

**TOWN BOARD MEETING AGENDA**  
**March 21, 2018**

**TOWN BOARD WORKSHOP – Board Room – 6:30 pm**

**PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE**

**PRESENTATION: FERN HURLEY FROM CAPTAIN**

**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](http://www.townofhalfmoon-ny.gov).

Annual Clam Chowder dinner at St. Luke’s on the Hill, 40 McBride Road, Mechanicville, Friday, March 23<sup>rd</sup>, 4:30 to 6:30 pm. Chowder, dessert and beverage included with eat-in dinners - \$6.00

Easter “Egg”stravaganza March 24 from 12:00 – 4:00pm with Easter Egg Hunt at 4:00pm. Picture with Easter Bunny, Photo Booth, Bunnies & Chicks from Local Farmer, Crafts, Magician, Balloon Artist, Pony Rides and much more at Town Hall

Paper shredding day is April 7<sup>th</sup> from 9:00 am-11: am at the Transfer Station

Yellow Ribbon Day will be held on Friday April 9<sup>th</sup> at 11:00 am at the Halfmoon Town Hall. This year’s donations are requested for the Blue Star Mother’s Freedom Boxes to be sent to the troops: Microwave mac & cheese, snack packs, granola bars, hard candy, beef jerky & trail mix.

2018 Spring Clean-up dates: April 17, 20, 21, 24, 27, & 28 at the Transfer Station

13<sup>th</sup> Annual Canal Clean Sweep: Friday – Sunday, April 20-22

Senior Center Spring Bazaar – April 21, from 9:00 am to 2:00 pm at the Senior Center. Please come out and support our seniors with their spring fundraiser. They have many different crafts, Grandmas Treasurers, quilting and baked goods!

Two Town-One Book will be hosting their annual Books & Lunch on April 21<sup>st</sup> at the Vista from 11:30 – 2:00pm. Topic is Energy Meets History: Renewable Energy Efficient Restoration of a Local 19<sup>th</sup> Century House. Cost : \$27.00 Reservations can be made through the Library

## TOWN MEETINGS:

Town Board Meetings: 1<sup>st</sup> & 3<sup>rd</sup> Wednesday of month at 7:00 pm. Pre-meeting at 6:30 pm

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

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

Board of Assessment Review: 4<sup>th</sup> Tuesday in May

Senior Center Business Meeting: 1<sup>st</sup> Wednesday of month at 1:00 pm

Halfmoon Historical Society: Last Tuesday of month at 7:00 pm

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

Resident Relations Committee: TBD

Business & Economic Development Committee: Thursday, March 15<sup>th</sup> at 7 pm

## 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

**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

**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

**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

**Lynda Bryan (Town Clerk):** (1) Chair of Senior Programs, (2) Chair of Committee on Historical Archives, (3) Co-Chair of Committee on Resident Relations

Lyn Murphy, Esq., (Town Attorney)

Cathy Drobny, Esq. (Town Attorney)

## PUBLIC COMMENT (for discussion of agenda topics)

### DEPARTMENT REPORTS – month of February –

1. Senior Express Total # Riders – 373 Total # Meals – 486

- |    |   |   |
|----|---|---|
| 2. | <b>Town Justice Suchocki</b><br>Total # Cases – 261 | Total Fees Submitted to the Supervisor - \$27,322   |
| 3. | <b>Town Justice Fodera</b><br>Total # Cases – 224   | Total Fees Submitted to the Supervisor - \$29,786   |
| 4. | <b>Town Clerk</b>                                   | Total Fees Submitted to the Supervisor - \$6,232.16 |
| 5. | <b>Building</b><br>Total # Permits – 29             | Total Fees Submitted to the Supervisor - \$12,655   |
| 6. | <b>Fire Inspection</b><br>Total # Permits – 39      | Total Fees Submitted to the Supervisor - \$3,240    |

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

**January: Assessor, Water**

**February: Receiver of Taxes, Planning, Parks, Town Clerk, Highway, Animal Control, Water**

**March: Receiver of Taxes**

**CORRESPONDENCE**

1. **Received** from the Town Planning Board Resolutions approved at the February 26, 2018 meeting: Change of Use/Tenant Application for the Ferlazzo Agency LLC, 1673 Route 9, an Amendment to the Approval for the Seasonal Outdoor Patio for Our Place Bar & Grill, 46 Route 146, for the Subdivision (Lot-Line Adjustment) of Proctor-Sawyer, 28 & 30 Firehouse Road, for a Minor Subdivision (Lot Line Adjustment) for the 421 Halfmoon Flex Park in the Parkford PDD, 421 Route 146, for Site Plan Approval of Secure-It Self Storage, 443 & 445 Route 146, of the 413 Route 146 Office Building, 413 Route 146, and for the 207 Route 146 Office Building, 207 Route 146.

2. **Received** from the Town Planning Board Resolutions approved at the March 12, 2018 meeting: Sign Application for Paulie’s Pizza, 1603 Route 9, approval of a Change of Use/Tenant application for Nick Cerone Fitness LLC, 1471 Route 9 (Crescent Commons), for Lincoln Mattress & Rug Company, 1683 Route 9 (St. John’s Plaza), and for Head Games Hair and Nail, 215 Guideboard Road (Country Dollar Plaza), Regarding a Positive Recommendation for Mott Orchard Residential PDD, 165 Farm to Market Road, and Regarding a Negative Recommendation for the Betts Farm Residential PDD, Betts Lane & Hayner Road, and a Denial of a

Minor Subdivision Request for the McBride Subdivision, 173 & 1731/2 Pruyne Hill Road.

3. **Received** from Steffen Buck, his letter of resignation as Director of Code Enforcement, effective February 23, 2018.
4. **Received** from New York Municipal Insurance Reciprocal (NYMIR) notification that as of July 1, 2017 NY Insurance Law has been amended through U Insurance Regulation 209 for our Commercial Crime Policy
5. **Received** from Saratoga Economic Development Corporation (SEDC), their 2017 Annual Investor Report.
6. **Received** from NY State Association of Counties (NYSAC) reported that in conjunction with the NYS School Boards Association have partnered with BoardDocs to provide municipalities with a paperless solution for board meetings.
7. **Received** from NYSEG notification of their filing of their Notice of Intent with the Federal Energy Regulatory Commission to pursue a new license for the continued operation of the Upper Mechanicville Hydroelectric Project.
8. **Received** from Marcus J. Molinaro, County Executive from Dutchess County, thanking the Town of Halfmoon for adopting a “ThinkDIFFERENTLY” resolution.
9. **Received** from Saratoga Plan, Preserving Land and Nature, their 2017 Annual Report, “Connections”.
10. **Received** from Town of Colonie, Department of Public Works, the Final Environmental Impact Statement (FEIS) for the Town of Colonie Landfill, Area 7 Development, available for review in the Town Clerk’s Office.

## **NEW BUSINESS**

1. **Resolution** to approve minutes of Town Board Meeting of February 7, 2018 as presented.
2. **Resolution** to approve minutes of Town Board Meeting of February 21, 2018 as presented.
3. **Resolution** that the Town Board of the Town of Halfmoon waives the competitive bidding policy as set forth in §VII(H) of the Town of Halfmoon

Employee Manual to purchase the necessary inventory from Neptune Technology Group Inc. from Ti Sales Inc. to continue to effectively and efficiently distribute potable water to the residents of the Town of Halfmoon, and to authorize the Town Supervisor to execute the documentation necessary to effectuate the purchase.

4. **Resolution** that the Town Board authorizes letting bids for Truck Ultra Low Diesel Fuel, Unleaded Regular Gasoline and Kerosene (Diesel/Kerosene Blend) for Town departments for fuel effective May 1, 2018 through April 30, 2019 to be opened April 4th, 2018 at 7:00 pm or as soon as the agenda allows, at the Town Board Meeting, subject to the review and approval of the Town Attorney.

5. **Resolution** that the Town Board accepts the proposal from Amsure (Adirondack Trust Insurance) for the Town insurance coverage from carrier New York Municipal Insurance Reciprocal, for all coverage (Property, General Liability, Auto, Public Officials, etc.) in the amount of \$141,351.62 for the renewal period March 1, 2018 through March 1, 2019, subject to review and approval of the Town Attorney.

6. **Resolution** that the Town Board appoints Michael Carlson as Code Enforcement Officer with a one (1) year probationary period at Grade 6 Base Pay - \$22.05 per hour, retroactive to March 19th, as he has completed all pre-employment testing.

7. **Resolution** that the Town Board approves the contract with Auctions International for a two (2) year term and authorizes the Supervisor to sign said contract, per the review and approval of the Town Attorney.

8. **Resolution** that the Town Board authorizes letting bids for American Made Brass Fittings and Mueller Brass for the contract period of May 1, 2018 to May 1, 2021 for the Water Department to be opened on April 4<sup>th</sup> at 7:00 pm or as soon as the agenda allows, at the Town Board Meeting, subject to the review and approval of the Town Attorney.

9. **Resolution** that the Town Board approves the proposal with MJ Engineering and Land Surveying, P.C. for engineering services associated with preparation of the Concept Design for the Multi-sport Court Complex at the Town Park, per the review and approval of the Town Attorney.

10. **Resolution** that the Town Board rename the Open Space and Trails Committee to the "Trails and Open Space Committee" which will also go by the acronym "TOSC".

11. **Resolution** that the Town Board hereby authorizes payment in the not to exceed amount of \$7,000.00 to Integrated Valuations to prepare a trial ready appraisal for property located at 1549 Route 9, Wal-Mart Real Estate Business

#2844 Property, Town of Halfmoon, to be utilized to defend an Article 7 lawsuit regarding the assessed value of the property, and to authorize the Supervisor to execute any documentation necessary to conduct the appraisal.

12. **Resolution** that the Town Board authorizes the Supervisor to execute any and all documents to accept the proposal from Siena Fence Company in the not to exceed amount of \$5,230.00 and to effectuate the furnishing and installation of the wood guide rail at the trailhead parking lot on Clamsteam Road, subject to the review and approval of the Town Attorney.

13. **Resolution** that the Town Board recognizes Anthony "Tony" Timpanaro retirement from the Saratoga County Sheriff's Department.

14. **Resolution** that the Town Board authorizes the Director of Parks & Town Property to hire park laborers for the 2018 season.

15. **Resolution** that the Town Board hereby authorizes the Supervisor to enter into an agreement with the Halfmoon Senior Citizens Association to provide assistance with the daily operations of the Halfmoon Senior Center for a term effective April 1, 2018 through March 31, 2019 and authorizes the Supervisor to execute said agreement, subject to the review and approval of the Town Attorney.

16. **Resolution** that the Town Board hereby authorizes the Town Attorney and Deputy Town Attorney to process and execute any and all documentation necessary to proceed with Sitterly Road Improvement Project (Sitterly @ Woodin Rd).

17. **Resolution** that the Town Board authorizes letting bids for Contract 1G - Saratoga County Water Authority Interconnection Project, to be opened April 19th, 2018. They will be publically opened and read at 10:00am at Halfmoon Town Hall, subject to the review and approval of the Town Attorney.

18. **Resolution** that the Town Board amends Resolution #427-2017 to reflect the change in the 2018 North East Fire Protection Systems, Inc. contract for the fire sprinkler inspection, testing & maintenance for an additional \$75 raising the cost from \$150 to \$225 as they forgot to add the testing of the backflow preventer for the Water Treatment Location, making the total contract amount for 2018, \$1,325 from \$1,250.

19. **Resolution** that the Town Board appoints Harry Halligan as provisional part-time Court Officer at Grade 6 Step Base \$19.27/hr., pending successful completion of pre-employment testing.

20. **Resolution** that the Town Board authorizes a fee of \$25.00 for the use of the Scentral Bark Park for a period of one year, that charge be paid to the Town Clerk and submitted with the application for the use of the Scentral Bark Park.

21. **Resolution** that the Town Board appoints Mike Sidoti as part-time Transfer Station attendant at Grade 2 Base Pay \$15.59/hr., pending successful completion of pre-employment testing.

22. **Resolution** that the Town Board authorizes the Superintendent of Highways to place the 2000 Ford Bus from the Senior Express on Auctions International to sell as the town no longer has use for the vehicle.

23. **Resolution** that the Town Board authorizes the Supervisor to make the attached 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	\$17,568.50
	Subsidiary: 25-4-2189 Home & Community Services		\$17,568.50
Credit:	Appropriations	25-960	\$17,568.50
	Subsidiary: 25-5-1440.40 Engineering Contractors Inspections		\$17,568.50

Information Only: The above was derived from the following breakdown of charges to be paid on March 29, 2018 Abstract for engineering and related fees.

NAME	AMOUNT
Howland PDD	\$10,116.00
Inovolotska Bakery	\$340.00
Mott Orchard	\$1,190.00
Paar Estates	\$2,522.50
Route 9 Self Storage	\$1,530.00
Secure It Self Storage	\$850.00
413 Route 146 Office Building	\$1,020.00
Total	\$17,568.50

A resolution is necessary to reestablish appropriations within the General Fund Budget in the amount of \$3,200. The purpose of this creation is to restore adequate budgetary appropriations (the original \$40,500 minus monies spent in 2017) for the purchase of computer software for the Code Enforcement/Planning Department per resolution 305-2017 approving expenditure from General Fund Capital Reserve.

DEBIT:	Appropriated Fund Balance	10-599	\$3,200
CREDIT:	Appropriations	10-960	\$3,200
	Subsidiary: Planning-Equipment -		
	10-5-8020.20		\$3,200

A resolution is necessary to reestablish appropriations within the General Fund Budget in the amount of \$12,527. The purpose of this creation is to restore adequate budgetary appropriations for the purchase of a server for new computer software for the Code Enforcement/Planning Department and computer and technology related equipment and upgrades per resolution 374-2016 approving expenditure from the General Fund Capital Reserve in the 2017 budget.

DEBIT:	Appropriated Fund Balance	10-599	\$12,527
CREDIT:	Appropriations	10-960	\$12,527
	Subsidiary: Planning-Equipment		
	10-5-8020.20		\$ 2,442
	Subsidiary: Central Data Processing-Equipment		
	10-5-1680.20		\$10,085

A resolution is necessary to reestablish appropriations within the Water Fund Budget in the amount of \$426,510.32. The purpose of this creation is to restore adequate budgetary appropriations (the original \$1,890,500 minus monies spent in the amount of \$1,463,989.68 in 2017) for the construction related to the replacement of the Town of Halfmoon Water District No. 1; including all pipe, valves, hydrants, ancillary water system appurtenances and prepare application to extend the Consolidated Water District to incorporate Water District No. 1 per resolution 251-2017.

DEBIT:	Appropriated Fund Balance	30-599	\$426,510.32
CREDIT:	Appropriations	30-960	\$426,510.32
	Subsidiary: Transmission & Distribution-WD#1		
	30-5-8340.21		\$426,510.32

A resolution is necessary to reestablish appropriations within the General Fund Budget in the amount of \$1,180. The purpose of this creation is to restore adequate budgetary

appropriations due to a grant awarded by the NYS Justice Court Assistance Program in 2017 for the purchase various pieces of furniture for the Justice Department. These purchases will be subject to the Town procurement requirements as applicable.

DEBIT:	Appropriated Fund Balance	10-599	\$1,180
CREDIT:	Appropriations	10-960	\$1,180
	Subsidiary: Justice Suchocki- Equipment		
	10-5-1110.20		\$590
	Subsidiary: Justice Fodera- Equipment		
	10-5-1111.20		\$590

**PUBLIC COMMENT (for discussion of non-agenda items)**

**ADJOURN**

