

TOWN OF CLIFTON PARK AGENDA SESSION
December 15, 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 6:32 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 Planning & Zoning, John Scavo, Sole Assessor, Walter Smead

MINUTES APPROVAL

MOTION by Councilwoman Walowit, seconded by Councilman Manir, to approve the Agenda Session Minutes for December 1, 2025, as presented. All Ayes. MOTION CARRIED

RESOLUTIONS FOR CONSIDERATION

<u>SOURCE</u>	<u>RESOLUTION</u>	TOWN BOARD MEETING DATE <u>REQUESTED</u>
1. Building & Development	Authorize state-required training for three (3) building inspectors including overnight stays	01/05/2026
2. Town Board	Authorize a name change for the three (3) Town parcels at the intersection of Grooms Road and Sugar Hill Road Councilman Morelli – The resolution establishes Heritage Square at Groom’s Corner as an umbrella name for the parcels in the area, reflecting recent investments and acquisitions. The name preserves the historic “Groom’s designation and supports future grant opportunities, with input from the Friends of Grooms Tavern and historic preservation stakeholders.	12/15/2025*
3. Town Board	Schedule a Public Hearing on Tuesday, January 20, 2026, at 7:05pm, regarding proposed town code amendments to Chapter 92, Dogs Attorney Paul Pelagalli – Explained that Town Code Chapter 92 currently treats property damage caused by a dog as limited to inanimate objects. Because of this interpretation, restitution cannot be pursued for injuries to people or pets unless a dangerous dog violation is proven. An amendment is proposed to expand the definition of	12/15/2025*

property to include people and pets, allowing the Town to seek restitution in those cases.

4. Town Board

Authorize support for NYS changes to Real Property Law §467 relating to increases in real property tax exemptions for persons over 65 years old to up to 65% of assessed property value

12/15/2025*

Supervisor Barrett – The State is expected to create new opportunities for municipalities to expand property tax relief for eligible seniors, though specific details have not yet been provided. This action serves as a general statement of support while awaiting guidance from the State and assessors. Once details are received, the Assessor will review available options and report back so the Town can determine whether to amend its local law to implement additional relief.

Walter Smead – Noted that implementing the State’s changes will require amending the Town’s local law, which is not expected to be difficult. It was also suggested that the Board consider increasing the current income limits for senior-related town services and adding additional brackets. Addressing these updates together would allow the Town to make comprehensive changes in a single local law.

5. Planning

Schedule a Public Hearing on Tuesday, January 20, 2026, at 7:08pm regarding proposed town code amendments to Chapter 17, Ethics

01/05/2026

Attorney Paul Pelaglli – It was explained that, due to concerns raised during the election, a proposed change would require members of the Planning Board or Zoning Board of Appeals who choose to run for a town office to resign upon formally committing to a candidacy. The intent is to ensure these boards remain focused on their responsibilities and avoid conflicts during campaign periods.

Supervisor Barrett – The purpose is to prevent the use of positions on sensitive boards for political purposes and to protect the integrity of the town.

Attorney Paul Pelaglli – Clarified for Councilman Manir that members of the Planning Board or Zoning Board of Appeals who decide to run for a town office would be required to resign once they announce or otherwise commit

to their candidacy, regardless of the election outcome. The trigger is not winning or losing, but the act of announcing an intention to run, which may occur through filing petitions, public statements, letters of intent, or other actions that indicate a commitment to candidacy.

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| 6. Planning | Authorize emergency pipe failure repair work and slope stability at Forest Drive | 01/05/2026
moved to
12/15/2025* |
| | <p>Supervisor Barrett – Requested that this item be moved to the current meeting due to its timeliness. During the Forest Drive culvert replacement project, emergency stormwater repairs were required that were separate from the original culvert scope. Those repairs have been completed successfully, the system is functioning properly, and the engineer has approved the work. A resolution is requested to authorize payment for emergency stormwater repairs, with supporting documentation to be provided.</p> | |
| 7. Buildings & Grounds | Authorize purchase of 2026 Chrysler Voyager LX Minivan from State Contract for use by the Senior Van Shuttle Service | 12/15/2025* |
| | <p>Supervisor Barrett – Able to obtain a \$30,000 grant through Saratoga County that will be used to support the senior transportation program by purchasing a replacement vehicle to help keep the fleet current. Although the timing fell outside the regular budget cycle, staff completed the required OGS procurement process and coordinated with the program to identify an appropriate vehicle.</p> | |
| 8. Buildings & Grounds | Authorize the Supervisor to execute an agreement for Engineering Services for the Burning Bush Clubhouse Roof Replacement Project | 12/15/2025* |
| | <p>Daniel Clemens – Confirmed that this was a budgeted item. Three engineering firms were solicited, with KB Engineering submitting the lowest proposal. KB previously completed roof work on the building and is familiar with the site. Staff will collaborate with the firm to develop specifications and proceed once conditions allow, following snow removal.</p> | |
| 9. Buildings & Grounds | Authorize acceptance of quote from AFSCO Fence Supply Co., Inc., for installation of chain link fencing inside the pickleball courts at Veterans Park | 12/15/2025* |

Daniel Clemens – Explained that the permanent fencing improvements are proposed to replace temporary barriers at the pickleball courts, preventing balls from rolling into adjacent courts and picnic areas. Staff met on site to determine a minimal but effective solution to address the issue. Multiple vendors were contacted, three proposals were received, and the selected option provides a durable, long-term fix.

10. Buildings & Grounds

Authorize HMA Contracting Corp. to resurface the basketball courts at the Clifton Common

12/15/2025*

Daniel Clemens – Noted that the project was advertised as a sealed bid and three bids were received. The work involves a complete overhaul of the basketball court, including milling the existing surface, repaving, acrylic sealing and painting, restriping, and installing new basketball backboards, resulting in a fully renovated court. Clarified that the existing basketball hoops are relatively new and will be temporarily removed during construction, stored, and reinstalled once the court work is complete.

Supervisor Barrett – the hoops will be inspected in the spring, and any necessary adjustments or maintenance will be addressed at that time.

11. Buildings & Grounds

Authorize Northeast Commercial Interiors to replace carpet in the Burning Bush Clubhouse, under NJPA contract

12/15/2025*

Daniel Clemens – The project encompasses the entire upper level of the building, including the main sanctuary area, entrances to two wings, bathrooms, and the kitchen. The kitchen flooring will be converted from carpet to vinyl. All materials and installation are available through state contract vendors who have previously completed work for the Town. Staff have been coordinating logistics to complete the work while accommodating existing tenants.

12. Sewer

Authorize the hiring of a Laborer for the department

12/15/2025*

Supervisor Barrett – A resolution is proposed authorizing the hiring of a laborer for the department. Following interviews with multiple applicants, Brady Carver has been recommended for the position.

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| 13. Highway | Authorize the Highway Superintendent to declare department equipment as surplus and list the equipment on an online auction | 01/05/2026 |
| 14. Highway | Authorize the repair and replacement of a guide rail on Bruno Road damaged by a hit-and-run vehicular accident by piggybacking off Saratoga County Contract 25-PWGR-24R2 | 01/05/2026 |

*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 6:52 p.m.

Stephanie Ranze
Town Clerk