

TOWN OF CLIFTON PARK AGENDA SESSION
June 16, 2025

The Agenda Session meeting of the Town Board of the Town of Clifton Park was held in Room C of the Town Office Building at 6:30 p.m., Supervisor Barrett presiding

Present: Supervisor Barrett, Councilman Morelli, Councilwoman Reid, Councilwoman Walowit, Councilman Manir, Town Clerk Ranze, Town Attorney Pelagalli

Also Present: Comptroller Mark Heggen, Director of Planning & Zoning John Scavo, Director of Parks and Recreation, Michael Woerner, Director of Buildings, Parks & Recreation Daniel Clemens, Director of Clifton Park Senior Community Center Susan Leonard, Director of Safety & Security Louis Pasquarell, Chief, Bureau of Fire Prevention John DeSimone

MINUTES APPROVAL

MOTION by Councilwoman Walowit, seconded by Councilman Morelli, to approve the Agenda Session Minutes for June 16, 2025, as presented. All Ayes. MOTION CARRIED

RESOLUTIONS FOR CONSIDERATION

<u>SOURCE</u>	<u>RESOLUTION</u>	<u>TOWN BOARD MEETING DATE REQUESTED</u>
1. Town Board	<p>Authorize the acceptance of roads, land parcels, and related utility/stormwater and sewer easements in the Riggi Miller Road subdivision</p> <p>John Scavo – Phase one of the Riggi Miller Road subdivision was completed over the winter, but after the acceptance deadline. It is now eligible for acceptance this year for next year. No deficiencies were found, and a one-year warranty with a performance bond will be in place upon dedication.</p>	06/16/2025*
2. Town Board	<p>Authorize appointment of Michael Siiss to the ESAB</p> <p>Supervisor Barrett – Michael is a long-time EMS member currently managing Ballston Lake EMS.</p> <p>John DeSimone – Mike is the Director of Ballston Lake EMS, he joins ESAB with over 10 years of experience. He will be a strong asset as the district continues to grow.</p>	07/07/2025
3. Senior Center	<p>Increase General Fund Trips & Tours– Clifton Park Senior Center revenues and expenditures by \$34,055 for a multi-day trip to NYC, December 9-11, 2025</p>	06/16/2025*

Sue Leonard – Planning a three-day trip to New York City for the 100th anniversary of the Rockettes at Radio City Music Hall. One of our instructors at the center is a retired Rockette. Due to the longer trip, a small budget increase is requested. The trips are designed to break even, generally bringing in slightly more than is spent.

Supervisor Barrett – The Senior trips are very popular, fill quickly, and remain budget neutral.

4. Parks & Recreation

Authorize the correction of the pay steps for four (4) Camp Counselors and the hiring of Camp Counselors and Water Safety Instructors for the 2025 season

06/16/2025*

Michael Woerner – Three staff members had step adjustments. Two new counselors were hired (one full-day, one half-day), and 15 WSI instructors are being officially hired. The number should meet current needs, with a few extra hires as back up in case of absences.

Supervisor Barrett – The 15 WSI instructors are for the Learn to Swim program, which requires WSI certification.

5. Buildings & Grounds

Authorize the Supervisor to sign a contract to expand engineering services in the Clifton Knolls Park District for the Locust Lane playground improvements

06/16/2025*

Supervisor Barrett – New play equipment will be added at Locust Lane. The park district has funds to add a few more features. Options will be reviewed by the board and community before moving forward.

6. Buildings & Grounds

Authorize emergency replacement of the pump and motor assembly at Clifton Common

07/07/2025

Supervisor Barrett – the pump house behind the Clifton Park Senior Center supplies water to the Commons. A recent issue with pump will require repairs to the motor, pump, and pump handle.

Daniel Clemmens – the pump and motor assembly for the Commons irrigation system failed and was replaced with a new 5-inch, 25 horsepower unit.

7. Safety & Security

Authorize hiring of a part-time Armed Court Officer/part-time Security Officer and the addition of Part-time Armed

06/16/2025*

Court Officer and Annual Security Trainer to the job title of a current Part-time Security Officer

Louis Pasquarell – Anthony has experience as an armed court officer, works security, and owns his own business. He can serve in both roles as needed, and there are current security openings. Greg Amyot currently is working security and is also an armed peace officer and willing to assist as armed security. He has prior instructor experience and, once upgraded through DCJS, can take over Mike Welch’s role as instructor for annual security training. Certified instructors like this are hard to find.

Supervisor Barrett – Anthony and Greg are being brought on to fill recent vacancies. Anthony is fully qualified for both armed court officer and security roles. Greg will serve as backup and take over annual security training following certification. This helps restore full staffing after recent departures and an injured officer’s absence. Recruitment for security and court officers is ongoing but inconsistent. Cross-trained Staff provide flexibility and help maintain coverage.

8. Safety & Security

Declare an emergency repair under GML 103 for repairs to a Department Vehicle

06/16/2025*

Louis Pasquarell – A single-car fender bender occurred when a vehicle hit a pole in the parking lot, causing 14,000 in damage. Insurance covered the cost minus a \$1,000 deductible. A fund transfer is needed to cover the deductible.

*Denotes a resolution that is on both the Agenda Session Schedule and the Town Board Meeting agenda for tonight (assuming a positive vote in the Agenda Session), due to timing issues for the proposed resolution.

MOTION by Councilwoman Walowit seconded by Councilman Manir, to approve resolutions to be heard at the requested Town Board meeting date and adjourn the Agenda Session. All Ayes: MOTION CARRIED

MOTION by Councilwoman Walowit, seconded by Councilman Morelli, to adjourn the Agenda Session. All Ayes: MOTION CARRIED at 6:48 p.m.

Stephanie Ranze
Town Clerk