

The September 19, 2018 Regular meeting was called to order at 7:00 pm by Supervisor Tollisen in the A. James Bold Meeting Room at the New Town Hall with the following members present:

Kevin J. Tollisen, Supervisor
Paul L. Hotaling, Councilman
John P. Wasielewski, Councilman
Daphne V. Jordan, Councilwoman
Jeremy W. Connors, Councilman
Lyn A. Murphy, Town Attorney
Cathy L. Drobny, Deputy Town Attorney
Sharon Phelps, Deputy Town Clerk

Lynda A. Bryan, Town Clerk - Excused

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.

Fall Cleanup dates at the Transfer Station: September 18, 21, & 22 – 25, 28, & 29
Tuesday 8-12 Friday 12-5 Saturday 8-3
Cost: Car Load - \$5.00 Truck & Trailer Load - \$10.00
You must have a 2018 sticker to gain access to the Transfer Station. They are available at the Town Clerk’s Office at no charge

Fall Festival, Saturday September 22nd 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 29th at 10:00 am in the Town Park.

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

7th Annual Craft Show at St. Luke’s on the Hill, 40 McBride Road, Mechanicville on October 20th from 9:00am – 6:00pm

Town of Halfmoon’s 2nd Annual Trunk or Treat – Saturday, October 27th

TOWN MEETINGS:

Town Board Meetings: 1st & 3rd Wednesday of month at 7:00 pm except May 7th at 2:00 pm

Pre-meeting at 6:30 pm

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

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

Board of Assessment Review: 4th Tuesday in May

Senior Center Business Meeting: 1st Wednesday of month at 1:00 pm

Halfmoon Historical Society: September 25th at 7:00 pm

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

Resident Relations Committee: TBD

Business & Economic Development Committee: TBD

PUBLIC COMMENT (for discussion of agenda topics)

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

On October 15th the Town will be turning off the water to the Town Park facilities which would include the Clubhouse, the Pavilion and the Spray Pad. Thank you.

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

I have nothing to report this evening Mr. Supervisor.

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

I have nothing to report this evening Mr. Supervisor.

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

Sharon Phelps (Deputy Town Clerk): (1) Chair of Senior Programs, (2) Chair of Committee on Historical Archives, (3) Co-Chair of Committee on Resident Relations

I have nothing to report this evening Mr. Supervisor.

Lyn Murphy, Esq., (Town Attorney)

RESOLUTION NO. 305-2018

Offered by Councilman Wasielewski seconded by Councilman Connors: Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Wasielewski, Jordan & Connors

RESOLVED, that the Town Board hereby authorizes an appraisal of property located in the center of the cul-de-sac located at the end of Inglewood Drive to determine the fair market value of the property should the Town Board decide to sell the property, and to authorize the Supervisor to execute any documentation necessary to conduct the appraisal.

Cathy Drobny, Esq. (Town Attorney)

I have nothing to report this evening Mr. Supervisor.

PUBLIC COMMENT (for discussion of agenda topics) No one came forward

Supervisor Tollisen: Department Reports and the monthly Department Manager Reports are listed and can be viewed in the Town Clerk's Office. We do ask our Department Managers to provide monthly reports in addition to having Department Manager monthly meetings that we all discuss the important things that go on in each of the offices.

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.

Received & Filed

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.

Received & Filed

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

Received & Filed

OLD BUSINESS

Motts Orchard PDD remains tabled

NEW BUSINESS

RESOLUTION NO. 306-2018

Offered by Councilman Connors, seconded by Councilman Wasielewski: Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Wasielewski, Jordan & Connors

RESOLVED, that the Town Board approve minutes of Town Board Meeting of September 5, 2018 as presented.

RESOLUTION NO. 307-2018

Offered by Councilman Connors, seconded by Councilwoman Jordan: Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Wasielewski, Jordan & Connors

WHEREAS, the Town Board of the Town of Halfmoon is cognizant of their obligation to be fiscally responsible when determining the appropriate disposition of equipment that is no longer of use to the Town; and

WHEREAS, the Town has consistently sought an effective way to insure that obsolete equipment is disposed of in a manner that garners the most return on the original investment made to obtain the equipment; and

WHEREAS, the Highway Superintendent has determined that there is unused equipment that should be sold or otherwise disposed of currently in the possession of the Town of Halfmoon; and

WHEREAS, the Town has an Agreement with Auctions International to place equipment that is no longer of use to the Town out for bid; and

WHEREAS, the Highway Superintendent has the training and experience to determine what items should be placed on the Auction website and what items should be otherwise disposed; and

WHEREAS, a detailed list of all items disposed of shall be provided to the Town Clerk to enable the updating both of the Town's Asset Inventory list and insurance coverage;

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. That the Highway Superintendent may dispose of unused and/or obsolete equipment by placing the equipment on Auctions International or otherwise disposing of the equipment.
2. That the Highway Superintendent will provide a detailed list of all items disposed of to the Town Clerk to enable the updating both of the Town's Asset Inventory list and insurance coverage
3. That this Resolution shall take effect immediately.

DATED: September 19, 2018

LYNDA BRYAN TOWN CLERK
TOWN OF HALFMOON

RESOLUTION NO. 308-2018

Offered by Councilwoman Jordan, seconded by Councilman Wasielewski: Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Wasielewski, Jordan & Connors

RESOLVED, 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.

RESOLUTION NO. 309-2018

Offered by Councilman Wasielewski, seconded by Councilman Hotaling Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Wasielewski, Jordan & Connors

RESOLVED, that the Town Board hereby approves the updated Emergency Management Plan upon the recommendation of the Emergency Management Coordinator John Cooper.

RESOLUTION NO. 310-2018

Offered by Councilman Connors, seconded by Councilman Hotaling Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Wasielewski, Jordan & Connors

RESOLVED, 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.

RESOLUTION NO. 311-2018

Offered by Councilman Hotaling, seconded by Councilwoman Jordan Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Wasielewski, Jordan & Connors

RESOLVED, 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.

RESOLUTION NO. 312-2018

Offered by Councilman Wasielewski, seconded by Councilman Connors Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Wasielewski, Jordan & Connors

RESOLVED, that the Town Board authorizes Super 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.

RESOLUTION NO. 313-2018

Offered by Councilwoman Jordan, seconded by Councilman Wasielewski Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Wasielewski, Jordan & Connors

WHEREAS, the Town of Halfmoon Town Court is in need of upgrades to the court office and equipment to aid in the efficiency and productiveness of the Court proceedings; and

WHEREAS, the Justice Court Assistance Program has available funds for the purchase of the furniture the Court is requesting;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. 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.
2. 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.

RESOLUTION NO. 314-2018

Offered by Councilman Connors, seconded by Councilman Hotaling Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Wasielewski, Jordan & Connors

RESOLVED, that the Town Board accepts the Comptroller’s Report for the month of August 2018 as presented.

RESOLUTION NO. 315-2018

Offered by Councilman Wasielewski, seconded by Councilman Hotaling Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Wasielewski, Jordan & Connors

RESOLVED, 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

There being no further business to discuss or resolve, on a motion by Councilman Connors and seconded by Councilman Hotaling, the meeting was adjourned at 7:15 pm.

Respectfully Submitted,
Sharon A. Phelps, Deputy Town Clerk