

TOWN OF CLIFTON PARK AGENDA SESSION
 May 5, 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 6:31p.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, Chief Bureau of Fire Prevention John DeSimone, Judge Robert Rybak

MINUTES APPROVAL

MOTION by Councilman Manir, seconded by Councilman Fantini, to approve the Agenda Session Minutes for April 21, 2026, as presented. All Ayes. MOTION CARRIED

RESOLUTIONS FOR CONSIDERATION

<u>SOURCE</u>	<u>RESOLUTION</u>	<u>TOWN BOARD MEETING DATE REQUESTED</u>
1. Town Court	Authorize Town Justices and Court Clerks to attend Judicial Training Program in Albany, NY, September 27-September 30, 2026	05/19/2026
2. Town Board	Authorize revision of administrative procedures within the Planning Department	05/19/2026

Attorney Dailey stated that this would be an administrative change concerning more complex zoning and land use matters, including written advice related to special permits, use variances, and site plan approvals. Under the new procedure, before the zoning administrator issues any written determinations, drafts will first be submitted to the Town Attorney's Office for review by either Attorney Dailey or Bitter. Attorney Dailey stated that the change is intended to provide additional legal oversight, support the

zoning administrator, and help keep both the administrator and the Town out of potential trouble going forward. He noted that the change is an internal procedural matter within Town government.

Supervisor Barrett asked what type of potential trouble the Town or the zoning administrator could face that would warrant the additional legal review process.

Attorney Dailey responded that the concern involves potential Article 78 proceedings, such as the one recently received regarding the Exit 8 and the concrete batch plant matter. He explained that the additional review process is intended to ensure that all procedures and documentation are handled properly, with “tees crossed and eyes dotted.”

Supervisor Barrett commented that he did not believe Scott should be blamed for those lawsuits.

Attorney Dailey stated that he was not placing any blame on Scott, noting that Scott and the Zoning Board do a good job. He explained that the new review procedure is intended as a proactive measure going forward to help ensure that problems do not arise in the future.

3. Town Board

Authorize an appointment and promotions for individuals within certain Town Departments

05/19/2026

Councilman Manir stated that the proposal is intended to provide support and address workload concerns, noting that the Town Clerk is currently overworked as well as a Planning Director. He said the Town is requesting the addition of a new Deputy Town Clerk position, along with salary increases for Cindy, Stefanie Bitter, and Kevin Luibrand.

Supervisor Barrett summarized the proposal by stating that it would create a new position in the Clerk’s Office and provide a raise to the secretary to the Town Attorney.

Councilman Manir explained that all secretaries are currently at the same grade level, excluding the Town Attorney’s secretary, and indicated that the proposed adjustment would be consistent with that structure.

Supervisor Barrett clarified that the proposal includes salary increases for Kevin Luibrand and Stefanie Bitter, who serve as deputy town attorneys, and asked what the proposed increases would entail.

Councilman Manir stated that the proposed salary increases would be \$12,000 for Kevin Luibrand and \$19,000 for Stephanie Bitter.

Councilwoman Reid questioned whether these salary adjustments should be discussed during budget workshops, noting that the salaries had already been included in the budget.

Councilman Manir explained that the matter was raised during the agenda meeting, which is why he brought it forward for discussion at that time.

Councilwoman Reid clarified that the item is being discussed in preparation for potential action or a vote at the next Board meeting scheduled for May 19th.

Councilman Manir confirmed that is correct.

Supervisor Barrett summarized the proposal, noting that it includes a new position in the Town Clerk’s Office and a salary increase for the secretary to the Town Attorney. He also reiterated that two deputy town attorneys would receive increases—Kevin Luibrand receiving an additional \$12,000 and Stephanie Bitter receiving an additional \$19,000—and remarked that the fiscal year had only recently begun, it being early May. Supervisor Barrett then asked whether there were any other items included in the proposal.

4. Town Board

Authorize amendment to Resolution No. 2 of 2026, related to extending the employment of Sheryl Reed

05/05/2026*

5. Town Board Authorize a transfer from Contingency for initial expenditures for the celebration of the Town’s bicentennial to be held in 2028 05/19/2026

Councilwoman Reid stated that the Town is preparing for its 200th anniversary in 2028 and that a celebration committee has already been formed to plan related events. She explained the need to establish a dedicated budget line for the celebration and proposed transferring a small amount of funding over this year, potentially next year, and the following year to build a sufficient fund for the event. She also noted plans to pursue additional funding through fundraising efforts, including selling advertising space and securing sponsorships from local businesses, with all proceeds directed into the designated budget line.

6. Town Board Authorize the raising of the Pride Flag on a Town flagpole during Pride Month in June 05/05/2026*

Councilman Fantini noted that next month is Pride Month and expressed a desire to demonstrate that the community is welcoming and inclusive.

Supervisor Barrett stated that he believes the community is already welcoming and inclusive and expressed the opinion that raising a flag is not necessary to demonstrate that.

Councilman Manir stated that he agreed a flag was not necessary. He proposed amending the matter to issue a proclamation instead, Councilman Manir requested that approach if a proclamation was possible.

Councilman Fantini stated that he preferred waiting to continue the conversation at the actual Board meeting, noting that some people were not present and it would be unfair for them not to understand the reasoning behind the resolution.

Councilman Manir reiterated his suggestion to modify the proposal, indicating if the Supervisor appeared agreeable to making a proclamation instead.

Supervisor Barrett stated that he has issued proclamations in the past when requested.

7. Town Board

Authorize bids to be prepared and solicited for tree and brush clearing at Clifton Common and Windhover Park; and authorize bids to be prepared and solicited for fencing at Windhover Park.

05/19/2026

Attorney Dailey explained that additional parking is needed at the senior center due to significant growth in membership. He stated that an adjacent wooded area with older, non-significant trees had been reviewed by the tree committee and identified as the logical location for a parking lot expansion. The proposed resolution would authorize Buildings and Grounds to remove the small stand of trees to allow for the expansion, addressing ongoing parking issues, including vehicles parking on the grass.

Attorney Dailey also discussed the Town-owned 35-acre playing field property off Grooms Road in Windhover Park. He said the Town would like to move forward with improving the property for recreational use, which would require some tree and brush clearing, seeking bids for fencing similar to Clifton Common, and planning a simple initial parking area. The resolution for the next Town Board meeting would authorize Buildings and Grounds and the Highway Department to work together on these projects.

Supervisor Barrett asked for clarification regarding the vision and plan for the playing fields in Windhover, including who the fields would serve and what the overall project would look like.

Attorney Dailey explained that the proposed Windhover playing fields would be similar to the soccer fields at Clifton Common and developed in consultation with the soccer club. He noted there is currently no place in Town for boys' and girls' lacrosse, as those sports were not included when Clifton Common was developed. The additional site would primarily serve youth sports for children below high school age, addressing a significant community need. He added that Clifton Common was fully utilized immediately after opening, demonstrating the

demand for athletic fields. Attorney Dailey also stated that the Town acquired the property as a charitable contribution and that it already has a special permit allowing use as playing fields, making it an ideal location for the project. Attorney Dailey stated that the property contains three “playing terraces,” each approximately eight acres in size. He said it is likely that up to three fields could be developed on each terrace, resulting in approximately eight to nine new athletic fields.

Supervisor Barrett asked whether the proposed eight to nine new fields would include a mix of soccer and lacrosse fields, noting that the sports require different field shapes and sizes. Supervisor Barrett noted that Buildings and Grounds has been mowing the grass at the donated property since the Town accepted it. He stated that the proposal for approximately eight to nine playing fields was new to the Board and that no formal plans or cost estimates had yet been presented. He also asked for clarification on the specific location of the trees that would need to be removed.

Attorney Dailey explained that the area referenced is along the west boundary of the property between the playing terraces and the power lines. He said this area—approximately two to three acres—would be suitable for a future maintenance building. He added that the proposed work would involve clearing brush and small trees in areas intended for parking, as the land has become overgrown since the Town accepted the property six years ago. He emphasized that while brush and smaller trees would need to be removed, several mature trees are present and should be preserved and incorporated into the overall plan.

Councilwoman Reid asked who the Board member was sponsoring or bringing forward the item, noting that there was no resolution request attached and that it had simply appeared on the agenda.

Councilwoman Bellamy stated that she would take responsibility for bringing the item forward.

Councilwoman Reid questioned why the item was currently on the Agenda if no Board member had formally sponsored it, asking who was responsible for placing it there.

Councilman Fantini stated that the resolution had not yet been written, and explained that the item was placed on the Agenda so the Board could discuss it in advance. He indicated that the resolution would be drafted prior to formal consideration.

Councilwoman Reid asked whether any nearby homeowners had been contacted about the proposal, noting that there are several homes in the area. She also asked if there was any plan to hold a public hearing to gather feedback from residents who live adjacent to the proposed site.

Supervisor Barrett stated that the appropriate starting point would be to develop a detailed plan, vet it publicly over time, and adjust or potentially abandon the plan based on feedback. He emphasized the importance of public understanding of the scope, costs, and intended use of the project, calling it a major undertaking. He raised concerns about site conditions, noting that portions of the property appear very wet and may require significant preparation or fill before fields could be constructed. He asked whether any wetlands investigations had been conducted to determine suitable locations for fields, parking, or a maintenance building. Supervisor Barrett further stated that, in his experience, projects should include detailed plans and renderings for public review to build or gauge public support and determine feasibility and cost before proceeding. He noted that while there was currently no formal plan or resolution, he expressed concern about moving forward in a way that could lead to spending money without a fully developed and vetted proposal.

Attorney Dailey responded that every homeowner in the area was provided notice when their homes were sold. He stated that, according to information and contracts he reviewed from the developer, Bob Marini, each property included a “declaration of restrictions” that specifically

referenced playing fields. He added that copies of these documents exist and confirm that notice was included with every contract. Attorney Dailey further stated that if homeowners believe they did not receive such notice, they should address that concern with the developer. He also noted that the Town has owned the property since before the surrounding homes were built.

Supervisor Barrett clarified that his comments were not about legal documents or agreements between homeowners and the developer. He reiterated that his concern was about ensuring a transparent public process to develop and review a plan, and to understand the scope and cost of a very large project before any spending begins.

Councilman Manir stated that he agreed with Supervisor Barrett's comments regarding the need for planning. He noted that he had recently viewed the site and felt it looked very good, but emphasized that proper planning was still necessary. He suggested that rather than continuing informal discussion, the item should return at a future Agenda meeting with more detailed information, including consideration of a public hearing and input from residents. He recommended that additional details be gathered on the project's purpose, planning approach, and community impact so the Board could address questions more fully at the next meeting.

Supervisor Barrett stated that while the site currently looks very nice, converting it into playing fields is a very different use. He explained that developing safe, regulation-quality athletic fields requires a much higher standard of turf and construction than simply maintaining land that appears visually acceptable. He emphasized that significant work would be needed to meet the standards expected for community sports teams, noting that the site is not currently in that condition.

8. Sewer

Declare an emergency at Clifton Park Sewer District #2 pursuant to General Municipal Law Section 103(4) and authorize repairs to sewer infrastructure

05/05/2026*

9. Buildings & Grounds	Accept a donation of \$500 from the Rotary International Club for the purchase of four (4) white oak trees to be planted at Garnsey Park	05/19/2026
10. Planning	Authorize a contract amendment with Greenman-Pedersen for additional services related to the Highway Fuel System Improvements Project	05/19/2026
11. Planning	Authorize purchase of Spedsta cloud-based transportation management software for the Senior Van Department	05/05/2026*
12. Parks & Recreation	Authorize acceptance of a quote from Durham Charter Services for Full-Day Summer Camp field trips	05/19/2026
13. Parks & Recreation	Authorize hiring of Locust Lane Pool Manager, camp counselors and lifeguards for the 2026 season	05/05/2026*
14. Parks & Recreation	Authorize acceptance of a quote from Whalen Tents, Inc. for 2026 seasonal tent rentals	05/05/2026*
15. Parks & Recreation	Authorize a 36-month lease agreement for a Kyocera MZ5001 ci copier/printer	05/19/2026
16. Senior Center	Authorize the provisional hiring of Donovan Ryan as the Senior Center Program Coordinator per civil service classification	05/05/2026*

*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 Councilwomen Reid, seconded by Supervisor Barrett, to approve resolutions 1 through 6 and 8 through 16 be heard at the requested Town Board meeting date. All Ayes:
MOTION CARRIED

MOTION by Councilwoman Bellamy, seconded by Councilman Fantini, to approve resolution number 7 be heard at the requested Town Board meeting date.

Supervisor Barrett reiterated that, without a detailed plan and specific information, the proposal effectively suggests a large new 8–9 field sports complex in the western part of Town near Windhover off Grooms Road, not far from Grooms Tavern. He stated that this is what is being presented for consideration and asked if there was any further discussion.

ROLL CALL VOTE

Ayes: Councilwoman Bellamy, Councilman Fantini, Councilman Manir

Noes: Councilwoman Reid, Supervisor Barrett

DECLARED ADOPTED

MOTION by Councilwoman Reid, seconded by Councilman Fantini, to adjourn the Agenda Session. All Ayes: MOTION CARRIED at 7:05 p.m.

Caitlin Fantini
Town Clerk