to CLIENT for any and all injuries, claims, losses, expenses or damages whatsoever arising out of or in any way related to the Project or this Agreement from any causes including, but not limited to, ENGINEER'S negligence, errors, omissions, strict liability, or breach of contract and whether claimed directly or by way of contribution shall not exceed the limits of insurance under this Agreement. If CLIENT desires a limit of liability greater than that provided above, CLIENT and ENGINEER shall include in Part III of this Agreement the amount of such limit and the additional compensation to be paid to ENGINEER for assumption of such additional risk. IN NO EVENT AND UNDER NO CIRCUMSTANCES SHALL ENGINEER BE LIABLE TO CLIENT FOR CONSEQUENTIAL, INCIDENTAL, INDIRECT, SPECIAL, OR PUNITIVE DAMAGES.

13. ACCESS. CLIENT shall provide ENGINEER safe access to any premises necessary for ENGINEER to provide the Services.

14. REUSE OF PROJECT DELIVERABLES. Reuse of any documents or other deliverables, including electronic media, pertaining to the Project by CLIENT for any purpose other than that for which such documents or deliverables were originally prepared, or alteration of such documents or deliverables without written verification or adaptation by ENGINEER for the specific purpose intended, shall be at the CLIENT'S risk. Further, all title blocks and the engineer's seal, if applicable, shall be removed if and when CLIENT provides deliverables in electronic media to another entity. CLIENT agrees that relevant analyses, findings and reports provided in electronic media shall also be provided in "hard-copy" and that the hard copy shall govern in the case of a discrepancy between the two versions, and shall be held as the official set of drawings, as signed and sealed. CLIENT shall be afforded a period of 30 days in which to check the hard copy against the electronic media. In the event that any error or inconsistency is found as a result of this process, ENGINEER shall be advised and the inconsistency shall be corrected at no additional cost to CLIENT. Following the expiration of this 30-day period, CLIENT shall bear all responsibility for the care, custody and control of the electronic media. In addition, CLIENT represents that it shall retain the necessary mechanisms to read the electronic media, which CLIENT acknowledges to be of only limited duration. CLIENT agrees to defend, indemnify, and hold harmless ENGINEER from all claims, damages, and expenses, (including reasonable litigation costs), arising out of such reuse or alteration by CLIENT or others acting through CLIENT.

15. AMENDMENT. This Agreement, upon execution by both parties hereto, can be amended only by a written instrument signed by both parties.

16. ASSIGNMENT. Except for assignments (a) to entities which control, or are controlled by, the parties hereto or (b) resulting from operation of law, the rights and obligations of this Agreement cannot be assigned by either party without written permission of the other party. This Agreement shall be binding upon and inure to the benefit of any permitted assigns.

17. STATUTES OF LIMITATION. To the fullest extent permitted by law, parties agree that, except for claims for indemnification, the time period for bringing claims under this Agreement shall expire one year after Project completion.

18. DISPUTE RESOLUTION. Parties shall attempt to settle disputes arising under this agreement by discussion between the parties' senior representatives of management. If any dispute can not be resolved in this manner, within a reasonable length of time, parties agree to attempt non-binding mediation or any other method of alternative dispute resolution prior to filing any legal proceedings. In the event any actions are brought to enforce this Agreement, the prevailing party shall be entitled to collect its litigation costs from the other party.

19. NO WAIVER. No waiver by either party of any default by the other party in the performance of any particular section of this Agreement shall invalidate any other section of this Agreement or operate as a waiver of any future default, whether like or different in character.

20. NO THIRD-PARTY BENEFICIARY. Nothing contained in this Agreement, nor the performance of the parties hereunder, is intended to benefit, nor shall inure to the benefit of, any third party, including CLIENT'S contractors, if any.

21. SEVERABILITY. The various terms, provisions and covenants herein contained shall be deemed to be separate and severable, and the invalidity or unenforceability of any of them shall not affect or impair the validity or enforceability of the remainder.

22. AUTHORITY. The persons signing this Agreement warrant that they have the authority to sign as, or on behalf of, the party for whom they are signing.

Cynthia Zlogar

From: Jennifer Viggiani
Sent: Friday, September 25, 2026 1:02 PM
To: Cynthia Zlogar; Kevin Dailey; Mark Heggen
Subject: Sar County 2026 Trails Grant - Englemore foot path and Delaware Engineering proposal
Attachments: Clifton Park Moe Road Proposal_06.15.26.pdf

Good afternoon,

As a quick follow-up to the TB Resolution request just submitted, I wanted to share with you the communication from Delaware Engineering, that they are fine to ONLY proceed with the Task 1 Feasibility Study - in light of the grant award being \$6,600 and not a greater amount, should the Town Board decide to authorize them to conduct the feasibility study.

Thank you!

Sincerely,

Jennifer Viggiani
Open Space Coordinator
Town of Clifton Park – Planning Department
One Town Hall Plaza
Clifton Park, NY 12065
www.cliftonparkny.gov
www.cliftonparkopenspaces.org
www.cliftonparkfarms.com
518-371-6054
Access [Clifton Park Connect](#) – the Town's Community Engagement Hub!

From: Jake Fogarty <jfogarty@delawareengineering.com>
Sent: Thursday, August 20, 2026 12:55 PM
To: Jennifer Viggiani <JViggiani@cliftonpark.org>
Subject: FW: Englemore foot path - consideration of technopost type of pedestrian crossings over wetlands

Hi Jennifer,

We are good with just Task 1 – Feasibility Study. Let us know if you want an updated proposal. 

Thanks,
Jake

From: Jake Fogarty
Sent: Monday, June 15, 2026 4:05 PM
To: Jennifer Viggiani <JViggiani@cliftonpark.org>
Subject: RE: Englemore foot path - consideration of technopost type of pedestrian crossings over wetlands

Hi Jennifer,

See attached for the proposal.

Please let me know if you have any questions.

Thanks,
Jake



JAKE FOGARTY, P.E.
SENIOR ENGINEER
28 Madison Ave. Ext. | Albany, NY 12203
518.452.1290 x275 (office)
315.657.3534 (mobile)
www.delawareengineering.com

From: Jennifer Viggiani <JViggiani@cliftonpark.org>
Sent: Monday, June 15, 2026 8:09 AM
To: Jake Fogarty <jfogarty@delawareengineering.com>
Subject: Englemore foot path - consideration of technopost type of pedestrian crossings over wetlands

Hi Jake,

We have a number of wooden construction pedestrian boardwalks built on Techno posts, elevated through wetland areas, in the West Sky Natural Area, south of the project site (from West Sky Lane south to an east-west connector trail (from Compton to Sugarbush at Moe). Here is a link to basic plans that include a detail/elevation of the **foot bridge** details: [West Sky Trail design plan.pdf](#)

I think the elevated footpath above the wetlands — is highly permittable under DEC and ACOE — unless things have changed! Which is always possible!!

We also have some wooden boardwalks in Hayes Nature Park, off of Moe Rd.

How the boardwalk "connects" and interfaces/transitions to the gravel surface existing access road — will be an important detail. And we have learned the hard way, that allowing for/designing for good drainage off the wooden deck bridges is critical to slow down boards rotting from moisture.

Thanks again!

Have a great weekend,

Jennifer Viggiani
Open Space Coordinator
Town of Clifton Park – Planning Department
One Town Hall Plaza
Clifton Park, NY 12065
www.cliftonparkny.gov
www.cliftonparkopenspaces.org
www.cliftonparkfarms.com
518-371-6054
Access [Clifton Park Connect](#) – the Town's Community Engagement Hub!

From: Jennifer Viggiani <jennifer.viggiani@gmail.com>
Sent: Friday, June 12, 2026 2:53 PM
To: Jennifer Viggiani <JViggiani@cliftonpark.org>
Subject: West sky



RESOLUTION

#17

PHILIP C. BARRETT
Supervisor

•

AGATHA REID
Councilwoman

ZABED MANIR
Councilman

•

NANCY R. BELLAMY
Councilwoman

•

MARIO L. FANTINI
Councilman

Resolution No. ___ of 2026, a resolution authorizing the retainment of FCM Engineering for professional services related to safety improvements for the Miller Road/Sugar Hill Road intersection with Grooms Road.

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

WHEREAS, at the September 24, 2026 Town Highway Safety Committee meeting, a recommendation was put forth to engage FCM Engineering to study and recommend safety improvements for the two Town roads of Miller Road and Sugar Hill Road and their intersection with Grooms Road, a County road, and

WHEREAS, the Town Planning Department received a proposal from FCM Engineering, attached, which includes their scope of services for studying the said intersection safety improvements, in an amount not to exceed \$4,950.00; now, therefore, be it

RESOLVED, that FCM Engineering is hereby retained to provide professional services in regard to the study and recommendation of safety improvements for the Miller Road/Sugar Hill Road intersection with Grooms Road, at a cost not to exceed \$4,950.00, to be paid from the Vischer Ferry GEIS, with a transfer to A-01440-00135, (General Fund – Engineering – Engineering).

Cynthia Zlogar

From: Town of Clifton Park Official Website <info@cliftonpark.org>
Sent: Monday, September 28, 2026 12:01 PM
To: Cynthia Zlogar; Phil Barrett; Jean Spiegel; Mark Heggen; Darlene Allen; Zabed Manir; Agatha Reid; Christine Pagnello; Walter Smead; Kelly Miller; Nancy Bellamy; Mario Fantini; Kevin Dailey; Caitlin Fantini; Megan Babendreier
Subject: New Resolution Request #3485
Attachments: 9a3db12c51b96d69_FCM_Proposal_-_Miller_Grooms__Sugar_Hill_Intersection.pdf

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

Department: Planning

Your Name: Jen Viggiani

Your Email: jviggiani@cliftonpark.org

Sponsor: N.Bellamy

Agenda Session Date: 10/06/2026 ✓

Board Meeting Date: 10/06/2026 ✓

Alternate Date: 10/20/2026

Budget Number: A-3310-135

Budget Description: professional transportation engineering services for traffic safety

Amount: \$4,950

Brief Description: Per the Highway Safety Committee's recommendation from 9/24/26 HSC meeting, authorize FCM Engineering to study and recommend safety improvements for the Miller Road (town road)/Sugar Hill Road (town road) intersection with Grooms Road (county road) to the Town. Study is anticipated to be completed within 2 weeks of town approval of the proposal/agreement.

Additional Comments/Details: Funding resources for this safety study may be available through funds remaining in the Vischer Ferry Road GEIS which included Miller Road and Grooms Road.

Supporting Documents:

[9a3db12c51b96d69_FCM_Proposal_-_Miller_Grooms__Sugar_Hill_Intersection.pdf](#)

Agree to Terms: Agree

[unsubscribe](#)

September 14, 2026

John Scavo

Director of Planning & Zoning Department

Town of Clifton Park

One Town Hall Plaza

Clifton Park, NY 12065

Re: Miller Road/Grooms Road/Sugar Hill Road Intersection
Intersection Safety Improvements

Dear Mr. Scavo:

We have reviewed the Initial August Safety Review memorandum dated September 8, 2026, along with the video and the crash data report for the subject intersection. The intersection is controlled by "STOP" signs on the minor approaches, which are Sugar Hill Road and Miller Road. Grooms Road traffic is free flowing. The preliminary findings from the Town Highway Safety Committee identified a recurring failure-to-yield pattern involving the stop-controlled approaches and a potential visibility concern with the northbound Sugar Hill Road approach "STOP" sign and recommended the following:

1. Conduct a formal daytime and nighttime field review.
2. Measure intersection sight distance.
3. Evaluate the northbound Sugar Hill Road STOP-sign installation.
4. Review the difference between the two stopped approaches.
5. Collect updated traffic and speed data.
6. Coordinate with enforcement personnel.
7. Review property and historic-site constraints.
8. Return to the Highway Safety Committee with alternatives.

From my experience as a Transportation Engineer for over 40 years and the Chairman of the Town of Glenville Traffic Safety committee for over 20 years, this intersection is not unique with respect to traffic flow, speed and safety concerns and measures can be taken to improve safety. All recommendations will be consistent with the latest addition of the Manual of Traffic Control Devices (MUTCD) and standard traffic engineering design practices. Our proposed scope of services is as follows:

SCOPE OF SERVICES

Task 1 – The consultant will develop project base mapping of the intersection and the project area using available information via google street and tax maps. Base mapping will be scaled at 1" =40' on 11 x 17 paper.

Cost of the task is \$250.00.

Task 2 – Review all materials received from the Town that includes:

- Grooms Road Speed Trailer Data collected in August 2019.
- Miller Road Speed Trailer Data collected in May 2023.

FCM Engineering PLLC | Mailing Address: 156 Spring Road, Scotia, NY 12302

Fred C. Mastroianni, P.E., Managing Partner | Fred@fcmengpllc.com | 518-641-9192

Lorenzo Distefano, P.E., Partner | Lorenzo@fcmengpllc.com | 518-538-1550

Robert (Bob) Rice, P.E., Partner | Bob@fcmengpllc.com | 315-525-9941

- Sugar Hill Road Speed Data collected in August 2023.
- Five-Year Crash Data Report, which identifies six reported crashes in the compiled dataset at the intersection.
- Any additional traffic and speed data that will be provided by the town.

Cost of the task is \$400.00.

Task 3 – The consultant will conduct an existing conditions survey of the project area that includes the following:

- Field measure the location and type of traffic signs within 500 feet of each approach to the intersection. This will include all traffic signs.
- Field measure the location of all existing pavement markings at the intersection.
- Field measure the location of any fixed objects such as utility poles.
- Field measure the location of any sight obstructions such as trees and shrubs that obstruct the visibility of the intersection.
- Field measure the intersection sight distance for each approach to the intersection.
- Visually observe the traffic flow at the intersection during the PM peak hours, which are typically from 4:00 pm to 6:00 pm and nighttime traffic flow from 8:00 pm to 10:00 pm.

Cost for the task is \$950.00.

Task 4 – All field data will be added to the project base mapping for the purpose of developing an “Existing Conditions” plan of the project area.

Cost of the task is \$250.00.

Task 5 – The consultant will perform a safety improvement evaluation of the intersection and recommended improvements that may include but not limited to the following:

- Recommending appropriate location of traffic signs at the intersections and the approaches, which includes the “STOP” signs, “STOP” bars and advisory signs at the approaches to the intersection.
- Recommending improvements where approaches to the intersection have less than desirable sight distances.
- Recommending possible traffic calming measures to reduce vehicular traffic speeds.
- Prepare an Initial Concept Plan showing the recommended improvements for review by the town.

Cost of the task is \$1,900.00.

Task 6 – Attend a meeting with town staff to go over the safety evaluation and recommended improvements and obtain input.

Cost of the task is \$250.00.

Task 7 – The consultant will modify the Initial Concept Plan based upon input from the Town. A Pre-final Concept Plan will be forwarded to the Town for final review and comment. The consultant will finalize the Concept Plan after any additional comments are received.

Cost of the task is \$250.00.

Task 8 - The consultant will prepare a draft technical memorandum summarizing the project and include all information collected and analyzed in tasks 1-7 and submit it to the town for review and comment. A final memorandum will be prepared to incorporate any comments provided by the town.

Budget amount for the task is \$700.00.

Throughout the development of each task, the consultant will coordinate with Town officials as needed to obtain input and guidance. The cost of the coordination effort is included in the tasks.

ENGINEERING FEE

The consultant will perform the above scope of services for a fee of **\$4,950.00**. Invoices will be submitted based upon the cost for each task. A progress report will be sent with each invoice.

ADDITIONAL SERVICES

Additional engineering and phase services beyond the stated scope of services can be provided at the request of the client at an agreed upon cost prior to performing the work.

SCHEDULE

The consultant proposes completing Tasks 1 through 5 within two weeks of town approval of the proposal. The remainder of the work will be completed no later than two weeks following meeting under Task 6.

ACCEPTANCE

If this proposal is acceptable, please sign and date below. I will then begin the work as stated in the scope of services. **FCM Engineering, PLLC**, appreciates the opportunity to provide engineering services for this project. If you have any questions, please contact me.

Sincerely,

FCM Engineering, PLLC



Fred C. Mastroianni, P.E.
Principal Engineer/Managing Partner

<u>Proposal Acceptance</u>	
Signature	Date
Print Name	
Title	

Execution of this document constitutes a contract between the Town of Clifton Park and FCM Engineering, PLLC, for the services stated herein. FCM Engineering, PLLC liability for any claims pursuant to the work performed under this contract is limited to the fee noted above.



RESOLUTION

#18

PHILIP C. BARRETT
Supervisor

•

AGATHA REID
Councilwoman

ZABED MANIR
Councilman

•

NANCY R. BELLAMY
Councilwoman

•

MARIO L. FANTINI
Councilman

Resolution No. _____ of 2026, a resolution authorizing the Superintendent of Highways to promote Robert Hollner, Michael Traider and Zachary Tocco within the Highway Department.

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

WHEREAS, three promotions are being requested to fill vacancies and increase the promotional opportunities for Highway Department Employees; and,

WHEREAS, Superintendent of Highways, Dahn Bull, has recommended the promotion of the following individuals to the stated positions:

<u>Name</u>	<u>Position of Appointment</u>	<u>Grade/Step/Year</u>	<u>Address</u>
Robert Hollner	Working Supervisor	7, 2, 1	Ballston Spa
Michael Traider	Working Supervisor	7, 4, 1	Clifton Park
Zachary Tocco	Heavy Equipment Operator	6, 4, 3	Porters Corners

,and

WHEREAS, all three candidates have a considerable amount of experience within the Highway Department, able to perform all tasks required by the day-to-day operations within the department; and,

WHEREAS, this resolution reinstates the position of Heavy Equipment Operator, as outlined in the CSEA Union Contract, Saratoga Local #846, page 50, Appendix B, Job Titles and Grades; now, therefore be it,

RESOLVED, that the Town Board authorizes the promotions of Mr. Hollner, Mr. Traider and Mr. Tocco to the above-mentioned positions at the Grade, Step and Year as stated; and be it further,

RESOLVED, that the funds necessary for these promotions be allocated in accordance with the CSEA Union 2026 Matrix, Highway Unit retroactively effective as of the 13th of September 2026, per the attached schedules.

Cynthia Zlogar

From: Town of Clifton Park Official Website <info@cliftonpark.org>
Sent: Tuesday, September 29, 2026 11:04 AM
To: Cynthia Zlogar; Phil Barrett; Jean Spiegel; Mark Heggen; Darlene Allen; Zabed Manir; Agatha Reid; Christine Pagnello; Walter Smead; Kelly Miller; Nancy Bellamy; Mario Fantini; Kevin Dailey; Caitlin Fantini; hd; Megan Babendreier
Subject: New Employee Resolution Request #3489
Attachments: 1504ab5cdde4f794_20260929110936646-1.pdf

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

Department: Highway Department

Your Name: Dahn Bull

Your Email: dbull@cliftonpark.org

Sponsor: D. Bull

Agenda Session Date: 10/06/2026 ✓

Board Meeting Date: 10/06/2026 ✓

Alternate Date: 10/20/2026

Budget Number: See attached

Budget Description: See attached

Amount: see Union Contract and Resolution

Brief Description: Resolution No. _____ of 2026, a resolution authorizing the Superintendent of Highways to promote Robert Hollner, Michael Traider and Zachary Tocco within the Highway Department.

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

WHEREAS, three promotions are being requested to fill vacancies and increase the promotional opportunities for Highway Department Employees; and,

WHEREAS, Superintendent of Highways, Dahn Bull, has recommended the promotion of the following individuals to the stated positions:

Name Position of Appointment Grade/Step/Year Address

Robert Hollner Working Supervisor 7, 2, 1 262 Rowland St., Ballston Spa

Michael Traider Working Supervisor 7, 2, 1 1031 Hatlee Rd., Clifton Park

Zachary Tocco Heavy Equipment Operator 6, 4, 3 196 Plank Rd., Porters Corners

WHEREAS, all three candidates have decades of experience within the Highway Department, able to perform all tasks required by the day-to-day operations within the department; and,

WHEREAS, this resolution reinstates the position of Heavy Equipment Operator, as outlined in the CSEA Union Contract, Saratoga Local #846, page 50, Appendix B, Job Titles and Grades, now, therefore be it,

RESOLVED, that the Town Board authorizes the promotions of Mr. Hollner, Mr. Traider and Mr. Tocco to the above-mentioned positions at the Grade, Step and Year as stated, and be it further,

RESOLVED, that the funds necessary for these promotions be allocated in accordance with the CSEA Union 2026 Matrix, Highway Unit retroactively effective as of the 13th of September 2026, as follows;

Title Item 1 Item 4

Working Supervisor DA-5110-E1500 DA-5142-E1500

Heavy Equipment Operator DA-5110-EXXXX DA-5142-EXXXX

Additional Comments/Details: Mark H. will need to work it out. He does say that there is enough funds to move around

for the above promotions. Please see attached
Supporting Documents:

[1504ab5cdde4f794_20260929110936646-1.pdf](#)

Agree to Terms: Agree

[unsubscribe](#)

Town of Clifton Park
Salary Allocation

		Grade	Step	Year	Hourly Rate	2026	Weeks to End of Year	Hours	Projected to End of Year
New Position - Working Supervisor									
Robert	Hollner	7	2	1	35.44		12.40	40.00	\$ 17,578.24
Current Position - MEO									
Robert	Hollner	5	4	1	30.98		12.40	40.00	\$ 15,366.08

Rounded to: \$ 2,200.00

Transfer funds from:

Highway Fund - Snow Removal - MEO	DA-05142-E1500	\$ 1,242.00
Highway Fund - General Construction - Part time Employee	DA-05110-E4000	<u><u>\$ 958.00</u></u>

Transfer to:

Highway Fund - Snow Removal - M Traider	DA-05142-E0156	\$ 1,242.00
Highway Fund - General Construction - M Traider	DA-05110-E0156	<u><u>\$ 958.00</u></u>

Town of Clifton Park
Salary Allocation

		Grade	Step	Year	Hourly Rate	2026	Weeks to End of Year	Hours	Projected to End of Year
New Position - Working Supervisor									
Michael	Traider	7	4	1	37.60		12.40	40.00	\$ 18,649.60
Current Position - MEO									
Michael	Traider	5	8	2	35.55		12.40	40.00	\$ 17,632.80

Rounded to: \$ 1,000.00

Transfer funds from:

Highway Fund - Snow Removal - MEO	DA-05142-E1500	\$ 565.00
Highway Fund - General Construction - Part time Employee	DA-05110-E4000	<u>\$ 435.00</u>

Transfer to:

Highway Fund - Snow Removal - M Traider	DA-05142-E0156	\$ 565.00
Highway Fund - General Construction - M Traider	DA-05110-E0156	<u>\$ 435.00</u>

Town of Clifton Park
Salary Allocation

		Grade	Step	Year	Hourly Rate	2026	Weeks to End of Year	Hours	Projected to End of Year
New Position HEO									
Zachary	Tocco	6	4	3	33.93		12.40	40.00	\$ 16,829.28
Current Position - MEO									
Zachary	Tocco	5	4	2	30.98		12.40	40.00	\$ 15,366.08

Rounded to: \$ 1,500.00

Transfer funds from:

Highway Fund - Snow Removal - MEO	DA-05142-E1500	\$ 847.00
Highway Fund - General Construction - Part time Employee	DA-05110-E4000	<u>\$ 653.00</u>

Transfer to:

Highway Fund - Snow Removal - M Traider	DA-05142-E0156	\$ 847.00
Highway Fund - General Construction - M Traider	DA-05110-E0156	<u>\$ 653.00</u>



DAHN S. BULL
SUPERINTENDENT OF HIGHWAYS

RECEIVED

JUL 20 2026

**CLIFTON PARK
TOWN CLERK**

MEMO

TO: The Town Board
CC: Ellen Martin, Deputy Highway Superintendent, Caitlin Fantini, Town Clerk, James Ryan, Highway Maintenance Supervisor, Ryan Ensel, Assistant Highway Maintenance Supervisor
FROM: Dahn S. Bull, Highway Superintendent
Date: July 20, 2026
RE: Reorganization of Highway Department

As of Thursday, July 30, 2026, Stanley Rusinovich will be retiring from his position as Assistant Highway Maintenance Supervisor. I have submitted a resolution to promote from within Mr. Ryan Ensel, a current Working Supervisor.

As management is changing, this is an ideal time to reevaluate our organizational structure and determine changes allowing for additional opportunities for our employees to grow and better themselves. Creating additional promotional prospects within the Highway Department will help with employee retention and widen the field of advancement for our employees.

The most significant changes that I will be making are as follows;

First, I will create an additional Working Supervisor position. This would increase the number of Working Supervisors from three to four. After Mr. Ensel's promotion to Assistant Highway Maintenance Supervisor, this will mean there are two vacancies for Working Supervisor, and not one. These two vacancies will be promotions from within, not new hires. Working Supervisor is a title within the CSEA Union Contract with the Highway Department and is a Grade 7.

Second, I am reestablishing the position of Heavy Equipment Operator (HEO). The HEO position is a Grade 6 and is within the CSEA Union Contract. I will establish two of these positions and promotions will occur from within the Department.

Thirdly, with Mr. Rusinovich's retirement, we now have three vacancies within the department. Under the Highway Budget lines, there are typically 30 employees in the garage. I will be shortly seeking applications for Motor Equipment Operators to fill these vacancies.

I understand that the above-mentioned promotions will have a financial impact on the Highway Department Budget. I would like the Town Board to support the promotions and their financial implications, but if it is necessary, to counter the increases in salary, forgoing the hiring of a third Motor Equipment Operator could be a possibility. This would lower the total numbers of the department from 30 to 29. While not eliminating a position would be ideal, I find it far more imperative to increase the opportunities for our current workforce and create an environment where hard work and dedication can be rewarded through promotion. We have many great employees within this department and I find it necessary to incentivize that exceptionalism rather than add to the ranks.

If you have any questions, please feel free to contact me.

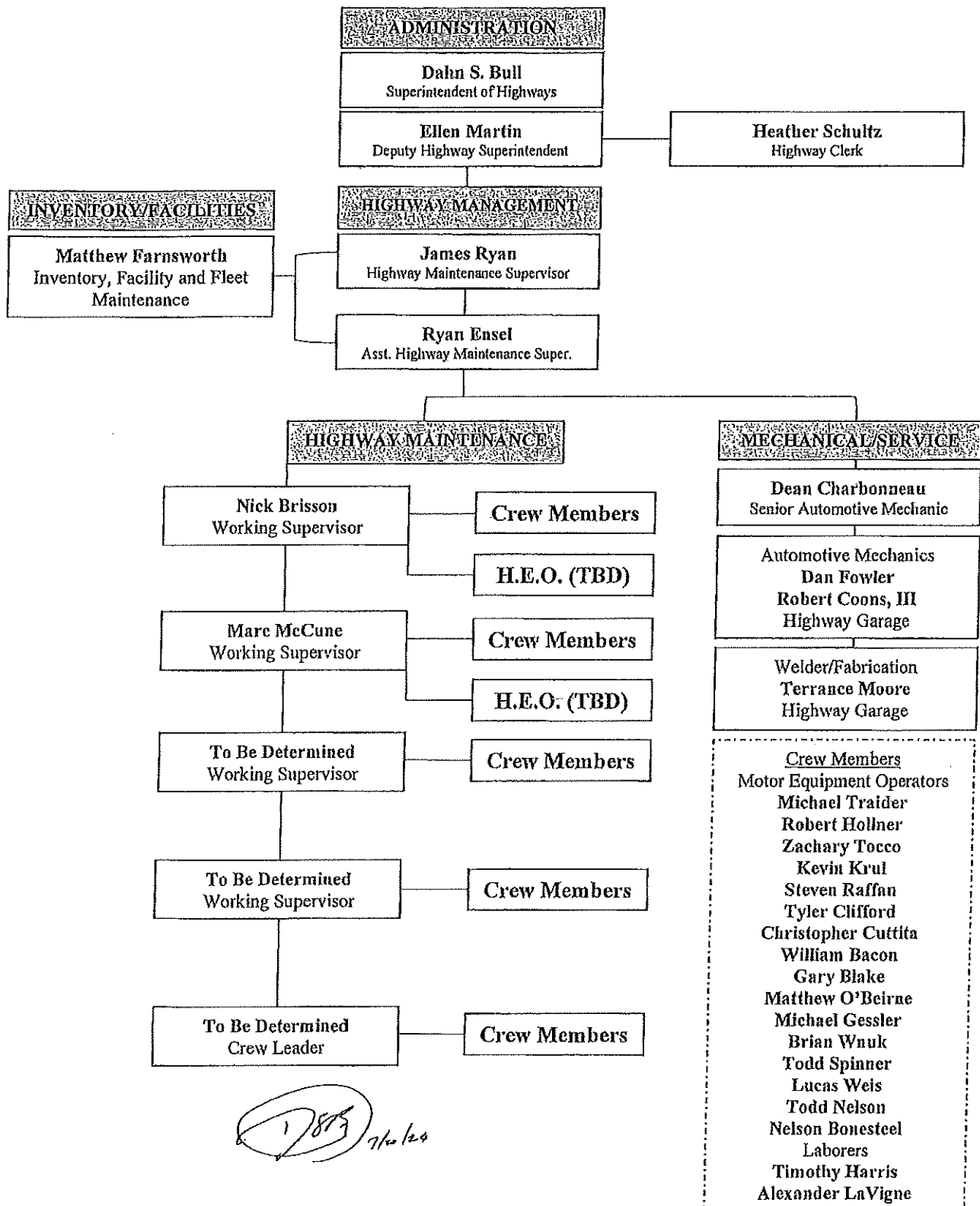
RECEIVED

JUL 20 2026

CLIFTON PARK
TOWN CLERK

2026 Line of Supervision

Highway Department Organizational Chart





DAHN S. BULL
SUPERINTENDENT OF HIGHWAYS

RECEIVED

JUL 28 2026

**CLIFTON PARK
TOWN CLERK**

MEMO

TO: The Town Board
CC: Ellen Martin, Deputy Highway Superintendent, Caitlin Fantini, Town Clerk, James Ryan, Highway Maintenance Supervisor, Ryan Ensel, Assistant Highway Maintenance Supervisor
FROM: Dahn S. Bull, Highway Superintendent
Date: July 28, 2026
RE: Reorganization of Highway Department

This is in response to my memo of July 20, 2026, I am today posting the promotional positions of Working Supervisor and Heavy Equipment Operator. I will also post the Motor Equipment positions.

Here is a recap of the changes that I will be making;

The proposed reorganization of the Highway Department includes creating a fourth Working Supervisor position, resulting in two internal promotion opportunities following Ryan Ensel's promotion to Assistant Highway Maintenance Supervisor, and reestablishing two Heavy Equipment Operator positions, which will also be filled through internal promotions.

Additionally, the department will seek applicants to fill the remaining Motor Equipment Operator vacancies created by a retirement and resignations. While these promotions will increase personnel costs, the proposal emphasizes investing in current employees by expanding advancement opportunities and improving retention.

If necessary to offset the budgetary impact, the department could forgo filling one of the three Motor Equipment Operator vacancies, reducing the workforce from 30 to 29 employees while prioritizing employee development and recognizing outstanding performance.

If you have any questions, please feel free to contact me.



DAHN S. BULL

SUPERINTENDENT OF HIGHWAYS

CLIFTON PARK HIGHWAY DEPARTMENT

JOB DESCRIPTION

MOTOR EQUIPMENT OPERATOR (2)

Grade 5, Step 1 Salary – 60,364.00, \$28.91/hr.

ACCEPTING APPLICATIONS TO HIGHWAY DEPARTMENT

RECEIVED

JUL 28 2026

**CLIFTON PARK
TOWN CLERK**

The Town of Clifton Park Highway Department is searching for a Motor Equipment Operator. This position is a full-time position and is responsible for many of the daily tasks performed by the employees of the Highway Department. A Motor Equipment Operator is required to have a Class A or Class B Commercial Drivers License to operate the vehicles necessary for this position. This includes, but is not limited to Snow Plows, the Vac Truck, Water Truck, six and ten wheeled vehicles with Air Brake Certification, and more. An ideal candidate has experience in fields such as construction, excavation, heavy equipment operation and license endorsements such as air brakes, tanker, etc.

GENERAL STATEMENT OF DUTIES: Operates one or more types of automotive equipment and performs a variety of manual tasks in connection with such operation; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for the safe and efficient operation and care of moderately complex motor equipment in the performance of assigned tasks. An employee in this class is also required to perform recurring manual duties related to the operation of the equipment. Work is usually performed under close supervision.

EXAMPLES OF WORK: (Illustrative only)

- Operates a truck in connection with the hauling of material for road construction and Repair;
- Operates a truck to transport workmen, tools and other equipment;
- Operates a snowplow or related snow removal equipment;
- Performs minor mechanical repairs on automotive equipment;
- On assignment, operates bulldozer, grader, power shovel or other heavy automotive Equipment;
- Services assigned vehicle and maintains it in clean condition;
- Loads and unloads trucks;
- Performs a variety of simple manual tasks, such as cleaning culverts, shoveling snow, Painting and road maintenance work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of the operation of trucks, tractors, and other types of automotive equipment; ability to understand and carry out simple oral and written instructions; mechanical aptitude; industry and dependability; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: One year of experience in the operation of some type of construction or automotive equipment.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: Candidate must possess a New York State Driver's License appropriate for the type of vehicle to be operated.

Revised 7/27/2026



DAHN S. BULL

SUPERINTENDENT OF HIGHWAYS

RECEIVED

**CLIFTON PARK HIGHWAY DEPARTMENT
PROMOTION POSTING
WORKING SUPERVISOR (2)
Grade 7**

JUL 28 2026

**CLIFTON PARK
TOWN CLERK**

Questions can be directed to the Superintendent of Highways at (518) 371-7310

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for leading and participating with a small group of Laborers and Motor Equipment Operators in safely performing a variety of routine highway maintenance tasks. Instructions are received regarding work to be done and how to do it when new or unusual procedures are involved. A higher-ranking department employee may check the work in progress and upon completion may inspect and review the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Leads and participates in the cleaning, maintenance and repair of highways and adjacent areas;
- Leads and participates in the construction, maintenance, and repair of ditches, culverts and other structures;
- Leads and participates in snow removal and sanding tasks;
- Leads and participates in tree trimming and removal activities;
- Leads and participates in the construction of curbs and retaining walls;
- Leads and participates in the cleaning and oiling of tools and equipment;
- Operates various pieces of motor equipment in connection with the work;
- Performs various manual tasks;
- May maintain records of work performed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of practices, tools, terminology and safety precautions of highway maintenance; Good knowledge of local geography and roads; Ability to safely and effectively operate a variety of highway construction and maintenance equipment; Ability to understand and follow oral and written instructions; Ability to participate in assigned projects and lay-out work for others.

MINIMUM QUALIFICATIONS: Either: (A) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience as a motor equipment operator in construction, public works or related activities; (B) Four (4) years paid experience as defined in (a).

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license appropriate to the vehicles operated.

Po res 2011-71 revised 10/25/11

Revised: 7/27/2026



DAHN S. BULL

SUPERINTENDENT OF HIGHWAYS

RECEIVED

JUL 28 2026

**CLIFTON PARK
TOWN CLERK**

CLIFTON PARK HIGHWAY DEPARTMENT

JOB DESCRIPTION

Heavy Equipment Operator (2)

Grade 6

ACCEPTING APPLICATIONS TO HIGHWAY DEPARTMENT

DISTINGUISHING FEATURES OF THE CLASS: Work involves the operation one or more types of specialized heavy equipment used in road maintenance, construction projects and other public works activities; Incumbent performs a variety of manual tasks in connection with the operation and maintenance of such equipment; This title differs from Motor Equipment Operator due to the more complex nature of skill level required for the type of equipment being operated, along with the increased responsibility for the safety of others. Additional responsibility is involved for making minor repairs and service to equipment, which may include automotive equipment as needed. Work is performed under general supervision with leeway allowed for the exercise of independent judgement in carrying out the details of the work. Supervision may be exercised over the work of Laborer(s) and Motor Equipment Operator(s) depending on the project/assignment; Does related work as required.

EXAMPLES OF WORK: (*Illustrative only)

Operates bulldozer, power grader, roller, tractor with equipment and other types of heavy equipment in the construction and maintenance of highways and other public works projects;

Operates heavy snow removal equipment including plows, heavy trucks, graders and 4 wheel drive snow plows, in the clearing of roads;

Operates heavy equipment in connection with cutting banks, cutting and filling ditches, removing stumps, stripping gravel pits and related assigned highway department tasks;

Performs minor maintenance and repair work on assigned equipment;

May operate a variety of hand and power tools such as snow removal equipment, shovels, picks, axes, rakes, etc., in the performance of assigned duties;

May operate chain saws in cutting and trimming trees;

Loads and unloads vehicles;

Performs manual tasks related to motor and/or heavy equipment operation;

Performs a variety of manual work within departmental operations when not engaged in equipment operations. (*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.)

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of the operation and maintenance of heavy automotive and/or specialized automotive and/or construction equipment; good knowledge of safety procedures for equipment use; ability to service and make minor repairs and adjustments to equipment as required to meet demands of projects; ability to read and understand assigned equipment operational and servicing information; ability to plan and supervise the work of assigned Motor Equipment Operators and Laborer(s) as necessary on assigned projects; ability to understand and carry out oral and written instructions; mechanical aptitude; willingness to respond to emergencies and work adverse weather conditions; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATION: One year of experience in the operation of specialized or heavy motor and/or construction maintenance equipment, or two (2) years of experience in the operation of any type of specialized automotive equipment.

SPECIAL REQUIREMENTS: Candidate must possess and maintain a New York State Driver's License appropriate for the type of vehicle to be operated. (CDL required for the operation of vehicles with a gross weight over 26,000 lbs.)

Revised 8/6/18 PO Res 2018-73a

POR 2021-168 11162021



RESOLUTION

#19

PHILIP C. BARRETT
Supervisor

AGATHA REID
Councilwoman

ZABED MANIR
Councilman

NANCY R. BELLAMY
Councilwoman

MARIO L. FANTINI
Councilman

Resolution No. _____ of 2026, a resolution authorizing the Superintendent of Highways to hire Alexander Martinez as a Motor Equipment Operators in the Highway Department.

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

WHEREAS, there is a vacancy within the Highway Department for Motor Equipment Operator, and,

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

<u>Name</u>	<u>License Type</u>	<u>Address</u>
Alexander Martinez	CDL B	Rotterdam

and,

WHEREAS, Mr. Martinez brings several years of experience in the field of municipal road maintenance with the City of Schenectady, operating heavy equipment and plows, and has a Class B commercial driver's license, now, therefore be it,

RESOLVED, that the Town Board authorizes the hiring of Alexander Martinez as Motor Equipment Operator, at Grade 5, Step 1, Year 1 at a Salary of \$60,364.00, at a rate of \$28.91/hr.; to be paid per the attached Schedule.

Cynthia Zlogar

From: Town of Clifton Park Official Website <info@cliftonpark.org>
Sent: Thursday, October 1, 2026 11:30 AM
To: Cynthia Zlogar; Phil Barrett; Jean Spiegel; Mark Heggen; Darlene Allen; Zabed Manir; Agatha Reid; Christine Pagnello; Walter Smead; Kelly Miller; Nancy Bellamy; Mario Fantini; Kevin Dailey; Caitlin Fantini; hd; Megan Babendreier
Subject: New Employee Resolution Request #3500
Attachments: e898c83d2db3af54_20261001104618754-3.pdf

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

Department: Highway Department
Your Name: Dahn Bull
Your Email: dbull@cliftonpark.org
Sponsor: D. Bull
Agenda Session Date: 10/06/2026
Board Meeting Date: 10/06/2026
Alternate Date: 10/20/2026
Budget Number: DA-5110-E1500, DA-5142-E1500
Budget Description: Item 1(Spring,Summer,Fall), Item 4(Winter) Motor Equipment Operators
Amount: Salary - \$60,364.00, Rate - \$28.91/hr.
Brief Description: Resolution No. ____ of 2026, a resolution authorizing the Superintendent of Highways to hire Alexander Martinez as a Motor Equipment Operators in the Highway Department.
Introduced by _____, who moved its adoption, seconded by _____.
WHEREAS, there is a vacancy within the Highway Department for Motor Equipment Operator, and,
WHEREAS, Superintendent of Highways, Dahn Bull, has recommended the hiring of the following individual:
Name License Type Address
Alexander Martinez CDL B 2 Brookview Court, Rotterdam

And,

WHEREAS, Mr. Martinez brings several years of experience in the field of municipal road maintenance with the City of Schenectady, operating heavy equipment and plows, and has a Class B commercial drivers license, now, therefore be it,

RESOLVED, that the Town Board authorize the hiring of Alexander Martinez as Motor Equipment Operator, at Grade 5, Step 1, Year 1 at a Salary of \$60,364.00, at a rate of \$28.91/hr.; and be it further,

RESOLVED, that Mr. Martinez be paid at the above-mentioned rate from Line DA-5110-E1500, Item 1 (Spring, Summer, Fall), MEOs, and from Line DA-5142-E1500, Item 4 (Winter), MEOs for the remainder of the calendar year.

Additional Comments/Details: I would greatly appreciate it if we could get this on the agenda session agenda for Tuesday, October 6, 2026. We have been trudging through interviews and resumes and we have been able to find a great candidate in Mr. Martinez and he is able to start right away. The more days we get under his belt before the snow flies will be of great help to the department.

Supporting Documents:

[e898c83d2db3af54_20261001104618754-3.pdf](#)

Agree to Terms: Agree

Town of Clifton Park
Salary Allocation

		Grade	Step	Year	Hourly Rate	2026	Weeks to End of Year	Hours	Projected to End of Year
MEO Alexander	Martinez	5	1	1	28.91		12.40	40.00	\$ 14,339.36

Rounded to: \$ 14,300.00

Transfer funds from:

Highway Fund - Snow Removal - M Bense	DA-05142-E6323	\$ 8,073.00
Highway Fund - General Construction - B Mount	DA-05110-E6408	<u>\$ 6,227.00</u>

Transfer to:

Highway Fund - Snow Removal - A Martinez	DA-05142-Exxxx	\$ 8,073.00
Highway Fund - General Construction - A Martinez	DA-05110-Exxxx	<u>\$ 6,227.00</u>



RESOLUTION

#20

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 appointment of Daniel Valderrama as Deputy Town Clerk.

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

WHEREAS, a vacancy now exists in the position of Deputy Town Clerk, due to the repositioning of Raina Munafo, effective August 31, 2026, and

WHEREAS, Caitlin Fantini, Town Clerk, has interviewed Daniel Valderrama and recommends hiring Mr. Valderrama of Clifton Park, NY for the position; now therefore, be it

RESOLVED, that Daniel Valderrama is hereby appointed to fill the position of Deputy Town Clerk, effective October 19, 2026, pursuant to New York State Town Law 64 (5), to be paid at Grade 6, Step 1, \$33.50/hr., to be paid per the attached Schedule.

Town of Clifton Park
Salary Allocation

		Grade	Step	Year	Hourly Rate	2026	Weeks to End of Year	Hours	Projected to End of Year
Daniel	Valderrama effective Oct 19, 2026	6	1	1	33.50		10.80	35.00	\$ 12,663.00
									\$ -
									\$ 12,663.00
									<u>\$ 12,660.00</u>
Transfer funds from:									
Town Clerk - R Munafò							A-01410-E0655		\$ 12,660.00
Transfer to:									
Town Clerk - D Valderrama							A-01410-Exxxx		<u>\$ 12,660.00</u>

Cynthia Zlogar

From: Town of Clifton Park Official Website <info@cliftonpark.org>
Sent: Wednesday, September 30, 2026 3:39 PM
To: Cynthia Zlogar; Phil Barrett; Jean Spiegel; Mark Heggen; Darlene Allen; Zabed Manir; Agatha Reid; Christine Pagnello; Walter Smead; Kelly Miller; Nancy Bellamy; Mario Fantini; Kevin Dailey; Caitlin Fantini; hd; Megan Babendreier
Subject: New Employee Resolution Request #3496
Attachments: 6f3f943b4eabe49a_new_clerk.docx

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

Department: Town Clerk
Your Name: Caitlin Fantini
Your Email: cfantini@cliftonpark.org
Sponsor: Z. Manir
Agenda Session Date: 10/06/2026 ✓
Board Meeting Date: 10/06/2026 ✓
Alternate Date: 10/20/2026
Budget Number: N/A
Budget Description: N/A
Amount: N/A
Brief Description: Resolution No. of 2026, a resolution appointing as Deputy Town Clerk.

Introduced by , who moved its adoption, seconded by .

WHEREAS, a vacancy now exist in the position of Deputy Town Clerk, due to the repositioning of Raina Munafo, effective August 31, 2026, and

WHEREAS, Caitlin Fantini, Town Clerk, has interviewed and recommends hiring of Clifton Park, NY for the position; now therefore, be it

RESOLVED, that is hereby appointed to fill the position of Deputy Town Clerk, effective , pursuant to New York State Town Law 64 (5), to be paid at Grade 6, Step 1, \$33.50/hr.

Additional Comments/Details: name to be added on 10/1/2026

Supporting Documents:

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Agree to Terms: Agree

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