

TOWN OF CLIFTON PARK TOWN BOARD
ORGANIZATIONAL MEETING
January 2, 2024

The meeting of the Town Board of the Town of Clifton Park was held in the Town Office Building at 7:00 p.m. Supervisor Barrett presiding.

Present: Supervisor Barrett
Councilman Morelli
Councilwoman Walowit
Councilman Manir
Town Clerk Brobston

Absent: Councilwoman Reid

Also Present: Town Attorney McCarthy
Mark Heggen, Comptroller
Daniel Clemens, Director of Parks, Buildings & Recreation
Dahn Bull, Highways Superintendent
Wade Schoenborn, Director of Building & Development
Norah Hoefler, Communications and Technology Coordinator
John DeSimone-Chief, Bureau of Fire Prevention
Michael O'Brien, Collection System Manager

Supervisor Barrett explained, attached for consideration are the 2024 Legal Holidays to be observed, Town Board Meeting Schedule, Procurement Policy and Matrix for Part-time and Non-Union Personnel.

RESOLUTION

Resolution No. 1 of 2024, a resolution in connection with the reorganization of the Town of Clifton Park government for calendar year 2024.

Introduced by Supervisor Barrett, who moved its adoption, seconded by Councilman Morelli.

RESOLVED, that the Town Office Building (Vernon Wood Memorial Town Meeting Room) be designated as the official regular meeting place for the Town Board, and that

the official regular meetings are established as the first and third Monday of each month at 7:00 PM, except when Monday is designated as an official holiday, the Town Board meeting will be held on Tuesday at 7:00 PM, and that

the Town Board will hold Agenda Sessions at 6:30pm on the first and third Mondays of the month, prior to that evening's Town Board meeting in Conference Room C, to establish the agenda for the following Town Board meeting on a rolling basis, effective February 1st, 2024, and that

roll call votes shall be voted in the following order:

Councilman Morelli, Councilwoman Reid, Councilman Manir, Councilwoman Walowit, and Supervisor Barrett, and that the annual payment of elected officials shall be as follows:

Philip C. Barrett, Supervisor	bi-weekly
Zabed Manir, Councilman	bi-weekly
Agatha Reid, Councilwoman	bi-weekly
Anthony Morelli, Councilman	bi-weekly
Lynda Walowit, Councilwoman	bi-weekly
Robert A. Rybak, Town Justice	bi-weekly
James F. Hughes, Town Justice	bi-weekly
Teresa Brobston, Town Clerk	bi-weekly
Dahn S. Bull, Highway Superintendent	bi-weekly

and that

Councilman Morelli is reappointed as Deputy Supervisor at a salary budgeted, and that

Mark Heggen be reappointed as Town Comptroller, at a salary budgeted, and that Darlene Allen be reappointed as Assistant Comptroller, at a salary as budgeted, and that Jean Spiegel be reappointed as Confidential Executive Secretary, at a salary as budgeted, and that Norah Hoeffler be reappointed provisionally as the Communications and Technology Coordinator at a salary as budgeted, and be it further

RESOLVED, that Philip Barrett is hereby reappointed as a marriage officer for the Town of Clifton Park pursuant to New York State Domestic Relations Law Section 11-c for a term to expire December 31, 2025, at no salary, and be it further

RESOLVED, that Teresa Brobston be reappointed for a two-year term as Registrar of Vital Statistics and Records Management Officer for the Town, term to expire December 31, 2025, and be it further

RESOLVED, that Tom McCarthy be appointed as acting Town Attorney, at a salary as budgeted, with duties to include all legal matters relating to the Town Board and shall include all contracts and agreements on behalf of the Town, supervision of all litigation matters, special districts, improvement districts, Labor and Employment Law, tax certiorari matters, the Department of Building and Development, the Ethics Board, and such special projects delegated by the Supervisor, and that

Neil Weiner be reappointed for a two-year term as Deputy Town Attorney at a salary as budgeted, with duties to include legal matters related to the Zoning Board of Appeals, and such special projects as may be delegated by the Town Supervisor from time to time, and that

Robert Wilcox be reappointed for a two-year term as Deputy Town Attorney at a salary as budgeted, with duties to include all legal matters related to the Town Planning Board and Planning Department, and shall include representing the Town Attorney's Office at Justice Court and such other duties as may be delegated by the Town Supervisor from time to time, and be it further

RESOLVED, that Raina Munafo and Claudia Fitzgerald, are hereby reappointed Deputy Town Clerks at salaries as budgeted, and be it further

RESOLVED, that the dog park fees be \$30/year and may be prorated at ½ year price of \$15 between July 1, 2024, and December 31, 2024, and that

Richard DiCaprio, Deacon, St. Edward's Church, and Town Justices James Hughes and Robert Rybak, and Andy Gilpin, CAPTAIN Executive Director, and Tom McCarthy, acting Town Attorney, and Karen Heggen, Saratoga County District Attorney, and Michael Zurlo, Saratoga County Sheriff, and Philip Barrett, Town Supervisor, and Melinda Acker, Youth Court Director, be reappointed to serve a term of one-year that expires December 31, 2024 and Violet Palombo, Youth Court Advisor, Steven Bayle, Saratoga County Probation, Linda Campion, Victim Advocate, Jackie Michalski, Jennifer Lee-Alden, and Dustin Verga, Shenendehowa High School Principals be reappointed to serve a two-year term that expires December 31, 2025, as Members of the Youth Court Community Board, and that

Teresa Cook be designated as the Official Town Officer to act on behalf of the Assessor to process claims pursuant to Section 125, Article 7 of the Agriculture and Markets Law for the year 2024, and that

Ellenmarie Martin be reappointed as Deputy Highway Superintendent, at a salary as budgeted, and that

Councilwoman Agatha Reid be appointed as Liaison to the Historic Preservation Commission and Clifton Park Water Authority, and reappointed as Liaison to the Clifton Park Senior Center, and the Parks and Recreation Department for a one-year term, expiring December 31, 2024, and that

Councilwoman Lynda Walowit be reappointed as Liaison to the Emergency Services Advisory Board (ESAB) and the Parks and Recreation Department for a one-year term, expiring December 31, 2024, and that

Councilman Anthony Morelli be reappointed as Liaison to the Youth Court, Youth Advisory Council, Veteran's Committee, and Open Space/Trails/Riverfront Committee, and appointed as Liaison to the Historic Preservation Commission, the GREEN committee, and the Tree Committee, for a one-year term, expiring December 31, 2024, and that

Councilman Zabed Manir be appointed as Liaison to the GREEN Committee, Tree Committee, and the IT Committee for a one-year term, expiring December 31, 2024, and that

Rose A. Savallo be reappointed Receiver of Taxes and Assessments for the year 2024 at a salary as budgeted, and that she is hereby authorized to sign checks drawn on the accounts of "Receiver of Taxes and Assessments, Town of Clifton Park", and that

Christine Kot be reappointed as part-time Clerk at Grade, 4 Step 2, Year 1 for the Receiver of Taxes and Assessments for the year 2024, and that

Michael Woerner be provisionally reappointed Director of Parks and Recreation for the year 2024 at a salary budgeted, and Megan Babendreier be provisionally reappointed Recreation Leader at a Grade 4, Step 3, Year 1 for the year 2024, and that

John DeSimone be reappointed as Chief, Bureau of Fire Prevention, at a salary as budgeted, and that

Sheryl Reed be reappointed as a part-time Building Inspector, Grade 10, Step 11, Mark Kazmierczak, be reappointed as a part-time Assistant Building Inspector, \$50.00/hour, and Kathy Boni, be reappointed as a part-time Senior Clerk, Grade 5, Step 11, to be used as needed in the Building Department, and that

Bruce Spiegel and Tim Brousseau be reappointed provisionally as Building Inspectors at salaries budgeted for the year 2024, and that

Jody A. Ensel, be reappointed as a part-time Clerk for Town Hall at Grade 4, Step 9, Year 1, and Patricia Howland be reappointed as a part-time Clerk for the Receiver of Taxes and other departments as required at Grade 4, Step 3, Year 2, and that

Janet Gomes and Christina Woodard be reappointed as Clerks to the Town Justice-Exempt with terms to expire December 31, 2024, at salaries as budgeted, and that Carol O'Brien, be reappointed as half-time Court Clerk at Grade 5, Step 8, Year 3, and that

Gayle Buckley be reappointed to Health Officer for the year 2024, at a salary as budgeted, and that

John L. Scherer be reappointed to serve as Town Historian for the year 2024, at a salary as budgeted, and that

Sheila Alvaro be reappointed as part-time Receptionist at Town Hall as needed, at Grade 4, Step 4, Year 1, and that

The Daily Gazette, Schenectady, be designated as the official newspaper of the town, and that

all commercial banks within the boundaries of the Capital District be designated as the official banks for the Town and for depositing Town funds, with said banks to be chosen based upon the best rates available, and that

the Supervisor is hereby authorized to enter into a contract with any accounting, engineering firm, professional services firm, or other professional consulting firm for the needs of the Town of Clifton Park, subject to legal review by the Town Attorney's office, and that

the Supervisor is authorized to execute change orders resulting in a reduction in contract price, and that

the Town Board of the Town of Clifton Park authorizes memberships in the Capital Region Chamber, Saratoga Economic Development Corporation, and Saratoga County Chamber and authorizes the payment of the Town dues in these associations, and that

pursuant to NYS Highway Law 142-b (4), the Highways Superintendent is authorized to assist local emergency services, fire departments, law enforcement, ambulance services, and school districts in the event of an emergency through the use of Highway Department equipment to be operated by Highway employees, and to provide a written report to the Town Board within 5 days of the deployment of any such assistance, and that

the Town Board of the Town of Clifton Park authorizes the payment of the Town dues to the NYS Association of Towns, and that

Brian Glick, Daniel Mathias, Karl Siverling, James Ruhl, and Jean Cottrell, be reappointed to serve as Members of the Environmental Conservation Commission, each to serve for a two-year term, terms to expire December 31, 2025, and that

Daniel Mathias be appointed to serve as Chairman of the Environmental Conservation Commission, term to expire December 31, 2024, and that

Aaron Cote be reappointed to serve as Chairman of the Fire Code Appeals Board, term to expire December 31, 2024, and that

Karl Siverling be reappointed to serve as Member of the Fire Code Appeals Board for a three-year term, term to expire December 31, 2026, and that

Paula Cooper be reappointed as Secretary to the Fire Code Appeals Board, the Zoning Board of Appeals, the Planning Board, The Board of Ethics, and the Emergency Services Advisory Board (ESAB) for a one-year term at a salary as budgeted, and that

Keith Martin be reappointed to serve as a Member of the Planning Board for a seven-year term, term to expire December 31, 2030, and that

Denise Bagramian be reappointed Planning Board Chairman for the year 2024, at a stipend as budgeted, and that

Linda Seymour be reappointed, and Brian McGlinchey be appointed to serve as Co-Chairmen of the Historic Preservation Commission, for a one-year term, term to expire December 31, 2024, and that

Emad Andarawis, be reappointed to serve as Planning Board Liaison to the Historic Preservation Commission, term to expire December 31, 2024, and that

Maureen O'Connor be appointed as Secretary to the Historic Preservation Commission at a salary as budgeted for a one-year term, and that

Paul Van Schaick be reappointed to serve as Chairman of the Emergency Services Advisory Board for the year 2024 and as Member for a three-year term to expire December 31, 2026, and that

Paul Van Schaick be reappointed to serve as Representative of the Rexford Fire Department and Dennis Ayotte be appointed to serve as Alternate Representative of the West Crescent Fire Department to serve on the Emergency Services Advisory Board, each for a three-year term, terms to expire December 31, 2026, and that

Michael Dudick be reappointed Chairman of the Zoning Board of Appeals for the year 2024, at a stipend as budgeted, and that

Cristi Shuhart be reappointed as Alternate Secretary to the Zoning Board of Appeals for the year 2024, at a salary as budgeted, and that

Lisa McCoy be reappointed to serve as Member of the Zoning Board of Appeals for a five-year term, term to expire December 31, 2028, and that

Jean Spiegel be reappointed as Clerk to the Clifton Park Sewer District No. 1 for the year 2024, at a salary as budgeted, and that

Trainor, Pezzulo and DeSanto PLLC, be appointed to serve as Attorneys to the Industrial Development Agency for the year 2024, and that

Todd Hess be reappointed to serve as Chairman of the Industrial Development Agency for the year 2024, and that

Sheila Barkevich be reappointed as Secretary of the Industrial Development Agency to serve a one-year term to expire December 31, 2024, and that

Joseph Gulyas be reappointed to serve as Chairman of the Ethics Board for the year 2024, and that

Eric Ophardt be reappointed as Member of the Board of Assessment Review for a five-year term to expire September 30, 2028, and that

Helmut Gerstenberger be reappointed to serve as Chairman of the Clifton Park Water Authority for the year 2024, and that

John Ryan be reappointed to serve as Member of the Clifton Park Water Authority for a five-year term, term to expire December 31, 2028, and that

Albert Karoly be reappointed to serve as Chairman of the Town of Clifton Park Highway Safety Committee; term to expire December 31, 2024, and that

Thomas Werner, Anthony George, Leonard Casper, Philip Clark and Robert O'Connell, be reappointed to serve as Members of the Town of Clifton Park Highway Safety Committee each for a two-year term, terms to expire December 31, 2025, and that

the Town Board for the Town of Clifton Park hereby reaffirms its commitment to the Citizen Advisory Committees, Historic Preservation Commission, the Community Action Fund Committee, Youth Advisory Council, Veterans Committee, the Historic Celebrations Committee, and the current Members of the GREEN and Tree Committees, and hereby reappoints all said Members to serve at the pleasure of the Town Board, and that

Eric Hamilton, John Scherer and Lawrence Syzdek, be reappointed to serve as the Clifton Park Representatives to the Mohawk Towpath Byway Project for the year 2024, and that

David Miller, Frank Berlin, Raymond Seymour, Isabel Prescott, Petra Holden, Gurinder Garcha, and James Flaherty be reappointed to serve as Members of the Open Space/Trails/Riverfront Committee, each for a two-year term, terms to expire December 31, 2025, and that

David Miller be reappointed to serve as Chairman of the Open Space/Trail/Riverfront Committee; term to expire December 31, 2024, and that

Cynthia Zlogar be reappointed as Confidential Secretary to the Town Attorney at a salary as budgeted, and that

Linda Enders be reappointed as part-time Senior Express Switchboard Dispatcher at Grade 2, Step 3, Year 3, and that George Bradt be reappointed as part-time Senior Express Switchboard Dispatcher at Grade 2, Step 2, Year 1, and that

Sheila Alvaro be reappointed as part-time Senior Express Switchboard Dispatcher/Chauffeur at Grade 2, Step 7, Year 1, and that

Robert Brondi be reappointed as part-time Senior Express Switchboard Dispatcher/Chauffeur at Grade 2, Step 6, Year 2, and that

Betty Bollten be reappointed as Senior Express Chauffeur at Grade 4, Step 9, Year 2, and Rebecca Marra be reappointed as Senior Express Chauffeur at Grade 4, Step 8, Year 1, and that

Joseph McCormick, be reappointed as substitute Senior Express Chauffeur at Grade 1, Step 4, Year 3, and that

Shirley Roberts (Grade 1, Step 4, Year 1) and Johanne Shepard (Grade 1, Step 3, Year 2), be reappointed as part-time Clerks at the Clifton Park Senior Community Center, at salaries as budgeted, and that

Stacie Agostino be reappointed as provisional Senior Center Program Coordinator at the Clifton Park Senior Community Center pending civil service classification, at a salary as budgeted, and that

Paul Zohn, Citizen at Large, be reaffirmed to the Clifton Park Citizen Corps Council – Disaster & Emergency Preparedness for a one-year term, term to expire December 31, 2024, and that

the following individual is reappointed as Community Representative to the Citizen Corps Council for a two-year term, term to expire December 31, 2025:

<u>Organization</u>	<u>Representative</u>
CP/Halfmoon Ambulance	Sue Syzdek

the following individuals are appointed/reappointed as Members of the Deferred Compensation Committee for the Town of Clifton Park, terms to expire December 31, 2024, all to serve for a one-year term, to meet semi-annually:

<u>Position</u>	<u>Current</u>
Comptroller	Mark Heggen
General Unit Representative	Sam Chase
Highway Unit Representative	Michael Traider
Retiree Representative	Barbara Smith
Management Representative	Darlene Allen

and that

Sharron Simmons and Ryan Ensel be reappointed as Alternate Members of the Deferred Compensation Committee, term to expire December 31, 2024, and that

the Town of Clifton Park Investment Policy and Capitalization Policy is hereby reaffirmed, and that

the attached Procurement Policy and Procedures, as amended, are hereby adopted, and that

the Supervisor be authorized to enter into an agreement with the City of Mechanicville and Town of Halfmoon for shared services for Animal Control, and that

the Supervisor be authorized to enter into an agreement with the County of Saratoga for annual support of programming throughout 2024, and that

the Supervisor be authorized to enter into an agreement on behalf of the Clifton Park Senior Community Center and Saratoga County Office for the Aging for a dining program and/or home delivery of meals for the senior citizens in the Town of Clifton Park for the year 2024, for an amount as budgeted, and that

the Supervisor be authorized to enter into an agreement with the County of Saratoga for single stream recycling at the recycling facility at the Transfer Station for the year 2024, and that

Supervisor Barrett is authorized to execute official documents and instruments, as per law, on behalf of the Town of Clifton Park, and that

Scott Reese, Stormwater Management Officer, is authorized to sign Stormwater Management Practice Maintenance Agreements on behalf of the Town, and that

department heads and their staff are authorized to attend schools, conferences and meetings consistent with the Procurement Policies and Procedures, and as approved by the Town Board, and that

pursuant to Highway Law 143, the following rates for hired trucks and equipment for the Highway Department for the year 2024, shall be approved by the Town Board of the Town of Clifton Park as follows:

MOTION BY Supervisor Barrett, seconded by Councilwoman Walowit, to omit reading of trucks' rates. Motion unanimously carried.

Trucks for snow removal with plow & driver	\$ 75.00/hr
Trucks for snow removal with plow, wing driver & wingman	\$ 100.00/hr
Trucks for snow removal with plow, wing sander, driver, & wingman	\$ 105.00/hr
Trucks for snow removal with plow & driver less than 2 ton	\$ 60.00/hr
Front end loaders with bucket, or plow & graders with driver	\$ 85.00/hr
Trucks for sanding, with driver	\$ 70.00/hr
Front end loaders with bucket or plow & graders, without driver	\$ 60.00/hr
Front end loader equipped with 18' plow with driver	\$ 100.00/hr
Snowblower or plow or sander riding to clear and maintain sidewalks	\$ 80.00/hr
Trucks for hauling, single axle, dual wheel with driver	\$ 70.00/hr
Tandem trucks for hauling, with driver	\$ 85.00/hr
Tri-axel trucks for hauling, with driver	\$ 90.00/hr
Trailer for hauling with driver	\$ 90.00/hr
Excavator with operator JD 120 Series	\$ 155.00/hr
JD 200 Series	\$ 180.00/hr
Bulldozer with operator	\$ 105.00/hr
Mobilization	
In	\$125.00
Out	\$125.00
Backhoe w/operator	\$ 95.00/hr
and that	

a base rate of sixteen dollars, fifty cents (\$16.50) per hour be set for the Town Highway Department for all new seasonal employees and seventeen dollars (\$17.00) for returning seasonal employees or other extra help on a part-time basis in conjunction with summer help, to be paid from the Highway Department, and that

the Highways Superintendent under Section 142, Subdivision 1(a) of the Highway Law, be authorized to purchase special tools and other implements required in the operation of the Highway Department, equipment not to exceed ten thousand dollars (\$10,000) for the year 2024, and thirty-five thousand dollars (\$35,000) for each public works project according to NYS Law and Town of Clifton Park procurement guidelines for the year 2024, and that

the Highways Superintendent is hereby authorized to attend Highways Superintendent schools, conferences, and meetings and that a voucher shall be submitted in proper form and substance no later than ten (10) days after termination of said schools, conferences and meetings for reimbursement, and that

the Highways Superintendent is authorized to purchase tools and equipment for the Highway Department, per General Municipal Law, Section 103, Subdivision 6, at authorized auctions conducted by governmental organizations within the State of New York, the amount not to exceed limitations set by the 2024 budget, and that

the Highways Superintendent is authorized to assign Highway personnel to remove the remains of animals that have been struck by vehicles and then wandered onto private property at the request and mutual agreement of a homeowner, and that

the Maintenance Division of the Highway Department will perform the repairs and maintenance of vehicles from the Buildings and Grounds Department, Building and Development Department, Clifton Park Sewer Department, Clifton Park Water Authority, Town Security Department, Town Hall vehicles, Senior Vans, Transfer Station and Parks and Recreation Department, at a flat labor rate of \$50/hr. per employee, and direct costs for replacement parts, and that

the Sewer Department will perform sewer related services for Town Departments for the year 2024 at the following rates:

Sewer Jet Truck	\$150 per hour
Laborer	\$30 per hour / employee
MEO	\$35 per hour / employee
Manager	\$50 per hour / employee

and that

the Department of Buildings & Grounds will perform maintenance and other labor for park districts for the year 2024 at the following flat labor rates:

Laborer/MEO	\$30/hr
Supervisor	\$40/hr
Director	\$50/hr

and that

employees of the Department of Building and Development are authorized to have memberships for the calendar year 2024 in the Capital District chapter and the New York State Building Officials' conference, to include attendance at regular bi-monthly luncheon meetings of said conference, as budgeted per person per year, said amounts to be charged to the Memberships/Training Account, and that

the matrix for the non-union employees, part-time and half-time employees is approved for 2024, and that

The mileage rate of reimbursement for the use of Town employees' cars shall be consistent with IRS established rates.

ROLL CALL VOTE

Ayes: Councilman Morelli, Councilman Manir, Councilwoman Walowit, Supervisor Barrett

Noes: None

Absent: Councilwoman Reid

DECLARED ADOPTED

No one wished to be heard.

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

Motion carried at 7:33 PM

Teresa Brobston
Town Clerk