

TOWN OF CLIFTON PARK
HIGHWAY SAFETY COMMITTEE
ADMINISTRATIVE GUIDELINES & PROCEDURES

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**TOWN OF CLIFTON PARK
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ADMINISTRATIVE GUIDELINES & PROCEDURES**

ARTICLE 1. ESTABLISHMENT OF TOWN OF CLIFTON PARK HIGHWAY SAFETY COMMITTEE

The Town of Clifton Park Highway Safety Committee was established by the Town Board of the Town of Clifton Park by Resolution No. 233 of 2008 dated August 18, 2008.

ARTICLE 2. PURPOSE

2.1 The Highway Safety Committee (hereinafter referred to as the "HSC") shall be an advisory committee, and as such, shall have authority and shall provide recommendations, information and analysis in specific areas involving highway safety, bicycle and pedestrian safety and related operational incidents, as well as, problems or requests referred or as assigned by the Clifton Park Town Supervisor, members of the Clifton Park Town Board, Town Highway Superintendent, Town Planning Board, Zoning Board of Appeals or other officials designated by the Town Board.

2.2 Areas to be submitted to the HSC will include but not be limited to highway traffic control, highway safety, operational issues, signage, speed control and bicycle and pedestrian safety, and may encompass both public and private rights of ways.

ARTICLE 3. MEMBERSHIP, VACANCIES, REMOVAL, COMPENSATION AND TERM OF OFFICE.

3.1 Membership shall consist of no more than nine members appointed by the Town Board. Vacancies shall be filled for an un-expired term in the same manner as the original appointment.

3.2 Members shall have suitable professional backgrounds and experience involving highway safety programs, planning, traffic engineering, design, maintenance, operation and/or law enforcement.

3.3 The Town Board may appoint other additional personnel as advisors to the HSC, or as members of sub-committees within or under the HSC as appropriate, and also may assign Town employees to provide liaison services to the HSC, on behalf of the Town as appropriate.

3.4 Members on the HSC will serve staggered terms. The initial appointees of the HSC shall have one year or two year terms, as determined by the Town Board. Subsequent appointees shall have two year terms.

3.5 Members of the HSC may hold another office within the government of the Town of Clifton Park.

3.6 Before entering upon the discharge of the duties of his or her office, each member of the HSC shall sign the public officer's oath before a notary public, Town Clerk, or other certified authority.

3.7 Any member of the HSC may be removed prior to the expiration of his or her appointed term by a majority vote of the Town Board or in accordance with the laws of the State of New York applicable to such committee.

3.8 No compensation will be paid to the members of the HSC for their work on the HSC.

ARTICLE 4. POWERS AND DUTIES

4.1 The HSC shall be an advisory committee, and as such, shall have authority only in the specific areas of responsibilities granted by the Town of Clifton Park Town Board and the statutes of the State of New York.

4.2 The HSC's powers and duties shall include but not be limited to the following:

4.2.1 To render advisory opinions on highway safety matters upon initiation by the HSC and/or written referral of any designated official of the Town of Clifton Park as outlined in Section 2.1. Issues arising from the general public must first be submitted through a designated town official.

4.2.2 To review the Town of Clifton Park highway safety laws, rules and regulations; to propose and/or review proposed revisions to any Town of Clifton Park laws, rules and regulations pertaining to highway safety; to review the present and projected policies and procedures of enforcement of said laws, rules and regulations; and to submit advice and recommendations to the Town of Clifton Park Town Board in connection therewith.

4.2.3 The HSC shall include any conditions and/or safeguards as part of its recommendations, which are in their opinion, necessary to protect the public interest and promote the purpose of all applicable highway safety laws, rules and regulations.

ARTICLE 5. EXPENDITURES OF PUBLIC FUNDS: CONTRACTS

The HSC shall not have the authority to spend Town funds unless provided for in a budget specifically approved for it by the Town Board. The Supervisor of the Town shall have the power to assign employees of the Town to serve as liaison to and provide staff services to the HSC. The HSC has no authority to enter into contracts of any nature.

ARTICLE 6. DUTIES OF OFFICERS

6.1 A Chairperson or Co-Chairpersons (hereinafter referred to as the "Chairperson") of the HSC shall be designated by the Town Board at the annual organizational meeting of the Town Board.

6.1.1 If Co-Chairpersons are designated by the Town Board, the Co-Chairpersons will jointly fulfill the duties described within Article 6.

6.1.2 Any unresolved conflict between the Co-Chairpersons will be referred to the Town Board for resolution.

6.2 The Chairperson:

6.2.1 Shall preside at all meetings of the HSC;

6.2.2 Shall determine all points of order and procedure, subject to these Administrative Guidelines & Procedures and other applicable statutes, rules and regulations;

6.2.3 Shall appoint subcommittees as needed to carry out the business of the HSC;

6.2.4 May request the attendance of witnesses as needed to carry out the business of the HSC;

6.2.5 Shall designate an Acting Chairperson to serve in the event of his or her absence, disability or disqualification. If the Chairperson is unable or fails to so designate an Acting Chairperson, the same shall be designated by a majority of the full membership of the HSC.

6.2.6 Shall conduct, at the direction of the HSC, all official correspondence of the HSC; shall prepare a record of each meeting or other official action of the HSC; shall sign and issue all official recommendations; and shall schedule and make all necessary arrangements, including notice to the members, preparation of the agendas and public notice for all meetings of the HSC.

6.3 The Acting Chairperson shall have the powers and duties of the Chairperson.

ARTICLE 7. REFERRAL PROCESS

7.1 The Clifton Park Town Supervisor, members of the Clifton Park Town Board, Town Highway Superintendent, Town Planning Board, Zoning Board of Appeals or other officials designated by the Town Board may request at any time that the HSC investigate, study, deliberate, and provide recommendations on highway safety/operational issues within the Town of Clifton Park (hereinafter referred to as Safety/Operational Investigations).

7.2 The HSC may, at the direction of the Chairperson, and with the notification and on the approval of the Town Supervisor, initiate and undertake non referred Safety/Operational Investigations.

7.3 The scope of Safety/Operational Investigations will include but not be limited to highway traffic control, highway safety, operational issues, signage, speed control and bicycle and pedestrian safety, and may encompass both public and private rights of ways.

7.4 Requests for Safety/Operational Investigations shall be in writing and shall include a brief description of the nature of the concern, the source of the concern (including the names, addresses and phone numbers of any citizens that have raised the concern), and any previous action that the Town has taken on the concern.

7.5 The referral shall be in the form of a written memorandum or letter to the HSC Chairperson with a copy of the request to the Town Supervisor and the Town Director of Planning.

7.6 The HSC will normally provide final written recommendations within sixty (60) days of the HSC's first consideration of the referral. If the HSC Chairperson determines that additional time is needed to complete a Safety/Operational Investigation, the Chairperson will convey the expected timeframe to the requester.

7.7 The Article 7 referral process should not be strictly construed and may be amended by the HSC Chairperson given exigent circumstances.

ARTICLE 8. PROCEDURE FOR MEETINGS

8.1 Meetings

8.1.1 The HSC shall conduct its business, if any, at regular meetings, held on the third Thursday of each month at the Town of Clifton Park Town Hall located at One Town Hall Plaza , Clifton Park, NY 12065 at 7:00PM unless the Chairperson otherwise designates.

8.1.2 Special meetings of the HSC may be called by the HSC Chairperson or by three members of the HSC.

8.1.3 The HSC may meet informally in closed session to discuss matters pending before the HSC; however, any official action to be taken by the HSC shall be undertaken at a regular or special meeting.

8.2 Notice

8.2.1 Each member of the HSC shall receive notice of a regularly scheduled meeting five days before each said meeting.

8.2.2 Special Meetings

8.2.2.1 Given exigent circumstances, emergency referrals may be made to the HSC and consideration given to said referrals within seventy-two hours.

8.2.2.2 Each member of the HSC shall receive notice of the time, place and agenda of a special meeting at least forty-eight hours in advance of said special meeting.

8.3 Voting

8.3.1 All matters shall be decided by use of a roll call vote.

8.3.2 Recommendations of the HSC shall require a vote of a concurring majority of the full membership.

8.3.3 No business shall be transacted without the attendance and continuing presence of at least five members. Telephone conference call attendance is deemed in compliance with this requirement.

8.4 Safety/Operational Investigations

8.4.1 All requests for Safety/Operational Investigations shall be heard before the HSC at either a Regular or Special meeting.

8.4.2 After hearing any request for a Safety/Operational Investigation, the HSC shall schedule the necessary study, discussion and deliberation.

8.4.3 All HSC recommendations shall be reduced to writing.

8.4.4 The final recommendations of the HSC shall normally be made not later than sixty days of the HSC's first consideration of the referral unless additional time is needed pursuant to Section 7.6 herein.

8.4.5 The final recommendations of the HSC on any matter before it shall state the findings of fact which were the basis for the HSC's recommendations, as well as, state any and all safeguards and conditions necessary to protect the public interest. The HSC, in reaching any determination shall be guided by the standards specified in any applicable laws, rules or regulations and/or the standards established by nationally recognized transportation groups such as the American Association of State Highway and Transportation Officials, Transportation Research Board, International Association of Chiefs of Police, Institute of Transportation Engineers, etc.

8.4.6 At such time as the draft determination accurately reflects the proposed determination of the HSC, the recommendations shall be put to a formal vote and the votes of each member duly recorded.

8.4.7 Deliberation and recommendation on any Safety/Operational Investigation may be tabled by the HSC, upon motion duly made and passed, pending receipt of essential facts.

8.4.8 Final recommendations of the HSC on Safety/Operational Investigations shall be signed by the HSC Chairperson and a copy of the recommendations shall be sent to the requester and the Town Supervisor. A copy will also be filed in the office of the Town Planning Department.

8.5 Adjournments

8.5.1 The HSC, upon motions duly made and passed, may adjourn a matter under review, completely or in part, to a future date to be designated by the HSC in its motion.

ARTICLE 9. RULES OF ORDER

Unless otherwise herein specified or unless specified otherwise in the Code of the Town of Clifton Park, the Rules of Procedure to be followed by the HSC shall be the latest version of Roberts Rules of Order.