

TOWN BOARD MEETING AGENDA
April 19, 2017

TOWN BOARD WORKSHOP – Board Room – 6:30 pm

PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE

PRESENTATION: ROLLING HILLS ESTATES PDD AMENDMENT

COMMUNITY EVENTS:

Transfer Station Spring Cleanup dates for 2017: April 18th, 21st, 22nd, 25th, 28th & 29th. Fees are as follows: Car Load - \$5 Truck/Van/Trailer - \$10. Times: Tues 8-12, Fri 12-5 & Sat 8-3. 2017 Transfer Station Stickers available at the Town Clerk's Office

Canal Clean Sweep will be held on Saturday, April 22nd at 10:00 am on Terminal Road. Clamsteam Road will be added to the Clean Sweep this year.

Paper Shredding Day: Saturday, April 29th from 9-11 am at the Highway Garage

American Legion Post #1450, 275 Grooms Road will be hosting their Pancake Breakfast on April 30th from 8:00 am to 12:00 noon.

Dave Behm of Curious by Nature will be having a series of Wildflower Walks and the kickoff for these events will be on May 6th at 10:00 am at the Halfmoon portion of the Zim Smith Trail and go to Coons Crossing.

LifeSong, Inc. will be hosting the 2017 5K Daffodil Dash on June 10th at the Halfmoon Town Park starting at 9:30 am supporting those with differing abilities.

TOWN MEETINGS:

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

Open Space & Trails Committee: June 19th, Aug 21st, Oct 16th and Dec 18th

Resident Relations Committee: TBD

Business & Economic Development Committee: May 5th Breakfast at 8:00 am

REPORTS OF BOARD MEMBERS AND TOWN ATTORNEY

Kevin J. Tollisen (Town Supervisor)

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) Co-Chair of Committee on Resident Relations (4) Liaison to Planning Board

Daphne Jordan (Town Board Member): (1) Co-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) Liaison to Planning Board (2) Chair of Animal Control Committee (3) Chair of Committee on Not for Profit Organizations (4) Co-Chair of Business & 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 on Residence Relations Committee

Lyn Murphy, Esq., (Town Attorney)

Cathy Drobny, Esq. (Town Attorney)

PUBLIC COMMENT (for discussion of agenda topics)

**DEPARTMENT MANAGER MONTHLY REPORTS – (Can be viewed at the Town Clerk’s Office) month of March:
Highway Department**

CORRESPONDENCE

1. **Received** from the Town Planning Board resolutions approved at the March 27, 2017 meeting: Change of Use/Tenant Applications for Architectural Glass & Meta, 3 Liebich Lane and for Merrill Lynch, 453 Route 146 (Parkford Square 2); Regarding Final Approval of Phase V of the Glen Meadows PDD, Upper Newtown Road; Approval of the Lot D Improvements, 5 Rexford Way; Site Plan Approval of the Paris Site Plan, 556 Hudson River Road.

2. **Received** from the Town Planning Board resolutions approved at the April 10, 2017 meeting: Change of Use/Tenant and Sign Applications for American Promotional Events, 1549 Route 9 (Walmart); Site Plan and Sign Applications for Stewart’s Shop #305, 1857 Route 9.

3. **Received** from the Town Zoning Board of Appeals resolution approved at the April 3, 2017 meeting: Area Variance for the Dustin Grant Duplex, 11 Firehouse Road; Denial of a Use Variance for the Lamar Advertising Billboard, 1593 Route 9.

4. **Received** from Environmental Design Partnership LLP an Application for Extension and Amendment to the Rolling Hills Estates PDD, Liebich Lane, including the Project Narrative.
5. **Received** from New York Municipal Insurance Reciprocal (NYMIR) their Spring 2017 Newsletter.
6. **Received** from Iona & Sue Barber, a note thanking the Senior Express for all that they do for the seniors.
7. **Received** from the Town Zoning Board notification of an open seat on the Board for a Regular Member and an Alternate Member. All interested parties may submit a resume and a Letter of Interest to Town Clerk, Lynda Bryan by April 28, 2017.
8. **Received** from the NYS Department of Transportation a response to the letter the Town of Halfmoon submitted on March 16, 2017 requesting a traffic signal study be conducted at the intersection of Route 9 and Kinns Road. The letter states that an engineer visited the intersection in June 2014 and observed both the operation of the traffic signal and the flow of vehicles through the intersection. It was noted that some vehicles did have to wait for two cycles to clear the intersection and the timing plan for the traffic signal was modified. NYSDOT agrees that the provision of additional turn lanes on the side road approaches may be a long-term solution, however current funding is focused on preserving the condition of the existing state highway and bridge assets. The Department does not feel a turn arrow is warranted at this time.
9. **Received** from the Saratoga County Department of Public Works notification that they will be resurfacing County Road 86, Upper Newtown Road, from NYS 146 to US 4 & NYS 32 during the spring of 2017.
10. **Received** from NYS Department of Environmental Conservation stating that they concur with the Town of Halfmoon's recommendation that the Town Board be SEQR Lead Agency for the Mott Orchard PDD project.
11. **Received** from the Association of Towns a letter to the Supervisor outlining a plan put forward by Governor Cuomo establishing a countywide shared services property tax savings plan as part of the state's 2017-18 Budget.

OLD BUSINESS

1. **Resolution** to award the base bid and all three alternates for the construction of the Town of Halfmoon Veterans Memorial Park to Cleveland Brothers Landscaping, Inc. in the not to exceed bid amount of \$297,414, per the review and approval of the Town Attorney.

NEW BUSINESS

1. **Resolution** to approve and order paid all vouchers # 584 & 705-822
2. **Resolution** to approve minutes of Town Board Meeting of April 5, 2017 as presented.

3. **Resolution** that the Town Board set a Public Hearing for modifying the Local Laws as they relate to Zoning for May 3rd at 2:00 pm or as soon thereafter as the agenda allows.
4. **Resolution** that the Town Board waive the purchasing policy as set forth in section VII(H) of the Town of Halfmoon Employee Manual for Midstate Heating & Cooling due to the unique knowledge, technical skills, training and expertise regarding our existing systems and how the modifications will impact those systems and authorize the Supervisor to execute the documentation necessary to effectuate the purchase and installation of the power vents in the Clubhouse and Pavilion and the upgrade to the A/C heating system in the Justice building.
5. **Resolution** that the Town Board approves the Water Report for the April 2017 water billing as submitted by the Director of Water.
6. **Resolution** that the Town Board approves seasonal hours of operation for the Highway Department from 6:00 am to 4:00 pm (4- 10 hour days) to better accommodate the needs of our residents beginning April 17, 2017, subject to the review and continued approval of the Town Supervisor.
7. **Resolution** that the Town Board authorizes the Supervisor to sign the documentation for Change Order #1 with CGM Construction for the renovations to the Senior Center in the not to exceed amount of \$14,100, per the review and approval of the Town Attorney.
8. **Resolution** that the Town Board approves the expenditure in the not to exceed amount of \$332,314.00 for the Halfmoon Veterans Memorial Park from the Recreation Fees in the Special Revenue Fund, and to authorize the Supervisor to sign any and all documentation needed to proceed with this project, subject to the review and approval of the Town Attorney.
9. **Resolution** that the Town Board approves proposal for additional services #2 from Weston & Sampson for bidding & construction phase services for the Halfmoon Veterans Memorial Park in the not to exceed amount of \$34,900, and authorize the Supervisor to sign said proposal on behalf of the Town, subject to the review and approval of the Town Attorney
10. **Resolution** that the Town Board approves seasonal hours of operation for the Water Department from 6:00 am until 4:00 pm (4- 10 hour days) to better accommodate the needs of our residents effective June 5, 2017 through October 28, 2017, subject to the review and continued approval of the Town Supervisor.
11. **Resolution** that the Town Board approves the seasonal hours of operation for the Code Enforcement Department from 6:00 am until 4:00 pm (4- 10 hour days and office will remain open 5 days a week) to better accommodate the needs of our residents effective until September 30, 2017, subject to the review and continued approval of the Town Supervisor.
12. **Resolution** that the Town Board authorizes the Director of Water to dispose of unused and/or obsolete equipment by placing the equipment on Auctions International or otherwise disposing of the equipment and that the Director of Water 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.

13. Resolution that the Town Board authorizes the Highway Superintendent to purchase a New - Mack GU 712 truck from Albany Mack Sales off the Oneida County class 8 contract #1879 bid in the not to exceed amount of \$127,567.00, subject to the review and approval of the Town Attorney.

14. Resolution that the Town Board authorizes the Highway Superintendent to purchase a Dump body and associated snow plow equipment including sander from Viking Cives USA off the Oneida County contract #1889 in the not to exceed amount of \$73,278.18, subject to the review and approval of the Town Attorney.

15. Resolution that the Town Board recognizes and appreciates the work done by the Chamber of Southern Saratoga County on their 50th Anniversary for our community and looks forward to working with them for the next fifty years.

16. Resolution that the Town Board authorizes the Highway Superintendent to put the wood cleared from the Senior Center property on Auctions International as the town does not have a use for it.

17. Resolution that the Town Board of the Town of Halfmoon authorizes the Supervisor to enter into and execute the license agreement with WNYT-TV, LLC to utilize their facility on Bald Mountain to facilitate communications for the water treatment facility, water storage tanks and delivery systems, in the amount of \$430 per month from May 1, 2017 through April 30, 2018, in the amount of \$436 per month from May 1, 2018 through April 30, 2019, in the amount of \$442 per month from May 1, 2019 through April 30, 2020, in the amount of \$448 per month from May 1, 2020 through April 30, 2021 and in the amount \$455 per month from May 1, 2021 through April 30, 2022, per the review and approval of the Town Attorney.

18. Resolution that the Town Board authorizes the disposal of the Town Clerk's records in accordance with Records Retention Schedule MU-1, adopted by the Town Board in 1989. These records have met their minimum retention period and an inventory of these records will be kept.

19. Resolution that the Town Board authorizes the Supervisor to sign the agreement with Halfmoon Softball for 2017 to provide events and activities for the benefit of the residents of Halfmoon, per the review and approval of the Town Attorney.

20. Resolution that the Town Board accepts the Supervisor's Report for the month of February 2017, as presented.

21. Resolution that the Town Board authorizes the Supervisor to make the attached Transfer between Appropriations and Creation of Appropriations.

A resolution is needed 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	\$7,608.34
	Subsidiary: 25-4-2189 Home & Community Services		\$7,608.34
Credit:	Appropriations	25-960	\$7,608.34
	Subsidiary: 25-5-1440.40 Engineering Contractors Inspections		\$7,608.34

Information Only: The above was derived from the following breakdown of charges to be paid on the April Abstract for engineering and related fees

NAME	AMOUNT
Angle Lane	\$1,480.00
Grace Fellowship	\$510.00
NewMeadow School	\$170.00
Paris Site Plan	\$1,870.00
Pinebrook Hills	\$1,368.34
Pointe West Town Houses	\$340.00
Stewarts 1859 Route 9	\$850.00
Tabor Road Flex & Truck	\$1,020.00
Total	\$7,608.34

A resolution is necessary to create appropriations within the Special Revenue fund from recreation fees, for the creation of a Veterans Memorial in the Halfmoon Town Park in the not to exceed amount of \$332,314.

Debit:	Appropriated Fund Balance	25-599	\$332,314
Credit:	Appropriations	25-960	\$332,314
	Subsidiary: 25-5-9901.90 - Interfund Transfer		\$332,314

A resolution is necessary to create the budgetary accounts in general fund, for the creation of a Veterans Memorial in the Halfmoon Town Park in the not to exceed amount of \$332,314. This amount includes the bidding and construction phase services in the amount of \$34,900 to Weston & Sampson and \$297,414 to Cleveland Brothers Landscaping for the construction services.

Debit:	Estimated Revenues	10-510	\$332,314
	Subsidiary:	10-4-5031 - Interfund Transfers	\$332,314
Credit:	Appropriations	10-960	\$332,314
	Subsidiary:	10-5-7150.21 - Culture & Recreation-Parks	\$332,314

The next Town Board Meeting for the Town of Halfmoon will be held on May 3rd at 2:00 in honor of our Senior Citizens.

PUBLIC COMMENT (for discussion of non-agenda items)

ADJOURN