

TOWN OF CLIFTON PARK AGENDA SESSION
February 3, 2026

The Agenda Session meeting of the Town Board of the Town of Clifton Park was held in the Wood Memorial Room of the Town Office Building at 6:32 p.m., Supervisor Barrett presiding.

Present: Councilwoman Bellamy, Councilman Fantini, Councilman Manir, Councilwoman Reid, Supervisor Barrett, Town Clerk Fantini, Town Attorney Dailey.

Also Present: Comptroller Mark Heggen, Judge Robert Rybak, Planning & Zoning Director John Scavo, Buildings, Parks & Recreation Director Daniel Clemens, Director of Clifton Park Senior Community Center Susan Leonard, Collection System Manager Michael O'Brien, Town Assessor Walter Smead, Highways Superintendent Dahn Bull, Parks and Recreation, Recreation Leader Megan Babendreier.

MINUTES APPROVAL

MOTION by Councilwoman Reid, seconded by Councilman Manir, to approve the Agenda Session Minutes for January 6, 2026, as presented. All Ayes. MOTION CARRIED

RESOLUTIONS FOR CONSIDERATION

<u>SOURCE</u>	<u>RESOLUTION</u>	<u>TOWN BOARD MEETING DATE REQUESTED</u>
1. Planning	Authorize award of contractor for the public access improvement project for the Riverview Road 41± Nature Preserve	02/03/2026*
2. Buildings & Grounds	Authorize purchase of an enclosed equipment trailer from Griffin Motorsports	02/24/2026
3. Buildings & Grounds	Authorize purchase of a tilt deck trailer from Griffin Motorsports	02/24/2026
4. Buildings & Grounds	Authorize purchase of Mohawk TR-19, 4-post lift for the department shop	02/24/2026
5. Town Board	Authorize support of the America 250 Commemoration and authorize related expenditures	02/24/2026

6. Town Board Authorize settlement of the Town of Clifton Park v. Malta Asphalt, Inc. lawsuit 02/03/2026*
- Attorney Dailey-** Reported that the Town has reached a settlement with Malta Asphalt. As a result, the Town will recover all funds previously spent on the driveway installation, effectively returning the matter to its starting point financially. Despite the settlement, the driveway still requires repair, and the town remains responsible for completing that work.
7. Town Board Authorize the promotion of Megan Babendreier to the position of Director of Parks & Recreation 02/03/2026*
- Councilwoman Reid-** Reported that Megan has been working within the department in a different role for several years and has consistently performed exceptionally well. She noted that the department is currently very understaffed, making it important to fill the open position as soon as possible. Given Megan’s strong performance and experience, Councilwoman Reid stated that it is logical and appropriate to move her into the role.
8. Town Board Authorize establishment of a Hiring Coordination and Procedure process for the Town Board 02/03/2026*
- Councilwoman Reid-** Asked whether the Board would consider tabling the item to allow additional time for discussion, feedback, and the exchange of ideas. She expressed agreement with some of the points previously raised and noted that there is no need to recreate the wheel. She suggested that further discussion take place before any action is taken.
- Councilman Fantini-** Expressed concern about several open positions and noted that without changes to the current process, additional interviews and hiring actions could be missed. He stated that not all Board Members received all resumes or were informed of scheduled interviews, indicating a need for changes to the process. He described the proposal as a positive first step to ensure all Town Board

members receive resumes and have the opportunity to participate in interviews if they choose. He added that delaying action could result in more issues being overlooked.

Councilman Manir- Stated that the proposal would help make the process smoother by ensuring that all Members receive the necessary information. He noted that the change is primarily a matter of improved coordination.

Councilwoman Reid- Stated that resumes are already accessible to all board members if they choose to review them. She suggested discussing the establishment of guidelines requiring all resumes to be scanned and distributed going forward, noting that this could be reasonable. She also pointed out that not all resumes are relevant to the position and that initial screening is often necessary. She questioned the proposed process, emphasizing that the Town Supervisor's office is the appointing authority and suggesting that applications should be received through that office rather than through a Confidential Administrative Assistant. She noted the importance of maintaining consistency with county procedures, explaining that under county rules the Town Supervisor or his Confidential Secretary is responsible for requesting civil service lists, signing certification reports, submitting personnel change documentation, and handling annual payroll certifications. She also noted that job postings are often developed with guidance from the Comptroller's office to ensure compliance with union contract salary requirements. Based on these points, she stated that it makes sense for a full-time, in-house staff member to coordinate these functions with other departments.

Councilman Fantini- Stated that he had emailed the Town Board to note that, as of mid-last week, he did not have the opportunity to review all resumes, which he felt was highly inappropriate. He explained that this concern prompted him to draft a resolution to address and correct technical issues in the current process. While acknowledging other viewpoints, he expressed that he does not believe the

existing process is working effectively and stated that improvements are needed, which is why he proposed the resolution.

Councilman Manir- Stated that the involvement of the Supervisor's office in the hiring process would not change under the proposal. He explained that the process would continue as before, with the Supervisor fully informed, while the Confidential Secretary would handle preparation and distribution of resumes so that all Board members receive them after interviews are scheduled. He emphasized that no changes are being made to county or town procedures or legal authority, noting that the intent is simply to make the process smoother and clearer.

Councilwoman Reid Expressed concern that removing the process from the Supervisor's office would not make it smoother. She stated that she does not disagree with scanning and distributing every resume and acknowledged that Board members have had opportunities to interview candidates, which she views positively. She noted that while the full Board cannot interview candidates together, any Board member has the right to interview candidates at any time, and she does not dispute that point.

Supervisor Barrett- Stated that the Town has consistently followed a process in which no more than two Board members participate in an interview at one time. He explained that the two liaisons to the department typically handle the initial interviews. He added that if the Town Attorney determines that this limitation is not necessary and can provide guidance allowing more Board Members to participate, that could be reviewed, but noted that the current approach has been the longstanding practice.

Attorney Dailey- Stated that he agreed with Supervisor Barrett and Councilwoman Reid that ultimate authority over the hiring process rests with the Supervisor's office. He explained that he had spoken earlier that day with Jean Spiegel regarding ensuring that all Town Board members receive all resumes. He described the existing interview process, noting that the department liaisons conducted

interviews two at a time and believed they were acting in service of the board. He emphasized that all Town Board members should have the opportunity to review every resume and stated that steps will be taken to ensure full distribution going forward. He cautioned that this may result in a large volume of resumes being circulated, citing a significant number of applications already received for Parks and Recreation positions. He noted that while the system may benefit from improvement, it can be adjusted rather than overhauled, and confirmed that all resumes will be made available to Board Members moving forward.

Councilman Fantini- Stated that he would be willing to table the matter to allow for further discussion. He clarified that while only two Board Members may participate in an interview at a time, this does not remove the responsibility or right of any Board Member to interview candidates. He emphasized that interviews can be conducted sequentially so that all interested Board Members have the opportunity to participate. He further stated that no Board Members should be excluded from the process and that all Members should receive all resumes and be allowed to participate to the extent they wish.

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| 9. Sewer | Authorize purchase of a 2026 Ford F-350 Regular Cab Truck under NYS Vehicle mini-bid system | 02/24/2026 |
| 10. Sewer | Authorize purchase of a new grinder pump service truck | 02/24/2026 |
| 11. Justice Court | Authorize hiring of a part-time court clerk | 02/03/2026* |

Judge Ryback- Explained that the Court currently has a part-time clerk, who previously served full-time and has since retired. He noted that due to increasing limitations on her availability, additional support is needed. He stated that Michelle was introduced and found to be a good fit, with relevant experience in vehicle and traffic matters. He emphasized that the intent is to remain within the budget line previously approved by the board for Darlene’s salary, though he cautioned that this could change depending on future caseloads. He explained that the plan is for Darlene

and Michelle to share the position as part-time court clerks. He reiterated that the court does not anticipate exceeding the established budget and stated that he and Jennifer recommend hiring Michelle and having her begin work as soon as practicable.

Supervisor Barrett- Asked the Town Board members whether there were any concerns related to the interview process for the position.

Judge Ryback- Noted that, as a separate branch of government, the Court does not typically involve the Town Board in the interview process for Court staff. He stated that while the Court would not object if any Board members wished to meet with the candidate, the Court views the hiring as its responsibility and would make the recommendation unless concerns are raised or a meeting is requested.

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| 12. Highway | Authorize the Superintendent to transfer funds to pay for additional road salt | 02/03/2026* |
| 13. Assessor | Authorize correction to Resolution No. 73 of 2022, related to the term for a member of the Board of Assessment Review | 02/24/2026 |

*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.

Councilman Fantini- Stated that he had several items to discuss and indicated that he would prepare related resolutions for consideration at the next agenda meeting. First, he raised concerns about the current microphone setup, noting that not all speakers are easily heard during meetings, including by the public and viewers online. He suggested that for transparency, the Board consider a resolution to install a new microphone system that provides each participant with an individual microphone and improves audio clarity, including for livestreams. He then introduced a second topic regarding the Glen Peacock property, explaining that the Water Authority has inquired whether the Town has interest in purchasing the property. As the Board Liaison to the Water Authority, he requested feedback and thoughts from Board Members familiar with the property in order to better inform his position.

Supervisor Barrett- Stated that the Board had discussed the property previously and that he would need to review the prior information to recall the specific figures. He noted that, to his recollection, the property was very limited, but he did not recall the exact details at that time.

Councilman Fantini -Stated that maybe the discussion of the Glen Peacock property be deferred to the next agenda session so Board Members can be better prepared, noting that he was not present for earlier discussions. He then raised additional items, including concern that the current EV charging rate of approximately 30 cents per kilowatt hour is too high compared to typical residential rates. He explained that the Town's electricity cost is approximately 15 cents per kilowatt hour. He stated that he has drafted a resolution proposing that the EV charging rate be set at the Town's utility cost plus a 10 percent markup, excluding fixed costs, in order to encourage green technology use and support environmental goals. He noted that John Scavo provided cost estimates and comments on the draft resolution, which he plans to distribute to the Board. He also addressed the snow day that occurred the previous Monday. He noted that the Town initially announced the offices would be closed, but the decision was later changed on the day of the snow event. He expressed that because employees had been informed the offices would be closed, they should be provided with compensatory time (comp time) for that day. He stated that he is preparing a resolution on the matter and suggested that it be discussed further at the next Agenda Session.

MOTION by Councilwoman Reid, seconded by Councilwoman Bellamy, to approve resolutions 1-7 and 9-13 to be heard at the requested Town Board meeting date. All Ayes: MOTION CARRIED

MOTION by Councilwoman Reid, seconded by Councilman Manir, to adjourn the Agenda Session. All Ayes: MOTION CARRIED at 7:09 p.m.

Caitlin Fantini
Town Clerk