

TOWN OF CLIFTON PARK AGENDA SESSION
November 3, 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, Councilman Manir, Town Clerk Ranze, Attorney Paul Pelagalli

Absent: Councilwoman Walowit

Also Present: Comptroller Mark Heggen, Director of Building Parks & Recreation, Michael Woerner, Director of Planning & Zoning, John Scavo, Director of Building & Development, Wade Schoenborn

MINUTES APPROVAL

MOTION by Councilman Morelli, seconded by Councilman Manir, to approve the Agenda Session Minutes for October 20, 2025, as presented. All Ayes. MOTION CARRIED

RESOLUTIONS FOR CONSIDERATION

<u>SOURCE</u>	<u>RESOLUTION</u>	TOWN BOARD MEETING DATE <u>REQUESTED</u>
1. Planning	Authorize payments to Granicus for set-up, training, and deployment of the Government Experience Engagement Cloud Essentials Platform John Scavo – The 2025 – budgeted project is nearing completion with milestones 2 and 3 finalizing deployment. The Granicus system has been successful, significantly boosting public participation- most notably during the Route 109 Corridor Study, where Clifton Park recorded the highest engagement levels statewide.	11/17/2025
2. Planning	Authorize the installation of “No Parking Anytime” signs on Boyack Road John Scavo – The Highway Safety Committed recommends amending the no-parking zone at Boyack Road and Jonathan Drive to thirty feet from the corner, as most vehicles observed were contractors, with only a few creating visibility issues at the intersection. Supervisor Barrett – The board can consider the proposed 30-foot no-parking amendment at the upcoming meeting.	11/17/2025

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| 3. Planning | <p>Authorize appointment of Toby Watkins as a member of the Town’s Historic Preservation Commission</p> <p>Councilman Morelli – Toby is a former Elks leader and new town resident, was unanimously recommended by the Historic Preservation Commission for membership. Known for his enthusiasm and community involvement, he and his wife are eager to contribute, and the board expressed strong support for his appointment.</p> | 11/17/2025 |
| 4. Planning | <p>Authorize Addendum #1 to the agreement with Community Planning and Environmental Associates for the Clifton Park Agricultural and Farmland Protection Plan</p> <p>John Scavo – The contract addendum reallocates existing funds to cover additional stakeholder meetings and finalize the implementation matrix. Extra sessions with the Agricultural Committee improved consensus and produced one of the most productive discussions to date. The added funding will help complete the plan and ensure prompt implementation after adoption.</p> | 11/17/2025 |
| 5. Building & Development | <p>Authorize purchase of 2026 NYS Building Code books for the department</p> <p>Wade Schoenborn – The building code is updated at least every five years, requiring the purchase of new code books for accurate enforcement. While online versions are available at a lower cost, the printed books are preferred for ease of use, especially in the field.</p> | 11/03/2025* |
| 6. Parks & Recreation | <p>Authorize issuance of an alcohol permit to the Skano Elementary Staff for an event at the Locust Lane Clubhouse on January 23, 2026, from 3:00pm-7:00pm</p> | 11/17/2025 |
| 7. Buildings & Grounds | <p>Authorize the replacement of a 35-foot aluminum streetlight pole on Wall Street that was damaged by a car accident</p> <p>Supervisor Barrett - A streetlight at Wall St. was damaged in a vehicle accident. The replacement cost will be covered by the town’s insurance, with authorization needed to proceed. The insurer, Selective, is expected to manage subrogation and pursue reimbursement from the driver.</p> | 11/17/2025 |

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| 8. Buildings & Grounds | <p>Authorize the emergency replacement and rerouting of the vent pipe and blower assembly of the unit heaters in Highway Mechanic Shop</p> <p>Supervisor Barrett – Repairs are underway at the highway mechanic shop to address equipment issues, as explained by Dan Clemens. The necessary steps to fix the units have been initiated, and the work is in progress to ensure everything is restored to proper operations.</p> | 11/17/2025 |
| 9. Highway | <p>Authorize the hiring of two (2) Motor Equipment Operators (MEO) in the Highway Department</p> <p>Supervisor Barrett – Information on two potential highway department hires has been provided for review. Although the department was not represented at the meeting, board members were advised to contact the highway superintendent with any questions before the upcoming town board meeting.</p> | 11/03/2025* |

*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. All Ayes: MOTION CARRIED

MOTION by Councilwoman Reid, seconded by Councilman Morelli, to adjourn the Agenda Session. All Ayes: MOTION CARRIED at 6:41 p.m.

Stephanie Ranze
Town Clerk