

# TOWN OF CLIFTON PARK TOWN BOARD MEETING

August 3, 2020

- I. **Call to Order/7:00 P. M.**
- II. **Pledge to Flag**
- III. **Roll Call**
- IV. **Approval of Town Board Minutes**
- V. **Communications/Announcements**
- VI. **Business**
  - **Presentation by Alyson Horan**
  - **Resolutions for Consideration**
  - **Other Business**

VII. **Open Public Privilege**

NOTE:

The Town Board meeting will be open to the public with strict social distancing protocol in place. All visitors must wear a face mask at all times. Each speaker shall state name and address prior to addressing the Board and shall be granted the floor for a single time frame of up to five minutes. The Board asks that members of the public respect the opportunity of the speaker at the podium to be heard, and asks that the public refrain from conducting side meetings within the meeting room. In an effort to ensure that the widest number of community viewpoints are heard, the Board asks members of groups or the public to withhold comment, if their viewpoints have already been presented.

The Board thanks everyone in attendance for their understanding and also for their desire to actively participate in the Town decision making process.

VIII. **Adjournment**

Resolutions for Consideration  
Clifton Park Town Board Meeting  
**August 3, 2020**

<u>SOURCE</u>	<u>RESOLUTION</u>	<u>CONTACT</u>
1. Town Clerk	Adopt the revised Retention and Disposition Schedule for New York Local Government Records (LGS-1)	P. Barrett
2. Supervisor	Schedule a public hearing on a proposal to update penalty provision of the Parks, Preserves, and Animal Control Chapters of the Town Code	P. Barrett
3. Supervisor	Authorize the Town Supervisor to sign an agreement with Greenman-Pedersen, Inc. for professional right-of-way services for the Moe Road Multi-Use Path Extension Project	P. Barrett
4. Stormwater	Authorize the payment of \$1,200 for Ballston Lake Watershed Plan	P. Barrett
5. Supervisor	Approve a reassignment of a PILOT Agreement to Standard Solar, LLC for a solar energy system located at 164 Sugar Hill Road	P. Barrett
6. Supervisor	Award a bid for the Locust Lane Pool Liner Replacement to Patterson-Stevens, Inc.	P. Barrett
7. Town Clerk	Appoint election inspectors for the Ballston Lake Sewer District #1 special election	P. Barrett

Resolution No. of 2020, a resolution adopting the revised Retention and Disposition Schedule for New York Local Government Records (LGS-1).

Introduced by \_\_\_\_\_, who moved its adoption, seconded by \_\_\_\_\_

WHEREAS, the New York State Archives is revising and consolidating its local government records retention and disposition schedules and issuing a single, comprehensive retention schedule for all types of local governments effective August 1, 2020, and

WHEREAS, the new schedule, Retention and Disposition Schedule for New York Local Government Records (LGS-1), will supersede and replace the 2003 MU-1 Schedule which will expire January 2, 2021, and

WHEREAS, by consolidating multiple, disparate retention schedules, the LGS-1 helps to ensure consistent retention and disposition guidelines for records that are common to various local governments, and

WHEREAS, also makes it easier to apply revisions necessitated by changes to laws, regulations or other mandates that affect retention; now, therefore be it

RESOLVED, that the Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all Town officers for the proper disposition of valueless records listed therein, and be it further

RESOLVED, that in accordance with Article 57-A, only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein, and be it further

RESOLVED, that the updated Retention and Disposition Schedule for New York Local Government Records shall take effect immediately.

Resolution No. of 2020, a resolution scheduling a public hearing on proposed amendments to Town Code Chapters 152, 153 and 92 to provide for civil penalties and authorize the acceptance of written plea agreements.

Introduced by \_\_\_\_\_, who moved its adoption, seconded by \_\_\_\_\_

WHEREAS, the resolution of Town Code violations by written plea agreement require approval from Justice Court judges, and

WHEREAS, by custom and practice, the Clifton Park Justice Court has required that individuals responding to citations for such violations appear personally in Court in all cases, unless represented by an attorney, and

WHEREAS, by Resolution No. 90 of 2019, the Town Board adopted Local Law 4 of 2019, which streamlined the mechanism for the resolution of parking tickets for the convenience of individuals receiving parking citations, and

WHEREAS, the Town Board wishes to modernize and update the procedure for resolution of Town Code violations, allowing residents to respond by mail, electronically, or via web-based solutions, in order to minimize personal appearances in night court whenever possible, and

WHEREAS, the Town Board wishes to consider a proposal to change the nature of monetary penalties associated with violations of common prohibitions within the Town Code, and to eliminate the (remote) possibility for the ordering of jail time for such violations, and

WHEREAS, the Town Board also wishes to explicitly authorize the Justice Court to accept written agreements to resolve violations of Town Code prohibitions by mail and electronic means to improve convenience to residents and individuals who receive citations under these chapters, and to enhance the efficiency within the Justice Court; now, therefore be it

RESOLVED, that a public hearing is hereby scheduled for 7:05pm August 17, 2020 on a proposal to amend Chapters, 152, 153, and 92 of the Town Code to provide for civil penalties for such violations, to eliminate all reference to jail time for these offenses, and to explicitly authorize the acceptance of written or electronic plea agreements in resolution of Town Code violations by mail, email or through web-based solutions, and be it further

RESOLVED that the Town Clerk is directed to publish the attached notice.

TOWN OF CLIFTON PARK  
COUNTY OF SARATOGA  
STATE OF NEW YORK

NOTICE OF PUBLIC HEARING REGARDING  
PROPOSED AMENDMENTS TO CHAPTERS 152, 153, AND 92 OF THE CLIFTON PARK  
TOWN CODE

Please take notice that the Town Board of the Town of Clifton Park will conduct a public hearing on August 17, 2020 at 7:05 p.m. in the Wood Memorial Meeting Room in the Town Office Building, located at One Town Hall Plaza, Town of Clifton Park, County of Saratoga, State of New York to consider a proposed Local Law amending certain provisions of the Town code regarding the issuance of citations for violations of prohibitions under the Park and Dog ordinances of Clifton Park. The proposal would classify monetary penalties for violations of the relevant code sections as civil penalties, eliminate the (remote) possibility of the imposition of jail time for such offenses, and to provide for plea-by-mail, or by electronic means, in an effort to reduce the necessity for personal appearances in night court to answer citations written under the Town Code in appropriate instances.

Copies of the proposed local law are posted at <https://cliftonpark.org/government/legal-notices.html> , and are available for review in the Town Clerk's office during normal business hours.

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Teresa Brobston Town Clerk

Resolution No. \_\_\_\_\_ of 2020, a resolution authorizing the Supervisor to sign a contract for engineering services.

Introduce by \_\_\_\_\_ who moved its adoption, seconded by \_\_\_\_\_.

WHEREAS, by Resolution No. 2 of 2019, the Town Board approved an agreement with Greenman-Pedersen, Inc. for engineering design services for the installation of a pedestrian safety project for the Moe Road Trail crosswalk at the intersection of Grooms Road and Moe Road, and

WHEREAS, the Town Board wishes to proceed with additional engineering and construction services for right-of-way acquisition necessary for the project, and

WHEREAS, the Planning Director recommends that the professional right-of-way services contract be awarded to Greenman-Pedersen, Inc. based on their initial response to the Town's request for expressions of interest, and their preliminary design in support of the Moe Road Multi-Use Path Extension Project, and

WHEREAS, the Town Board wishes to fund the design services for the project with local funds; now therefore be it

RESOLVED, that the Supervisor is authorized to sign the attached Engineering Consulting Agreement for design services with GPI, in an amount not to exceed \$106,000.00 from H52-3310-215.

Resolution No.     of 2020, a resolution to accept a New York State Department of Environmental Conservation Lake Management Plan Grant in partnership with the Town of Ballston, and commit \$1,200 in local matching funds toward a watershed management plan for Ballston Lake.

Introduced by \_\_\_\_\_, who moved its adoption, seconded by \_\_\_\_\_

WHEREAS, the Town of Ballston has applied for and received a grant of \$19,635 to offset a portion of the costs of conducting water sampling and analysis to be utilized in the preparation of a watershed protection management plan for Ballston Lake, and

WHEREAS, the Ecologic and Upstate Freshwater Institute has submitted a bid to compile the lake water quality studies in an amount not to exceed \$26,100, and

WHEREAS, the Town of Ballston has appropriated \$5,345 in local matching funds, toward the project, and

WHEREAS, the Town Board wishes to contribute local matching funds to support the project; now, therefore be it

RESOLVED that \$1,200 is hereby appropriated to constitute the Town's share of the local match based on the relative proportion of lakeshore within the Town of Clifton Park, and be it further

RESOLVED, that the Comptroller is authorized to transfer \$1,200 from A-8540-135 (Stormwater – Engineering) to offset costs of the Town's contribution.

Resolution No. \_\_\_\_\_ of 2020, a resolution approving the reassignment of a PILOT Agreement to Standard Solar, LLC for a solar energy system located at 164 Sugar Hill Road.

Introduced by \_\_\_\_\_, who moved its adoption, seconded by \_\_\_\_\_

WHEREAS, Resolution No. 83 of 2019 authorized the Supervisor to sign a Payment in Lieu of Taxes Agreement for Solar Energy Systems between the Town of Clifton Park and Solitude Solar LLC d/b/a U.S. Lightenergy for a solar project located at 164 Sugar Hill Road in the Town of Clifton Park, and

WHEREAS, the Town has received a request from US Lightenergy for the Town's consent to reassign the existing agreement to Standard Solar, LLC, and

WHEREAS, Town Attorney and Comptroller have reviewed the documentation from Standard Solar and received the Town Board's consent the assignment pursuant to paragraph 7 of the agreement; now, therefore be it

RESOLVED, that the Town Board hereby consents to the assignment by Solitude Solar d/b/a U.S. Lightenergy to Standard. LLC of the PILOT Agreement for a solar energy system located at 164 Sugar Hill Road.



Resolution No. \_\_\_\_\_ of 2020, a resolution authorizing the replacement of the pool liner at the Locust Lane Pool.

Introduced by \_\_\_\_\_, who moved its adoption, seconded by \_\_\_\_\_.

WHEREAS, the Supervisor wishes to replace the liner at the Locust Lane Pool, and

WHEREAS, bids were opened for pool liner replacement on July 22, 2020, and

WHEREAS, the Supervisor has recommended that Patterson-Stevens, Inc.. be authorized to replace the pool liner, for an amount not to exceed \$171,500; now, therefore, be it

RESOLVED, that the pool liner replacement of the Locust Lane Pool is awarded to Patterson-Stevens, Inc., Tonawanda, NY at a cost not to exceed \$171,500 to be paid from A-(7152-200) Locust Lane; and be it further

RESOLVED, that the Comptroller is authorized to transfer funds from A-914 (Undesignated Fund Balance) to the above line.

Resolution No. \_\_\_\_\_ of 2020, a resolution appointing election inspectors to work the Ballston Lake Sewer District #1 special election.

Introduced by \_\_\_\_\_, who moved its adoption, seconded by \_\_\_\_\_.

WHEREAS, by Resolution No. 118 of 2020 the Town Board scheduled a referendum/special election to be held on August 17, 2020, 12 Noon-8PM at the Ballston Lake Fire House, and

WHEREAS, election inspectors will be needed to facilitate the vote; now, therefore, be it

RESOLVED, that Robert Partak and Terri Bucci be approved to work as Election Inspectors for the Ballston Lake Sewer District #1 special election to be held on August 17, 2020, and be paid \$150 each with a transfer of \$300 from A1620-24 (Town Hall-General Maintenance) to A1450-E4000 (Elections).