

TOWN OF CLIFTON PARK TOWN BOARD

July 18, 2022

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  
Councilwoman Standaert  
Councilman Morelli  
Councilwoman Walowit  
Town Clerk Brobston

Absent: Councilwoman Flood

Also Present: Town Attorney McCarthy  
Mark Heggen, Comptroller  
Matt Andrus, Information Specialist  
Daniel Clemens, Buildings, Parks & Recreation Director  
Dahn Bull, Highways Superintendent

MINUTES APPROVAL

MOTION by Councilwoman Walowit, seconded by Councilman Morelli, to approve the minutes of the July 5, 2022 meeting as presented.

ROLL CALL VOTE

Ayes: Councilwoman Flood, Councilwoman Standaert, Councilman Morelli,  
Councilwoman Walowit, Supervisor Barrett

Noes: None

MOTION APPROVED

ANNOUNCEMENTS AND COMMUNICATION

Supervisor Barrett expressed sympathy to the family of Bill Lehman, former Animal Control Officer for the Town and Veteran.

RESOLUTIONS

No one wished to be heard.

Resolution No. 190 of 2022, a resolution recognizing the 75<sup>th</sup> anniversary of The Sportsmen's Club of Clifton Park.

Introduced by Supervisor Barrett who moved its adoption, seconded by the entire Town Board.

WHEREAS, The Sportsmen's Club of Clifton Park is celebrating its 75<sup>th</sup> year of operations this year, and

WHEREAS, The Sportsmen's Club has been a staple of the local community for hunters, fishermen, firearms enthusiasts, and archers of all ages since 1947, and

WHEREAS, the Club offers training and safety courses, as well as safe ranges and targets for rifles, pistols, archery, and also trap fields which are lighted for night operations, and

WHEREAS, the Club also offers supervised league competitions including bullseye leagues, 3-D archery shoots through affiliations with bow hunter's groups, steel shoots, and trap meets, and

WHEREAS, all league activities emphasize safety training, and supervision, to teach firearm safety at all levels of activity, and

WHEREAS, the Club currently offers opportunities for Basic Pistol Safety, Advanced Training, Range Safety Officer Training, Hunter Safety and more training classes through affiliated groups including NYSDEC, and

WHEREAS, the Club will host a 75<sup>th</sup> anniversary celebration on July 30<sup>th</sup>, featuring a barbeque lunch, .22 rifle and bb gun target competitions and other events; now, therefore be it

RESOLVED, that the entire Town Board recognizes the longstanding commitment to providing occasions for safe and effective training, practice and participation for the sportsmen and sportswomen of our community, and pauses in its deliberations to offer congratulations on 75 years of successful operations to The Sportsmen's Club of Clifton Park.

ROLL CALL VOTE

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

Noes: None

Absent: Councilwoman Flood

DECLARED ADOPTED

Supervisor Barrett presented Garry Boynton, Sportsmen's Club representative, with a resolution honoring the Club's 75<sup>th</sup> Anniversary.

Resolution No. 191 of 2022, a resolution authorizing the purchase of one Toro Groundsmaster 4000 for use by the Buildings & Grounds Department.

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

WHEREAS, by Resolution No. 15 of 2022, the Director of Buildings, Parks, and Recreation Daniel Clemens was authorized to purchase a Jacobsen Mower for a contract price at \$81,159.74, under an existing contract from MTE Solutions, Cohoes, NY, who indicated they would have availability this spring, and

WHEREAS, MTE Solutions has advised that the equipment will not be available until Fall 2022, despite earlier estimates, and

WHEREAS, Grassland Equipment has advised that they will have a Toro 4000 available at the end of July due to a customer cancellation, at a cost not to exceed \$83,239.26 under State Contract #PC69682, and

WHEREAS, the Director of Buildings, Parks, and Recreation, advises that the equipment is needed for this summer and recommends purchasing the mowing equipment from Grassland; now, therefore be it

RESOLVED, that the Buildings & Grounds Department is authorized to purchase one Toro Groundsmaster 4000 and accessories as listed, in an amount not to exceed \$83,239.26, to be paid from a municipal lease; and be it further

RESOLVED, that authorization granted by Resolution No. 15 of 2022, for the purchase of a Jacobson HR-700 mower from MTE Solutions is hereby repealed.

ROLL CALL VOTE

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

Noes: None

Absent: Councilwoman Flood

DECLARED ADOPTED

Resolution No. 192 of 2022, a resolution authorizing the Supervisor to sign a license agreement with Clifton Park – Halfmoon Piranhas for use of the Country Knolls pool for swim team practice.

Introduced by Councilwoman Standaert, who moved its adoption, seconded by Councilwoman Walowit.

WHEREAS, Clifton Park – Halfmoon Piranhas wish to utilize the Country Knolls Town-owned pool for a term of up to six (6) weeks, retroactively beginning on June 27, 2022, at a rate of \$45 per hour, per pool, PLUS the hourly rate of all Town employees working at the pools during practice hours; now, therefore, be it

RESOLVED, that the Town Supervisor is hereby authorized to sign the attached License Agreement with Clifton Park – Halfmoon Piranhas, for use and occupation of the Country Knolls Pool, provided that the Town is provided a Certificate of Insurance in the amount of \$1,000,000 naming the Town of Clifton Park as additionally insured.

ROLL CALL VOTE

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

Noes: None

Absent: Councilwoman Flood

DECLARED ADOPTED

Supervisor Barrett explained this agreement was an oversight. Agreement is similar as in the past with a slight increase this year.

Resolution No. 193 of 2022, a resolution authorizing the retention of SecureScan to complete digital scanning services for document scanning.

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

WHEREAS, on June 14, 2021, the Town Board established a formal interdepartmental Information Technology Advisory Committee, co-chaired by Councilwoman Amy Standaert and Councilwoman Amy Flood, and

WHEREAS, the Information Technology Advisory Committee continues to support efforts to update Town systems and infrastructure to improve operational efficiency, as well as public access to government services, and

WHEREAS, the Town and its respective departments are responsible for processing and storing a vast amount of data on an annual basis, and there are decades of essential Town records which must be retained, that are currently solely in microfiche and microfilm format, and

WHEREAS, IT Consultants, ABS Solutions, have advised the Building & Development office that the equipment used to view and print plans is obsolete and should be replaced and upgraded, and

WHEREAS, at its June 29, 2022, meeting, the members of the Information Technology Advisory Committee recommended that the Town Board authorize the digitizing of the Building & Development Department microfiche records, before they become inaccessible, and

WHEREAS, the Information Technology Advisory Committee also recommends that the Town Board authorize digitizing of standard sized Town Clerk archive materials, as listed on the attached price sheet, and

WHEREAS, SecureScan has proposed completing the work, in partnership with New York State Industries for the Disabled, a NYS preferred Source Vendor, at a contract price of \$51,451.60; now, therefore, be it

RESOLVED, that the Town Supervisor is authorized to sign the attached proposals and quotes from SecureScan, through NYSID, for the digital scanning and services be accepted in an amount not to exceed \$51,451.60, to be paid with a transfer from A-00914 (General Fund – Unassigned Fund Balance) in the amount of \$49,999.40 to A-03620-00015 (Building Department – Other Contractual), and \$1,452.20 to A-1410-015 (Town Clerk – Other Contractual).

ROLL CALL VOTE

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

Noes: None

Absent: Councilwoman Flood

DECLARED ADOPTED

Resolution No. 194 of 2022, a resolution authorizing the purchase of additional licenses for parcel management software for use by Building & Development staff.

Introduced by Councilwoman Standaert, who moved its adoption, seconded by Councilwoman Walowit.

WHEREAS, by Resolution No. 276 of 2021, the Town approved the implementation of parcel management software from Online Solutions, LLC d/b/a Citizenserve, for use by various departments within the Town to track permits and applications for land use plans and administration, and

WHEREAS, the Director of Building & Development, Steven Myers, has requested that additional licenses be obtained for three part-time employees in the Building Department at a prorated cost of \$1,800/year, plus a \$1,200 one time set up fee per employee, for a total amount not to exceed \$6,300, and

WHEREAS, the additional licenses are necessary to ensure that all staff have access to electronic records of the department; now, therefore, be it

RESOLVED, that the Town Board hereby authorizes the additional software setup and licenses from Online Solutions, dba CitizenServe, in an amount not to exceed \$6,300, to be paid with a transfer from Contingency to A-1620-004 (Town Hall Operations – Equipment – Computer Expense; and be it further

RESOLVED, that the Comptroller is authorized to adjust the budget for annual software license fees accordingly for fiscal 2023.

ROLL CALL VOTE

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

Noes: None

Absent: Councilwoman Flood

DECLARED ADOPTED

Resolution No. 195 of 2022, a resolution authorizing the Building & Development Department to waive building permit fees for the review of plans for the Vischer Ferry Fire District.

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

WHEREAS, the Vischer Ferry Fire District has requested and paid building permit review fees for the rebuilding of Station #3 at 276 Moe Road, Clifton Park, and

WHEREAS, fire districts within the Town perform first response and emergency services vital to the health and safety of the residents of Clifton Park, and

WHEREAS, the Vischer Ferry Fire District has asked that the Town Board exercise its discretion to waive certain fees in the interest of intergovernmental cooperation and for the benefit of the residents served by both the Town and the Fire District, and

WHEREAS, the Town Board wishes to support the Fire District and their mission to serve residents of the District and the Town; now, therefore, be it

RESOLVED, that building permit fees for the review and inspection of the rebuild of the Vischer Ferry Fire District, Station #3 on Moe Road, is waived; and be it further

RESOLVED, that the Comptroller is authorized to refund \$3,173 of permit fees for Permit #68217, attached.

ROLL CALL VOTE

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

Noes: None

Absent: Councilwoman Flood

DECLARED ADOPTED

Resolution No. 196 of 2022, a resolution reclassifying the position of the Payroll Clerk in the Office of the Town Comptroller.

Introduced by Councilwoman Standaert, who moved its adoption, seconded by Councilwoman Walowit.

WHEREAS, the Town Board wishes to re-classify the administrative position within the Town Comptroller's Office from Payroll Clerk, to Payroll Benefits Analyst, to more appropriately describe the office responsibilities of the position and to acknowledge the contributions made to the Town, and

WHEREAS, Christine Pagniello, currently a Deputy Town Clerk, has passed the civil service examination for the position of Payroll Benefits Analyst; now, therefore be it

RESOLVED, that the position of Payroll Clerk, be reclassified as a Payroll Benefits Analyst, and be it further

RESOLVED, that Christine Pagniello, 14 Coventry Drive, Clifton Park, is appointed as Payroll Benefits Analyst, from the list of eligible candidates per Civil Service examination, to be compensated at Grade 6, Step 9, Year 2, effective August 1, 2022; and be it further

RESOLVED, that the Comptroller is authorized to transfer \$26,709 from A-1315-E6048 (General Fund – Comptroller’s Office – K. Taubkin) and \$1,492 from A-1315-17 (General Fund – Comptroller’s Office – Payroll Service) to A-1315-E0065 (General Fund – Comptroller – C. Pagniello).

ROLL CALL VOTE

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

Noes: None

Absent: Councilwoman Flood

DECLARED ADOPTED

Resolution No. 197 of 2022, a resolution appointing James Murray as an Account Clerk Typist in the Comptroller’s office, per civil service classification.

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

WHEREAS, an opening exists for an Account Clerk Typist in the Comptroller’s office, and

WHEREAS, Mark Heggen, Comptroller has interviewed Mr. Murray, and requests the Town Board retain Mr. Murray as an Account Clerk Typist, Grade 4, Step 1, Year 1, to be paid \$25.29/hr.; now, therefore, be it

RESOLVED, that James Murray, 36 Redfield Park, Clifton Park, is hereby appointed as Account Clerk Typist for the Town of Clifton Park, effective August 1, 2022, from the list of eligible candidates, per Civil Service examination; and be it further

RESOLVED, that the Comptroller is authorized to transfer \$19,000 from A-1315-E6047 (Gen. Fund – Comptroller – H. Schultz) to A-1315-Exxx (General Fund –Comptroller – Employee).

ROLL CALL VOTE

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

Noes: None

Absent: Councilwoman Flood

DECLARED ADOPTED

Resolution No. 198 of 2022, a resolution authorizing the creation of the position of Account Clerk Typist in the Highway Department.

Introduced by Councilwoman Standaert, who moved its adoption, seconded by Councilwoman Walowit.

WHEREAS, Supervisor Barrett has requested the creation of a full-time Account Clerk Typist position within the Highway Department, and

WHEREAS, an opening exists for an Account Clerk Typist, and

WHEREAS, after interviewing Heather Schultz, Supervisor Barrett recommends Ms. Schultz for the Account Clerk Typist position in the Highway Department; now, therefore be it

RESOLVED, that Heather Schultz, 6 North Pointe, Apt. 5, Halfmoon, is hereby appointed from the list of eligible candidates per Civil Service classification as Account Clerk Typist for the Town of Clifton Park, to be assigned to the Highway Department, Grade 4, Step 1, Year 1, to be paid \$25.29/hr., effective August 1, 2022; and be it further

RESOLVED, that the Comptroller is authorized to transfer \$19,000 from A-5010-E400 (General Fund – Highway Admin – Part-time Employee) to A-5010-E6047 (General Fund – Highway Admin – H. Schulz)

ROLL CALL VOTE

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

Noes: None

Absent: Councilwoman Flood

DECLARED ADOPTED

Resolution No. 199 of 2022, a resolution hiring additional employees for the 2022 summer Parks & Recreation programs.

Introduced by Councilwoman Standaert, who moved its adoption, seconded by Councilwoman Walowit.

WHEREAS, the Town Board wishes to hire additional qualified staff members for operation of the Town’s pools and camps, and

WHEREAS, Supervisor Barrett has recommended individuals listed in the attached Schedule A, be hired to staff the locations as indicated; now, therefore, be it

RESOLVED, that the individuals listed, in the attached Schedule A be, hired as seasonal staff for the Parks & Recreation programs, as noted, through the end of the 2022 summer season; and be it further

RESOLVED, that the individuals be paid as indicated on Schedule A.

ROLL CALL VOTE

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

Noes: None

Absent: Councilwoman Flood

DECLARED ADOPTED

Resolution No. 200 of 2022, a resolution issuing two permits to serve alcoholic beverages, per the attached Special Alcohol Use Permit applications.

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

WHEREAS, the following applicants have submitted Special Alcohol Use Permit Requests to the Office of Parks & Recreation, to be allowed to serve alcohol in the form of beer and wine for gatherings on the following dates, with locations as listed on the applications:

- Isabel Prescott, 667 Riverview Rd, Rexford, 7/22/2022 5:00pm-7:00pm, Grooms Tavern
- Sarah Strouse, 85 Appletree Lane, CP, 8/13/2022, 10:00AM-3:00PM, Collins Park

; now, therefore, be it

RESOLVED, that the Town Board hereby authorizes the Special Alcohol Use Permit Requests submitted by Isabel Prescott and Sarah Strouse for gatherings as indicated.

ROLL CALL VOTE

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

Noes: None

Absent: Councilwoman Flood

DECLARED ADOPTED

Resolution No. 201 of 2022, a resolution appointing Agatha D’Ambra as a member of the Clifton Park Water Authority.

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

WHEREAS, due to the resignation of Alexis Osborne from the Clifton Park Water Authority, a vacancy exists on the board, and

WHEREAS, Agatha D’Ambra, 7 Sambrook Edge, Rexford, has been recommended to fill the position, and

WHEREAS, Ms. D’Ambra’s presence, on the Clifton Park Water Authority, will confer a benefit to the Town of Clifton Park; now, therefore be it

RESOLVED, that Agatha D’Ambra is hereby appointed to the Clifton Park Water Authority for the remainder of a five-year term, term to expire December 31, 2025.

ROLL CALL VOTE

Ayes: Councilman Morelli, Supervisor Barrett

Noes: Councilwoman Standaert, Councilwoman Walowit

Absent: Councilwoman Flood

DECLARED DENIED

PUBLIC PRIVILEGE 7:34 PM

John Bologna, Goldfield Lane, thanked the Sportsmen’s Club for their longtime involvement in the community.

Darlene McGraw, North Pointe, reminded residents on July 26 the American With Disabilities Act will be 32 years since the act was passed. She recommended the Town create a Disabilities Awareness Committee to help departments be aware of disability needs. She offered to be a member.



Councilwoman Standaert stated the Town is working on establishing such a committee.

No one else wished to be heard. Public privilege closed at 7:43PM.

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 7:43PM

Teresa Brobston  
Town Clerk