

TOWN OF CLIFTON PARK TOWN BOARD

September 6, 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 Flood
Councilwoman Standaert
Councilman Morelli
Councilwoman Walowit
Town Clerk Brobston

Also Present: Town Attorney McCarthy
Mark Heggen, Comptroller
Matt Andrus, Information Specialist
Michael Woerner, Director of Parks & Recreation
Daniel Clemens, Buildings, Parks & Recreation Director
Dahn Bull, Highways Superintendent
Terri Cook, Animal Control Director

MINUTES APPROVAL

MOTION by Councilwoman Walowit, seconded by Councilwoman Flood, to approve the minutes of the August 15, 2022, meeting as presented.

Councilman Morelli proposed an amendment to the August 15, 2022 minutes regarding Resolution No. 211 of 2022, page 202 specifically 5th line down starting with Councilwoman Standaert

Councilman Morelli believed what was spoken about was a phone call and not a political contribution, a more accurate betrayal for the discussion that occurred. He suggested amending the sentence or deleting it.

Town Attorney McCarthy stated, relative to that topic, he submitted emails back and forth from himself, Matt Andrus and the Supervisor on the day, April 4, a phone call came in regarding political contributions that demonstrates the phone call was handled appropriately and no contributions were at the town hall. The emails show Matt Andrus using Town equipment during Town time along with Councilwoman Standaert to handle political. He stated he would the emails included in the minutes to show accuracy on what actually happened.

Town Clerk Brobston suggested tabling the motion for review.

MOTION by Councilman Morelli to table the August 15, 2022 minutes, seconded by Councilwoman Walowit.

ROLL CALL VOTE

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

Noes: None

MOTION APPROVED

ANNOUNCEMENTS AND COMMUNICATION

Supervisor Barrett announced the Town’s 29th Annual FARM FEST to be held Saturday, September 17 and Sunday, September 18. Supervisor thanked the event sponsors: Trade Winds Farm, AFSCO Fence Supply, All Season’s Equipment Inc., Warren W. Fane Inc., Robinson’s Ace Hardware, Buddy’s Tree Service and Saratoga National Bank and Trust. and participating farms.

Supervisor Barrett announced the free pilot County EMT classes were successful. Six Shenendehowa students completed the training program and will be able to utilize their training in the community. The program just received the Champions of Change award from NYS Schoolboard Association. Supervisor stated the goal is to offer the program to the whole County next year.

Councilman Morelli announced an initiative to revitalize the Veterans Memorial on the Clifton Common. The initiative allows residents in Clifton Park to purchase engraved bricks for \$100 each, for use at the Town Veterans and Military Service Walkway. Construction to begin in 2023. This is an opportunity to recognize and honor individuals, units, ships, etc. who have served or are currently serving in the military.

RESOLUTIONS

Resolution No. 218 of 2022, a resolution to authorize the purchase of server and security upgrades for the Town’s computer network under New York State Contract.

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

WHEREAS, the Town has been updating its information technology and processes throughout Town Hall to improve access to information and applications for residents, employees, and officials, and

WHEREAS, the Town Board wishes to authorize the purchase of server and security upgrades as recommended by the Town’s IT Consultant, ABS Solutions, to maintain a secure and updated computer network environment, and

WHEREAS, ABS Solutions has provided a quote for wireless routing, firewall and security, available under NYS Umbrella Contract, that will provide the employees with secure email and document storage as they conduct Town business, at a total cost not to exceed \$90,546 for equipment and support under PEPPM Contracts #528897-251, & 530205-001, and NYS Umbrella Contract# PM20820, and

WHEREAS, ABS Solutions has also provided labor costs for the network security upgrade for an estimated 65 hours totaling \$10,037.50; now, therefore, be it

RESOLVED, that the Town is authorized to accept the attached proposals for network security upgrades and labor; and be it further

RESOLVED, that the Comptroller is authorized to transfer \$100,583.50 from A-914 (Unassigned Fund Balance) to A-1620-200 (General Fund -Town Hall- Equipment).

ROLL CALL VOTE

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

Noes: None

DECLARED ADOPTED

Comptroller Heggen explained, cost of labor will be adjusted when the equipment is received.

Resolution No. 219 of 2022, a resolution authorizing two change orders to the existing contract with Best Paving and Seal Coating Inc. for the Riverview Park District Athletic Court Reconstruction Project.

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

WHEREAS, the Town has an existing contract with Best Paving and Seal Coating, authorized by Resolution No. 134 of 2021 on June 7, 2021, for improvements to the sports courts in the Riverview Park District, and

WHEREAS, by Resolution No. 281 of 2021, the Town authorized a no cost time extension for the project, and

WHEREAS, the Town Board wishes to authorize Change Order #1 for time and material for fill and compacting in the amount of \$3,000, and

WHEREAS, the Town Board also wishes to authorize Change Order #2 for a combined amount of \$21,235 as quoted in the original bid, to include Alternate #2 West Chester Dr. Park gate and Alternate #3 Westchester Dr. Park side fence section and stagger gate; now, therefore, be it

RESOLVED, that the Town Board authorizes Change Orders # 1 and #2 for the Riverview Park District sports courts, opened on April 28, 2021, to be paid with proceeds from the bond resolution authorized in Resolution No. 133 of 2021.

ROLL CALL VOTE

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

Noes: None

DECLARED ADOPTED

Director of Buildings, Parks & Recreation Clemens explained, Change order #1 is requested due to when prepping the courts at Westchester Best Paving, they found buried tree debris and had to be dug out and replaced with crusher run to build it back up. Change Order #2 is requested because of confusion that the 2 side fences that the Park District wanted was not on the original resolution.

Resolution No. 220 of 2022, a resolution to authorize the purchase of additional hardware for use by the Building & Development Department staff due to the upgraded parcel management software.

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

WHEREAS, the Town has been updating its information technology and processes throughout Town Hall to improve access to information and applications for residents, employees, and officials, and

WHEREAS, Resolution No. 96 of 2022, authorized the purchase of large screen monitors for plan review rooms in various locations in Town Hall, and

WHEREAS, the Director of Building & Development wishes to relocate two existing workstations to the review rooms in the Department, and upgrade the workstations for the Principal Typists, and

WHEREAS, the clerks and building inspectors will each require desktop monitors capable of displaying the submitted plans and applications, and

WHEREAS, ABS Solutions, has provided quotes for the equipment under NYS Umbrella Contract# PM20820, in an amount not to exceed \$6,233; now, therefore, be it

RESOLVED, that the Town is authorized to accept the attached proposals for computer equipment; and be it further

RESOLVED, that the Comptroller is authorized to transfer \$1,427 from A-3620-1 (Building & Development – Training Conferences) to A-1320-004 (Building & Development – Computer).

ROLL CALL VOTE

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

Noes: None

DECLARED ADOPTED

Resolution No. 221 of 2022, a resolution authorizing conversion work on two (2) new vehicles acquired for the Public Safety and Animal Control staff, including warning lights, lettering/stripping, and radios, per the quotation from Auto Solutions of NY.

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

WHEREAS, by Resolution No. 106 of 2022, the Town Board authorized the Director of Safety & Security to purchase two 2022 Dodge Ram 1500 4x4 pickup trucks for use by the Public Safety and Animal Control Staff, respectively, and

WHEREAS, on August 26, 2022, bids were opened on a solicitation for safety and security vehicle conversion work, to fit the vehicles out with accessories and equipment for security use, pursuant to Section 103 of the General Municipal Law, and

WHEREAS, Auto Solutions of NY, Scotia, NY, submitted the sole responsive bid, at \$28,024.33, total for the conversion of two vehicles, and

WHEREAS, Louis Pasquarell, Director of Safety and Security, and Terri Cook, Director of Animal Control, have reviewed the bids and recommend that the bid for the conversion work be awarded to Auto Solutions of NY, Inc., as sole bidder; now, therefore, be it

RESOLVED, that the Directors are authorized to engage Auto Solutions of NY to complete the conversion, in an amount not to exceed \$28,024.33 for two vehicles as outlined, to be paid through municipal lease financing, consistent with the purchase of the vehicle.

ROLL CALL VOTE

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

Noes: None

DECLARED ADOPTED

Resolution No. 222 of 2022, a resolution awarding a bid for the crushing of soils, stone dust and aggregates for highway repair purposes to S.M. Gallivan, LLC.

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

WHEREAS, the Town maintains a storage facility and overflow grounds for use by the Highway Department, Buildings and Grounds, and Sewer Department for construction staging and storage activities, and

WHEREAS, these departments utilize the facility for the deposit of soil, asphalt, cement, and related aggregate construction debris following improvement projects from time to time, and

WHEREAS, the accumulated material has value to the Highway Department if recycled into material suitable for use as construction materials for roadway shoulders, and

WHEREAS, Highways Superintendent Bull sought sealed bids from vendors in the construction, sand, and gravel industries for prices to crush construction spoils, stone dust and aggregates into recycled shoulder material pursuant to General Municipal Law §103, and

WHEREAS, S.M. Gallivan LLC submitted the lowest responsive bid, in the amount of \$38,100 for the accumulated material; now, therefore, be it

RESOLVED, that Highways Superintendent Bull is authorized to retail S. M. Gallivan LLC, Cohoes, NY, for the crushing and recycling of construction debris into stone dust for highway shoulder purposes, per the August 19, 2022 bid, to be paid with a transfer from DA-00915 (Assigned Fund Balance) to DA-5110-00015 (Highway Fund – General Construction – Other Contractual).

ROLL CALL VOTE

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

Noes: None

DECLARED ADOPTED

Highways Superintendent Bull stated, this process occurs every couple of years.

Resolution No. 223 of 2022, a resolution authorizing the Comptroller to transfer funds for the Town Historian.

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

WHEREAS, John Scherer, Town Historian, has requested funds to acquire certain specialized storage items for archival materials, and

WHEREAS, Mr. Scherer has provided an estimate for specially treated and configured items for the keeping and storage of artifacts in the amount of \$1,500, and

WHEREAS, the Town Board supports the proper treatment and storage of archival items of historic significance; now, therefore, be it

RESOLVED, that the Comptroller is authorized to transfer the sum of \$1,500 from A- 01990-00015 (Contingency Funds - Other Contractual) to A-07510-00200 (Town Historian – Equipment) for the purchase of shelving units from www.grainger.com.

ROLL CALL VOTE

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

Noes: None

DECLARED ADOPTED

Councilwoman Flood explained, the Historical Room at the library is being expanded and that is where the proposed specialized shelving units will be used.

Resolution No. 224 of 2022, a resolution extending the contract for town buildings cleaning and maintenance agreement with WJS Ultimate Cleaning & Floors for said services.

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

WHEREAS, on November 16, 2021, the Town opened bids for janitorial services and the lowest bid was received from our current contractor, WJS Ultimate Cleaning and Floors, LLC, 323 Linden Street, Schenectady, New York, in an amount not to exceed \$62,831.79 for cleanings; now, therefore, be it

RESOLVED, that the Town and WJS Ultimate Cleaning and Floors extend the agreement to provide janitorial services for town owned buildings, per the attached breakdown by building, in a total amount not to exceed \$62,831.79 for cleanings beginning August 1, 2022 until July 31, 2023, to be paid as follows:

	<u>Annual</u>	August - December <u>2022</u>	<u>Code</u>
Town Hall	15,937.82	6,640.76	A-1620-23
Public Safety	9,194.89	3,831.20	A-1621-23
Sewer Building	3,677.96	1,532.48	G7-8111-23
Buildings & Grounds	5,516.94	2,298.73	A-7110-23
Grooms Tavern	1,838.98	766.24	A-1627-23
Highway Dept.	6,436.43	2,681.85	A-5010-23
Locust Lane Clubhouse	5,516.94	2,298.73	A-1625-23
Locust Lane Maint. Bldg	612.99	255.41	A-1625-23
C.P. Senior Center	12,259.86	5,108.28	A-1624-23
Transfer Station	<u>1,838.98</u>	<u>766.24</u>	A-8160-24
TOTAL	\$62,831.79	\$26,179.92	

and be it further

RESOLVED, that the charges for 2023 be included in the 2023 budget process; and be it further

RESOLVED, that the Supervisor is authorized to sign the attached Contract Amendment #2 for cleaning services for the Town-owned facilities, as listed.

ROLL CALL VOTE

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

Noes: None

DECLARED ADOPTED

Resolution No. 225 of 2022, a resolution approving job descriptions for certain positions and Department Heads.

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

WHEREAS, as a result of the resignation of Myla Kramer and retirement of Steven Myers, the Town Board promoted employees within the Parks & Recreation, Building & Development and Planning Departments, and

WHEREAS, by Resolution No. 203 of 2022, the Town Board promoted Wade Schoenborn to lead the Building Department and transferred responsibility for Zoning Administration to Scott Reese, and by Resolution No. 204 of 2022, promoted Michael Woerner to lead the Parks & Recreation Department, and

WHEREAS, the Town Attorney has worked with Saratoga County Human Resources to update the relevant job descriptions, for affected positions, to reflect the current functions of those titles, and has recommended that the Board adopt the attached job descriptions as approved by the County HR Department; now, therefore, be it

RESOLVED, that the attached descriptions and title changes are approved, effective immediately:

Wade Schoenborn to Director of Building & Development from Director of Building & Zoning, and

Scott Reese to Zoning Administrator and Stormwater Management Officer from Stormwater Technician, and

Michael Woerner to Director of Parks & Recreation from Director of Parks, Recreation and Human Services, as attached.

ROLL CALL VOTE

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

Noes: None

DECLARED ADOPTED

Resolution No. 226 of 2022, a resolution hiring a laborer for the Clifton Park Highway Department.

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

WHEREAS, Dahn Bull, Superintendent of Highways, wishes to hire a full-time laborer, replacing the vacancy created by the retirement of Stephen Roberts, Motor Equipment Operator, and

WHEREAS, Mr. Bull has conducted interviews and has recommended the hiring of Mr. Kevin Krul, Clifton Park, as a Grade 4, Step 1, at a rate of \$22.44/hr, and a salary of \$46,675, and

WHEREAS, Mr. Krul has worked as seasonal help with the Highway Department and has shown great interest in the many responsibilities of the Department; now, therefore, be it

RESOLVED, that Mr. Krul be hired as a fulltime laborer as a Grade 4, Step 1, at a rate of \$22.44/hr, and a salary of \$46,675; and be it further

RESOLVED, that the Comptroller is authorized to transfer \$8,617 from DA-05110-E3000 (Highway Fund – General Construction – Laborer) to DA-05110-E6054 (Highway Fund – General Construction – K. Krul) and \$6,283 from DA-05142-E3000 (Highway Fund – Snow Removal – Laborer) to DA-05142-E6054 (Highway Fund – Snow Removal – K. Krul).

ROLL CALL VOTE

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

Noes: None

DECLARED ADOPTED

Resolution No. 227 of 2022, a resolution appointing Yule Cook as an MEO Light in the Department of Buildings and Grounds.

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

WHEREAS, an opening exists for an MEO Light position within the Department of Buildings and Grounds, and

WHEREAS, the position is unclassified, and

WHEREAS, Daniel Clemens, Director of Buildings, Parks & Recreation, has interviewed Yule Cook, and has asked for authorization to retain Mr. Cook as an MEO Light, to fill the position, and

WHEREAS, Mr. Cook has the background, education, training and experience necessary for the position; now, therefore, be it

RESOLVED, that Yule Cook is hereby appointed as MEO Light, to be compensated at a Grade 4, Step 1, (\$22.11/hr.); and be it further

RESOLVED, that the Comptroller is authorized to transfer \$14,900 from A-08160-E0644 (General Fund-Transfer Station-M.Woerner) to A-08160-Exxxx (General Fund-Transfer Station-Employee) to fund the position.

ROLL CALL VOTE

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

Noes: None

DECLARED ADOPTED

Resolution No. 228 of 2022, a resolution changing the position of Recreation Leader in the Office of Parks & Recreation to a full-time position.

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

WHEREAS, by Resolution No. 78 of 2022, the Town Board established the position of half-time Recreation Leader for a work week of up to 25 hours per week, and

WHEREAS, Megan Babendreier was appointed by Resolution No. 126 of 2022, as a half-time Recreation Leader, at Grade 4, Step 1, Year 1, pending a future civil service test schedule, and has indicated interest in full-time employment, and

WHEREAS, it would be in the best interest of the Department and the Town, that the position be expanded to a full-time position; now, therefore, be it

RESOLVED, that Megan Babendreier, Clifton Park, is hereby appointed as full-time Recreation Leader for the Town of Clifton Park, effective immediately, and pending Civil Service certification; and be it further

RESOLVED, that the Comptroller is authorized to transfer \$5,600 from A-914 (Unassigned Fund Balance) to A-7021-E6070 (General Fund -Parks & Recreation - Employee).

ROLL CALL VOTE

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

Noes: None

DECLARED ADOPTED

Resolution No. 229 of 2022, a resolution adopting amendments to the Employees Authorized to Approve Purchases, per the Town's Procurement Policy.

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

WHEREAS, pursuant to General Municipal Law Section 104-b, the Town has adopted a written procurement policy to facilitate the acquisition of goods and services at the lowest price to the taxpayers under the circumstances of the Town's needs in the marketplace, and

WHEREAS, pursuant to the Town's Procurement Policy, certain employees are authorized to approve purchases pursuant to relevant statutory and policy guidelines, and

WHEREAS, the Town Board now wishes to update the list of Employees Authorized to Approve Purchases as of September 2022, attached, to reflect promotions and transfers made within the departments; now, therefore, be it

RESOLVED, that the list of Employees Authorized to Approve Purchases, per the Town's Procurement Policy is hereby amended as attached.

ROLL CALL VOTE

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

Noes: None

DECLARED ADOPTED

Resolution No. 230 of 2022, a resolution appointing Heather N. Brondi as a member of the Clifton Park Water Authority.

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

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

WHEREAS, Heather N. Brondi, Ballston Lake, has been recommended to fill the position, and

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

RESOLVED, that Heather N. Brondi 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: Councilwoman Flood, Councilwoman Standaert, Councilman Morelli,
Councilwoman Walowit, Supervisor Barrett

Noes: None

DECLARED ADOPTED

No one wished to be heard.

PUBLIC PRIVILEGE

Darlene McGraw, Northpointe, voiced concerns with vehicle and pedestrian plans during Farm Fest. Concern with the numerous slashings of vehicle tires in the neighborhoods recently.

Supervisor Barrett stated, adjustments and expanded parking, at several of the farm locations have been created over the years to accommodate residents.

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 8:08 PM

Teresa Brobston
Town Clerk