

TOWN OF CLIFTON PARK TOWN BOARD

January 2, 2024

The meeting of the Town Board of the Town of Clifton Park was held in the Town Office Building at 7:35 p.m. Supervisor Barrett presiding.

Pledge of Allegiance

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 Hofer, Communications and Technology Coordinator  
John DeSimone-Chief, Bureau of Fire Prevention  
Michael O'Brien, Collection System Manager

MINUTES

MOTION by Councilwoman Walowit, seconded by Councilman Morelli, to approve the Town Board minutes of December 11 and 18, 2023, as presented.

ROLL CALL VOTE

Ayes: Councilman Morelli, Councilwoman Walowit, Supervisor Barrett

Noes: None

Absent: Councilwoman Reid

Abstain: Councilman Manir

MOTION CARRIED

ANNOUNCEMENTS & COMMUNICATIONS

None

PUBLIC HEARING-PROPOSED BUILDING PERMIT FEE CHANGES 7:38PM

Town Clerk Brobston read the Public Hearing Notice advertised in the Schenectady Gazette on December 21, 2023.

Supervisor Barrett explained, this is the time of year the Town typically reviews the current Building Department Fees to ensure that the Town is in line with surrounding municipalities.

Director of Building & Development Schoenborn stated the Building Department contacted Towns of Niskayuna and Colonie for their current fee schedules. He noted that their schedules were mostly substantially higher than the current Town of Clifton Park fees. After a review, a middle of the road fee schedule was recommended.

No one wished to be heard.

Public Hearing closed at 7:42 PM.

RESOLUTIONS

Resolution No. 2 of 2024, a resolution authorizing the Collection System Manager to retain Green Mountain Pipeline Services, LLC to perform repairs and upgrades to sewer facilities within the Shirewood Subdivision, Sewer District #2.

Introduced by Councilman Morelli, who moved its adoption, seconded by Councilwoman Walowit.

WHEREAS, Michael O’Brien, Collection System Manager, has identified approximately 1,805 feet of deteriorated sewer pipes in the Shirewood Subdivision with an emphasis on off-road pipes in the vicinity of the Subdivision stream bed, and

WHEREAS, bids for a sliplining process were solicited pursuant to GML §103, and

WHEREAS, Green Mountain Pipeline Services, LLC, 768 South Main Street, Bethel VT, submitted the lowest conforming bid for sliplining and heavy cleaning, if necessary, of the deteriorated pipes, for an amount not to exceed \$63,175, and

WHEREAS, Mr. O’Brien has recommended that the bid of Green Mountain Pipeline Services be accepted for the pipe sliplining in the Shirewood Subdivision, Sewer District #2; now, therefore, be it

RESOLVED, that the work be awarded to Green Mountain Pipeline Services, LLC, on the basis of their lowest conforming bid, in an amount not to exceed \$63,175; and be it further

RESOLVED, that the Comptroller is authorized to charge G11-08111-00037 (Clifton Park Sewer District #2-Sewer Contractual-Sliplining Pipe) with a transfer from G11-08111-00200 (Clifton Park Sewer District #2-Sewer Contractual-Equipment) of \$63,175.

ROLL CALL VOTE

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

Noes: None

Absent: Councilwoman Reid

DECLARED ADOPTED

Resolution No. 3 of 2024, a resolution authorizing the Town Supervisor to sign a memorandum of agreement with Miss Shen Softball League for use of the softball fields and related buildings at the Clifton Common.

Introduced by Councilman Morelli, who moved its adoption, seconded by Councilwoman Walowit.

WHEREAS, the Town wishes to extend its existing agreement with Miss Shen Softball for the organization of youth softball within the Town of Clifton Park, and for the use of the softball fields and related facilities at the Clifton Common, and

WHEREAS, the Town wishes to recognize the volunteer commitment of the players, parents and coaches who comprise the Miss Shen Softball Organization League’s assistance in the maintenance and upkeep of the softball facilities at the Clifton Common; now, therefore, be it

RESOLVED, that the Town Supervisor is hereby authorized to sign a new five-year memorandum of agreement with Miss Shen Softball League, for the organization of the Youth Softball Program for the Town and related use and maintenance of the softball fields and related facilities at the Clifton Common, for the 2024-2028 seasons.

ROLL CALL VOTE

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

Noes: None

Absent: Councilwoman Reid

DECLARED ADOPTED

Resolution No. 4 of 2024, a resolution authorizing the transfer of Sean Dickinson from the Highway Department to the position of Building Maintenance Mechanic in the Buildings and Grounds Department.

Introduced by Councilwoman Walowit, who moved its adoption, seconded by Councilman Morelli.

WHEREAS, an opening exists for a Building Maintenance Mechanic in the Buildings and Grounds Department, and

WHEREAS, by Resolution No. 193 of 2019, Sean Dickinson was promoted to Highway Maintenance Working Supervisor, and

WHEREAS, after interviewing Mr. Dickinson and reviewing his qualifications, Director of Buildings, Parks & Recreation, Daniel Clemens, has recommended that Sean Dickinson fill the position of Building Maintenance Mechanic at the Buildings & Grounds Department; now, therefore, be it

RESOLVED, that the Town Board hereby authorizes the transfer of Sean Dickinson, to fill the position of Building Maintenance Mechanic in the Buildings and Grounds Department, at Grade 6, Step 8, \$76,190, \$36.35/hr., per the current CSEA matrix, to be paid from A-7110-E0276 (General Fund-Buildings & Grounds-S. Dickinson) with \$14,232 to be transferred from A-7110-74 (General Fund-Buildings & Grounds-Overtime).

ROLL CALL VOTE

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

Noes: None

Absent: Councilwoman Reid

DECLARED ADOPTED

Resolution No. 5 of 2024 a resolution authorizing the Department of Buildings & Grounds to purchase three (3) Ford F-350 pickup trucks with V plows from the State Contract.

Introduced by Councilman Morelli, who moved its adoption, seconded by Councilwoman Walowit.

WHEREAS, the Director of Buildings, Parks & Recreation, Daniel Clemens, has requested authorization to purchase three 2024 Ford pickup trucks, and

WHEREAS, three (3) Ford F-350 Regular Cab XL with V plow trucks, at a cost of \$58,000 each, are available from Genesee Valley Ford, LLC, 1675 Interstate Drive, Avon, NY, through a mini-bid process under the NYS Office of General Services Mini-bid #PC69260; now, therefore, be it

RESOLVED, that the Director of Buildings, Parks & Recreation is authorized to purchase the above-referenced Ford vehicles, two of which will be used by the Buildings & Grounds Department and the third truck be used by the Transfer Station, paid for by municipal lease, terms to be determined; and be it further

RESOLVED, that the annual charge for two vehicles be charged to A-7110-145 (General Fund-Buildings & Ground-Capital Lease Pay), and the remaining vehicle be charged to A-8160-00145 (General Fund-CTS-Capital Lease Pay).

ROLL CALL VOTE

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

Noes: None

Absent: Councilwoman Reid

DECLARED ADOPTED

Resolution No. 6 of 2024, a resolution authorizing the purchase of a new Toro Groundsmaster 4000-D mower for the Buildings & Grounds Department.

Introduced by Councilwoman Walowit, who moved its adoption, seconded by Councilman Morelli.

WHEREAS, the Director of Buildings, Parks & Recreation Daniel Clemens has requested authorization to purchase a new mower, and

WHEREAS, Grassland Equipment & Irrigation Corporation, Troy Schenectady Road, Latham, NY, as an authorized Toro Dealer, has the mower per the attached quote, at a total cost not to exceed \$91,941 for purchase under New York State Contract #PC69682, and

WHEREAS, Mr. Clemens has recommended the equipment be purchased from Grassland Equipment & Irrigation, pursuant to the New York State Contract identified above; now, therefore, be it

RESOLVED, that the Town Board hereby authorizes the Director of Buildings, Parks & Recreation to purchase the lawn mowing equipment from Grassland Equipment & Irrigation Corp., in a total amount not to exceed \$91,941, to be paid from a municipal lease, terms to be determined, with the annual lease payments to be paid from A-7110-145 (General Fund-Buildings & Grounds-Capital Lease Payments).

ROLL CALL VOTE

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

Noes: None

Absent: Councilwoman Reid

DECLARED ADOPTED

Resolution No. 7 of 2024, a resolution authorizing the Highways Superintendent to hire Kevin Devoe as an Automotive Mechanic in the Highway Department.

Introduced by Councilman Morelli, who moved its adoption, seconded by Councilwoman Walowit.

WHEREAS, after the resignation of Destiny Bipat, who was a Mechanics Helper, an opening exists in the Highway Department, and

WHEREAS, the Highways Superintendent has recommended hiring Kevin Devoe, Clifton Park, NY, to be an Automotive Mechanic, and

WHEREAS, Mr. Devoe brings over ten years of experience in the field of heavy-duty diesel mechanics and operation of large commercial trucks, has experience as a truck and trailer mechanic for US Food, and has a Class A Driver's License and a New York State Inspection License; now, therefore, be it

RESOLVED, that the Town Board authorizes the hiring of Kevin Devoe, as Automotive Mechanic, at Grade 6, Step 1, at a salary of \$61,958, at a rate of \$29.56 /hr., effective start date no earlier than Tuesday, January 3, 2024, and be it further

RESOLVED, that the funds from Mr. Bipat's 2024 salary line be transferred to a new line created for Mr. Devoe; and be it further

RESOLVED, that the additional \$4,821 needed to fulfill Mr. Devoe's salary, be transferred from DA-5142-00074 (Highway Fund-Snow Removal-Overtime).

ROLL CALL VOTE

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

Noes: None

Absent: Councilwoman Reid

DECLARED ADOPTED

Resolution No. 8 of 2024, a resolution authorizing the purchase of a 60-inch snowblower attachment for the Highway Department.

Introduced by Councilwoman Walowit who moved its adoption, seconded by Councilman Morelli.

WHEREAS, the Highways Superintendent has requested authorization to purchase a 60-inch snowblower attachment for snow and ice removal from Town sidewalks, and

WHEREAS, Monroe Tractor, 423 Old Loudon Rd, Latham, NY, provided the lowest responsive quote for the snowblower attachment, per the attached quote, at a total cost not to exceed \$10,056, and

WHEREAS, the Highways Superintendent has recommended the equipment be purchased from Monroe Tractor; now, therefore, be it

RESOLVED, that the Town Board hereby authorizes the Highways Superintendent to purchase a 2024 Virnig VBW60 snowblower attachment from Monroe Tractor, Latham, NY, in a total amount not to exceed \$10,056, to be paid from DA-5130-219 (Highway Fund-Machinery Equipment-Highway Vehicle).

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.

Supervisor Barrett stated, considering there were no comments from the Town Board, nor the public tonight during the public hearing, he proposed to move forward the proposed local law for Building Department fees changes.

Resolution No. 9 of 2024, a resolution adopting a local law amending Chapter 103-16 of the Town Code, Building Permit Fees.

Introduced by Councilwoman Walowit, who moved its adoption, seconded by Councilman Morelli.

WHEREAS, the Town Board conducted a public hearing on the proposal on January 2, 2024, and members of the public were provided an opportunity to speak in favor or against the proposal; no one wished to be heard, and

WHEREAS, following the public hearing, Councilwoman Walowit moved that the Board move forward and adopt the changes to the fee schedule for the Building Department, as published; now, therefore, be it

RESOLVED, that Local Law No. 1 of 2024, a local law amending Chapter 103-16 of the Town Code, Building Permit Fees, per the attached, is hereby adopted; and be it further

RESOLVED, that this local law shall take effect immediately upon its adoption.

ROLL CALL VOTE

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

Noes: None

Absent: Councilwoman Reid

DECLARED ADOPTED

PUBLIC PRIVILEGE

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 8:04 PM

Teresa Brobston  
Town Clerk