

TOWN OF CLIFTON ORGANIZATIONAL MEETING

January 3, 2023

The Organizational meeting of the Town of Clifton Park was held in the Town Office Building at 7:38 p.m., Supervisor Barrett presiding.

Present: Supervisor Barrett
Councilman Morelli
Councilwoman Walowit
Councilman O’Hara
Councilwoman Reid
Town Clerk Brobston

Also Present: Town Attorney McCarthy
Mark Heggen, Comptroller
Wade Schoenborn, Director of Building & Development
Daniel Clemens, Buildings, Parks & Recreation Director
Terri Cook, Animal Control Director

RESOLUTION FOR CONSIDERATION

MOTION by Supervisor Barrett, seconded by Councilman Morelli to waive the reading of the Legal Holidays, Town Board Meetings Dates, Procurement Policy and Matrix for Part-time and Non-Union Personnel. Motion unanimously carried.

No one wished to be heard.

Resolution No. 2 of 2023, a resolution in connection with the reorganization of the Town of Clifton Park government for the calendar year 2023.

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

RESOLVED, that the Town Office Building (Vernon Wood Memorial Town Meeting Room) be designated as the official regular meeting place for the Town Board, and that

the official regular meetings are established as the first, second and third Monday of each month at 7:00 PM, except when Monday is designated as an official holiday, the Town Board meeting will be held on Tuesday at 7:00 PM, and excepting that

the summer schedule for Town Board meetings is established as the first and third Monday of July and August at 7:00 PM, and that

Roll call votes shall be voted in the following order:

Councilman Morelli, Councilwoman Reid, Councilman O’Hara, Councilwoman Walowit, and Supervisor Barrett, and that the annual payment of elected officials shall be as follows:

Philip C. Barrett, Supervisor	bi-weekly
Christopher E. O’Hara, Councilman	bi-weekly
Agatha Reid, Councilwoman	bi-weekly
Anthony Morelli, Councilman	bi-weekly
Lynda Walowit, Councilwoman	bi-weekly
Robert A. Rybak, Town Justice	bi-weekly
James F. Hughes, Town Justice	bi-weekly
Teresa Brobston, Town Clerk	bi-weekly
Dahn S. Bull, Highway Superintendent	bi-weekly

and that

Councilman Morelli is reappointed as Deputy Supervisor at a salary budgeted, and that

Mark Heggen be reappointed as Town Comptroller, at a salary budgeted, and that Darlene Allen be appointed as Assistant Comptroller, at Grade 9, Step 7, Year 1, and that Jean Spiegel be reappointed as Confidential Executive Secretary, at Grade 8, Step 3, Year 2, be it

RESOLVED, that Philip Barrett is hereby reappointed as a marriage officer for the Town of Clifton Park pursuant to New York State Domestic Relations Law Section 11-c for a term to expire December 31, 2023, at no salary, and be it further

RESOLVED, that Teresa Brobston continue a two-year term as Registrar of Vital Statistics and Records Management Officer for the Town, term to expire December 31, 2023, and be it further

RESOLVED, that Thomas McCarthy continue a two year term serving as Town Attorney, at a salary as budgeted, with duties to include all legal matters relating to the Town Board and shall include all contracts and agreements on behalf of the Town, supervision of all litigation matters, special districts, improvement districts, Labor and Employment Law, tax certiorari matters, the Department of Building and Development, the Ethics Board, and such special projects delegated by the Supervisor, and that

Neil Weiner continues a two-year term as Deputy Town Attorney at a salary as budgeted, with duties to include legal matters related to the Zoning Board of Appeals, and such special projects as may be delegated by the Town Supervisor from time to time, and that

Robert Wilcox continues a two-year term as Deputy Town Attorney at a salary as budgeted, with duties to include all legal matters related to the Town Planning Board and Planning Department, and shall include representing the Town Attorney's Office at Justice Court and such other duties as may be delegated by the Town Supervisor from time to time, and be it

RESOLVED, that Raina Munafo and Claudia Fitzgerald, are hereby reappointed Deputy Town Clerks at salaries as budgeted, and be it further

RESOLVED, that the dog park fees be \$30/year and may be prorated at ½ year price of \$15 between July 1, 2023, and December 31, 2023, and that

Richard DiCaprio, Deacon, St. Edward's Church, and Town Justices James Hughes and Robert Rybak, and Andy Gilpin, CAPTAIN Executive Director, and Thomas McCarthy, Town Attorney, and Karen Heggen, Saratoga County District Attorney, and Michael Zurlo, Saratoga County Sheriff, and Philip Barrett, Town Supervisor, and Melinda Acker, Youth Court Director, be reappointed and Anthony Morelli, Councilman-Liaison be reappointed and Shenendehowa High School students Sleska Shrestha and Rija Zahra, be appointed as Members of the Youth Court Community Board, each to serve a term that expires December 31, 2023, and that

Teresa Cook, be designated as the Official Town Officer to act on behalf of the Assessor to process claims pursuant to Section 125, Article 7 of the Agriculture and Markets Law for the year 2023, and that

Ellenmarie Martin, be reappointed as Deputy Highway Superintendent, at a salary as budgeted, and that

Rose A. Savallo, be reappointed Receiver of Taxes and Assessments for the year 2023 at a salary as budgeted, and that she is hereby authorized to sign checks drawn on the accounts of "Receiver of Taxes and Assessments, Town of Clifton Park", and that

James Harding Jr., be reappointed as a part-time Clerk at Grade 4, Step 3, Year 2, Patricia Howland, be reappointed as part-time Clerk at Grade 4, Step 3, Year 1, and Christine Kot, be reappointed as part-time Clerk at Grade, 4 Step 1, Year 1 for the Receiver of Taxes and Assessments for the year 2023, and that

John DeSimone, be appointed as Chief, Bureau of Fire Prevention, at a salary as budgeted, and that

Sheryl Reed, be reappointed as a part-time Building Inspector, Grade 10, Step 11, Mark Kazmierczak, be reappointed as a part-time Assistant Building Inspector, \$50.00/hour, and Kathy Boni, be reappointed as a part-time Senior Clerk, Grade 5, Step 11, to be used as needed in the Building Department, and that

Jody D. Ensel, be reappointed as a part-time Clerk for Town Hall at Grade 4, Step 8, Year 3, to be assigned in departments as needed, and that

Donovan Ryan, be reappointed as provisional Senior Center Program Coordinator at the Senior Community Center, pending civil service classification, at a salary as budgeted, and that

Janet Gomes, and Christina Woodard, be reappointed as Clerks to the Town Justice-Exempt with terms to expire December 31, 2023, at salaries as budgeted, and that Carol O'Brien, be reappointed as half-time Court Clerk at Grade 5, Step 8, Year 2, and that

Gayle Buckley, be reappointed to Health Officer for the year 2023 at a salary as budgeted, and that

John L. Scherer, be reappointed to serve as Town Historian for the year 2023 at a salary as budgeted, and that

Sheila Alvaro, be reappointed as part-time Receptionist at Town Hall, as needed, at Grade 4, Step 3, Year 3, and that

The Daily Gazette, Schenectady, be designated as the official newspaper of the Town, and that

all commercial banks within the boundaries of the Capital District be designated as the official banks for the town and for depositing town funds, with said banks to be chosen based upon the best rates available, and that

the Supervisor is hereby authorized to enter into a contract with any accounting, engineering firm, professional services firm, or other professional consulting firm for the needs of the Town of Clifton Park, subject to legal review by the Town Attorney's office, and that

the Supervisor is authorized to execute change orders resulting in a reduction in contract price, and that

the Town Board of the Town of Clifton Park authorizes memberships in the Capital Region Chamber, Saratoga Economic Development Corporation, and Saratoga County Chamber and authorizes the payment of the Town dues in these associations, and that

the Town Board of the Town of Clifton Park authorizes the payment of the Town dues to the NYS Association of Towns, and that

Marla Zuarino, Elizabeth Carr, and David Alexander, be reappointed and Michael Christianson be appointed to serve as Members of the Environmental Conservation Commission, each to serve for a two-year term; terms to expire December 31, 2024, and that

Brian Glick, be reappointed to serve as Chairman of the Environmental Conservation Commission, term to expire December 31, 2023, and that

Aaron Cote, be reappointed to serve as Chairman of the Fire Code Appeals Board, term to expire December 31, 2023, and that

Joseph Martin and Daniel Mathias, be reappointed to serve as Members of the Fire Code Appeals Board each for a three-year term, terms to expire December 31, 2025, and that

Paula Cooper, be reappointed as Secretary to the Fire Code Appeals Board at a salary as budgeted, and that

Denise Bagramian, be reappointed to serve as a Member of the Planning Board for a seven-year term, term to expire December 31, 2029, and that

Mario Fantini be appointed to serve out the remainder of Andrew Neubauer's seven-year term as a Member of the Planning Board, term to expire December 31, 2025, and that

Lisa Westrick, be reappointed as Planning Board Alternate for a one-year term, term to expire December 31, 2023, and that

Denise Bagramian, be reappointed Planning Board Chairman for the year 2023 at a stipend as budgeted, and that

Paula Cooper be reappointed Secretary to the Planning Board, at a salary as budgeted, to be paid in bi-weekly installments, and that

Linda Seymour, be reappointed and Brian McGlinchey, be appointed to serve as Co-Chairmen of the Historic Preservation Commission, for a one-year term, term to expire December 31, 2023, and that

Emad Andarawis, be reappointed to serve as Planning Board Liaison to the Historic Preservation Commission, term to expire December 31, 2023, and that

Maureen O'Connor, be appointed as Secretary to the Historic Preservation Commission at a salary as budgeted, and that

Paul Van Schaick, be reappointed to serve as Chairman of the Emergency Services Advisory Board for the year 2023, and that

James Grant Keeler, be reappointed to serve as Representative of the Vischer Ferry Fire Department, Andrew Casucci, be reappointed to serve as Alternate to the Vischer Ferry Fire Department, Paul Berlin be reappointed to serve as Representative of the West Crescent Fire Department, and Aaron Cote be appointed to serve as Alternate to the Ballston Lake Fire Department, all to serve on the Emergency Services Advisory Board for a three-year term, term to expire December 31, 2025, and that

Paula Cooper, be reappointed as Secretary to the Emergency Services Advisory Board, for the year 2023 at a salary budgeted, and that

Councilwoman Lynda Walowit, be reappointed as Liaison to the Emergency Services Advisory Board, and that

Michael Dudick, be reappointed Chairman of the Zoning Board of Appeals for the year 2023 at a stipend as budgeted, and that

Paula Cooper, and Cristi Shuhart, be reappointed as Secretary and Alternate Secretary, respectively, to the Zoning Board of Appeals for the year 2023 at salaries as budgeted, and that

Christopher Lemire and Scott Styles be reappointed and Juliano Febo and Chad Gregory be appointed to serve as Members of the Zoning Board of Appeals, each for a five-year term, term to expire December 31, 2027, and that

Jenson Tate, be appointed as an Alternate Member of the Zoning Board of Appeals for the year 2023, and that

Jean Spiegel, be reappointed as Clerk to the Clifton Park Sewer District No. 1 for the year 2023 at a salary as budgeted, and that

Jonathan Schopf, be reappointed to serve as Attorney for the Industrial Development Agency for the year 2023, and that

Derek Brown, be reappointed to serve as Chairman of the Industrial Development Agency for the year 2023, and that

Elizabeth Carr, be reappointed to serve as Member of the Ethics Board for a three-year term, term to expire December 31, 2025, and that

Joseph Gulyas, be reappointed to serve as Chairman of the Ethics Board for the year 2023, and that

Helmut Gerstenberger, be reappointed to serve as Chairman of the Clifton Park Water Authority for the year 2023, and that

Councilman Anthony Morelli, be appointed as Liaison to the Clifton Park Water Authority for the year 2023, and that

Albert Karoly, be reappointed to serve as Chairman of the Town of Clifton Park Highway Safety Committee; term to expire December 31, 2023, and that

Albert Karoly, Eric Ophardt, Jeffrey LaBarge, and Arnold Hausler, be reappointed to serve as Members of the Town of Clifton Park Highway Safety Committee, each for a two-year term, terms to expire December 31, 2024, and that

Councilman Anthony Morelli, be reappointed as Liaison to the Youth Advisory Council and the Veteran's Committee, and that

the Town Board for the Town of Clifton Park hereby reaffirms its commitment to the Citizen Advisory Committees, Historic Preservation Commission, the Community Action Fund Committee, Youth Advisory Council and the current Members of the Green and Tree Committees, and hereby reappoints all said Members to serve at the pleasure of the Town Board, and that

Eric Hamilton, John Scherer, and Lawrence Syzdek, be reappointed to serve as the Clifton Park Representatives to the Mohawk Towpath Byway Project for the year 2023, and that

Leonard Casper, William Connor Jr., and Alicia Jacobs, be reappointed and Preston Scagnelli be appointed to serve as Members of the Open Space/Trails/Riverfront Committee, each for a two-year term, terms to expire December 31, 2024, and that

David Miller, be reappointed to serve as Chairman of the Open Space/Trail/Riverfront Committee; term to expire December 31, 2023, and that

Councilman Anthony Morelli, be appointed as Liaison to the Open Space/Trails/Riverfront Committee to serve for the year 2023, and that

Cynthia Zlogar, be reappointed as part-time Clerk at Grade 2, Step 7, Year 3, and that

Linda Enders, be reappointed as part-time Senior Express Switchboard Dispatcher at Grade 2, Step 3, Year 3, and that

Sheila Alvaro, be reappointed as part-time Senior Express Switchboard Dispatcher/Chauffeur at Grade 2, Step 6, Year 3, and that

Robert Brondi, be reappointed as part-time Senior Express Switchboard Dispatcher/Chauffeur at Grade 2, Step 6, Year 1, and that

Betty Bollten, be reappointed as Senior Express Chauffeur at Grade 4, Step 9, Year 1, and Rebecca Marra, be reappointed as Senior Express Chauffeur at Grade 4, Step 7, Year 3, and that

Joseph McCormick, and William Tierney, be reappointed as substitute Senior Express Chauffeurs at Grade 1, Step 4, Year 2, and that

Shirley Roberts (Grade 1, Step 3, Year 3), and Johanne Shepard,(Grade 1, Step 3, Year 1), be reappointed as part-time Clerks at the Clifton Park Senior Community Center, at salaries as budgeted, and that

Paul Zohn, Citizen at Large, be reaffirmed to the Clifton Park Citizen Corps Council – Disaster & Emergency Preparedness for a one-year term, term to expire December 31, 2023, and that

the following individuals are reappointed as Community Representatives to the Citizen Corps Council for two-year terms, terms to expire December 31, 2024:

<u>Organization</u>	<u>Representative</u>
CAPTAIN	Andy Gilpin
Jonesville Fire Dept.	Patrick Champagne
Vischer Ferry Fire Dept.	Chief Brousseau
CP/Halfmoon Fire Dept.	Chief Hunsinger
Southern Saratoga Chamber	Peter Bardunias
Shen Schools	Rebecca Carman
CPSCC	Vernon Symes
CP Water Authority	Donald Austin
St. Edwards Church	Mary Ann Sekellick

the following individuals are appointed/reappointed as Members of the Deferred Compensation Committee for the Town of Clifton Park, term to expire December 31, 2023, all to serve for a one-year term, to meet semi-annually:

<u>Position</u>	<u>Current</u>
Comptroller	Mark Heggen
General Unit Representative	Tyler Clifford
Highway Unit Representative	Michael Traider
Retiree Representative	Barbara Smith
Management Representative	Darlene Allen

and that

Sharon Simmons and Ryan Ensel be reappointed as Alternate Members of the Deferred Compensation Committee, term to expire December 31, 2023, and that

the Town of Clifton Park Investment Policy and Capitalization Policy is hereby reaffirmed, and that

the attached Procurement Policy and Procedures, as amended, are hereby adopted, and that

the Supervisor, be authorized to enter into an agreement with CAPTAIN for an amount as budgeted and that such agency shall provide the Town of Clifton Park with an audit of its financial affairs for the previous year, and that

the Supervisor, be authorized to enter into an agreement with the Southern Saratoga YMCA for an amount as budgeted and that such agency shall provide the Town of Clifton Park with an audit of its financial affairs for the previous year, and that

the Supervisor, be authorized to enter into an agreement on behalf of the Clifton Park Senior Community Center and Saratoga County Office for the Aging for a dining program and/or home delivery of meals for the senior citizens in the Town of Clifton Park for the year 2023, for an amount as budgeted, and that

the Supervisor, authorized to enter into an agreement with the County of Saratoga for single stream recycling at the recycling facility at the Transfer Station for the year 2023, and that

Supervisor Barrett is authorized to execute official documents and instruments, as per law, on behalf of the Town of Clifton Park, and that

Scott Reese, Stormwater Management Officer, is authorized to sign Stormwater Management Practice Maintenance Agreements on behalf of the Town, and that

Department Heads and their staff, are authorized to attend schools, conferences and meetings consistent with the Procurement Policies and Procedures, and as approved by the Town Board, and that

pursuant to Highway Law 143, the following rates for hired trucks and equipment for the Highway Department for the year 2023, shall be approved by the Town Board of the Town of Clifton Park as follows:

MOTION by Supervisor Barrett, seconded by Councilwoman Walowit, to omit reading of trucks rates. MOTION was unanimously carried.

Trucks for snow removal with plow & driver	\$ 75.00/hr
Trucks for snow removal with plow, wing driver & wingman	\$ 100.00/hr
Trucks for snow removal with plow, wing sander, driver, & wingman	\$ 105.00/hr
Trucks for snow removal with plow & driver less than 2 ton	\$ 60.00/hr
Front end loaders with bucket, or plow & graders with driver	\$ 85.00/hr
Trucks for sanding, with driver	\$ 70.00/hr
Front end loaders with bucket or plow & graders, without driver	\$ 60.00/hr
Front end loader equipped with 18' plow with driver	\$ 100.00/hr
Snowblower or plow or sander riding to clear and maintain sidewalks	\$ 80.00/hr
Trucks for hauling, single axle, dual wheel with driver	\$ 70.00/hr
Tandem trucks for hauling, with driver	\$ 85.00/hr
Tri-axel trucks for hauling, with driver	\$ 90.00/hr
Trailer for hauling with driver	\$ 90.00/hr
Excavator with operator JD 120 Series	\$ 155.00/hr
JD 200 Series	\$ 180.00/hr
Bulldozer with operator	\$ 105.00/hr
Mobilization	
In	\$125.00
Out	\$125.00
Backhoe w/operator	\$ 95.00/hr
and that	

a base rate of fourteen dollars (\$14.50) per hour be set for the Town Highway Department for all seasonal employees or other extra help on a part-time basis in conjunction with summer help, to be paid from the Highway Department, and that

the Highways Superintendent, under Section 142, Subdivision 1(a) of the Highway Law, be authorized to purchase special tools and other implements required in the operation of the Highway Department, equipment not to exceed ten thousand (\$10,000) dollars for the year 2023, and thirty-five thousand (\$35,000) dollars for each public works project according to NYS Law and Town of Clifton Park procurement guidelines for the year 2023, and that

the Highways Superintendent, is hereby authorized to attend Highway Superintendent schools, conferences, and meetings, and that a voucher shall be submitted in proper form and substance no later than ten (10) days after termination of said schools, conferences and meetings for reimbursement, and that

the Highways Superintendent, is authorized to purchase tools and equipment for the Highway Department per General Municipal Law, Section 103, Subdivision 6, at authorized auctions conducted by governmental organizations within the State of New York, the amount not to exceed limitations set by the 2023 budget, and that

the Highways Superintendent, is authorized to assist local emergency services, fire departments, law enforcement, ambulance services, and school districts in the event of an emergency, to be donated in kind in the form of labor and equipment usage to be operated strictly by Highway employees, and that

the Highways Superintendent, is authorized to assign Highway personnel to remove the remains of animals that have been struck by vehicles and then wandered onto private property at the request and mutual agreement of a homeowner, and that

the Maintenance Division of the Highway Department, will perform the repairs and maintenance of vehicles from the Buildings and Grounds Department, Building and Development Department, Clifton Park Sewer Department, Clifton Park Water Authority, Town Security Department, Town Hall vehicles, Senior Vans, Transfer Station and Parks and Recreation Department, at a flat labor rate of \$50/hr. per employee, and direct costs for replacement parts, and that

the Sewer Department will perform sewer related services for Town Departments for the year 2023 at the following rates:

Sewer Jet Truck	\$150 per hour
Laborer	\$30 per hour / employee
MEO	\$35 per hour / employee
Manager	\$50 per hour / employee

and that

the Department of Buildings & Grounds, will perform maintenance and other labor for park districts for the year 2023 at the following flat labor rates:

Laborer/MEO	\$30/hr
Supervisor	\$40/hr
Director	\$50/hr

and that

employees of the Department of Building and Development, are authorized to have memberships for the calendar year 2023 in the Capital District chapter and the New York State Building Officials' conference, to include attendance at regular bi-monthly luncheon meetings of said conference, as budgeted per person per year, said amounts to be charged to the Memberships/Training Account, and that

the matrix for the non-union employees and part-time and half-time employees is approved for 2023, and that

the mileage rate of reimbursement for the use of Town employees' cars shall be consistent with IRS established rates.

ROLL CALL VOTE

Ayes: Councilman Morelli, Councilwoman Reid, Councilman O'Hara,
Councilwoman Walowit, Supervisor Barrett

Noes: None

DECLARED ADOPTED

Supervisor Barrett thanked all the volunteers who give of their time and talents.

MOTION BY Councilwoman Walowit, seconded by Councilman Morelli, to adjourn the meeting to the next regular Town Board meeting.

Motion carried at 8:02 PM

Teresa Brobston
Town Clerk