

TOWN OF CLIFTON PARK AGENDA SESSION
November 17, 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, Councilwoman Walowit, Town Clerk Ranze, Attorney Paul Pelagalli

Also Present: Comptroller Mark Heggen, Director of Building Parks & Recreation, Daniel Clemens, Director of Buildings, Parks & Recreation, John Scavo, Director of Planning & Zoning

MINUTES APPROVAL

MOTION by Councilman Morelli, seconded by Councilwoman Reid, to approve the Agenda Session Minutes for November 3, 2025, as presented. All Ayes. MOTION CARRIED

RESOLUTIONS FOR CONSIDERATION

<u>SOURCE</u>	<u>RESOLUTION</u>	<u>TOWN BOARD MEETING DATE REQUESTED</u>
1. Planning	<p>Authorize the adoption of the Saratoga County Hazard Mitigation Action Plan (HMAP) Update of 2025</p> <p>John Scavo – The town is completing its annex to Saratoga County’s updated All-Hazards Mitigation Plan, which is required for eligibility for FEMA and other federal disaster-preparedness funding. FEMA prefers counties to create one coordinated plan with each municipality included as an annex. The project began with Steve Myers in 2019 and is now ready for adoption. A draft FEMA-approved resolution has been provided to show the town’s formal acceptance. Once adopted, the town remains eligible for disaster-response and future mitigation grant funding.</p>	12/01/2025
2. Planning	<p>Authorize the installation of a MUTCD R1-1 STOP Sign on Greenlea Drive at the intersection of Broadleaf Drive</p> <p>John Scavo – The intersection of Greenlea and Broadleaf has a non-standard horizontal curve on Broadleaf that can limit visibility. While local drivers are familiar with the need to stop at Greenlea, visitors – especially those traveling to the municipal golf course and nearby amenities – may not be as aware. The Highway Safety Committee is recommending installing a stop sign on Greenlea to ensure drivers come to a complete stop and check sight distances before entering or crossing Broadleaf.</p>	12/01/2025

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| 3. Planning | <p>Authorize engagement of professional services from John G. Waite Assoc. for the preparation of an Historic Structure Report of the Blacksmith Shop at Historic Grooms Tavern</p> <p>John Scavo – the town plans to hire John G. Waite Assoc. to assess the structural integrity and historically significant elements of the blacksmith shop, identifying areas needing restoration or repair. The report costs \$30,250, with \$10,000 contributed by the Friends of Historic Grooms Tavern. Its findings will help the town pursue larger state and federal grants for future restoration work.</p> <p>Councilman Morelli – The town previously applied for a grant to fund this report but was unsuccessful, which delayed the project by about six months to a year. Moving forward, the report is essential because it will provide the documentation needed to support future grant applications for restoration funding.</p> | 12/01/2025 |
| 4. Planning | <p>Authorize designation of a Deputy Historian for the Historic Preservation Commission and appoint current member Sue Thompson to this new position</p> <p>Councilman Morelli – This resolution needs minor adjustments , so it will be discussed in the agenda session but pulled from tonight’s meeting. Sue’s contributions to events and historical projects make her well suited for the role and provide continuity for future historian responsibilities.</p> <p>Councilwoman Reid – Agrees with Councilman Morelli that Sue Thompson will be a great asset as she was a major asset to the Canal Fest planning committee, contributing significantly to the event and expected to do the same for its upcoming 10th anniversary.</p> | 11/17/2025* |
| 5. Town Board | <p>Authorize the Supervisor to execute an agreement with First Light to increase the Town’s dedicated internet access</p> <p>Supervisor Barrett – There has been increased activity withing the town’s system and it has created a need for additional dedicated internet access to ensure sufficient band width for daily operations.</p> | 11/17/2025* |
| 6. Comptroller | <p>Adopt the 2026 Budget</p> | 11/17/2025* |

Supervisor Barrett – The budget must be adopted by November 20th, and it is scheduled for adoption at tonight’s Town Board meeting. The required public hearing and budget workshops have already been completed, bringing the process to its final step.

7. Buildings & Grounds Authorize hiring of a full-time laborer effective 12/02/2025 12/01/2025

Dan Clemens – The department filled a long-standing vacancy by reviewing many applications, narrowing them down to seven qualified candidates, and conducting interviews. Brandon Miller stood out, returned for a second interview, and is recommended for hire. He brings useful experience, a strong work ethic, and a good personality that fits with the team. This is for an entry-level laborer position, and the goal is to add him to the department in two weeks.

8. Buildings & Grounds Authorize B.D.B. Paving to prep and pave existing trail from Temple Hills to Twilight Drive along Kinns Road 11/17/2025*

Supervisor Barrett – The aging trail connecting the Kinns Road neighborhood to Twilight Drive is in poor condition and needs resurfacing. A low bid of \$7,740 was received, and the contractor is available to complete the work this week while weather allows. The project, funded through the trails budget, will restore the path for many years.

*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 Councilman Morelli, seconded by Councilwoman Reid, to approve resolutions to be heard at the requested Town Board meeting date. All Ayes: MOTION CARRIED

MOTION by Councilwoman Walowit, seconded by Councilwoman Reid, to adjourn the Agenda Session. All Ayes: MOTION CARRIED at 6:45 p.m.

Stephanie Ranze
Town Clerk