

TOWN OF CLIFTON PARK TOWN BOARD

December 5, 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
Councilman Morelli
Councilwoman Walowit
Town Clerk Brobston

Also Present: Town Attorney McCarthy
Mark Heggen, Comptroller
John Scherer, Town Historian
Daniel Clemens, Buildings, Parks & Recreation Director
Dahn Bull, Highways Superintendent
John Scavo, Director of Planning & Zoning

MINUTES APPROVAL

MOTION by Councilwoman Walowit, seconded by Councilman Morelli, to approve the minutes of the Town Board meetings of November 7, 2022, November 14, 2022, and the November 10, 2022 Budget Hearing meeting, as presented.

ROLL CALL VOTE

Ayes: Councilman Morelli, Councilwoman Walowit, Supervisor Barrett

Noes: None

MOTION APPROVED

ANNOUNCEMENTS AND COMMUNICATION

Councilman Morelli reminded residents of the 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. 200 bricks have been sold so far. He suggested this would be a great Christmas gift. Cards have been created to go along with the gift.

Councilman Morelli reminded residents to view the upcoming events at the Grooms Tavern.

Supervisor Barrett explained the upcoming process for creating the walkway with the bricks at the Veterans Memorial.

Supervisor Barrett thanked the Clifton Park Halfmoon and Jonesville Fire Departments, and the Clifton Park Elks for the recent community activities and memorial service.

PRESENTATION

Pomeroy Foundation Markers for Grooms Tavern and Mohawk Valley Grange Hall buildings

Councilman Morelli stated he has been asked to be liaison to the Historic Preservation Commission.

Linda Seymour, Co-Chair of the Historic Preservation Commission, introduced members present who serve on the Commission. She thanked Dan Clemens, Director of Buildings, Parks & Recreation, for his help. She explained the plaques/markers being presented are to recognize the historic buildings. Grants are applied for by the Commission to the Pomeroy Foundation.

Town Historian John Scherer presented the history of each building being recognized. He explained Clifton Park has ten places on the National Register. The markers are only available to those places on the National Register that are publicly owned. The Town owns two buildings, the Grange Hall and Grooms Tavern, which are both on the National Register of Historic Places. The Commission is also applying for free-standing markers for the Vischer Ferry Historic District and the Jonesville Cemetery. In 1828, at the Grooms Tavern, is where the Town was formed. He explained each of the hamlets in the area had taverns that served travelers and more importantly the community. They all had public rooms for social events and political meetings. The first 50 years of Town Board meetings were held at the Grooms Tavern. Grooms Tavern is now the Town's Historical Center. The Grange Hall, built in 1896, represents and played an important role in the agricultural heritage of our Town. In 1924 the Mohawk Valley Grange was formed.

Stories of each building were shared.

Maureen O'Connor, Historic Preservation Commission member, explained the William G. Pomeroy Foundation. It is a family foundation based in Syracuse, but their grants are National. It represents local history, celebrating and recognizing historic preservation and blood cancer. Grants are applied for at the State level, then the State applies to the federal government then the National Park Service responds. She explained there is nothing to go on the buildings to recognize them is why the markers/plaques are so important that are provided by the Pomeroy Foundation. She recognized the Town Board and John Scavo, Planning & Zoning Director, for their help with the grant.

Plaques/Markers were presented to the Town to be placed on the buildings for recognition.

RESOLUTIONS

Resolution No. 277 of 2022, a resolution to authorize the Comptroller to transfer funds for labor costs relative to computer network security and server upgrades.

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

WHEREAS, by Resolution No. 218 of 2022, the Town Board authorized the purchase of server and security upgrades for the Town's computer network under New York State Contract, and

WHEREAS, the Town's IT Consultant, ABS Solutions, has completed installing the upgrades at a cost of \$24,338 for labor, to install the network security and server upgrades; now, therefore, be it

RESOLVED, that the Comptroller is authorized to transfer \$24,338 from A-914 (Unassigned Fund Balance) to A-1620-200 (General Fund -Town Hall- Equipment).

ROLL CALL VOTE

Ayes: Councilman Morelli, Councilwoman Walowit, Supervisor Barrett

Noes: None

DECLARED ADOPTED

Resolution No. 278 of 2022, a resolution authorizing two change orders to the existing contract with Patterson-Stevens, Inc. for the Country Knolls Pool Liner Project.

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

WHEREAS, the Town has an existing contract with Patterson-Stevens, authorized by Resolution No. 153 of 2022 on June 6, 2022, for improvements to the pool liner in the Town-owned pool located in Country Knolls, and

WHEREAS, the Town Board wishes to authorize Change Order #1 for the replacement of pool skimmers in the amount of \$53,052, and

WHEREAS, the Town Board also wishes to authorize Change Order #2 for the amount of \$71,020 for repair and replacement of the pool edge coping; now, therefore, be it

RESOLVED, that the Town Board authorizes Change Orders# 1 and #2 for the Country Knolls Pool Liner project, in a combined amount of \$124,072; and be it further

RESOLVED, that the Comptroller is authorized to transfer the funds from A-914 (Unassigned Fund Balance) to A-7151-200 (Country Knolls Pool – Equipment).

ROLL CALL VOTE

Ayes: Councilman Morelli, Councilwoman Walowit, Supervisor Barrett

Noes: None

DECLARED ADOPTED

Resolution No. 279 of 2022, a resolution authorizing the purchase of a Bobcat Compact Tractor for the Buildings and Grounds Department from Clark Equipment Co., under New York State Contract #PC69396.

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

WHEREAS, Director of Buildings, Parks, and Recreation Daniel Clemens, has requested authorization for the purchase of a utility vehicle for the Buildings and Grounds Department, per the attached, and

WHEREAS, the equipment is available under New York State Contract #PC69396, in an amount not to exceed \$42,082.60, and

WHEREAS, Mr. Clemens has recommended that CT5545 Compact Tractor be purchased to best meet the needs of the Department, and

WHEREAS, the equipment is available from Clark Equipment Company, dba Bobcat Company, Govt Sales, West Fargo, ND, and

WHEREAS, the Town has received \$24,132 from the sale of surplus equipment, and

WHEREAS, it is proper to increase the Buildings & Grounds Equipment line by the same amount of \$24,132; now, therefore, be it

RESOLVED, that the budget is increased by \$24,132 in A-2665 (Sales of Equipment and A-7110-200 (Buildings & Grounds – Equipment), and be it further

RESOLVED, that the Buildings and Grounds Department is authorized to purchase one Bobcat CT5545 Compact Tractor, per the attached; and be it further

RESOLVED, that the Town Board hereby authorizes the purchase under State Contract # PC69396, in an amount not to exceed \$42,082.60.

ROLL CALL VOTE

Ayes: Councilman Morelli, Councilwoman Walowit, Supervisor Barrett

Noes: None

DECLARED ADOPTED

Resolution No. 280 of 2022, a resolution authorizing the Supervisor to execute two agreements with GTM Payroll Services, Inc. for human resource needs.

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

WHEREAS, the Town has terminated its consulting services arrangement with Public Sector HR Consultants of Glenville, NY, last renewed by Resolution No. 118 of 2016, and

WHEREAS, GTM provides cost effective services at the hourly rates listed per the agreements, and expertise in the human resources areas of personnel management, employee recruitment and training, record keeping and benefits administration, and

WHEREAS, the Supervisor has recommended that GTM be contracted to offer support and services for human resource related matters, and

WHEREAS, the agreement includes an initial onsite presence for Human Resources Services on a weekly basis, subject to adjustment as needed, and

WHEREAS, pursuant to the Town's Procurement Policy and Resolution No. 1 of 2022, the Supervisor is authorized to engage professional services; now, therefore, be it

RESOLVED, that the Supervisor is authorized to execute the attached agreements with GTM Payroll Services, Inc., at the rate of \$125 per hour for consulting services and \$150 per hour for training, to be paid from A-1220-15 (Supervisor-Other Contractual).

ROLL CALL VOTE

Ayes: Councilman Morelli, Councilwoman Walowit, Supervisor Barrett

Noes: None

DECLARED ADOPTED

Resolution No. 281 of 2022, a resolution authorizing the hiring of Darlene Allen as Deputy Comptroller, and Christine Kot as part-time Clerk for the Tax Collector's office.

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

WHEREAS, a vacancy exists for a Deputy Comptroller, and

WHEREAS, a vacancy also exists for a part-time Clerk for tax collections, and

WHEREAS, Mark Heggen, Comptroller, has recommended that Darlene Allen be hired to fill the position of Deputy Comptroller, and

WHEREAS, Rose Savallo, Receiver of Taxes and Assessments, has recommended Christine Kot be hired to fill the position of a part-time Clerk for tax collections; now, therefore, be it

RESOLVED, that Darlene Allen be appointed as Deputy Comptroller at Grade 9, Step 7, and that the Comptroller transfer funds from A-01315-E0551 (Deputy Comptroller – S. Drenchko) to A-01315-Exxxx (Deputy Comptroller – D. Allen), effective immediately; and be it further

RESOLVED, that Christine Kot be appointed as a part-time Clerk at Grade 4, Step 1, \$22.26 / hr. to be paid from A-1330-E4000 (Tax Collections – Clerk), effective immediately.

ROLL CALL VOTE

Ayes: Councilman Morelli, Councilwoman Walowit, Supervisor Barrett

Noes: None

DECLARED ADOPTED

Resolution No. 282 of 2022, a resolution accepting an offer of dedication of Placid Pines Court and related utility/stormwater and trail easements, within the Duel Longkill subdivision.

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

WHEREAS, pursuant to New York State Highway Law 171, and Section 179-23 of the Town Code, the Town Board has the discretion to accept the dedication of roads and real property for public use, and

WHEREAS, pursuant to the approved plans for the Diamond Pointe Subdivision, 96 Longkill Road, LLC has offered to dedicate a parcel of land described as Placid Pines Court, as shown on Schedule A, attached, for highway purposes, and

WHEREAS, the description includes various easements for utility and drainage purposes, as well as a surface easement for trail purposes, as shown on Schedules B and C, also attached, and

WHEREAS, Prime Engineering has completed inspections and reports that all punch list items have been completed; now, therefore, be it

RESOLVED, that the Town Board accepts the offer of dedication of Placid Pines Court, as depicted on the approved Duel Longkill Subdivision Map, and as more particularly described in the relevant deed, as listed in the attached deed and descriptions, subject to the final approval of the Town Attorney of all real estate transfer documents, review of title and confirmation of the payment of appropriate taxes.

ROLL CALL VOTE

Ayes: Councilman Morelli, Councilwoman Walowit, Supervisor Barrett

Noes: None

DECLARED ADOPTED

Attorney McCarthy stated regarding this road dedication, the deed has been split up into two deeds. There will be four parcels being dedicated to the Town, two of them the road and a stormwater parcel and the other the easements for the stormwater, utility and surface easement. One easement document and one deed document. The parcel containing the two easements has been sold, so the conveyers are Roger and Charyn Teitge. Descriptions are the same, but have just been split out into two different deed documents.

Resolution No. 283 of 2022, a resolution awarding the contract for yard waste pickup and composting.

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

WHEREAS, Prime AE Engineering prepared bid documents and published a Request for Proposals for the Town's yard waste pickup and composting operations, following expiration of the previous agreement with County Waste and Recycling, and

WHEREAS, bids were opened on November 9, 2022, and

WHEREAS, Twin Bridges submitted the lowest responsive proposal, in an amount not to exceed \$175,000 annually, for town-wide yard waste collections and Transfer Station compost operations, and

WHEREAS, Twin Bridges has demonstrated the capacity to provide effective Town-wide pickup of leaves, grass, and other yard waste in compliance with the Town's Part 360 Permit for composting operations, and

WHEREAS, Prime AE Engineering recommends awarding the bid to Twin Bridges as lowest responsible bidder, for a five-year term, beginning on April 1, 2023, through November 30 of each year, renewable for an additional five years on mutual consent, per bid documents; now, therefore, be it

RESOLVED that the proposal of Twin Bridges for the Town of Clifton Park Yard Waste Pickup and Compost Operations is accepted, with funds from the Unassigned Fund Balance to be transferred and then to be budgeted in successive years; and be it further

RESOLVED, that the Supervisor is authorized to sign a five-year contract with Twin Bridges, for annual Christmas tree collection each January, and yard waste collection and composting services from April 1, 2023, through November 30, 2027, renewable for an additional five years, on mutual consent, consistent with the RFP bid documents and proposal.

ROLL CALL VOTE

Ayes: Councilman Morelli, Councilwoman Walowit, Supervisor Barrett

Noes: None

DECLARED ADOPTED

Supervisor Barrett explained this service is no longer free for the Town. He stated the services to residents will be the same, but the Town will now be paying for it with a different company.

Resolution No. 284 of 2022, a resolution proclaiming April 23-29, 2022, as Arbor Week.

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

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and

WHEREAS, Arbor Day, April 29, is now observed throughout the Nation and the world, and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

WHEREAS, trees in our Town increase property values, enhance the economic vitality of business areas, and beautify our community, and

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal; now, therefore, be it

RESOLVED, that the Town Board urges all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and be it further

RESOLVED, the Town Board urges all residents to plant trees to gladden the heart and promote the well-being for future generations; and be it further

RESOLVED, the Town Board does hereby declare April 23-29, 2022, Arbor Week in the Town of Clifton Park, to support efforts to protect our trees and woodlands.

ROLL CALL VOTE

Ayes: Councilman Morelli, Councilwoman Walowit, Supervisor Barrett

Noes: None

DECLARED ADOPTED

Supervisor Barrett stated this is a retroactive resolution in order for the Tree Committee to seek re-certification for Tree City USA designation.

Resolution No. 285 of 2022, a resolution directing the Highways Superintendent to cooperate with the Town's outside auditors in an audit of the Department's business practices relative to the issuance of street opening permits.

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

WHEREAS, Section 34 of the New York State Town Law, authorizes the Office of the Town Comptroller to conduct audits of Departments within the Town, and

WHEREAS, by engagement letter executed on September 2, 2022, the Town retained Cusack & Company to conduct an agreed upon practices audit of the business practices, fee structure, and cash control policies of the Highway Department's street opening permit practices, and

WHEREAS, the Highways Superintendent has not cooperated with the Town's auditors, and has cancelled all meetings scheduled for the purpose of initiating this audit; now, therefore, be it

RESOLVED, that the Highways Superintendent is directed to fully cooperate with the Town's outside auditors in the conduct of the agreed upon procedures audit.

ROLL CALL VOTE

Ayes: Councilman Morelli, Councilwoman Walowit, Supervisor Barrett

Noes: None

DECLARED ADOPTED

Highways Superintendent Bull and Supervisor Barrett had a discussion pertaining to the above resolution.

No one else wished to be heard.

PUBLIC PRIVILEGE

Darlene McGraw, Halfmoon, voiced concerns about security and safety in the Town. She suggested 24/7 security.

Michael Siiss, newly hired Ballston Lake EMS director, introduced himself and stated he is looking forward to working with the Town.

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 8:06 PM

Teresa Brobston
Town Clerk