

ORGANIZATIONAL MEETING AGENDA  
JANUARY 6, 2016

**1. Resolution to authorize the Town Board to appoint Kevin J. Tollisen, Chairperson of the Town Board for the year beginning 1/1/16 through 12/31/16.**

*{Resolutions organize the Town of Halfmoon for the year 2016; appoint employees; set salaries/hourly rates, beginning January 1, 2016 (unless otherwise specified) to be paid on a bi-weekly basis (unless otherwise specified).*

**RESOLUTIONS 2-23 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 \$1,404

Town Board to serve on committees and/or as liaison for the Town Board for the year 2016

**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

Elected Town Officials, salary:

Supervisor, Kevin J. Tollisen, \$51,155

Council: Jeremy Connors, John Wasielewski, Paul Hotaling, Daphne Jordan, \$12,114 (each)

Justice: Lester Wormuth, Katherine Suchocki - \$30,411 (each)

Town Clerk, Lynda Bryan, Records Access Officer; Records Management Officer- \$52,549

Superintendent of Highways & Transfer Station, John Pingelski, Jr. - \$73,004

Receiver of Taxes, Karen Pingelski, - \$23,881

Lyn A. Murphy, Town Attorney, full time, 1/1/16 –12/31/16, \$150,000

Cathy L. Drobny, Deputy Town Attorney, Grade 10, Step 2 - \$30,579

Kimberly Martin, Principal Clerk, Grade 5 Step 4 - \$20.17/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 6 - \$67,832  
Lisa Perry, Confidential Secretary to the Supervisor, Grade 6 Step 7 - \$24.34/hr.  
Terri Russell, Payroll Clerk, Grade 3 Step 7 - \$18.66/hr.  
Kathy Dougherty, part time Account Clerk Typist, Grade 2 Step 6 - \$16.18/hr.  
Carol Cooper, Provisional Employees Services Clerk, Grade 3 Step 6, \$18.03/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 Officer:

Laurie Sullivan Senior Deputy Town Clerk & Deputy Registrar of Vital Statistics, Grade 5 Step 10 - \$52,529  
Sharon Phelps, Deputy Town Clerk & Sub-Registrar of Vital Statistics, Grade 3 Step 8 - \$40,512  
Lynn Pratt, part-time Deputy Town Clerk, Grade 3 Step 2 - \$15.71/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:**

Gregory Burke, Clerk to the Town Justice, Grade 4 Base, \$36,010  
Cathy Leggett, Court Clerk, Grade 3 Step 9 - \$20.18/hr.  
Ann Marie Trumbull, part-time Court Clerk, Grade 1 Step 3 - \$14.01/hr.  
Beverly McBride, part-time Clerk, Grade 1 Step 1 - \$13.46/hr.  
Jacqueline Bigelow, Court Clerk, Grade 3 Step 7 - \$18.66/hr.  
Christine Phillips, Clerk to the Town Justice, Grade 4 Step 9 - \$46,518  
Jeffrey Decatur, part-time Court Officer Grade 6 Step 6 - \$20.35/hr.  
Daniel Kuhn, part-time Court Officer Grade 6 Step 5 - \$19.66/hr.  
Carter Gulli, part-time Court Officer Grade 6 Step 1, \$17.99/hr.  
Nicholas McDonald, part-time Court Officer Grade 6 Step 1, \$17.99/hr.  
Charles Sherman, part-time Court Officer, Grade 6 Base, \$17.64/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 - \$59,740  
Denise Mikol, Senior Typist, Grade 2 Step 10 - \$20.58/hr.

WORKING SUPERVISORS:

William Suchocki, Grade 7, Step 8 - \$27.04/hr.  
Michael Hickok, Grade 7 Step 7 - \$26.00/hr.  
Raymond Anuszewski, Grade 7 Step 4 - \$23.68/hr.

AUTOMOTIVE MECHANICS:

Courtney Maxwell, Grade 6 Step 8 - \$25.31/hr.  
Dennis R. Ayotte, Jr., Grade 6 Step 6 - \$23.51/hr.

MEO:

Thomas Ceremuga, Grade 5 Step 11 - \$26.42/hr.  
Janice Espey, Grade 5 Step 7 - \$22.15/hr.  
Bruce Betts, Grade 5 Step 8 - \$23.04/hr.  
Andrew Jerome, Grade 5 Step 7 - \$22.15/hr.  
Shane Liberty, Grade 5 Step 7 - \$22.15/hr.  
Kenneth Robbins, Jr., Grade 5 Step 7 - \$22.15/hr.  
Dennis Landry, Jr. Grade 5 Step 4 - \$20.17/hr.  
Edward Ceremuga, Jr., Grade 5 Step 6 - \$21.40/hr.  
Seren Lambertsen, Grade 5, Step 8 - \$23.04/hr.  
Kyle Andrus, Grade 5 Step 2 - \$19.30/hr.  
Kurt Schneider, Grade 5, Step 6 - \$21.40/hr.  
Paul Ucci, Grade 5 Step 1 - \$18.92/hr.  
Stanley Dudek, Grade 5, Base - \$18.55/hr.

John Defelice, Grade 5, Base \$18.55/hr.

**LABORERS:**

Michael Ruff, part-time Highway Laborer, Grade 2 Step 2 - \$14.59/hr.

Michael Root as part-time Highway Laborer, Grade 2 Step 1 - \$14.31

Michael Bartlett, as part-time Highway Laborer, Grade 2 Base Pay, \$14.03

To work only when needed at current Title, Grade and Step: Christian McMahon, Grade 2 Base Pay \$15.48/hr., Gene Morrissey Grade 5 Step 5 - \$20.68/hr.; Raymond Keller, Grade 3, Step 4 - \$16.42/hr., and Brian Selig, Grade 6 Base - \$20.38/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 with 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 the review and approval 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 2016.

Authorize Town Supervisor to enter into agreement with Saratoga Corporate Care, Saratoga Springs for membership for random drug testing program for 2016, 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 6 - \$37,637

Jo-Ann Smith, Assessor, Grade 8 Step 5 - \$55,767

Annmarie Zarelli, Senior Assessment Clerk, Grade 2 Step 1, \$15.48/hr.

Amy Phelps, Provisional Data Collector, Grade 2 Step Base \$15.17/hr. not to exceed 32 hours per week

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

Harold Robbins, Building Maintenance Mechanic, Grade 5 Step 6 - \$21.40/hr

James McBride, Sr., Building Maintenance Mechanic, Grade 5 Step 6 - \$21.40/hr

Brian Zusy, part-time Cleaner, Grade 1 Step 7 - \$15.76/hr

David Maxfield, part-time night Cleaner, Grade 1, Step 2 \$13.73/hr.

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

Frank Tironi, Superintendent of Water/Director of Sewer & Director of Building Maintenance Supervisor Grade 11 Step 10 - \$89,140 + \$9,021= \$98,341

Sean McCarthy, Water Maintenance Supervisor, Grade 8 Step 9 - \$30.95/hr.

Scott Houle, Water Maintenance Worker, Grade 7 Step 8 - \$27.04/hr.

Frank Brammer, MEO, Water department Grade 5 Step 9 - \$23.96/hr.

Gene Morrissey, MEO, Water Department, Grade 5 Step 5 - \$20.68/hr.

William Robitaille, Water Plant Operator Grade 7 Step 6 - \$25.12/hr.

Christian McMahon, Water Department Laborer, Grade 2 Step 1 \$15.48/hr.

Cindy Jensen, Account Clerk typist, Water department Grade 2 Step 8 - \$18.85/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 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.**

Raymond Rose, Zoning Board Chairman, \$539.00 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  
Scott Brennan, Zoning Board Member 1/1/14 through 12/31/16  
Jeff Burdyl, Zoning Board Member 1/1/13 through 12/31/17  
Debbie Curto, Zoning Board Alternate

Zoning Board Members, \$258.00 Stipend annually paid in December.

Richard Harris, Director of Planning, Grade 9, Step 6, \$62,153  
Richard Harris, Zoning Enforcement Officer, \$1,500 Stipend  
Paul Marlow, Planning/Storm Water Management Technician, Grade 7 Step 2, \$47,291  
John Ouimet, Planning Board Chairman, \$2,388 annually paid in December.  
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  
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  
Margaret Sautter, Alt. Planning Board Member 1/1/15 through 12/31/16  
Planning Board Members, \$956.00 annually, paid in December  
Alt. Planning Board Members, \$450.00 annually, paid in December, must attend at least 50% of meetings throughout year

Sharon Devane, Senior Clerk, Grade 2 Step 1 - \$14.88/hr.  
Douglas Mikol, part-time Personal Computer Tech, Grade 13 Step 9 - \$31.53/hr.  
Beth Abramson, Animal Control Officer, Grade 4 Step 7 - \$43,008  
Steffen Buck, Director of Code Enforcement, Grade 9 Step 8 - \$66,902  
Steffen Buck, Emergency Services Coordinator, \$1,500 Stipend  
David Milkiewicz, Code Enforcement Officer Grade 6 Step 6 - \$23.51/hr.  
John C. Cooper, Jr., Fire/Code Enforcement Officer Grade 7 Step 7 - \$26.00/hr.  
Brian Selig, Provisional, Code Enforcement Officer Grade 6 Base - \$20.38/hr.  
Sandy McBride, Account Clerk, Grade 2 Step 7 - \$18.12/hr.  
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 - \$54,288  
Gale Hayner, part-time clerk, Grade 1 Step 7 - \$15.76/hr.  
Michael Buonanno, part-time Clerk, Grade 1 Step 5 - \$14.72/hr.

Substitute Senior Express Chauffeurs, to work only as needed, paid hourly rate; Julia McHargue, Grade 3 Step 10 - \$20.48/hr; Linda Sabourin, Grade 3 Step 8 - \$18.75/hr; Art Hayner, Grade 3, Step 8 - \$18.75/hr; Donald Espey, Grade 3 Step 6 - \$17.42, and Highway Department employees to work only in an emergency.

Raymond Keller, part-time Senior Van Chauffer, Grade 3, Step 4 - \$16.42/hr.  
Amanda Smith, full- time, Recreation Director, Grade 5 Step 6 - \$44,690  
Haylie Sullivan, part-time clerk for the Recreation Director, Grade 1 Step 1- \$13.46/hr.  
Cande Barger, Recreation Bus Driver, \$14.07 hourly  
Dennis O'Brien, Recreation Bus Driver, \$10.88 hourly  
Paul Maiello, Provisional Director of Parks and Town Property; Grade 5 Step 8 - \$48,104  
Matthew Hickok, Recreation Maintenance Supervisor, Grade 4 Step 3 - \$18.30/hr.  
Lucy Belkevich - Manupella, part-time Parks Laborer, at pay rate of \$10.00/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

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

**Clifton Park Animal Control- Animal Control Services pursuant to contract signed by  
Town of Clifton Park and Town of Halfmoon as per needed & not to exceed the budgeted  
amount allotted in 2016**

**Barton & Logudice – Grant Writer Services pursuant to signed agreement of the parties  
and as needed & not to exceed the budgeted amount allotted in 2016**

**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.**

**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 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 1<sup>st</sup> 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.

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, Recreation Maintenance Supervisor; 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 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 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, 2016. 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 2016.

Authorize the Town to continue with Health Insurance coverage with CDPHP stating that the Towns contract is still in effect until November 30, 2016, Guardian Dental effective until March 31, 2016 and Medicare effective until December 31, 2016.

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 2016:

New Year's Day, Friday, January 1  
Martin Luther King Day, Monday, January 18  
Presidents Day, Monday, February 15  
Good Friday, Friday, March 25 @ Noon  
Memorial Day, Monday, May 30  
Independence Day, Monday, July 4  
Labor Day, Monday, September 5  
Columbus Day, Monday, October 10  
Veterans Day, Friday, November 11  
Thanksgiving Day, Thursday, November 24  
Day after Thanksgiving, Friday, November 25  
Christmas Day, Monday, December 26  
12 Hours Floating Holiday (Christmas Eve 8 hrs. & New Year's Eve 4 hrs.) Can use any time after January 1, 2016

The Town of Halfmoon Benefit Package, which includes Health Insurance policy, is approved for 2016 with changes to be effective 1/1/16; set stipend amount for employees who elect not to benefit from Health Insurance option offered by the Town in 2016 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 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](http://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,
- b) 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)
- c) Planning Board, second & fourth Monday of month at 7:00 pm. (If Holiday falls on Mon. meeting will be held on the following Tuesday)
- d) Board of Assessment Review, fourth Tuesday in May.
- e) Senior Center Business Meeting: 1<sup>st</sup> Wednesday of month at 1:00 pm
- f) Halfmoon Historical Society: Last Tuesday of month at 7:00 pm
- g) Open Space & Trails Committee: February 8<sup>th</sup>, April 11<sup>th</sup>, June 20<sup>th</sup>, August 15<sup>th</sup>, October 17<sup>th</sup> & December 19<sup>th</sup> @ 7:00 pm

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 that the Town Board approves the following fees for the Town:**

#### **2016 Water Rates**

##### **Base Rates:**

- \$4.25 for the first 30,000 gallons
- \$6.38 from 31,000 to 50,000 gallons
- \$8.50 from 51,000 gallons and higher
- Outside Users:** \$6.03 per 1,000 gallons
- Commercial:** \$4.25 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

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**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

<u>Type of Permit</u>	<u>Fee</u>
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
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

<u>Type of Permit</u>	<u>Fee</u>
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

\*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.

**14. Resolution authorizing the Town Board appoint the firm of Clough, Harbour and Associates to provide engineering services to the Town of Halfmoon for the year 2016 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.**

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

**(1) CAPTAIN to be paid \$86,000, (2) Saratoga Center for the Family be paid \$6,000, (3) Care Links be paid \$11,500, whenever funds are available for 2016, and YMCA Agreement for 2015-2016 be paid \$10,000, (5) 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 budgeted amount for the year 2016.**

**16. Resolution that the Town Board approves increasing the Recreation fees for the full day program to \$235 for the 1<sup>st</sup> child and \$210 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 \$475 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.**

**17. 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 and the Stormwater Management Technician in the Planning Department. 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 the same safety footwear allocation of \$100 per year for full time employees and part time employees, if necessary, every two years, as per prior approval of the Town Highway Superintendent and the Town Supervisor.**

**18. 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.**

**19. Resolution authorizing the Town Board to appoint Lynda Bryan as Records Management Officer (RMO).**

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

**21. Resolution authorizing the Town Board to appoint the Employee Services Clerk as American with Disabilities Coordinator.**

**22. Resolution authorizing the Town Board to appoint the Town Supervisor as the Fair Housing Officer.**

**23. Resolution that the Town Board authorizes \$1,000 stipend for the Clifton Park-Halfmoon VFW Post #1498 for the year 2016.**