

**TOWN BOARD MEETING AGENDA**  
**September 19, 2018**

**TOWN BOARD WORKSHOP – Board Room – 6:30 pm**

**PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE**

**COMMUNITY EVENTS:**

The “BUY A BRICK” program for the Halfmoon Veterans Walk of Honor at the Halfmoon Veterans Memorial in the Town Park is now accepting orders. Create a lasting tribute for your veteran. For more information please call 371-7410 ext. 2200 or visit our website [www.townofhalfmoon-ny.gov](http://www.townofhalfmoon-ny.gov).

Fall Festival, Saturday September 22<sup>nd</sup> from 1:00 -5:00 PM at the Halfmoon Town Park with Petting Zoo, Pony Rides, Hayrides, Magician, Bouncy Bounce, Rock Climbing Wall and so much more!

Town of Halfmoon Annual Veterans Dedication Ceremony & Reading of all the Bricks, a Special Honor and Tribute to all of our Veterans on Saturday, September 29<sup>th</sup> at 10:00 am in the Town Park.

Mechanicville-Stillwater Breast Cancer Walk, Sunday, October 7<sup>th</sup> at Talmadge Park, Mechanicville 8:30 -11:30 Registration or contact Tina Pugliese (518) 428-1272.

7<sup>th</sup> Annual Craft Show at St. Luke’s on the Hill, 40 McBride Road, Mechanicville on October 20<sup>th</sup> from 9:00am – 3:00pm

Town of Halfmoon’s 2<sup>nd</sup> Annual Trunk or Treat – Saturday, October 27<sup>th</sup> from 3:00pm to 5:00pm

**TOWN MEETINGS:**

Town Board Meetings: 1<sup>st</sup> & 3<sup>rd</sup> Wednesday of month at 7:00 pm. Pre-meeting at 6:30 pm

Zoning Board of Appeals: 1<sup>st</sup> Monday of month at 7:15 pm. Pre-meeting at 7:00 pm

Planning Board Meeting: 2<sup>nd</sup> & 4<sup>th</sup> Monday of month at 7:00 pm. Pre-meeting at 6:00 pm

Board of Assessment Review: 4<sup>th</sup> Tuesday in May

Senior Center Business Meeting: 1<sup>st</sup> Wednesday of month at 1:00 pm

Halfmoon Historical Society: Last Tuesday of month at 7:00 pm

Open Space & Trails Committee: April 16, June 18, Aug 20, Oct 15, and Dec. 17, the 3<sup>rd</sup> Monday except Feb due to holiday.

**Resident Relations Committee: TBD**

**Business & Economic Development Committee: TBD**

## **REPORTS OF BOARD MEMBERS AND TOWN ATTORNEY**

**Kevin J. Tollisen (Town Supervisor)**

**Paul Hotaling (Deputy Town Supervisor):** (1) Chair of Town Infrastructure (Water, Highway, Building & Maintenance), (2) Chair of Recreation and Character Counts, (3) Chair of Personnel Committee, (4) Chair of Safety 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) Co-Chair of Committee on Resident Relations, (4) Co-Liaison to Planning Board

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

**Jeremy Connors (Town Board Member):** (1) Co- Liaison to Planning Board; (2) Chair of Committee on Not for Profit Organizations; (3) Co-Chair of Business and Economic Development Committee (4) Chair of Parks and Athletic Organizations

**Lynda Bryan (Town Clerk):** (1) Chair of Senior Programs, (2) Chair of Committee on Historical Archives, (3) Co-Chair of Committee on Resident Relations

**Lyn Murphy, Esq., (Town Attorney)**

**Cathy Drobny, Esq. (Town Attorney)**

## **PUBLIC COMMENT (for discussion of agenda topics)**

### **DEPARTMENT REPORTS –**

1.      **Building Permits – 62      Total Fees Submitted to the Supervisor - \$23,513**
2.      **Fire Inspections – 47      Total Fees Submitted to the Supervisor - \$2,090**

**DEPARTMENT MANAGER MONTHLY REPORTS – (Can be viewed at the Town Clerk's Office)**

### **CORRESPONDENCE**

1.      **Received** from the Town Planning Board Resolutions approved at the August 27, 2018 meeting: Approval of a Sign Application for Graybar Electric, 2 Werner Road, for Change of Use/Tenant Application for DiSiena Garden Center, 1470 Route 9, for Change of Use/Tenant for Fred's Tents Temporary off Site Display, 2

Brookwood Road, Approval of Change of Use/Tenant & Sign Applications for Pal's Early Childhood Care & Learning Center, 13 Executive Park Drive, for Site Plan and Special Use Permit Approval for First New York Federal Credit Union, 1533 Route 9, Approval for a Minor Subdivision for the 73 Plant Road Subdivision, 73 Plant Road, and Approval for a Minor Subdivision (Lot Line Adjustment) for Halfmoon Self-Storage in the Halfmoon Self-Storage PDD, Farm to Market Road & Route 146.

2. **Received** from the Town Planning Board Resolutions approved at the September 10, 2018 meeting: Approval of a Sign Application for Effie's Boutique, 1 Birchwood Drive and for Site Plan Approval for Inovlotska Bakery, 10 Route 236.

3. **Received** from BST their Financial Report of the Town of Halfmoon for the year ending December 31, 2017.

## OLD BUSINESS

Motts Orchard PDD

## NEW BUSINESS

1. **Resolution** to approve minutes of Town Board Meeting of September 5, 2018 as presented.

2. **Resolution** that the Town Board authorizes the Highway Superintendent to list a small pile of millings that the Town no longer has use for on Auctions International.

3. **Resolution** that the Town Board hereby modifies the Town of Halfmoon Employee Manual §II(E) relating to the Town's Sexual Harassment Policy as required by the New York State Department of Labor.

4. **Resolution** that the Town Board hereby approves the updated Emergency Management Plan upon the recommendation of the Emergency Management Coordinator John Cooper.

5. **Resolution** that the Town Board authorizes the Highway Department to purchase a Mack Truck off of the Oneida County Department of Purchasing Bid #1949 in the not to exceed amount of \$171,737.00 from Albany Truck Sales, said price includes the roll-off equipment purchased from the Sourcewell contract 041217-WQI and to authorize the Highway Superintendent to execute any necessary documentation necessary to effectuate the purchase, contingent on the

guarantee that the vehicle and equipment will be delivered in calendar year 2018, subject to the review and approval of the Town Attorney.

6. **Resolution** that the Town Board authorizes the Supervisor to enter into an Agreement with Hill City Ice Queen for interactive characters for the Trunk or Treat event on October 27, 2018 in the not to exceed amount of three hundred dollars (\$300.00) and to authorize the Supervisor to execute any documents necessary to effectuate the Agreement, subject to the review and approval of the Town Attorney.

7. **Resolution** that the Town Board authorizes Supor Heavy Haul, LLC to travel Town roads for the transportation of large pieces of equipment from Terminal road to Global Foundries and authorizes the Supervisor to execute any documents necessary to effectuate the transport, subject to the review and approval of the Town Attorney.

8. **Resolution** that the Town Board of the Town of Halfmoon authorizes the Town Court to apply for a grant from the Justice Court Assistance Program for a State Grant in the not to exceed amount of \$60,000 and, that upon approval of said request, authorize the Town Supervisor to enter into and execute a project agreement and all other necessary documents with the appropriate State agencies.

9. **Resolution** that the Town Board accepts the Comptroller's Report for the month of August 2018 as presented.

10. **Resolution** that the Town Board Authorizes the Comptroller to make the attached Creation of Appropriations.

A resolution is necessary to create the following budget amendment of appropriations and revenues in the Special Revenue Fund for engineering fees for on-site quality inspections. These funds are developer's monies held in escrow by the Town in a regular checking account and used for the payment of costs for that particular project. This resolution is necessary to comply with proper accounting procedures as set forth by NYS Department of Audit and Control.

Debit:	Estimated Revenues	25-510	\$5,231.16
	Subsidiary: 25-4-2189		
	Home & Community Services		\$5,231.16
Credit:	Appropriations	25-960	\$5,231.16
	Subsidiary: 25-5-1440.40		
	Engineering Contractors Inspections		\$5,231.16

Information Only: The above was derived from the following breakdown of charges to be paid on September 27, 2018 Abstract for engineering and related fees.

NAME	AMOUNT
Anna's Place	\$170.00
Dutch Lane Estates	\$255.00
First NY FCU	\$510.00
Halfmoon Commercial	\$391.07
Howland PDD	\$1,023.65
Mott Orchard	\$510.00
Paar Estates of Halfmoon	\$1,691.44
Valu Space	\$680.00
Total	\$5,231.16

A resolution is necessary to increase appropriations in the Highway Fund for the purchase of a 2019 Mack Truck per resolution approved at the September 19, 2018 Town Board meeting.

DEBIT:	Estimated Revenues	20-510	\$85,969
	Subsidiary: 20-4-3589.00		
	State Aid-Transportation Grant		\$85,969
CREDIT:	Appropriations	20-960	\$85,969
	Subsidiary: 20-5-5130.20		
	Machinery-Equipment		\$85,969

**PUBLIC COMMENT (for discussion of non-agenda items)**

**NEXT TOWN BOARD MEETING WILL BE HELD ON TUESDAY, OCTOBER 02, 2018**

**ADJOURN**

