

ORGANIZATIONAL MEETING AGENDA
JANUARY 7, 2015

1. Resolution to authorize the Town Board to appoint Kevin J. Tollisen, Chairperson of the Town Board for the year beginning 1/1/15 through 12/31/15.

{Resolutions organize the Town of Halfmoon for the year 2015; appoint employees; set salaries/hourly rates, beginning January 1, 2015 (unless otherwise specified) to be paid on a bi-weekly basis (unless otherwise specified).

RESOLUTIONS 2-20 WILL HAVE A ROLL CALL VOTE AT THE END OF THE READING OF THE ORGANIZATIONAL AGENDA.

2. Resolution to authorize the Town Board to approve wages for Town officials, elected and appointed, Supervisors appointments, and operational responsibility for the Town

Bonnie Hatter, Budget Officer, salary \$1,500 (paid in December)
Paul Hotaling, Deputy Town Supervisor, salary \$1,376

Town Board to serve on committees and/or as liaison for the Town Board for the year 2015

Paul Hotaling (Deputy Supervisor): (1) Chair of Parks & Recreation, Infrastructure (Water, Highway, Building & Maintenance), (2) Co-Chair of Character Counts, (3) Chair of Committee for Baseball/Athletic Organizations, (4) Chair of Personnel Committee, (5) Co-Chair of Zoning Review Committee

John Wasielewski (Town Board Member): (1) Chair of Ethics Committee, (2) Chair of Committee on Emergency Services and Public Safety (Emergency Corps, Fire Department, Police);(3) Chair of Committee on Resident Relations, (4)Co- Liaison to Planning Board

Daphne Jordan (Town Board Member): (1) Chair of Business and Economic Development (2) Chair of Insurance (Liability and Medical) (3) Liaison to Open Space and Trails Committee, (4) Co- Liaison to Zoning Board

Jeremy Connors (Town Board Member): (1)Zoning Board Liaison 2) Co-Liaison Planning Board; (3) Co-Chair of Zoning Review Committee (4)Chair of Animal Control Committee (5) Chair of Committee on Not for Profit Organizations; (6) Co-Chair of Character Counts

Lynda Bryan (Town Clerk): (1) Chair of Senior Programs, (2) Chair of Committee on Historical Archives

Elected Town Officials, salary:

Supervisor, Kevin J. Tollisen, \$50,151

Council: Jeremy Connors, John Wasielewski, Paul Hotaling, Daphne Jordan, \$11,876 (each)

Justice: Lester Wormuth, Katherine Suchocki - \$29,814 (each)

Town Clerk, Lynda Bryan, Records Access Officer; Records Management Officer- \$51,518

Superintendent of Highways & Transfer Station, John Pingelski, Jr. - \$71,572

Receiver of Taxes, Karen Pingelski, - \$23,412

Lyn A. Murphy, Town Attorney, two-year term, 1/1/15 –12/31/16 - Grade 15- \$95,346

Cathy L. Drobny, Deputy Town Attorney, Grade 10, Step 1 - \$29,392

Kimberly Martin, Principal Clerk, Grade 5 Step 3 - \$19.30/hr.

3. Resolution to authorize the Town Board to approve salaries for employees in Supervisor's office.

Bonnie Hatter, Director of Finance, Grade 10 Step 5 - \$64,254

Lisa Perry, Confidential Secretary to the Supervisor, Grade 6 Step 7 - \$23.86/hr.

Terri Russell, Payroll Clerk, Grade 3 Step 7 - \$18.29/hr

Kathy Dougherty, part time Account Clerk Typist, Grade 2 Step 5 - \$15.33/hr.
Carol Cooper, Provisional Employees Services Clerk, Grade 3 Step 6, \$17.67/hr.

4. Resolution authorizing the Town Board to approve salaries for employees in Town Clerk's office.

Each Deputy Town Clerk is hereby designated as Record Access Officers & Record Management Officers:

Laurie Sullivan Senior Deputy Town Clerk & Deputy Registrar of Vital Statistics, Grade 5 Step 9 - \$49,048

Sharon Phelps, Deputy Town Clerk & Sub-Registrar of Vital Statistics, Grade 3 Step 8 - \$39,718

Lynn Pratt, part-time Deputy Town Clerk, Grade 3 Step 1 - \$15.10/hr.

Lynda Bryan, Registrar of Vital Statistics, salary \$1,500

5. Resolution authorizing the Town Board to approve salaries for employees in Town Justice's office:

Marlene A. Carey, Clerk to the Town Justice, Grade 4 Step 8 - \$43,852

Cathy Leggett, Court Clerk, Grade 3 Step 9 - \$19.78/hr

Ann Marie Trumball, part-time Court Clerk, Grade 1 Step 2 - \$13.47/hr.

Beverly McBride, part-time Clerk, Grade 1 Step Base - \$12.94/hr.

Thomas Goodwin, part-time Court Officer, Grade 6 Step 1 - \$17.63/hr.

Jacqueline Bigelow, Court Clerk, Grade 3 Step 7 - \$18.29/hr

Greg Burke, part-time Court Officer, Grade 6 Step 7 - \$20.65/hr

Christine Phillips, Clerk to the Town Justice, Grade 4 Step 9 - \$45,606

Jeffrey Decatur, part-time Court Officer Grade 6 Step 6 - \$19.95/hr

Daniel Kuhn, part-time Court Officer Grade 6 Step 4 - \$18.81/hr.

Resolution authorizing Town Justices to employ part-time court reporters to take/transcribe minutes of hearings on trials that in the Justice's opinion are deemed necessary; charges set at court reporter's current session & page charge

6. Resolution authorizing the Town Board to set salaries for Highway Department employees and approve Highway Department resolutions.

William Bryans, Jr. Deputy Highway Superintendent, Grade 8 Step 7 - \$58,568

Sandra McBride, Account Clerk, Grade 2 Step 7 - \$17.77/hr

WORKING SUPERVISORS:

William Suchocki, Grade 7, Step 7 - \$25.49/hr

Michael Hickok, Grade 7 Step 6 - \$24.63/hr

Raymond Anuszewski, Grade 7 Step 3 - \$22.65/hr.

AUTOMOTIVE MECHANICS:

Courtney Maxwell, Grade 6 Step 7 - \$23.86/hr

Dennis R. Ayotte, Jr., Grade 6 Step 6 - \$23.05/hr.

MEO:

Thomas Ceremuga, Grade 5 Step 11 - \$25.90/hr

Janice Espey, Grade 5 Step 7 - \$21.72/hr

Bruce Betts, Grade 5 Step 7 - \$21.72/hr

Andrew Jerome, Grade 5 Step 7 - \$21.72/hr

Derek Pingelski, Grade 5 Step 7 - \$21.72/hr

Shane Liberty, Grade 5 Step 7 - \$21.72/hr

Kenneth Robbins, Jr., Grade 5 Step 7 - \$21.72/hr

Brian Selig, Grade 5 Step 2 - \$18.92/hr.

Dennis Landry, Jr. Grade 5 Step 3 - \$19.30/hr

Edward Ceremuga, Jr., Grade 5 Step 6 - \$20.98/hr

Seren Lambertsen, Grade 5, Step 8 - \$22.59/hr

Kyle Andrus, Grade 5 Step 1 - \$18.55/hr.

Kurt Schneider, Grade 5, Step 6 - \$20.98/hr

LABORERS:

Paul Ucci, Grade 2 Step 3 - \$15.79/hr

Michael Ruff, part-time Highway Laborer, Grade 2 Step 1 - \$14.02/hr.

Michael Root as seasonal Highway Laborer at pay rate of \$13.75

MEO to work only when needed at current Grade and Step: James McBride, Grade 5 Step 6 - \$20.98/hr; Gene Morrissey Grade 5 Step 5 - \$20.27/hr; Raymond Keller, Grade 3, Step 3 - \$15.71

Authorize Superintendent of Highways to post Town highways for a four-ton load limit, during spring thaw, at his discretion when necessary.

Authorize Superintendent of Highways to post Stop Signs at his discretion when necessary

Authorize Superintendent of Highways to utilize the Asphalt Concrete, Rock Salt and Unleaded Gas bids as awarded by G.A. Bove Fuels, Mechanicville, New York for the year 2015.

Authorize Superintendent of Highways to purchase, without Board approval, materials for the Department not to exceed \$10,000 at one time and purchases over \$5,000 subject to review and approval of Town Supervisor and Town Attorney.

Authorize the Deputy Highway Superintendent or Working Supervisor (with the most seniority) to sign highway department vouchers in the absence of the Superintendent of Highways

Authorize any highway department employee to work at the Transfer Station when unexpected vacancy occurs at discretion of the caretaker, to be paid current hourly rate

7. Resolution authorizing the Town Board to approve Town employee resolutions:

Authorize the Supervisor, without Board approval, to purchase materials at a cost not to exceed \$10,000 subject to satisfactory review of the Town Attorney

Authorize Town departments to utilize bids awarded by the County of Saratoga and/or State of New York and/or Federal contracts for the year 2015.

All part time employees are employed on strictly a part time basis working 30 hours per week or less depending on the needs of the position or as assigned by the Town Supervisor.

Authorize Town Supervisor to enter into agreement with Saratoga Corporate Care, Saratoga Springs for membership for random drug testing program for 2015, at annual cost of \$100 for administrative costs.

8. Resolution authorizing the Town Board to approve wages for employees in Receiver of Taxes office, Assessor's office and Buildings.

Deputy Receiver of Taxes, Kiva Cropsey Grade 3 Step 5 - \$35,651

Jo-Ann Smith, Assessor, Grade 8 Step 4 - \$53,340

Annmarie Zarelli, Provisional Senior Assessment Clerk, Grade 2 Base Pay, \$14.88/hr.

Amy Phelps, Provisional part-time Data Collector, Grade 2 Step 2 \$14.31/hr. not to exceed 25 hours per week

Assessment Board of Review Member, \$30.00 hourly by payroll.

Harold Robbins, Building Maintenance Mechanic, Grade 5 Step 6 - \$20.98/hr

James McBride, Sr., Building Maintenance Mechanic, Grade 5 Step 6 - \$20.98/hr

Brian Zusy, part-time Cleaner, Grade 1 Step 7 - \$15.46/hr

David Maxfield, part-time night Cleaner, Grade 1, Step 1 \$13.20/hr.

9. Resolution authorizing the Town Board to approve wages for Water Department employees.

Frank Tironi, Superintendent of Water/Director of Sewer & Building Maintenance Supervisor Grade 11 Step 10 - \$87,393 + \$9,020= \$96,413

Sean McCarthy, Water Maintenance Supervisor, Grade 8 Step 9 - \$30.34/hr

Scott Houle, Water Maintenance Worker, Grade 7 Step 7 - \$25.49/hr

Frank Brammer, MEO, Water department Grade 5 Step 8 - \$22.59/hr

Gene Morrissey, MEO, Water Department, Grade 5 Step 5 - \$20.27/hr

William Robitaille, Water Plant Operator Grade 7 Step 6 - \$24.63/hr

Ronald Fellows, Water Department Laborer, Grade 2 Step 7 - \$17.77/hr

Cindy Jensen, Account Clerk typist, Water department Grade 2 Step 8 - \$18.48/hr

Authorize the Director of Water to purchase, without Board approval, materials for the Water Department, not to exceed \$10,000 at one time, and purchases over \$5,000 subject to review and approval of Town Supervisor and Town Attorney.

Authorize the Water Maintenance Supervisor / Water Maintenance Worker to sign water department vouchers in the absence of the Director of Water.

10. Resolution authorizing the Town Board to approve all Zoning, Planning, Code and various employee and committee appointments, and further resolution authorizing any Town employee working at the Senior Center must report to work or account for the appropriate time if the Senior Center is closed but Town Offices remain open.

Raymond Rose, Zoning Board Chairman, \$528.00 annually paid in December.

Raymond Rose, Zoning Board Member 1/1/14 through 12/31/18

George Hansen, Zoning Board Member 1/1/15 through 12/31/19

Allan Tedrow, Zoning Board Vice Chair 1/1/11 through 12/31/15

Scott Brennan, Zoning Board Member 1/1/12 through 12/31/16

Zoning Board Members, \$253.00 Mileage Stipend annually paid in December.

Richard Harris, Provisional Director of Planning, Grade 9, Step 6, \$60,935; Department Manager

Richard Harris, Zoning Enforcement Officer, \$1,500 Stipend

Paul Marlow, Provisional Planning/Storm Water Management Technician, Grade 7 Step 1, \$45,454

Lindsay Zepko, Part time Planner \$25.00/hour as per contract per the review & approval of the Town Attorney

John Ouimet, Planning Board Chairman, \$2,341 annually paid in December.

J. Marcel Nadeau, Planning Board Member, 1/1/15 through 12/31/21

John Higgins, Planning Board Member, 1/1/09 through 12/31/15

Thomas Ruchlicki, Planning Board Member, 1/1/10 through 12/31/16

Richard Berkowitz, Planning Board member, 1/1/11 through 12/31/17

Donald Roberts, Planning Vice Chair, 1/1/12 through 12/31/18

John Ouimet, Planning Board Member, 1/1/13 through 12/31/19

Lois Smith - Law, Planning Board Member, 1/1/14 through 12/31/20

Robert Partlow, Alternate Planning Board Member, 1/1/15 through 12/31/16

Margaret Sautter, Alternate Planning Board Member, 1/1/15 through 12/31/16

Planning Board Members, \$937.00 annually, paid in December

Sharon Devane, Provisional Senior Clerk, Grade 2 Base pay - \$14.88/hr

Douglas Mikol, part-time Personal Computer Tech, Grade 13 Step 9 - \$30.91/hr

Beth Abramson, Animal Control Officer, Grade 4 Step 7 - \$42,165

Steffen Buck, Director of Code Enforcement, Grade 9 Step 7 - \$63,068

Steffen Buck, Emergency Services Coordinator, \$1,500 Stipend

David Milkiewicz, Code Enforcement Officer Grade 6 Step 6 - \$23.05/hr

John C. Cooper, Jr., Fire/Code Enforcement Officer Grade 7 Step 7 - \$25.49/hr

Denise Mikol, Senior Typist, Grade 2 Step 9 - \$19.22/hr

Dr. Barry Constantine & Dr. Harry Miller, Health Officers, salary \$500.00 each.

Ellen Kennedy, Historian salary, \$2,500.

Eileen Pettis, Director of Senior Center, Grade 7 Step 7 - \$53,223

Gale Hayner, part-time clerk, Grade 1 Step 7 - \$15.46/hr

Michael Buonanno, part-time Clerk, Grade 1 Step 4 - \$14.08/hr

Substitute Senior Express Chauffeurs, to work only as needed, paid hourly rate; Julia McHargue, Grade 3 Step 10 - \$20.07/hr; Linda Sabourin, Grade 3 Step 8 - \$18.38/hr; Art Hayner, Grade 3, Step 7 - \$17.68/hr; Donald Espey, Grade 3 Step 6 - \$17.08, and Highway Department employees to work only in an emergency.

Raymond Keller, part-time Senior Van Chauffer, Grade 3, Step 3 - \$15.71

Amanda Smith, full- time Provisional, Recreation Director, Grade 5 Step 6 - \$43,814

Haylie Sullivan, part-time clerk (seasonal) for the Recreation Director, \$12.69/hr.

Paul Maiello, Recreation Maintenance Supervisor; Grade 5 Step 8 - \$47,161

Matt Hickok, Recreation Maintenance Worker, Grade 3 Step 6 - \$17.67/hr.

John Wojtowicz, part-time Parks Laborer, at pay rate of \$8.75/hr.

Park Rentals for the Town of Halfmoon:

Pavilion at Town Hall - \$125

Clubhouse in Town Park - \$250

Lighthouse Park – Special Approval Permit - \$250

All dates must be pre-approved

2015 Open Space & Trails Advisory Committee Members: Sandra Rohner, Chair & Henrietta O’Grady, Acting Chair in Sandra’s absence, George Hansen, Jim Bold, Matthew Shea, Brian Knowles & John Mitchell. Paul Maiello as a non-voting member

Cande Barger, Recreation Bus Driver, \$14.07 hourly
Dennis O’Brien, Recreation Bus Driver, \$10.88 hourly

**Clifton Park Animal Control- pursuant to contract signed by Town of Clifton Park and Town of Halfmoon as per needed & not to exceed the budgeted amount allotted in 2015
Barton & Logudice - as per signed agreement of the parties and needed & not to exceed the budgeted amount allotted in 2015**

2015 Ethics Board appoints to three (3) year terms ending on December 31 of each year, Kevin Getnick, expires 2017, Carrie Paton, expires 2015, to the Ethics Board for the Town of Halfmoon for the year 2015, meetings to be held three (3) times per year, at a time to be determined. John Wasielewski, Town Board Liaison.

11. Resolution authorizing that the Town approves the Town Polling Locations:

District:

1 & 6 -	West Crescent Firehouse;
2 & 4 & 13 -	Halfmoon Town Hall
3 & 18-	Hillcrest Fire Company
5 & 12 -	Halfmoon-Waterford Firehouse
7 & 17 -	Bishop Hubbard Senior Housing
8 & 9 & 10 & 15 -	American Legion Post #1450
11 & 14 & 16 & 19-	Halfmoon Senior Center

and further resolved that they are to be paid \$200.00, per district, for other than Town owned buildings for the year.

12. Resolution authorizing that the Town Board approves the functions for the Town:

Authorize Supervisor to secure safe deposit box for the Town of Halfmoon at First Niagara Bank and authorize its use by the Supervisor, Director of Finance & Payroll Clerk.

Funds under authorization of Town Supervisor, Town Justice Wormuth, Town Justice Suchocki, Town Clerk, Receiver of Taxes and Recreation department to be deposited in 1st Niagara, and JP Morgan Chase Bank.

Authorize Supervisor to open any and all Bank/statement savings/checking accounts /money markets/certificate of deposit for Town of Halfmoon financing.

Authorize that Town Officials collecting money from persons doing business in the Town of Halfmoon charge \$20.00 for any check returned for insufficient funds, in accordance with Section 5-328 of the General Obligations Law, and that any person having had a check which was returned for insufficient funds shall be required to remit any further payments only in the form of cash or by certified or cashier's check, and that such fee may only be waived by the Director of Finance for those persons who can prove that it was through no fault of their own that a check was returned for insufficient funds.

Planning Board/Planning Department Fee Schedule

PLANNING & ZONING-RELATED APPLICATION FEES for 2015

Minimum Application Fee (if not otherwise indicated below): \$250

Site Plan: \$.45/SF of construction (new or added). For a RENEWAL of a previously-approved Site Plan, if the plan is expired by 1 year or less and there are no significant changes in the plan, a flat fee of \$250 shall apply. All other renewals shall be \$.45/SF.

Minor Subdivision (4 lots or less): \$150/lot; \$250 flat fee for amendments after Final Approval.

Major Subdivision (5 lots or greater): \$200/lot; \$500 flat fee for amendments or \$200/lot of the increased/reduced number of lots, whichever is greater.

Special Use Permit: \$300; except for two-family residential (duplex) structures, which require a \$300 base fee plus an additional \$300/duplex building.
Home Occupation: \$100
Signs: \$100 first sign; \$50 each additional sign. (Two sided-signs, with identical copy, shall be charged as one sign).
Change of Use or Tenant: \$250
Planned Development District (Town Board): New PDD: \$2,500; Amendments: \$1,500
Planned Development District Recommendation (Planning Board): New PDD: \$750; Amendments: \$500
Mobile Home Park (Town Board): New: \$2,500; Amendment/Expansion: \$1,500
Mobile Home Park Recommendation (Planning Board): New: \$750; Amendment/Expansion: \$500
Telecommunications Tower/Antenna Co-location: New tower: \$2,500; Co-location: \$300
Zoning Compliance Letter (Planning Department): Non-Residential: \$50; Residential: \$25

Building Department
Fee Schedule

COMMERCIAL BUILDING PERMIT FEES for 2015

Type of Permit	Fee
MINIMUM COMMERCIAL PERMIT FEE	\$265
New Commercial Buildings	$*(Area) \times 75 \times (Construction\ Factor) \times .0047 \times 1.26$
Change of Tenant	\$265
Lawn Sprinkler	\$265
Electrical Work	\$265
Solar Panel	\$265
Generator	\$265
Demolition	\$265
Blasting	\$500
Tent/Special Event	\$265
Sewer/Septic	\$265
Operational Hazard	\$265
Soil Disturbance/Minor Subdivision	\$400
Soil Disturbance/Major Subdivision	\$800
Mass Gathering	\$400
Fireworks	\$150
Annual Fire Inspection	\$40
Sign	\$75 Minimum Charge or \$1.25 per sq. foot

*Fee based on 2002 BOCA (Building Officials/Code Administrator International) “Type of Construction Permit Fee Schedule” X 1.26. (See Above Equation).

Building Department
Fee Schedule

RESIDENTIAL BUILDING PERMIT FEES FOR 2015

Type of Permit	Fee
MINIMUM RESIDENTIAL FEE	\$100
New Homes	$*(Area) \times 75 \times .67 \times .0047 \times 1.26$
Garage	$*(Area) \times 75 \times .20 \times .0047 \times 1.26$
Basement	$*(Area) \times 75 \times .40 \times .0047 \times 1.26$
Addition	\$100
Decks	\$100
Sheds and Gazebos	\$75

Lawn Sprinkler	\$75
Pool and Hot Tubs	\$100
Electrical Work	\$100
Car Port and Pole Barn	\$100
Furnace Replacement	\$100
Solar Panel	\$100
Generator	\$100
Mobile Home Replacement	\$100
Mobile Home Park Sheds	\$10
Demolition Permit	\$100
Fireplace	\$75
Sewer	\$20
Septic	\$100
Soil Disturbance Permit/Minor Subdivision	\$400
Soil Disturbance Permit/Major Subdivision	\$800

*Fee based on 2002 BOCA (Building Officials/Code Administrator International) "Type of Construction Permit Fee Schedule" X 1.26

Resolution to authorize Annual Fire Inspection Fee of \$40 per tenant, per inspection and Single Use Business greater than 10,000 sq. ft. Annual Fire Inspection Fee of \$200 per tenant, per inspection, prior to inspecting being scheduled or performed. All checks made payable to the Town of Halfmoon within 30 days.

Authorize the Supervisor to pay utility bills and postage, medical insurance premiums prior to audit of the Town Board to meet due date specifications and avoid late charge payments.

Appoint Department Managers, at no additional compensation: Bonnie Hatter, Director of Finance; Jo Ann Smith, Assessor; Frank Tironi, Superintendent of Water; Beth Abramson, Animal Control, Raymond Rose, Chairman Zoning Board of Appeals; Frank Tironi, Building Maintenance Supervisor; Paul Maiello, Recreation Maintenance Supervisor, Amanda Smith, Director of Recreation, Eileen Pettis, Director of Senior Center, Douglas Mikol, Personal Computer Tech.

Authorize Supervisor, Town Board Members, Town Clerk, Deputy Town Clerks, Recreation Director and Assistant Recreation Director, Clerks and Secretary to Supervisor, Director of Code Enforcement, Code Enforcement Officers, Director of Water, Justice/Court Clerks, Assessor, Assistant Assessor, Tax Data Collector, Receiver of Taxes, Deputy Receiver of Taxes, Director of Finance, Finance Dept. Staff, Board of Assessment Review members, Building & Development Administrator, Senior Director, Building Maintenance Worker, Building Maintenance Mechanic, Recreation dept.: summer secretary, Senior Planner, Planner, Grants Department Staff and any and all employees necessary for town business. Employees must receive prior written approval from the Town Supervisor regarding the use of personal vehicles and obtain mileage reimbursement to voucher for mileage at rate established by the IRS when using personal vehicle for Town business.

All elected officials & all Town employees shall be paid every second Friday for the previous two weeks worked with the first payroll beginning January 1, 2015 that all employees who are paid on an hourly basis turn in their hours every second Monday.

All employees required to punch to record time worked shall punch in and out using the software provided by the Town to maintain accurate work records.

Authorize Supervisor to utilize facsimile signature stamps for the signing of documents.

Authorize Town to join the Association of Towns for 2015.

Authorize the Town to continue with Health Insurance coverage with CDPHP stating that the Towns contract is still in effect until March 31, 2015.

Authorize the amendments to the Town Employee Manual as approved by the Town Board.

The following holidays will be observed by Town of Halfmoon employees for year 2015:

New Year's Day, Thursday, January 1
Martin Luther King Day, Monday, January 19
Presidents Day, Monday, February 16

Good Friday, Friday, April 3 @ Noon
 Memorial Day, Monday, May 25
 Independence Day, Friday, July 3
 Labor Day, Monday, September 7
 Columbus Day, Monday, October 12
 Veterans Day, Wednesday, November 11
 Thanksgiving Day, Thursday, November 26
 Day after Thanksgiving, Friday, November 27
 Christmas Eve Thursday, December 24
 Christmas Day, Friday, December 25
 New Year's Eve, Thursday, December 31 @ noon

The Town of Halfmoon Benefit Package, which includes Health Insurance policy, is approved for 2015 with changes to be effective 1/1/15; set stipend amount for employees who elect not to benefit from Health Insurance option offered by the Town in 2015 will be \$2,500 per year if eligible for family coverage or \$1,000 per year if eligible for single coverage, prorated monthly.

Per Employee Manual, Employee Pager & Cell Phone User:

Council

Animal Control Officer	Recreation Maintenance Worker
Confidential Secretary to the Supervisor	Building Maintenance Mechanic
Water Maintenance Supervisor	Highway Superintendent
Recreation Maintenance Supervisor	Computer Technical Network Specialist
Deputy Animal Control Officer	Director of Code Enforcement
Director of Code Enforcement	Buildings Laborer
Code Enforcement Officers	Highway Working Supervisors
Highway Account Clerk	Part-time Cleaner
Highway Department Mechanic	Senior Van Drivers
Senior Van Substitute Driver	

Authorize the Supervisor to sign annual renewal permits such as the DEC Stream Disturbance Permit, etc., and authorize Supervisor to apply for financial funding and reimbursement for the Youth Program, Senior Recreation Program and any other programs, permits, applications or reimbursements and other required documents that may occur throughout the year and to further authorize the Supervisor to sign annual Nutrition Agreement with Saratoga County, annual contract with Saratoga County Animal Shelter (within budgeted amounts) and to apply for employees through Employment and Training, Workfare, Inmate Labor or any other programs that provide employees not paid with town funds.

The official mailing addresses for the Town are, 2 Halfmoon Town Plaza, Halfmoon, New York, 12065; Receiver of Taxes, address is 2A Halfmoon Town Plaza, Halfmoon, New York 12065; Town Justices, 1 Halfmoon Town Plaza, Halfmoon, New York 12065, Town website: www.townofhalfmoon-ny.gov

Roberts Rules of Order is the guide for all town meetings except as may be otherwise decided by the Town Board. The Town Clerk shall eliminate the reading of the previous Town Board minutes but a copy of the minutes shall be given to all Board members and a copy be posted on the Clerk's bulletin board.

The official newspaper for the Town is the Daily Gazette, official notices to be published in the paper. The Town Supervisor also designates the Times Union as an acceptable publication in specific instances as needed.

Set Board meetings in the Town of Halfmoon, to be held at the Town Hall, 2 Halfmoon Town Plaza, as follows:

- Town Board meetings held first and third Wednesday of each month at 7:00 pm except: Wednesday, May 6th at 2:00 pm,
- Zoning Board of Appeals, first Monday of month at 7:00 pm. (If Holiday falls on Mon. meeting will be held on the following Tuesday)
- Planning Board, second & fourth Monday of month at 7:00 pm. (If Holiday falls on Mon. meeting will be held on the following Tuesday)
- Board of Assessment Review, fourth Tuesday in May.
- Senior Center Business Meeting: 1st Wednesday of month at 1:00 pm
- Halfmoon Historical Society: Last Tuesday of month at 7:00 pm

- g) Open Space & Trails Committee: February 9th, April 20th, May 18th, July 20th, September 21, & November 16th @ 7:00 pm
h) Zoning Review Committee: 3rd Thursday of month

Authorize a general Fixed Asset inventory of all equipment, land, or buildings purchased over \$500.00 and for financial reporting purposes only purchases over \$5,000; all dispositions of fixed assets authorized by resolution of Town Board.

13. Resolution authorizing the Town Board appoint firm of Clough, Harbour and Associates to provide engineering services to the Town of Halfmoon for the year 2015 on a case by case basis by separate resolutions, or, if a resolution is not required, by written letter agreement with the Supervisor and authorize the Supervisor to enter into contract on behalf of the Town of Halfmoon with Clough, Harbour and Associates, subject to the review and approval of the Town Attorney.

14. Resolution authorizing the Town Board to approve Town agreements and contracts and authorize the Supervisor to execute:

CAPTAIN to be paid \$86,000, Saratoga Center for the Family be paid \$6,000, Care Links be paid \$11,500, whenever funds are available for 2015, and YMCA Agreement for 2014-2015 be paid \$7,500.

Resolution to authorize entering into Specialized Law Enforcement Service Agreement with the County of Saratoga Office of the Sheriff for a term of one year, in the not to exceed amount of \$201,379 for the year 2015.

15. Resolution that the Town Board approves increasing the Recreation fees for the full day program to \$225 for the 1st child and \$200 for each additional child, due to the increasing costs the Town incurs to run the program.

Resolution that the Town Board approves increasing the Recreation fees for the Tot program by \$25, due to the increasing costs the Town incurs to run the program.

Resolution that the Town Board authorizes the Recreation Director to allow non-residents to register in the event that the recreation program does not fill to capacity by the June deadline. The non-residents will be called in the order they appear on the waiting list and will be charged a \$450 registration fee per camper for the full day program.

Resolution that the Town Board approves increasing the Recreation fees for the swim program to \$35 per camper, due to the increasing costs the Town incurs to run the program.

Resolution that the Town Board approves a \$2.00 increase to all field trips to help with the rising costs of transportation.

Resolution that the Town Board approves a \$5.00 increase to all lessons with the exception of swim to help with the rising costs of transportation.

16. Resolution authorizing the Supervisor to provide an allocation of \$300 per year for clothing and \$100 per year for safety footwear for all full time employees who are mandated by their job descriptions to engage in outdoor field work including: Animal Control, Water Department, Code Enforcement Department, Building Department, and Parks Department. Part time employees who are mandated to engage in outdoor field work may also receive safety footwear, if necessary, every two years. Highway Department and Transfer Station employees will have the same safety footwear allocation of \$100 per year for full time employees and part time employees, if necessary, every two years.

17. Resolution authorizing the Supervisor to utilize the following method for determining salaries for current Town employees who receive promotions: Employees who receive a promotional appointment to a job title with a higher salary grade will move to the higher salary grade at the base step. If the base step does not result in a salary increase, then the Supervisor is authorized to offer the employee an increase in salary/rate as determined appropriate by the Town Supervisor.

- 18. Resolution authorizing the Town Board to appoint Lynda Bryan as Records Management Officer (RMO).**
- 19. Resolution authorizing the Town Board to adopt the Records Retention and Disposition Schedule MU-1, Section 185.11, 8NYCRR (Appendix H).**
- 20. Resolution authorizing the Town Board to appoint the Employee Services Clerk as American with Disabilities Coordinator.**
- 21. Resolution authorizing the Town Board to appoint the Town Supervisor as the Fair Housing Officer.**