

The Thursday, February 7, 2008 meeting of the Town Board of the Town of Halfmoon was called to order by Supervisor Wormuth at 7:00 pm in the A. James Bold Meeting Room in the New Town Hall, 2 Halfmoon Town Plaza with the following members present:

Melinda A. Wormuth, Supervisor
Walter F. Polak, Councilman
Regina A. Parker, Councilwoman
Paul L. Hotaling, Councilman
Craig A. Hayner, Councilman
Mary J. Pearson, Town Clerk
Lyn A. Murphy, Town Attorney

The Town Board Workshop was held in the Board Room at 6:15 pm; no action was taken. The Supervisor led the Pledge of Allegiance. The Supervisor stated that, due to the Primary election on Tuesday, this meeting was scheduled and approved to be held on Thursday.

REPORTS OF BOARD MEMBERS AND TOWN ATTORNEY

Councilman Hayner reported that this years Canal Clean Sweep will be Saturday, April 19th from 10 to 12 am at the Crescent Bridge and, more information will be available on their website.

Councilwoman Parker stated she has three items that are on the agenda and will address them as they come up.

Supervisor Wormuth reported that the Town received the following letter addressed to Highway Superintendent, John Pingelski and reads as follows:

Dear Mr. Pingelski,

We would like to say Thank you, Thank you, and Thank you for the wonderful job your plows and sanders do in these winter months on my street. Our address is 68 Algonquin Rd. Clifton Park, however, technically we live in the town of Halfmoon. This email is long overdue as we have lived here for 15 years and have consistently noticed Halfmoon's superior plowing and sanding in comparison to rest of the streets over here maintained by the town of Clifton Park.

This morning was especially remarkable. There is no black ice on Algonquin Rd. in this little area of Halfmoon, which made for an enjoyable morning walk. Walking the other streets of Crescent Estates South was tricky, at best, with patches of black ice everywhere. After a few minutes of gingerly tip-toeing around Southbury road, I decided to just run loops up and down the Halfmoon section of Algonquin where I didn't have to worry at all about falling. It was great!

Thank you for always taking such good care of our street. Keep up the great work!!

Sincerely,

Laurie and Steve Valenti

Supervisor Wormuth stated she would like to commend our Highway Superintendent and the highway department for the exceptional job that continue to do keeping our roads and sidewalks safe for us.

The Supervisor stated a letter was received from Stacy Peugh who is the Executive Director of Services at the YMCA and is addressed to her and read as follows:

Mindy,

Hello! How are you? I have meant to send you a personal note of thanks since before the holidays! Today I wasn't going to leave work without just doing it!

I just wanted to say THANK YOU so much for the support you have provided the YMCA. We really appreciate it and your increased support of the teen night program for this year is simply outstanding.

Please pass along my thanks to your board as well. I know that they review these requests and work together to make decisions for the benefit of the community.

Over the last month we have had over 220 kids attending teen nights every Saturday night. They just love it! I'm so glad that we can provide the community with this safe program as an alternative to what could be dangerous "free time" for our young teens if they didn't choose teen nights.

Again, I wanted to say thanks and I hope to see you soon.

The Supervisor opened public privilege for discussion of agenda topics; no one had questions or comments.

REPORTS – month of January

1. Town Justice Tollisen

Total Cases	-	175	Total fees remitted to the Supervisor -	\$40,880
Filed				

2. Town Justice Wormuth

Total Cases	-	825	Total fees remitted to the Supervisor-	\$39,335.
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3. Town Clerk

Total fees remitted to the Supervisor	-
\$ 6,196.02	

4. Senior Express Dispatch

Total Riders	-	293	Total Number of Meals Delivered	-	488
Filed.					

2007 Year End Report submitted: Town Justice Wormuth

The Supervisor stated since we have a new Highway Superintendent he has taken on the responsibility of our Senior van dispatch and we can expect on a monthly basis to hear from him with these reports. She thanked John for keeping the Board up to date on this.

CORRESPONDENCE

1. Received from Town Senior Planner notification of Planning Board denial of application of Dean Marotta for addition to site plan application for R.J. Valente Sand & Gravel, 118 Button Road decision based on proposed building being considered an expansion of a pre-existing non-conforming use as described in the *Local Laws relating to Zoning of the Town of Halfmoon*.

2. Received from At The Park, Inc., 1707 Route 9, Halfmoon, notification of their intent to file for Alcoholic Beverage Control Retail License.

3. Received from Sushi Na-ra, 1683 Route 9, Halfmoon, notification of their intent to renew their beer and wine license.

OLD BUSINESS

1. Received, January 22, updated Plans & Narrative for the Swatling Falls, Planned Development District on Upper Newtown Road.

The Supervisor commented that they were here before the Board about a month ago and the Board made comments on it and they have submitted the updated plans based on those comments and have been invited to the second meeting in February for a presentation.

NEW BUSINESS

RESOLUTION NO. 33

Offered by Councilman Polak, seconded by Councilwoman Parker, Adopted by vote of the Board Ayes: Wormuth, Polak, Parker, Hotaling, Hayner

RESOLVED, that the Town Board approves minutes of Town Board minutes of November 20th, December 18th & 28th, 2007 and January 2, 2008, as presented by the Town Clerk.

Councilwoman Parker stated, relative to the next item, that the Town Board has been looking at ways to make the road safer and they are very happy to be able to do this at this meeting.

The Supervisor thanked Councilman Polak and Mrs. Pearson for the follow up on this.

RESOLUTION NO. 34

Offered by Councilwoman Parker, seconded by Councilman Polak: Adopted by vote of the Board Ayes: Wormuth, Polak, Parker, Hotaling, Hayner

RESOLVED, that the Town Board authorizes National Grid to install a street light on pole 42, on Lower Newtown Road in the Town of Halfmoon for the approximate annual cost of \$915.61.

Councilwoman Parker stated, relative to the next resolution, that she also thanks Walter and Mary for helping to get this done because it is a bad intersection and has been a long time coming.

Councilman Polak explained that what NYSEG is going to do is put an extra long neck out over the intersection and add a pole to get over the intersection and light it up over the center.

RESOLUTION NO. 35

Offered by Councilman Polak, seconded by Councilman Hayner: Adopted by vote of the Board Ayes: Wormuth, Polak, Parker, Hotaling, Hayner

RESOLVED, that the Town Board authorizes NYSEG to install a street light at the intersection of Farm to Market Road and Pruyn Hill Road and approves Option #3, for the approximate annual cost of \$370.00.

RESOLUTION NO. 36

Offered by Councilman Hotaling, seconded by Councilman Hayner: Adopted by vote of the Board Ayes: Wormuth, Polak, Parker, Hotaling, Hayner

WHEREAS, the Town of Halfmoon has entered upon the construction of the Dunsbach Road Sewer Pump Station Improvements and the Dunsbach Road Sewer line pursuant to previous approvals for the work to be performed; and

WHEREAS, the Sewer Pump Station and the Sewer line were intended to and are going to be dedicated to the Saratoga County Sewer District No.1 upon completion; and

WHEREAS, the work has been completed and the Sewer Pump Station is in service and is ready to be turned over the Saratoga County Sewer District No. 1, along with the related Easements, appurtenances and lines; and

WHEREAS, the Town Attorney has prepared the necessary documents to dedicate the Sewer Pump Station and sewer line to the Saratoga County Sewer District No.1; and

WHEREAS, the dedication of the Sewer Pump Station and Sewer line to the Saratoga County Sewer District No. 1 was anticipated in the original enactment and approval of the Dunsbach Road Sewer Improvements, including the Sewer Pump station;

NOW THEREFORE, BE IT AGREED AS FOLLOWS:

1. That the Town Attorney prepare the necessary documents to complete the dedication to the Saratoga County Sewer District No. 1, have those documents executed by the Halfmoon Town Supervisor for dedication and deliver the executed documents to the Saratoga County Sewer District No. 1 for the Sewer Pump Station and the sewer lines.

2. That the Town Attorney supply to the Saratoga County Attorney those documents as required by the Saratoga County Sewer District No. 1's Dedication provisions, together with the required title insurance and Guaranty, Engineer's Certificate, Deed of Dedication and Assignment of Easement.

3. That the Halfmoon Town Supervisor is hereby authorized to sign the required documents on behalf of the Town of Halfmoon and the Town Attorney is hereby authorized to transmit the required documents, together with the Deed of Dedication and all required Easements or other documents, to the Saratoga County Sewer District No. 1.

Supervisor Wormuth stated, relative to the next resolution that often things come up in the Town that cannot be done through a voucher such as renewals or certain companies that do not take vouchers. She stated that is the reason for this credit card and the credit card policy and the policy has very strict guidelines and a very close eye will be kept on it and used only in situations where the current policy does not work.

RESOLUTION NO. 37

Offered by Councilwoman Parker, seconded by Councilman Polak: Adopted by vote of the Board Ayes: Wormuth, Polak, Parker, Hotaling, Hayner

RESOLVED, that the Town Board authorize an application and use of a credit card by Town of Halfmoon employees for the sole use and benefit of the Town of Halfmoon and adopt the Credit Card Policy.

Credit Card Policies and Procedures

The Town Board of the Town of Halfmoon has authorized application for and use of a credit card by authorized Town of Halfmoon employees and/or elected officials for the sole use and benefit of the Town of Halfmoon. The purpose of the credit card is to streamline and simplify the requisitioning, purchasing, and payment process and to reduce the paperwork of procurement procedures and enable the Town of Halfmoon to benefit from reduced rates offered through the use of credit cards through various vendors. Any and all purchases made with the credit card issued for the Town of Halfmoon must be made in accordance with the policies and procedures contained herein.

Authorized Users

The Town Supervisor and the Deputy Town Supervisor are the only authorized users for the Town credit card. Any purchases made with the Town credit card must be approved by either the Town Supervisor, or, in his/her absence, the Deputy Town Supervisor.

Usage

The Credit Card may be utilized to make purchases up to the amount authorized for expenditures without prior Town Board Approval in accordance with the Town Purchasing policy. If the Credit Card is being utilized to make a purchase over the authorized amount, the Town Supervisor and/or the Deputy Town Supervisor must receive Town Board approval to utilize the credit card to complete the purchase. Under no circumstances will purchases be permitted which would exceed the limit imposed by the credit card issuer. All balances shall be paid in full by the Town of Halfmoon on or before the date due. At no time shall the Town of Halfmoon incur finance charges as a result of failure to pay a credit card bill in a timely manner.

Limits and Restrictions

The credit card shall not be utilized for cash advances, items for personal use, or any product, service, or fee that would not be authorized pursuant to the purchasing policies adopted by the Town of Halfmoon. All purchases shall be made in accordance with the purchasing policies established adopted by the Town of Halfmoon.

Lost or Stolen Cards

Lost or stolen cards shall be reported to the issuing agency within twelve (12) hours of discovery of the loss or theft. Written confirmation of the notification shall be filed with the Town of Halfmoon containing any and all information provided by the issuer at the time of notification including but not limited to the date the notification was made, the person to whom the notification was made, and the confirmation number, if any provided.

Receipt Retention/Record Log

All authorized users must keep receipts for any and all purchases made with the Town credit card. A receipt for merchandise purchased together with the costs of shipping must be obtained at the time of purchase or at the time of delivery. No purchase shall be made unless a receipt is obtainable to verify the type of purchase made and the costs associated with the purchase.

Disputed or Fraudulent Charges

Upon receipt of the monthly credit card statement, the statement shall be reconciled with any and all receipts and pending purchases. Any discrepancies shall be reported to the credit card issuer immediately upon confirmation that the discrepancy exists. Any disputes with the issuer shall be in writing or confirmed in writing within twenty four hours of making the complaint.

Failure to comply with the above guidelines for authorized purchases may result in disciplinary action including but not limited to termination.

Councilwoman Parker commented, relative to the next resolution, that this has been nine years in the making and, she can't wait for it to be started and, thanks to all involved.

The Supervisor stated this has been a long time coming and, has been planned for several years. She stated our attorneys and engineering firm are all reviewing it and will get the final permit

issued and, then go out to bid on our new Family Park, which will be a highlight of the services we offer in Halfmoon. She stated that the Town Attorney indicates that this resolution will be to executing the draft permit in order for Army Corp to issue the final permit.

RESOLUTION NO. 38

Offered by Councilwoman Parker, seconded by Councilman Hotaling: Adopted by vote of the Board Ayes: Wormuth, Polak, Parker, Hotaling, Hayner

RESOLVED, that the Town Board authorizes the Supervisor to execute the Draft Army Corp of Engineers Permit for the new Town Park with soccer, baseball fields and bicycle path on the 52 acre parcel subject to the review and approval of the Town Attorney.

STATE OF NEW YORK)
COUNTY OF SARATOGA) ss.:
TOWN OF HALFMOON)

I, MARY J. PEARSON, Town Clerk of the Town of Halfmoon, Saratoga County, New York do hereby CERTIFY that the foregoing copy of Resolution authorizing execution of the Draft Army Corp of Engineer Permit for the new Town Park adopted by the Town Board February 7, 2008 is a true and correct copy of such original and the whole thereof.

IN TESTIMONY WHEREOF, I HEREUNTO set my hand and affixed the seal of said Town, this 29th day of February 2008.

Mary J. Pearson, Town Clerk
of the Town of Halfmoon
Saratoga County, New York

RESOLUTION NO. 39

Offered by Councilman Hotaling, seconded by Councilman Hayner, Adopted by vote of the Board: Ayes: Wormuth, Polak, Parker, Hotaling, Hayner

RESOLVED, that the Town Board appoints Dennis R. Ayotte, Jr. as Highway department Automotive Mechanic to be paid \$17.68 per hour worked effective immediately contingent upon pre-employment testing.

RESOLUTION NO. 40

Offered by Councilwoman Parker, seconded by Councilman Hotaling: Adopted by vote of the Board Ayes: Wormuth, Polak, Parker, Hotaling, Hayner

RESOLVED, that the Town Board authorizes the Supervisor to make the following Transfer between Appropriations and Creation of Appropriations:

SUBJECT: Creations of Appropriations
A resolution is needed to appropriate the contribution from Greater Berkshire Foundation, Inc and Kathy Marchione made to the Character Counts Program for the summer recreation program for youths to attend the summer camp as follows:
DEBIT: Estimated Revenues 10-510 \$95.26
Subsidiary: Community Gift Contributions 10-4-2705 - \$95.26
CREDIT: Appropriations 10-960 \$95.26
Subsidiary: Character Counts – Contractual 10-5-7989.4 - \$95.26
The following creation of appropriations is needed in the General Fund based on the STAR Funds for Local Governments received from the State of NY. A total of \$5,865.81 was received in 2006 and \$6,026.37 was received in 2007. This creation is for a total of \$11,892.18. These funds will be used in compliance with STAR regulations for spending both by the Town Assessment Department and Receiver of Taxes Department.
DEBIT: Estimated Revenues 10-510 \$11,892.18
Subsidiary: 10-4-3089 - \$11,892.18 STAR Program – NYS Real Property
CREDIT: Appropriations 10-960 \$11,892.18
Subsidiary: 10-5-1355.42 – Contractual-\$11,892.18
Transfers Between Appropriations for 2007:

From	To Account	Amount	Reason
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Account			
10-5-1620.21 Buildings Equipment Capital Outlay	10-5-1440.40 Engineering Contractual	\$5,000	Transfer of appropriations needed to cover year end expenses
10-5-1620.21 Buildings Equipment Capital Outlay	10-3610.20 Code Enforcement Equipment	\$3,000	Transfer of appropriations needed to cover year end expenses
30-5-8320.41 Source of Supply, Power & Pumping Contractual Electrical	30-5-8330.42 Purification Contractual Chemicals	\$2,000	Transfer of appropriations needed to cover year end expenses
30-5-8320.41 Source of Supply, Power & Pumping Contractual Electrical	30-5-8320.43 Source of Supply, Power & Pumping Contractual Maintenance	\$500	Transfer of appropriations needed to cover year end expenses
10-5-1990.4 Contingency	10-5-7140.41 Recreation Contractual	\$435.97	To restore unused appropriations of Year 2007 for donated money to help defray expenses for workshops
10-5-1990.4 Contingency	10-5-1355.22 Assessment Star Equipment	\$64.62	To restore unused appropriations for Year 2007 for Star Program
10-5-1990.4 Contingency	10-5-1355.42 Assessment Star Contractual	\$4,107.74	To restore unused appropriations for Year 2007 for Star Program
10-5-1990.4 Contingency	10-5-7989.40 Character Counts Contractual	\$2,072.68	To restore unused appropriations of Year 2007 for Character Counts Program

RESOLUTION NO. 41

Offered by Councilman Polak, seconded by Councilman Hotaling: Adopted by vote of the Board
Ayes: Wormuth, Polak, Parker, Hotaling, Hayner

RESOLVED, that the Town Board approves and orders paid all vouchers for all funds listed on Abstract dated February 7, 2008, totaling \$112,542.74.

The Supervisor opened public privilege for discussion of non-agenda items; no one had questions or comments.

There being no further business to discuss or resolve by motion of Councilwoman Parker, seconded by Councilman Hotaling the meeting was adjourned at 7:15 pm.

Respectfully submitted,

Mary J. Pearson
Town Clerk

2/7/2008