

ORGANIZATIONAL MEETING AGENDA

JANUARY 4, 2017

1. **Resolution to authorize the Town Board to appoint Kevin J. Tollisen, Chairperson of the Town Board for the year beginning 1/1/17 through 12/31/17.**

{Resolutions organize the Town of Halfmoon for the year 2017; appoint employees; set salaries/hourly rates, beginning January 1, 2017 (unless otherwise specified) to be paid on a bi-weekly basis (unless otherwise specified).}

RESOLUTIONS 2-30 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 elected and appointed Town officials, Supervisors appointments, and operational responsibility for the Town**

Elected Town Officials, salary:

Supervisor, Kevin J. Tollisen, \$52,179

Council: Jeremy Connors, John Wasielewski, Daphne Jordan, Paul Hotaling \$12,357 (each)

Justice: Lester Wormuth, Katherine Suchocki - \$31,020 (each)

Town Clerk, Lynda Bryan, Records Access Officer; Records Management Officer- \$53,600

Superintendent of Highways & Transfer Station, John Pingelski, Jr. - \$74,465

Receiver of Taxes, Karen Pingelski, - \$33,150

Paul Hotaling, Deputy Town Supervisor, salary \$1,433

Bonnie Hatter, Budget Officer, salary \$1,500 (paid in December)

Lyn A. Murphy, Town Attorney, full time, 1/1/17 –12/31/17, \$152,600

Cathy L. Drobny, Deputy Town Attorney, Grade 10, Step 3 - \$32,491

Kimberly Martin, Principal Clerk, Grade 5 Step 5 - \$21.93/hr.

Town Board/ Employees to serve on committees and/or as liaison for the Town Board for the year 2017

Paul Hotaling (Deputy Supervisor): (1) Chair of Parks & Recreation, (2) Chair of Town Infrastructure (Water, Highway, Building & Maintenance), (3) Chair of Character Counts, (4) Chair of Personnel Committee, (5) 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) Chair of Committee on Resident Relations, (4) 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) Zoning Board Liaison

Jeremy Connors (Town Board Member): (1) Co- Liaison to Planning Board; (2) Chair of Animal Control Committee (3) Chair of Committee on Not for Profit Organizations; (4) Co-Chair of Business and Economic Development Committee (5) Chair of Committee for Baseball/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

Amanda Smith (Recreation Director): (1) Liaison to Halfmoon Celebrations Committee

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

Bonnie Hatter, Director of Finance, Grade 10 Step 6 - \$70,432
Lisa Perry, Confidential Secretary to the Supervisor, Grade 6 Step 8 - \$26.56/hr.
Terri Russell, Payroll Clerk, Grade 3 Step 7 - \$19.91/hr.
Kathy Dougherty, part time Account Clerk Typist, Grade 2 Step 6 - \$17.43/hr.
Carol Cooper, Employees Services Clerk, Grade 3 Step 6, \$19.28/hr.

Resolution to authorize the Supervisor to enter into a contract with Kate Jeanson for coordination and promotion of Town events in the not to exceed amount of \$15,000.

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

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

Laurie Sullivan Senior Deputy Town Clerk & Deputy Registrar of Vital Statistics, Grade 5 Step 10 - \$55,129
Sharon Phelps, Deputy Town Clerk & Sub-Registrar of Vital Statistics, Grade 3 Step 8 - \$43,112
Lynn Pratt, part-time Deputy Town Clerk, Grade 3 Step 3 - \$17.27/hr.
Kelly Catricala, part-time Deputy Town Clerk, Grade 3 Step 1 - \$16.65/hr.
Lynda Bryan, Registrar of Vital Statistics/Historical Data, salary \$3,000

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

Christine Phillips, Clerk to the Town Justice, Grade 4 Step 9 - \$49,118
Gregory Burke, Clerk to the Town Justice, Grade 4 Step 1, \$39,330
Cathy Leggett, Court Clerk, Grade 3 Step 9 - \$21.43/hr.
Jacqueline Bigelow, Court Clerk, Grade 3 Step 7 - \$19.91/hr.
Ann Marie Trumbull, part-time Court Clerk, Grade 1 Step 4 - \$15.61/hr.
Beverly McBride, part-time Clerk, Grade 1 Step 2- \$14.98/hr.
Jeffrey Decatur, part-time Court Officer Grade 6 Step 6 - \$21.60/hr.
Daniel Kuhn, part-time Court Officer Grade 6 Step 5 - \$20.91/hr.
Carter Gulli, part-time Court Officer Grade 6 Step 2, \$19.60/hr.
Nicholas McDonald, part-time Court Officer Grade 6 Step 2, \$19.60/hr.
Charles Sherman, part-time Court Officer, Grade 6 Step 1, \$19.24/hr.

Resolution authorizing Town Justices to employ part-time court reporters to take/transcribe minutes of hearings or 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 employees in the Highway Department and approve Highway Department resolutions.

William Bryans, Jr. Deputy Highway Superintendent, Grade 8 Step 7 - \$62,340
Denise Mikol, Senior Typist, Grade 2 Step 10 - \$21.83/hr.

WORKING SUPERVISORS:

William Suchocki, Grade 7, Step 8 - \$28.29/hr.
Michael Hickok, Grade 7 Step 7 – \$27.25/hr.
Raymond Anuszewski, Grade 7 Step 5 - \$25.52/hr.

AUTOMOTIVE MECHANICS:

Courtney Maxwell, Grade 6 Step 8 - \$26.56/hr.
Dennis R. Ayotte, Jr., Grade 6 Step 6 - \$24.76/hr.

MEO:

Janice Espey, Grade 5 Step 8 - \$24.29/hr.
Bruce Betts, Grade 5 Step 8 - \$24.29/hr.
Shane Liberty, Grade 5 Step 7 - \$23.40/hr.
Kenneth Robbins, Jr., Grade 5 Step 7 - \$23.40/hr.

Dennis Landry, Jr. Grade 5 Step 5 - \$21.93/hr.
Edward Ceremuga, Jr., Grade 5 Step 7 - \$23.40/hr.
Seren Lambertsen, Grade 5, Step 8 - \$24.29/hr.
Kurt Schneider, Grade 5, Step 6 - \$22.65/hr.
Paul Ucci, Grade 5 Step 2 - \$20.55/hr.
Stanley Dudek, Grade 5, Step 1 - \$20.17/hr.
John Defelice, Grade 5, Step 1 \$20.17/hr.
Rodney Smallwood, Highway MEO, Grade 5 Step 1 \$20.17/hr.
Adam Higgins, Highway MEO, Grade 5 Base Pay \$19.80/hr

LABORERS:

Kyle Andrus, Highway Laborer Grade 2 Step 3 - \$17.35/hr.
Michael Ruff, part-time Laborer in the Transfer Station and as needed in the Highway Department, Grade 2 Step 3 - \$16.13/hr.
John Christopher, part-time Laborer in the Transfer Station, Grade 2 Base Pay, \$15.28/hr.
Michael Root as part-time Highway Laborer, Grade 2 Step 2 - \$15.84
Michael Bartlett, as part-time Highway Laborer, Grade 2 Step 1, \$15.56
Tyler Coughlin, as Highway Laborer, Grade 2 Step 1, \$16.73
To work only when needed at current Title, Grade and Step: Christian McMahon, Grade 5 Base - \$19.80/hr., Gene Morrissey Grade 5 Step 6 - \$22.65/hr.; Raymond Keller, Grade 3, Step 5 - \$18.08/hr., Brian Selig, Grade 6 Step 1 - \$22.03/hr. and James McBride, Sr, Grade 5 Step 7 - \$23.40/hr

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 2016.

Authorize Superintendent of Highways to purchase, without Board approval, materials for the Department not to exceed \$10,000, at one time; any purchases over \$5,000 are 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 Superintendent of Highways, to be paid current hourly rate

Authorize the Highway Department to perform work and services for the Mechanicville School District for the reimbursement/rental rates as set forth by the Federal Emergency Management Act and/or New York State Department of Transportation.

Authorize the Highway Department to utilize the reimbursement/rental rates as set forth by Federal Emergency Management Act and/or New York State Department of Transportation when determining the appropriate value of work performed.

Authorize the Superintendent of Highways, Deputy Superintendent of Highways and Working Supervisors to act as Code Enforcement Officers for the purpose of enforcing chapter 120 of the Code of Halfmoon, at no additional compensation.

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 the review and approval of the Town Attorney

Authorize Town Departments to utilize contracts awarded by federal General Services Administration, New York State's Office of General Services, any County in New York State, or other government contracts as set forth in Sections 103 and 104 of the General Municipal Law.

Authorize Town Supervisor to enter into agreement with Saratoga Corporate Care, Saratoga Springs for membership for random drug testing program for 2017, at annual cost of \$100 for administrative costs.

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

Deputy Receiver of Taxes, Kiva Cropsey Grade 3 Step 6 - \$40,237

Jo-Ann Smith, Assessor, Grade 8 Step 5 - \$58,367

Annmarie Zarelli, Senior Assessment Clerk, Grade 2 Step 2, \$17.04/hr.

Laura Weeks, Provisional Data Collector, Grade 2 Step 1 \$16.73/hr

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

James McBride, Sr., Building Maintenance Mechanic, Grade 5 Step 7 - \$23.40/hr

Gene Morrissey, Building Maintenance Mechanic, Grade 5 Step 6 - \$22.65/hr

Brian Zusy, part-time Cleaner, Grade 1 Step 7 - \$17.01/hr

Gather Espey, Cleaner, Grade 1, Base \$15.77/hr.

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

Frank Tironi, Superintendent of Water/Director of Sewer & Director of Building Maintenance Supervisor Grade 11 Step 10 - \$91,740 + \$9,386= \$101,126

Sean McCarthy, Water Maintenance Supervisor, Grade 8 Step 10 - \$33.74/hr.

Scott Houle, Water Maintenance Worker, Grade 7 Step 8 - \$28.29/hr.

Frank Brammer, MEO, Water department Grade 5 Step 9 - \$25.21/hr.

Christian McMahon, MEO, Water Department, Grade 5 Base - \$19.80/hr.

William Robitaille, Water Plant Operator Grade 7 Step 7 - \$27.25/hr.

Cindy Jensen, Account Clerk typist, Water department Grade 2 Step 8 - \$20.10/hr.

Authorize the Director of Water to purchase, without Board approval, materials for the Water Department, not to exceed \$10,000, at one time; any purchases over \$5,000 are 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 Planning and Code Department employees, and Planning and Zoning Board Appointments and salaries.

Richard Harris, Director of Planning, Grade 9, Step 6, \$64,753

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

Paul Marlow, Planning/Storm Water Management Technician, Grade 7 Step 3, \$50,836

Sandy McBride, Account Clerk, Grade 2 Step 7 - \$19.37/hr.

Steffen Buck, Director of Code Enforcement, Grade 9 Step 8 - \$69,502

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

David Milkiewicz, Code Enforcement Officer Grade 6 Step 7 - \$25.59/hr.

John C. Cooper, Jr., Fire/Code Enforcement Officer Grade 7 Step 7 - \$27.25/hr.

Brian Selig, Provisional, Code Enforcement Officer Grade 6 Step 1 - \$22.03/hr.

Sharon Devane, Senior Clerk, Grade 2 Step 2 - \$17.04/hr.

Donald Roberts, Planning Board Chairman, \$2,436 annually paid in December.

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

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

John Ouimet, Planning Board Member,	1/1/13 through 12/31/19
Thomas J. Koval, Planning Board Member	10/21/15 through 12/31/20
J. Marcel Nadeau, Planning Board Member,	1/1/15 through 12/31/21
John Higgins, Planning Board Member	1/1/16 through 12/31/22
Thomas Ruchlicki, Planning Board Member,	1/1/17 through 12/31/23
Cory Custer, Alt. Planning Board Member	3/2/16 through 12/31/17
Michael Ziobrowski, Alt. Planning Board Member	3/2/16 through 12/31/17
Thomas Werner, Alt. Planning Board Member	1/1/17 through 12/31/18

Planning Board Members, \$976.00 annually, paid in December

Alternate Planning Board Members, \$459.00 annually, paid in December, provided they attended at least 50% of the meetings throughout the year.

Raymond Rose, Zoning Board Chairman,	\$550.00 annually paid in December
Jeff Burdyl, Zoning Board Member	1/1/13 through 12/31/17
Raymond Rose, Zoning Board Member	1/1/14 through 12/31/18
George Hansen, Zoning Board Member	1/1/15 through 12/31/19
Debbie Curto, Zoning Board Member	3/2/16 through 12/31/20
Peter Gemellaro, Zoning Board Member	1/1/17 through 12/31/21
Kevin Koval, Zoning Board Alt	3/2/16 through 12/31/17
Marion Paolucci, Zoning Board Alt	1/1/2017 through 12/31/18

Zoning Board Members, \$264.00 Stipend annually paid in December.

11. Resolution authorizing the Town Board to approve the following additional appointments in various Departments, Advisory Committees, and other administrative appointments throughout the Town of Halfmoon:

Douglas Mikol, part-time Personal Computer Tech, Grade 13 Step 9 - \$32.78/hr.
 Beth Abramson, Animal Control Officer, Grade 4 Step 8 - \$47,329
 Dr. Barry Constantine & Dr. Harry Miller, Health Officers, salary \$500.00 each.
 Ellen Kennedy, Historian salary, \$2,750.
 Eileen Pettis, Director of Senior Center, Grade 7 Step 7 - \$56,888

Gale Hayner, part-time clerk, Grade 1 Step 7 - \$17.01/hr.
 Christina Pack, part-time clerk Grade 1 Base Pay - \$14.45/hr.

Substitute Senior Express Chauffeurs, to work only as needed, paid hourly rate;

Julia McHargue, Grade 3 Step 10 - \$21.73/hr.
 Linda Sabourin, Grade 3 Step 8 - \$20.00/hr.
 Art Hayner, Grade 3, Step 8 - \$20.00/hr.
 Donald Espey, Grade 3 Step 6 - \$18.67/hr.
 Denise Sidoti, , Grade 3 Base Pay - \$16.35/hr.
 Dominick Mantello, Grade 3 Base Pay - \$16.35/hr
 Raymond Keller, part-time Senior Van Chauffeur, Grade 3, Step 5 - \$18.08/hr.
 Highway Department employees to work as Substitute Senior Express Chauffeurs as needed or as required in an emergency.

Amanda Smith, full- time, Recreation Director, Grade 5 Step 6 - \$47,290
 Haylie Sullivan, part-time clerk for the Recreation Director, Grade 1 Step 2- \$14.98/hr.
 Cande Barger, Recreation Bus Driver, \$14.64 hourly

Paul Maiello, Provisional Director of Parks and Town Property; Grade 5 Step 8 - \$50,704
 Matthew Hickok, Recreation Maintenance Supervisor, Grade 4 Step 4 - \$19.98/hr.
 Lucy Belkevich - Manupella, Parks Laborer, Grade 1 Base - \$15.77/hr.

Park Rentals for the Town of Halfmoon:
 Pavilion at Town Hall - \$200

Clubhouse in Town Park - \$250
Lighthouse Park – Special Approval Permit - \$250
All dates must be pre-approved

Resolution waiving the above Park Rental fees for Not-For-Profit Organizations and Town sponsored associated events, per the approval of the Town Supervisor.

Resolution mandating that 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.

Appoint 2016 Open Space & Trails Advisory Committee Members: Sandra Rohner, Chair Members: Henrietta O’Grady, George Hansen, Matthew Shea, Brian Knowles & John Mitchell. Paul Maiello shall be a non-voting member.

Resolution authorizing the Town of Halfmoon to continue animal control services related contract with the Town of Clifton Park Animal Control- on a case by case and as needed basis; and further authorize the Supervisor to sign said Agreement on behalf of the Town; said amount not to exceed the budgeted amount allotted in 2017

Resolution appointing Barton & Loguidice for Grant Writing and related services and authorize the Supervisor to sign said agreement in an amount not to exceed the budgeted amount allotted in 2017.

2016 Ethics Board appoints three (3) year terms ending on December 31 of each year, Kevin Getnick, expires 2017, Carrie Paton, expires 2018, Deidre Purcell, expires 2018 and Kathy Mascucci, expires 2017, meetings to be held three (3) times per year, at a time to be determined. John Wasielewski, Town Board Liaison.

12. Resolution approving the following 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 the owners of said buildings/real property, other than the Town of Halfmoon, are to be paid \$200.00, per district for the year.

13. Resolution that the Town Board approves the functions/administrative and other daily tasks for the Town:

Authorize Supervisor to secure safe deposit box for the Town of Halfmoon at Key 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 Key Bank, 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 to 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.

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, Frank Tironi, Building Maintenance Supervisor; Paul Maiello, Director of Parks

& Town Property; Amanda Smith, Director of Recreation; Eileen Pettis, Director of Senior Center; Douglas Mikol, Personal Computer Tech., Richard M. Harris, Director of Planning, Director and Liaison of Zoning Board of Appeals, Steffen Buck, Director of Code Enforcement.

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, Director of Planning, Zoning Enforcement Officer, Planner/Stormwater Management Technician, Grants Department Staff and any and all other employees necessary to utilize town vehicles for town business.

Employees must receive prior written approval from the Town Supervisor regarding the use of personal vehicles. If written approval is granted, the employee will be paid via voucher for mileage at rate established by the IRS.

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, 2017. All employees who are paid on an hourly basis must 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. No employee shall be allowed to punch in or out for another employee.

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

Authorize Town to join the Association of Towns for 2017.

Authorize the Town to continue with Health Insurance coverage with CDPHP and Blue Shield stating that the Towns contract is still in effect until November 30, 2017, MetLife Dental effective until November 30, 2017 and CDPHP Medicare effective until December 31, 2017.

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 2017:

New Year's Day, Monday, January 2
Martin Luther King Day, Monday, January 16
Presidents Day, Monday, February 20
Good Friday, Friday, April 14 @ Noon
Memorial Day, Monday, May 29
Independence Day, Tuesday, July 4
Labor Day, Monday, September 4
Columbus Day, Monday, October 9
Veterans Day, Friday, November 10
Thanksgiving Day, Thursday, November 23
Day after Thanksgiving, Friday, November 24
Christmas Day, Monday, December 25
12 Hours Floating Holiday (Christmas Eve 8 hrs. & New Year's Eve 4 hrs.) Can use any time after January 1, 2017

The Town of Halfmoon Benefit Package, which includes the Health Insurance policy, is approved for 2017 with changes to be effective 1/1/17; set stipend amount for employees who elect not to benefit from Health Insurance option offered by the Town in 2017 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	Senior Van Drivers
Animal Control Officer	Recreation Maintenance Worker
Confidential Secretary to the Supervisor	Building Maintenance Mechanic
Water Maintenance Supervisor	Highway Superintendent
Recreation Maintenance Supervisor	Highway Account Clerk
Code Enforcement Officers	Highway Working Supervisors
Computer Technical Network Specialist	Highway Department Mechanic
Director of Code Enforcement	

Authorize the Supervisor to sign annual renewal permits such as but not limited to 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 may also designate 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:

- a) Town Board meetings held first and third Wednesday of each month at 7:00 pm except: Wednesday, May 4th at 2:00 pm. Pre-meetings shall be held one half (1/2) hour before the scheduled meeting.
- b) Zoning Board of Appeals, first Monday of month at 7:15 pm. Pre-meetings to be held at 7:00pm, (If Holiday falls on Mon. meeting will be held on the following Tuesday)
- c) Planning Board, second & fourth Monday of month at 7:00 pm. Pre-meetings to be held at 6:00pm; (If Holiday falls on a Monday, the meeting shall be held on the next day Tuesday)
- d) Board of Assessment Review, fourth Tuesday in May.
- e) Senior Center Business Meeting: 1st Wednesday of month at 1:00 pm
- f) Halfmoon Historical Society: Last Tuesday of month at 7:00 pm
- g) Open Space & Trails Committee: Feb. 17, April 17, June 19, Aug 21, Oct 16, Dec 18, at 7:00 pm, the 3rd Monday except Feb due to holiday

Authorize the Supervisors office to maintain 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 shall be authorized by resolution of Town Board.

14. Resolution that the Town Board approves the following fees for the Town:

2017 Water Rates

Base Rates:

\$4.50 per 1,000 gallons for the first 30,000 gallons
\$6.75 per 1,000 gallons from 31,000 to 50,000 gallons
\$9.00 per 1,000 gallons from 51,000 gallons and higher

Outside Users: \$6.28 per 1,000 gallons

Commercial User: \$4.50 per 1,000 gallons

Manufacturing User: \$4.50 per 1,000 gallons for 1st 9,000,000 gallons in quarter, and higher than 9,000,000, \$3.24 per 1,000 gallons

Transfer Station Fee Schedule

- (1) **Punch Card** \$30.00 for ten (10) punches
- (2) **Fee for Spring/Fall Cleanup:**
 - \$5.00 per car, per load
 - \$10.00 per truck, per load
 - \$10.00 per trailer, per load

Planning Board/Planning Department Fee Schedule

PLANNING & ZONING-RELATED APPLICATION FEES for 2016-2017

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

Site Plan: \$.50/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 \$.50/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, Renewal of a PDD: \$250

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: or use of an existing structure that is deemed a Telecommunications Tower (building, steeple, etc, as defined by Town Code) \$300

Zoning Compliance Letter (Planning Department): Non-Residential: \$50; Residential: \$25

Zoning Enforcement Officer Denial: If Planning Board application fee is over \$250, as listed in this fee schedule, fee for ZEO Denial: \$250; if variance granted, \$250 fee to be deducted from Planning Board application fee is fee is over \$1,000.

Missed Appearances: If two missed appearances before the Planning Board, application shall be considered withdrawn and a new application fee is required.

Zoning Board of Appeals:

Area Variance: Residential: \$150; Commercial/Non-Residential: \$250

Use Variance: For a Residential use on a Commercial/Non-Residential zoned property: \$250
For a Commercial/Non-Residential on Residential zoned property: \$500

Stormwater:

Soil Disturbance Residential: Minor Subdivision = \$400 flat fee
Major Subdivision = \$800 flat fee or \$50 per lot, whichever is greater
Commercial: \$100 per acre disturbed

Notice of Intent/SWPPP Acceptance Form: \$250

Notice of Termination: \$150

Building Department Fee Schedule

COMMERCIAL BUILDING PERMIT FEE's for 2016-2017

Type of Permit	Fee
MINIMUM COMMERCIAL PERMIT FEE	\$265
New Commercial Buildings	* (Area) x 75 x (Construction Factor) x .0047 x 1.31
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
Mass Gathering	\$400
Fireworks	\$150
Annual Fire Inspection	\$40/\$200
Unsafe Building Structure Placard	\$100
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 1.31. (See Above Equation).

RESIDENTIAL BUILDING PERMIT FEES FOR 2016-2017

Type of Permit	Fee
MINIMUM RESIDENTIAL FEE	\$100
New Homes	*(Area) x 75 x .67 x .0047 x 1.31
Garage	*(Area) x 75 x .20 x .0047 x 1.31
Basement	*(Area) x 75 x .40 x .0047 x 1.31
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
Unsafe Building Structure Placard	\$100

*Fee based on 2002 BOCA (Building Officials/Code Administrator International) “Type of Construction Permit Fee Schedule” X 1.31

Resolution to authorize Annual Fire Inspection Fee of \$40 per tenant inspection under 10,000 square feet, and greater than 10,000 sq. ft. Annual Fire Inspection Fee of \$200 per tenant, per inspection. All checks are to be made payable to the Town of Halfmoon within 30 days after inspection.

15. Resolution authorizing the Town Board appoint the firm of CHA to provide engineering services to the Town of Halfmoon for the year 2017, 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 CHA, subject to the review and approval of the Town Attorney.

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

- (A) CAPTAIN, annual contract of \$86,000,
- (B) Saratoga Center for the Family, annual contract of \$6,000,
- (C) Care Links annual contract of \$11,500,

(D) YMCA, annual contract of \$10,000,

(E) 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 budgeted amount for the year 2017.

(F) Clifton Park-Halfmoon VFW Post #1498, \$1,000.

17. Resolution that the Town Board approves Recreation fees for the full day program in the amount of \$260 for the 1st child, \$235 for each additional child, and the Tot program; 5 year old class- (5days a week) \$140, 4 year old class- (3 days a week) \$105 and 3 year old class- (2days a week) \$95, 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 double the full day program per camper rate for the full day program.

Resolution that the Town Board approves the Recreation fees for the Learn to swim program to \$35 per camper.

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

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

18. Resolution authorizing the Supervisor to provide an allocation of \$400 per year for clothing and 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, Stormwater Management Technician in the Planning Department and the Planning Director.

Part time employees who are mandated to engage in outdoor field work may also receive safety footwear, if necessary, every two years, upon prior approval of the Town Supervisor.

Highway Department and Transfer Station employees will have a safety footwear allocation of \$150 per year for full time employees; part time employees, if necessary, every two years, upon prior approval of the Town Highway Superintendent and the Town Supervisor.

19. 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.

20. Resolution authorizing the Town Board to appoint Lynda Bryan as Records Management Officer (RMO), at no additional compensation.

21. Resolution authorizing the Town Board to adopt the Records Retention and Disposition Schedule MU-1, Section 185.11, 8NYCRR (Appendix H).

22. Resolution authorizing the Town Board to appoint the Employee Services Clerk as American with Disabilities Coordinator, at no additional compensation.

23. Resolution authorizing the Town Board to appoint the Town Supervisor as the Fair Housing Officer, at no additional compensation.

24. Resolution that the Town of Halfmoon remain as a Purple Heart community in honor of all the men and women who served and continue to serve in our Military.

25. Resolution that the Town Board of the Town of Halfmoon appoints the Town Supervisor as the Minority and Women-Owned Business Enterprises Liaison and further authorizes said Supervisor to effectuate any and all necessary documents to carry out the role of Minority and Women-Owned Business Enterprises Liaison and Affirmative Action Officer.
26. Resolution that the Town Board of the Town of Halfmoon hereby authorizes the Recreation Director to recommend for hiring up to 150 employees to assist in the functioning of the various recreation programs and events offered by the Town of Halfmoon, subject to the review and final approval of the Town Supervisor.
27. Resolution that the Town Board authorizes the Highway and /or Parks Departments to perform any and all necessary repairs, improvements or upgrades to cemeteries in the Town of Halfmoon, subject to the review and approval of the Town Attorney.
28. Resolution that the Town Board hereby appoints the following Engineer Firms to conduct Traffic Studies for the Town of Halfmoon at the expense of the applying party through use of the escrow system: Creighton Manning, Barton & Loguidice, Greenman-Pederson, Inc., Chazen Companies, MJ Engineering, and WSP USA Corp.
29. Resolution that the Town Board hereby approves an expenditure for Historical Markers for the Town of Halfmoon in the not to exceed annual amount of \$5,000 using Recreation Fees from the Special Revenue Fund.
30. Resolution that the licensing fee for the Vending, Hawking and Peddling of Goods, Wares, and Merchandise and Soliciting orders shall be set at the per annum rate of \$100 per license issued and if the license shall have more than one person to whom or vehicle for which it is desired to have a license issued, there shall be an additional fee of \$10 for each license.