

TOWN OF CLIFTON PARK AGENDA SESSION
 April 21, 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 6:30 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, Buildings, Parks & Recreation Director Daniel Clemens, Collection System Manager Michael O'Brien, Superintendent of Highways Dahn Bull, Planning & Zoning Director John Scavo, Parks & Recreation Director Megan Babendreier, Senior Center Director Sue Leonard, Chief Bureau of Fire Prevention John DeSimone

MINUTES APPROVAL

MOTION by Councilwoman Reid, seconded by Councilman Manir, to approve the Agenda Session Minutes for April 7, 2026, as presented. All Ayes. MOTION CARRIED

RESOLUTIONS FOR CONSIDERATION

<u>SOURCE</u>	<u>RESOLUTION</u>	TOWN BOARD MEETING DATE <u>REQUESTED</u>
1. Town Board	Authorize the renewal of a lease with the Fruitful Vine Christian Church	05/05/2026
2. Town Board	Authorize amendments to Resolution No. 2 of 2026, related to extending employment of certain Town positions	04/21/2026*

Councilman Manir reported that three positions have been extended for an additional six months and will continue during that period.

Supervisor Barrett asked which positions were extended.

Attorney Dailey clarified that the positions extended for six months are the Comptroller, Confidential Secretary, and Part-Time Clerk.

3. Town Board Authorize reappointment of members to the Zoning Board of Appeals 04/21/2026*
- Attorney Dailey** explained that a resolution passed on March 3 addressed positions on the Zoning Board and Planning Board where some individuals had not filed their oath of office. Under town law, they had 30 days to do so, but two Zoning Board members and one Planning Board member missed the deadline. As a result, the action reauthorizes the reappointment of those members, and they will receive a letter reminding them to file their oath of office within the next 30 days.
4. Town Board Authorize appointment of an acting Director of Safety & Security 04/21/2026*
- Councilwoman Bellamy** reported that she spoke with a long-serving employee (over 14 years) from the Security and Safety Department, who agreed to be nominated as Acting Director while interviews are conducted for the permanent position.
5. Town Board Authorize correction of the hiring of Stacie Agostino as Senior Account Clerk to be a provisional hire 04/21/2026*
- Councilman Fantini** stated that the matter is an administrative fix related to a civil service position.
6. Town Board Authorize correction of the provisional hiring of Part-time Security Officer Ivan Francis 04/21/2026*
7. Town Board Authorize hiring of Emily Morse as the Receptionist at Town Hall 04/21/2026*
- Councilman Fantini** reported that several candidates were interviewed for the Town Hall receptionist position. After consideration, one candidate was determined to be the best fit, and a resolution was introduced to proceed with her hiring.

8. Town Board Authorize appointment of Julia Luning Tristan as a member of the Ethics Board 04/21/2026*
- Councilman Fantini** stated after reviewing multiple resumes and conducting interviews, he believes Julia is the most qualified candidate to serve on the Ethics Board and is nominating her through a resolution.
9. Town Board Authorize the appointment of Steven Wright as a member of the Assessment Board of Review 04/21/2026*
10. Parks & Recreation Award a contract for the 4th of July fireworks display at the Clifton Common to Santore's World Famous Fireworks 04/21/2026*
- Supervisor Barrett** announced the upcoming July 4th celebration, which will include a full day of events such as a parade, activities, live bands, and a fireworks show. He noted that this is a long-standing annual tradition and encouraged the public to attend.
11. Parks & Recreation Authorize rehiring of James Ciani as the Barney Road Golf Course Supervisor, hiring of Lifeguards for the three (3) Town pools and hiring Counselors for the Summer Day Camps for the 2026 season 04/21/2026*
12. Planning Authorize the execution of the Empire State Development Grant Disbursement Agreement (GDA) for the Clifton Common Playground Project 04/21/2026*
- Supervisor Barrett** noted that although the new playground has been completed for some time, there are still ongoing administrative requirements with New York State due to partial grant funding. He added that the playground is an excellent addition to the Town common and a valuable asset for families in Clifton Park.
13. Town Clerk Authorize issuance of a Mass Gathering Permit to sponsor a carnival at Clifton Park Center 04/21/2026*
- Clerk Fantini reported that Gillette, the company that hosted last year's carnival, contacted the Clerk's Office

about returning this year. She noted that the permit application was completed and reviewed in coordination with relevant staff, including John DeSimone, Scott Reese, and John Scavo, to ensure full compliance with requirements.

Supervisor Barrett noted that the carnival, which had previously been held at the mall last year was in the parking lot between Boscov's and Homewood Suites. He added that attendance was very strong last year and is expected to be high again this year.

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| 14. Buildings & Grounds | Authorize hiring of Archie Fowler and Robert Kimball as part-time seasonal laborers | 05/05/2026 |
| 15. Buildings & Grounds | Award a bid for cleaning of Town-owned buildings to Laundrozone, LLC | 04/21/2026* |
| 16. Senior Center | Increase General Fund Trips & Tours– Clifton Park Senior Center revenues and expenditures by \$22,300 for a multi-day trip to Lake Placid, Mirror Lake Inn, September 9-10, 2026 | 05/05/2026 |
| 17. Highway | Authorize purchase of a stormwater sewer inspection camera system under HGAC Cooperative Purchasing Contract | 05/05/2026 |
| | Dahn Bull explained that the Highway Department has historically relied on the Sewer Department for camera inspections but is seeking to purchase its own equipment to improve efficiency. He noted the camera would support stormwater pipe replacement work and help meet upcoming DEC inspection requirements, including catch basin inspections. He added that this is an unfunded state mandate the department is proactively addressing. | |
| 18. Building & Development | Authorize purchase of two (2) 2026 Ford Bronco Sport Big Bend vehicles from State Contract | 04/21/2026* |

John DeSimone stated that the department is seeking to acquire two vehicles to replace units that are over 12 years

old. He noted that vehicles are currently shared across departments and expressed a shift toward more fuel-efficient light SUVs instead of pickup trucks, aligning with operational needs and cost efficiency.

19. Highway Authorize declaration of equipment as surplus to be sold using online auction 05/05/2026

20. Highway Authorize hiring Evolution Construction Services to perform paving and milling operations detailed in the 2026 284 Agreement 04/21/2026*

Dahn Bull stated that Evolution has been working with the Town for several years and consistently provides high-quality work. He also emphasized that the company is responsive and professional in dealing with residents. He expressed support for continuing to work with them and having them return.

Supervisor Barrett asked whether they were the low bidder on the county contract.

Dahn Bull confirmed that they were the lowest bidder on the County contract. He added that the 2025 County contract pricing remained unchanged and that the bid was the most cost-effective option for the Town's needs.

21. Sewer Authorize purchase of cloud-based database for infrastructure management 05/05/2026

Mike O'Brien reported that during a recent IT meeting with Councilman Manir and a Councilwoman Reid, departmental needs were discussed. He expressed a desire to implement a GIS interface to better manage and visualize town infrastructure, noting that current mapping data is largely controlled by outside engineers and is difficult to use for internal communication. He stated the goal is to begin digitally cataloging all field assets and re-establish the department's GIS capabilities.

Councilman Manir thanked Mike O'Brien for his research and efforts in coordinating with department heads to identify efficiency needs. He noted that appropriate software would help departments perform their work more effectively and support interdepartmental coordination. He added that Mike consulted with other counties and multiple software vendors and identified a strong option, which he believes will benefit the Town.

Supervisor Barrett asked whether the proposed software system could be utilized by other departments within the Town.

Councilman Manir confirmed that other departments could utilize this software.

*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.

Councilwoman Reid briefly referred back to Agenda item 20 and asked the Highway Superintendent for an estimated timeline on when the 284 Agreement for 2026 would be available.

Dahn Bull responded that he currently has the 284 Agreement for 2026 available with him.

MOTION by Councilwoman Bellamy, seconded by Councilwoman Reid, to approve resolutions 1 through 7 and 9 through 21 be heard at the requested Town Board meeting date. All Ayes:
MOTION CARRIED

Supervisor Barrett made a motion to hold a separate vote for resolution 8.

Councilwoman Reid Second.

Councilman Fantini questioned the purpose of separating individual votes during the Agenda Session, noting that the items would still be voted on at the full Town Board meeting. He asked for clarification on what value the separate Agenda-Session votes provide.

Supervisor Barrett responded that the purpose of the Agenda-Session votes is not to add value. Stating that he was simply asking for discussion and inquired whether there was any discussion on the item. Supervisor Barrett stated that he does not have personal concerns about the individual being considered for appointment but has not had an opportunity to speak with them. He raised a procedural concern about whether the appointment complies with Town Code, noting that the vacancy has existed for an extended period and questioning whether the appointment can properly be made at this time. He concluded by noting that this illustrates the purpose of the discussion.

Attorney Dailey stated that he does not see anything in the Town Code that would prevent the Town Board from voting on the appointment.

Councilman Manir stated that the issue should be resolved as soon as possible. He noted that approximately seven applicants were received, and that the information had been shared with the committee secretary and Board members. He explained that he personally contacted each applicant to understand their expectations and emphasized the need for the Board to move forward with making a selection.

Supervisor Barrett stated that he agrees in principle with moving the process forward but is not yet convinced the Board is at the appropriate stage to act. He reiterated concerns about whether proceeding aligns with Town Code, particularly given the length of time the vacancy has remained open.

Vote on resolution 8.

Roll Call

Ayes: Councilwoman Bellamy, Councilman Fantini, Councilman Manir,
Councilwoman Reid

Noes: Supervisor Barrett

Councilman Manir stated that multiple emails had been received about HR process but that a specific response had not yet been provided. He said he requested clarification regarding the contract and expected response process. He added that if there is an employee-related issue, Human Resources should be involved and should advise management or the department head and emphasized the need for timely response and proper procedure.

Councilman Fantini stated that he expects the meeting to be lengthy and suggested expediting proceedings by waiving the reading of individual resolutions. He also expressed hope that the Board would engage in discussion and indicated openness to that approach.

Supervisor Barrett responded that, while the full resolutions are not typically read aloud in their entirety, he does not believe they can be omitted from being read altogether.

Councilwoman Reid stated that she had discussed the matter with the Clerk prior to the Agenda Session and expressed concern that waiving the reading of resolutions entirely could raise ADA compliance issues, particularly for individuals with visual impairments.

MOTION by Councilwoman Reid, seconded by Councilman Manir, to adjourn the Agenda Session. All Ayes: MOTION CARRIED at 6:52 p.m.

Caitlin Fantini
Town Clerk