

TOWN OF CLIFTON PARK TOWN BOARD

December 18, 2023

The meeting of the Town Board of the Town of Clifton Park was held in the Town Office Building at 7:02 p.m. Deputy Supervisor Morelli presiding.

Present: Supervisor Barrett arrived at 0:00 PM
Councilman Morelli
Councilwoman Walowit
Councilman O’Hara
Deputy Town Clerk Fitzgerald

Absent: Councilwoman Reid

Also Present: Town Attorney McCarthy
Mark Heggen, Comptroller
John Scavo, Director of Planning & Zoning
Norah Hoefer, Communications and Technology Coordinator

MEETING MINUTES

MOTION by Councilwoman Walowit, seconded by Councilman O’Hara to approve the December 4, 2023 meeting minutes as presented.

ROLL CALL VOTE

Ayes: Councilman Morelli, Councilman O’Hara,
Councilwoman Walowit

Noes: None

Absent: Councilwoman Reid, Supervisor Barrett

MOTION CARRIED

ANNOUNCEMENTS & COMMUNICATIONS

Councilman Morelli stated Supervisor Barrett will be joining the meeting after presenting a letter of support for a proposed resolution at the Clifton Park Halfmoon Library meeting which had on their agenda the tax exemption for Firefighters and EMS.

RESOLUTIONS

Resolution No. 278 of 2023, a resolution authorizing budget transfers for calendar year 2023, as specified in Schedule A.

Introduced by Councilwoman Walowit, who moved its adoption, seconded by Councilman O’Hara.

WHEREAS, the Comptroller has recommended that certain budget adjustments be made to reclassify budget lines for year-end reporting purposes and expenditures, as set forth in Schedule A; now, therefore, be it

RESOLVED, that the budget transfers, specified in Schedule A, be adopted per the Comptroller’s recommendations.

ROLL CALL VOTE

Ayes: Councilman Morelli, Councilman O’Hara, Councilwoman Walowit,
Supervisor Barrett

Noes: None

Absent: Councilwoman Reid

DECLARED ADOPTED

Resolution No. 279 of 2023, a resolution authorizing the promotion of Melinda Acker, currently a Senior Typist, to Administrative Assistant in the Planning Department.

Introduced by Councilman O’Hara, who moved its adoption, seconded by Councilwoman Walowit.

WHEREAS, Planning Director John Scavo verifies that Melinda Acker, currently employed as a Senior Typist in the Planning Department, has fulfilled the necessary requirements to achieve certification as an Administrative Assistant by passing the applicable civil service exam, and

WHEREAS, Mr. Scavo recommends the advancement of Ms. Acker from Senior Typist to Administrative Assistant within the Department, as she has the qualifications necessary to perform the job, per civil service classification; now, therefore, be it

RESOLVED, Melinda Acker is hereby promoted to Administrative Assistant to be compensated at Grade 7 Step 1 (\$37.42 per hour, \$68,628 per year) effective January 1, 2024; and be it further

RESOLVED, that the Comptroller is authorized to transfer \$2,327 from Contingency to A-8021-E0622 (General Fund-Planning-Acker).

ROLL CALL VOTE

Ayes: Councilman Morelli, Councilman O’Hara, Councilwoman Walowit,
Supervisor Barrett

Noes: None

Absent: Councilwoman Reid

DECLARED ADOPTED

Resolution No. 280 of 2023, a resolution awarding the contract for the purchase of a new commercial grade 3-phase power dishwasher for the kitchen at the Clifton Park Senior Community Center.

Introduced by Councilwoman Walowit, who moved its adoption, seconded by Councilman O’Hara.

WHEREAS, a dishwasher in the Clifton Park Senior Community Center is in need of replacement, and

WHEREAS, Daniel Clemens, Director of Buildings, Parks and Recreation, requested quotes for a new commercial grade 3-phase power dishwasher for the kitchen of the Senior Center, and

WHEREAS, quotes were received on or before December 11, 2023, and

WHEREAS, Grainger, 100 Grainger Parkway, Lake Forest, IL, submitted the lowest responsive quote, in the amount of \$5,857, and

WHEREAS, Mr. Clemens recommends that the contract be awarded to Grainger; now, therefore, be it

RESOLVED, that the contract for the purchase of a new commercial grade 3-phase power dishwasher, for the kitchen at the Clifton Park Senior Community Center, is awarded to Grainger, of Lake Forest, IL, for an amount not to exceed \$5,857, to be paid from A-1624-200 (General Fund-H. Kinns Community Center-Equipment).

ROLL CALL VOTE

Ayes: Councilman Morelli, Councilman O’Hara, Councilwoman Walowit, Supervisor Barrett

Noes: None

Absent: Councilwoman Reid

DECLARED ADOPTED

Supervisor Barrett stated Saratoga County will be paying 75% of the cost of the dishwasher.

Resolution No. 281 of 2023, a resolution scheduling a public hearing to consider adoption of a local law amending Section 103-16 of the Town Code, Building Permit Fees.

Introduced by Councilman O’Hara, who moved its adoption, seconded by Councilwoman Walowit.

WHEREAS, Wade Schoenborn, Director of Building and Development, has recommended amending Section 103-16 Building Permit fees, and

WHEREAS, the Town Board wishes to schedule a public hearing to obtain input regarding the proposed changes; now, therefore, be it

RESOLVED, that a public hearing is scheduled for January 2, 2024, at 7:35 P.M. in the Wood Memorial Room, One Town Hall Plaza, Clifton Park, NY, to consider adoption of a local law amending Section 103-16 of the Town Code, Building Permit fees; and be it further

RESOLVED, the Town Clerk is directed to publish appropriate notice of the same.

ROLL CALL VOTE

Ayes: Councilman Morelli, Councilman O’Hara, Councilwoman Walowit, Supervisor Barrett

Noes: None

Absent: Councilwoman Reid

DECLARED ADOPTED

Resolution No. 282 of 2023, a resolution authorizing the Supervisor to sign a proposal agreement for professional engineering services for the conceptual design support for a proposed new Highway Garage Storage building.

Introduced by Councilwoman Walowit, who moved its adoption, seconded by Councilman O’Hara.

WHEREAS, on August 17, 2021, an accidental fire occurred and caused severe damage to the storage building locally known as the "White Building", which was used primarily by the Highway Department, and

WHEREAS, the "White Building" was insured against property, fire and casualty losses through Selective Insurance Policy #S1801921, which includes replacement value coverage for the structure, and

WHEREAS, by Resolution No. 20 of 2022, passed at the January 10, 2022, Town Board meeting, the Highways Superintendent Dahn Bull, was authorized to notify Selective Insurance of the Town's intent to accept Selective Insurance's estimate of the recoverable depreciation of the structure, and to begin planning, designing, and preparing proposal documents for the construction of a new, modern garage facility for the Highway Department, on Highway Department property, and

WHEREAS, the Town Supervisor solicited a proposal from a qualified engineering firm for engineering services relative to a new building for the Highway Department, and

WHEREAS, Prime Engineering has submitted a proposal for professional engineering services relative to the building, in the amount of \$28,500, and

WHEREAS, the Supervisor recommends the retention of Prime Engineering for the work, based on their experience and familiarity with project needs; now, therefore, be it

RESOLVED, that the Supervisor is authorized to sign the attached proposal for the professional engineering services for conceptual design support from Prime Engineering; and be it further

RESOLVED, that the Comptroller is authorized to compensate Prime Engineering, in the amount not to exceed \$28,500 for engineering services prior to construction, with a transfer from A-914 (Unassigned Fund Balance) to A-5132-135 (General Fund-Highway Garage-Engineering).

ROLL CALL VOTE

Ayes: Councilman Morelli, Councilman O’Hara, Councilwoman Walowit, Supervisor Barrett

Noes: None

Absent: Councilwoman Reid

DECLARED ADOPTED

Supervisor Barrett stated a committee has been assembled to complete this project.

Councilman Morelli stated there will be a public portion to this project for the resident’s review. Placement of the gasoline pumps will be a consideration for this project.

Supervisor Barrett explained funds were allocated for the Highway garage and fuel pumps replacement but was not acted upon, that is why the Town Board is taking lead on these projects.

No one wished to be heard.

OTHER BUSINESS

Supervisor Barrett stated he was at a Clifton Park Halfmoon Library Board of Trustees meeting earlier representing the whole Town Board in supporting the tax exemption for volunteer first responders.

Deputy Town Clerk Fitzgerald read Resolution No. 283 of 2023 proclaiming/honoring Councilman Christopher O’Hara.

Resolution No. 283 of 2023, a resolution proclaiming/honoring Councilman Christopher O’Hara.

Introduced by Councilman Morelli, who moved its adoption, seconded by the entire Town Board.

WHEREAS, because of the many important contributions that Councilman Christopher O’Hara has made to the Town of Clifton Park, we honor him today, and

WHEREAS, Councilman O’Hara and his wife Julia have lived in Clifton Park since 2010, serving on the Clifton Park Town Board since January 2023, and

WHEREAS, Chris spent much of his career serving our country in the US Air Force, retiring as a Colonel after 30 years of service. He earned a Master’s degree in Public Administration and another Master’s degree in National Resource Strategy from the National Defense University, and

WHEREAS, Prior to retiring from the military, Colonel O’Hara was deployed to various overseas assignments and a tour of service at The Pentagon, followed by a second career as the Director of Fixed Operations for Leonard Bus Sales, and

WHEREAS, Chris was appointed to the Town Board, bringing with him a wealth of diverse experience, leading to his expertise being utilized to ensure sound budgeting practices, successful execution of long-term planning processes, and team building, and

WHEREAS, as a Liaison to the Historic Preservation Commission, Chris has worked tirelessly to foster new initiatives for Historic Preservation activities at the Historic Grooms Road Tavern as well as other historically significant sites in Clifton Park, and

WHEREAS, Chris’s support for expanding recreational opportunities in Clifton Park during his time as Councilman has allowed for park improvements, playgrounds, and athletic facilities being offered to our residents, and

WHEREAS, Councilman O’Hara dedicated himself to a variety of Liaison positions within the Town including the Board of Ethics, the Clifton Park Historic Celebrations Committee, and the IT Committee; now, therefore, be it

RESOLVED, that on behalf of the people of Clifton Park, the Town Board awards the Key to the Town to Councilman Christopher O’Hara in recognition for his decades long service to our country and dedication and commitment to the Town of Clifton Park.

ROLL CALL VOTE

Ayes: Councilman Morelli, Councilwoman Walowit, Supervisor Barrett

Noes: None

Abstained: Councilman O’Hara

Absent: Councilwoman Reid

DECLARED ADOPTED

Resolution and Key to the Town was presented to Councilman O'Hara.

Supervisor Barrett stated Councilman O'Hara's presence on the Town Board made this Town Board and Town of Clifton Park a better place and more effective in operations and proudly stood for good government.

The entire Town Board congratulated and thanked Councilman O'Hara for his service and contributions to our Country and Town of Clifton Park.

PUBLIC PRIVILEGE

No one wished to be heard.

MOTION BY Councilwoman Walowit, seconded by Councilman O'Hara, to adjourn the meeting to the next regular meeting or any other meeting necessary for the conduct of town business.

Motion carried at 7:47 PM

Teresa Brobston
Town Clerk