

TOWN OF CLIFTON PARK AGENDA SESSION
August 18, 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 6:31 p.m., Supervisor Barrett presiding

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

Also Present: Comptroller Mark Heggen, Director of Parks and Recreation, Michael Woerner, Director of Buildings, Parks & Recreation Daniel Clemens, Collection System Manager – Sewer Department, Michael O’Brien, Superintendent of Highways, Dahn Bull

MINUTES APPROVAL

MOTION by Councilwoman Walowit, seconded by Councilman Manir, to approve the Agenda Session Minutes for August 4, 2025, as presented. All Ayes. MOTION CARRIED

RESOLUTIONS FOR CONSIDERATION

<u>SOURCE</u>	<u>RESOLUTION</u>	TOWN BOARD MEETING DATE <u>REQUESTED</u>
1. Highway	<p>Authorize three (3) Highway Department employees to attend driver training classes to obtain Class A Commercial Driver Licenses</p> <p>Dahn Bull – We need to send these three employees for CDL-A training since heavier equipment requires it, and trailers cannot be towed without the license. They are likely to stay long-term, and current policy requires at least one-year commitment after training, though we may consider extending that in the future. Using an outside provider like BOCES is safer since new federal rules place liability on the trainer, not the town.</p>	08/18/2025*
2. Buildings & Grounds	<p>Issue a Negative Declaration pursuant to SEQR for the Martin Jewett Longkill Park Playground improvement project</p> <p>Supervisor Barrett – This project involves a major reconfiguration and upgrade of Martin Jewett Park, which is long overdue. A public hearing will be scheduled to review the proposed improvements since bonding through the park district is required. Proposed plans have been provided, and any questions can be addressed along the way.</p>	08/18/2025*

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| 3. Buildings & Grounds | Schedule a public hearing to consider the proposed improvements to the Martin Jewett Longkill Park Playground | 08/18/2025* |
| 4. Buildings & Grounds | <p>Authorize Change Order #1 for the Locust Lane Playground upgrade project</p> <p>Dan Clemens – The project from last year is being expanded with new equipment, including items for older kids, at an estimated cost of \$50,000 to \$70,000, with completion targeted before Christmas.</p> <p>Supervisor Barrett – Based on community feedback, plans are in place to add a few new pieces of equipment to the playground for older kids, enhancing its overall appeal and usability.</p> | 09/02/2025 |
| 5. Buildings & Grounds | <p>Authorize award of contract for landscaping services at Stoney Creek II Park District to Greg’s Seasonal Services</p> <p>Supervisor Barrett – The work in several park districts will be awarded to the low bidder, in this case Greg’s Services.</p> <p>Dan Clemens – Greg’s Seasonal Services is returning after a two-year break following the owner’s passing. The business has restarted with much of the same team, offered competitive pricing, and will handle work in areas like Park Lane, several cul-de-sacs, and Honey Hollow.</p> | 09/02/2025 |
| 6. Parks & Recreation | Authorize the Town Historian to attend the New York State Historian’s Conference per Procurement Policy 10 | 09/02/2025 |
| 7. Town Board | <p>Authorize transfer of ownership and jurisdiction of the Town’s portion of Longkill Road to Saratoga County</p> <p>Supervisor Barrett – The portion of Longkill Road within Clifton Park will be transferred to county ownership, while the town will retain responsibility for the sidewalk and traffic light.</p> | 08/18/2025* |
| 8. Town Board | Authorize execution of an agreement with CHA for slope assessment services related to the Forest Drive culvert replacement | 08/18/2025* |

Supervisor Barrett – There are two claims from adjoining homeowners regarding an area that transitioned from a stream to a long-standing body of water. The first step in addressing these claims is to have an engineering firm conduct an assessment.

9. Town Board

Authorize execution of an agreement with Barton & Loguidice for engineering services related to the Forest Drive culvert replacement

08/18/2025*

Supervisor Barrett - #8 & #9 are two separate but related actions concerning the ongoing project. Barton & Loguidice will provide inspection services for the next project phase to fix problems from the initial culvert replacement, where the results did not meet expectations and the pipe needs to be lowered. And the other firm will assess slopes and drainage in the affected area to address two homeowners' insurance claims from adjoining homeowners after the culvert failure caused prolonged high-water levels.

10. Sewer

Authorize evaluation of storm sewers within the Huntwood and Park Lane subdivisions

08/18/2025*

Supervisor Barrett – The project will address stormwater system issues in those two areas. Thanks, given to Michael O'Brien for all his work and effort.

Michael O'Brien – An inspection identified stormwater areas needing lining or repair, and a narrowed list was created to guide future paving, flow improvements, and related projects.

Attorney Paul Pelagalli – The contract with Precision, part of the Onondaga agreement, has been confirmed as extended. The Certificate of Insurance issued was also resolved and updated.

11. Sewer

Authorize National Grid to replace the natural gas back-up generator at Settlers Lane, Sewer District #

08/18/2025*

Micheal O'Brien – A larger gas service line is needed for the upgraded Cummins generator to meet warranty requirements. National Grid provided an estimate after eight months, and the work will ensure compliance and final warranty approval.

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| 12. Town Clerk | <p>Authorize hiring of Claudia Fitzgerald as a temporary Town Clerk while Stephanie Ranze is on leave for two weeks</p> <p>Town Clerk Stephanie Ranze – Claudia recently retired and will be rejoining the Clerk’s office for two weeks mid-September while I recover from emergency eye surgery.</p> | 08/18/2025* |
| 13. Town Clerk | <p>Authorize the issuance of a mass gathering permit to the Clifton Park Elks Lodge No. 2466 for an antique show on September 28, 2025</p> | 08/18/2025* |
| 14. Comptroller | <p>Authorize the transfer of Pam Lamboy to the Comptroller’s office as an Account Clerk</p> <p>Supervisor Barrett – Pam, the current receptionist, is being recommended for hire as an account clerk in the controller’s office. If approved by the board, she will start tomorrow, and an automatic answering machine will handle calls temporarily.</p> | 08/18/2025* |
| 15. Planning/Zoning | <p>Authorize the rental of tents for the Household Hazardous Waste Day on September 6, 2025</p> <p>Supervisor Barrett – Online registration has been open for a while, and a good turnout is expected. The event will partner with other municipalities, allowing their residents to sign up as well.</p> | 08/18/2025* |

*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 Reid seconded by Councilman Morelli, 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 Councilwoman Reid, to adjourn the Agenda Session. All Ayes: MOTION CARRIED at 6:47 p.m.

Stephanie Ranze
Town Clerk