

**TOWN BOARD MEETING AGENDA**  
August 16, 2023

TOWN BOARD WORKSHOP – Board Room – 6:15 pm

PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE

COMMUNITY EVENTS:

The “BUY A BRICK” program for the Halfmoon Veterans Walk of Honor at the Halfmoon Veterans Memorial in the Town Park is now accepting orders. Create a lasting tribute for your veteran. For more information, please call 371-7410 ext. 2200 or visit our website [www.townofhalfmoon-ny.gov](http://www.townofhalfmoon-ny.gov).

FARMER’S MARKET: Every Wednesday from 3-6 by the Gazebo in the Abele Town Park. Come visit our local farms, crafters, and vendors that will be on hand every week.

CAPTAIN is asking for “Back to School” items for Shenendehowa Schools Students. They will have a table at the August 30<sup>th</sup> Farmer’s Market for you to drop off supplies and a donation box is in the foyer at Town Hall.

Halfmoon Comprehensive Plan Update page is now live at <https://www.planhalfmoon.com/> . Visit the website to find out more about the Halfmoon Comprehensive Plan Update.

HISTORICAL SOCIETY OPEN HOUSE: Saturday, August 19, from 10-1. Come with your questions or enjoy the quilting & Schoolhouse displays!

FAMILY FUN FEST, END OF SUMMER CELEBRAION: Saturday, August 19, from 1-5 p.m., at the Halfmoon Town Hall. Live music, fire fighter demo’s, kids’ activities with a Bounce House, Face Painting, Balloon Animals & more!

SENIOR PICNIC on Monday, August 21<sup>st</sup> from 11:00am-1:30pm. This fun-filled, annual picnic is free for all Halfmoon Seniors. To register, please call the Senior Center at (518) 371-3892. Come & join the Town Employees for an afternoon of fun.

CONCERT IN THE PARK – Friday, August 25<sup>th</sup> at the Stage in the Town Park from 6:30-9:00. Bring your chair and enjoy a concert under the stars!

9-11 REMEMBERANCE CEREMONY: Monday, September 11, 2023, at 6:00 pm at the Abele Memorial Park. All are invited to attend.

**HARVEST FESTIVAL** – September 23<sup>rd</sup> from 12:00 – 4:00 at the Town Park. Family Fun for all ages! Vendor space still available. For more information go to [www.halfmooncelebratins.org](http://www.halfmooncelebratins.org)

**FALL CLEANUP DATES** – September 5,8,9,12,15, & 16 for Town Residents.

**DAYS OPEN** - Tuesday 8-12      Friday 12-5      Saturday 8-3

**FEES CHARGED** – \$5 Carload, \$10 Truck/Trailerload, UHaul charged accordingly.

**PAPER SHREDDING DAY** – SEPT. 30<sup>TH</sup> from 9:30 – 11:30AM at the Highway Dept. located at 322 Route 146. Max 3 bags/boxes at no cost but residents are asked to bring canned items for the food pantry.

#### **TOWN MEETINGS:**

**Town Board Meetings:** 1<sup>st</sup> & 3<sup>rd</sup> Wednesday of month at 7:00 pm. Pre-meeting at 6:15 pm

**Zoning Board of Appeals:** 1<sup>st</sup> Monday of month at 7:00 pm. Pre-meeting at 6:45 pm

**Planning Board Meeting:** 2<sup>nd</sup> & 4<sup>th</sup> Monday of the month at 7:00pm. Pre-meeting at 6:15pm. (If the Holiday falls on a Monday, the meeting will be held on the next day, Tuesday).

**Trails & Open Space Committee:** The next meeting will be held on 10/16.

#### **REPORTS OF BOARD MEMBERS AND TOWN ATTORNEY**

**Kevin J. Tollisen (Town Supervisor)**

**Paul Hotaling (Deputy Town Supervisor):** (1) Chair of Personnel Committee (2) Ethics Committee, (3) Chair of Infrastructure & Safety (Water, Highway, Building & Maintenance) (4) Co-Chair for Character Counts, (6) Liaison to Comprehensive Plan Update Committee

**John Wasielewski (Town Board Member):** (1) Liaison to Planning Board, (2) Chair of Committee of Emergency Services and Public Safety, (3) Liaison to Animal Control and related services.

**Jeremy Connors (Town Board Member):** (1) Liaison to Zoning Board; (2) Chair of Business and Economic Development Committee (3) Chair for Not-for-Profit Organizations, (4) Liaison to Comprehensive Plan Update Committee

**Eric Catricala:** (1) Co-Liaison to Planning Board, (2) Co- Chair of Business and Economic Development Committee (3) Chair for Parks and Athletic Organizations, (4) Chair for Recreation (5) Co-Chair for Character Counts, (6) Liaison to Trails and Open Space Committee

**Lynda Bryan (Town Clerk):** (1) Chair of Senior Programs, (2) Chair of Committee on Historical Archives

**Dana Cunniff (Receiver of Taxes):** Chair of Committee on Resident Relations

**Lyn Murphy, Esq., (Town Attorney)**

**Cathy Drobny, Esq. (Deputy Town Attorney)**

**PUBLIC COMMENT (for discussion of agenda topics)**

**DEPARTMENT REPORTS –**

1. **Town Justice Suchocki**  
Total # Cases – 145      Total Fees Submitted to the Supervisor - \$18,727
2. **Town Justice Fodera**  
Total # Cases – 92      Total Fees Submitted to the Supervisor - \$12,728
3. **Building Permits**  
Total # Permits – 63      Total Fees Submitted to the Supervisor - \$22,668
4. **Fire Inspections**  
Total # Inspections – 43      Total Fees Submitted to the Supervisor - \$4,150

**DEPARTMENT MANAGER MONTHLY REPORTS – (Can be viewed at the Town Clerk's Office) Building & Planning, Zoning Board of Appeals, Assessor's Office, Recreation Department, Animal Control**

**CORRESPONDENCE**

1. Received from the Federal Energy Regulation Commission, a copy of the letter to Mr. Dan Maguire, extending the date for the School Street Deteriorating Conduit Removal from 12/31/22 to 10/31/23. They have reviewed the request and find it acceptable.
2. Received from the Saratoga County Department of Public Works, a response to our letter dated August 7, 2023, requesting an update of our March 9, 2023, traffic study request for Sitterly Road. They state that they forwarded our request to NYSDOT who makes the decision, and it is not uncommon for them to take over one year to respond. They will let us know as soon as a decision has been made.
3. Received a thank you card to the Town of Halfmoon from the folks from New York Run for the Fallen who came to our Town Park as a stop on their run. The run symbolizes the support they give to families, friends and loved ones who lost

someone in the military and show them they are not alone and have a family with other Gold Stars.

4. Received from the NYS Office of Real Property Tax Services, notification that the Assessor's Report for the assessment roll completed in 2023 has been reconciled.

5. Received from the Town of Halfmoon Planning Department notification that they are in receipt of a Special Use Permit application for the Fairways of Halfmoon Pavilion project, 17 Johnson Road.

6. Received from the NYS Office of Cannabis Management, notification that Evexia Therapeutics LLC has obtained a provisional license from the Cannabis Control Board and intend to file an application for full licensure with the Office of Cannabis Management to open a retail dispensary in Halfmoon.

## **NEW BUSINESS**

225. Resolution that the Town Board approve the minutes of Town Board Meeting of August 2, 2023, as presented.

**Resolution Introduced by Town Clerk Bryan**

226. Resolution that the Town Board hereby authorizes the Supervisor to enter into an Agreement with Snyder Printer to provide printing services for the Fall edition of the Halfmoon Navigator in the not to exceed amount of \$6,658.00, and hereby authorizes the Supervisor to execute any documents necessary to effectuate the Agreement, subject to the review and approval of the Town Attorney.

**Resolution Introduced by Supervisor Tollisen**

227. Resolution that the Town Board hereby authorizes the Supervisor to sign Change Order #2 to change the Substantial Completion date for Halfmoon Highway Garage Improvements, contract 01-GC from June 30, 2023, to August 11, 2023, with no additional costs to the Town of Halfmoon, subject to the review and approval of the Town Attorney.

**Resolution Introduced by Superintendent of Highways Bryans**

228. Resolution authorizing the Supervisor to hire Midstate Heating and Cooling to replace two dual zoning AC units in the not to exceed amount of \$15,785.00 utilizing their unique knowledge, technical skills, training, and expertise regarding our existing systems and to authorize the Supervisor to execute any documentation necessary to complete the work, subject to the review and approval of the Town Attorney.

**Resolution Introduced by Superintendent of Buildings & Grounds Maiello**

229. Resolution that the Town Board hereby authorizes the Supervisor to enter into an agreement with MJ Engineering and Land Surveying, P.C., to provide professional services associated with the post-closure monitoring and inspection of the Town's closed landfill, located on Lower Newtown Road in accordance with the proposal dated 8/4/2023, in the not to exceed amount of \$8,500.00, and hereby authorizes the Supervisor to execute said agreement, subject to the review and approval of the Town Attorney.

**Resolution Introduced by Superintendent of Buildings & Grounds Maiello**

230. Resolution that the Town Board hereby changes the Deputy Comptroller position from a grade 9 to a grade 11 maintaining step 5 with a prorated salary of \$88,177.00 effective August 14, 2023, per the recommendation of the Saratoga County Director of Human Resources, subject to the review and approval of the Town Attorney.

**Resolution Introduced by Comptroller Hatter**

231. Resolution that the Town Board hereby hires Austin Krom as a full time Water Department MEO at Grade 5 Base Pay \$24.24/hr., effective August 21, 2023, subject to successful completion of pre-employment testing.

**Resolution Introduced by Director of Water Tironi**

232. Resolution that the Superintendent of Highways has determined that a 2014 Ford F-550 Vin #1FDUFSHT2EEA04617 owned by the Town of Halfmoon is a vehicle that should be sold or otherwise disposed of on Auctions International as it is no longer of use to the Town, subject to the review and approval of the Town Attorney.

**Resolution Introduced by Superintendent of Highways Bryans**

233. Resolution that the Town Board hereby appoints Brittany Quigan as Clerk to the Town Justice at Grade 4, Base Pay at a salary of \$47,508 pro-rated, effective August 28, 2023, subject to successful completion of pre-employment testing.

**Resolution Introduced by Town Justice Fodera**

234. Resolution authorizing the Supervisor to enter into an agreement with MJ Engineering and Land Surveying, P.C. to provide engineering services for a traffic analysis at the intersection of NY Route 146/NY Route 236 and NY Route 146/Upper Newtown Road in accordance with the proposal submitted by MJ Engineering dated August 7, 2023, in the not to exceed amount of \$19,800.00 and to authorize the Supervisor to sign the agreement and any documentation necessary to complete the work, subject to the review and approval of the Town Attorney.

**Resolution Introduced by Superintendent of Highways Bryans**

**235. Resolution that the Town Board approves the Comptroller's Report for the month of July 2023 as presented.**

**Resolution Introduced by Comptroller Hatter**

**236. Resolution that the Town Board authorizes the Comptroller to make the attached Creation of Appropriations.**

**Resolution Introduced by Comptroller Hatter**

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

**ADJOURN**



# AIA Document G701 - 2017

## Change Order

<b>PROJECT:</b> (Name and address) Town of Halfmoon Highway Garage Improvements 322 NYS Route 146 Halfmoon, New York 1206	<b>CONTRACT INFORMATION:</b> Contract For: Contract 01 - GC Date: December 21 <sup>st</sup> , 2022	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: 02 Date: February 8, 2023
<b>OWNER:</b> (Name and address) Town of Halfmoon 2 Halfmoon Plaza Halfmoon, New York 12065	<b>ARCHITECT:</b> (Name and address) G.T. Male Associates, Engineering, Surveying, Architecture, Landscape Architecture & Geology, D.P.C. 50 Century Hill Drive Latham, NY 12110	<b>CONTRACTOR:</b> (Name and address) Gallo Construction Corp. 50 Lincoln Avenue Watervliet, New York 12189

**THE CONTRACT IS CHANGED AS FOLLOWS:**  
(Insert a detailed description of the change and, if applicable, attach or reference specific photos. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Time Extension of 42 days due to a shift in the delivery schedule of the Pre-Engineered Metal Building. The General Contractor has made significant effort to accommodate the other Prime Contractors, and the owner agrees for the General Contractor's proposed finish dates should allow for adequate substantial completion of their work, and that of the other Prime Contracts.

Original Date of Substantial Completion in accordance with the contract for construction is June 30, 2023.



- Attachments:
- Contractor's Time Extension Request, dated August 1, 2023.

The original Contract Sum was	\$ 1,692,400.00
The net change by previously authorized Change Orders	38,715.00
The Contract Sum prior to this Change Order was	1,731,115.00
The Contract Sum will be decreased by this Change Order in the amount of	0.00
The new Contract Sum including this Change Order will be	1,731,115.00

The Contract Time will be increased by forty-two (42) days.  
The new date of Substantial Completion will be August 11, 2023

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

<u>G.T. Male Associates</u> <b>ARCHITECT (Firm name)</b>  <b>SIGNATURE</b>	<u>Gallo Construction Corp.</u> <b>CONTRACTOR (Firm name)</b>  <b>SIGNATURE</b>	<u>Town of Halfmoon</u> <b>OWNER (Firm name)</b>  <b>SIGNATURE</b>
<u>Nicholas Lobosco, R.A.</u> <b>Project Manager</b> <b>PRINTED NAME AND TITLE</b>	<u>Michael A Gallo, VP</u> <b>PRINTED NAME AND TITLE</b>	 <b>PRINTED NAME AND TITLE</b>
<u>8/2/2023</u> <b>DATE</b>	<u>8/2/2023</u> <b>DATE</b>	 <b>DATE</b>

50 Lincoln Ave.  
Watervliet, NY 12189  
Ph : (518) 273-0234

**Change Request**

To: Nicholas Loboſco  
CT Male Associates, P.C.  
50 Century Hill Drive  
Latham, NY 12110  
Ph: (518)786-7469 Fax: (518)786-7299

Number: 3  
Date: 8/1/23  
Job: 22137 Halfmoon Hwy Garage  
Phone:

Description: Extension of Time

We are pleased to offer the following specifications and pricing to make the following changes:

This change request is for an extension of time to Contract 01 - GC dated 12/21/22 from a substantial completion date of 6/30 to a revised date of 8/11 . There is no cost impact associated with this request

Description	Labor	Material	Equipment	Subcontract	Other	Price
						Subtotal: \$0.00
						Total: \$0.00

**DRAFT**

Please note that Gallo Construction Corp will require an extra 6 weeks.

If you have any questions, please contact me at (518)273-0234.

Submitted by: Doug Schoonmaker  
Gallo Construction Corp

Approved by: \_\_\_\_\_  
Date: \_\_\_\_\_

Cc: Lisa Gizara (Gallo Construction C)



Res# 228 -  
2023

midstate heating and cooling  
153 Hudson Ave Mechanicville NY. 12118  
5183657109

# Invoice

Date: 07/27/2023  
Invoice No.: 10282  
Due Date: 08/26/2023

Bill To:  
Town of Halfmoon  
2 Halfmoon plaza  
Halfmoon NY 12065

Qty	Item	Description	Unit Price	Total
1		duel zone office area a/c		
1		removed old system and replaced with new single zone carrier system.		
1		ran new power wire for 1 new system.		
1		put 2 new units on a stand and repiped new lineset and powerf wire.		
1		started and tested new system		
1		total cost for this job.	\$15,785.00	\$15,785.00

**DRAFT**

PA

Total \$15,785.00  
Balance Due \$15,785.00

Please contact us for more information about payment options.  
Thank you for your business.



Engineering and  
Land Surveying, P.C.

Reso # 009 - 2023

1533 Crescent Road  
Clifton Park, NY 12065  
Phone: 518.371.0799  
mjelspc@mjels.com  
mjels.com

August 4, 2023

Supervisor Kevin Tollisen  
Town of Halfmoon  
2 Halfmoon Town Hall Plaza  
Halfmoon, NY 12065

Re: 2023 Annual Post-Closure Landfill Monitoring  
MJ Proposal No. 2023467 for Engineering Services

Dear Mr. Tollisen:

M.J. Engineering and Land Surveying, P.C. (MJ) is pleased to provide the Town of Halfmoon (Town) this proposal for professional services associated with the post-closure monitoring and inspection of the Town's closed landfill, located on Lower Newtown Road, Halfmoon, NY. MJ's project understanding and associated Scope of Services are included below.

#### PROJECT UNDERSTANDING

The Town owns a landfill located on Lower Newtown Road, which was closed in the late 1990s. Pursuant to the Post Closure Monitoring and Maintenance Manual and two subsequent reductions (12/17/98 & 3/21/06) approved by the New York State Department of Environmental Conservation (NYSDEC), the landfill now requires a post-closure monitoring event annually by the Town. This annual event requires water quality monitoring, combustible gas monitoring, and landfill inspection. The Town has requested MJ to provide a proposal for these required services for the 2023 monitoring event, as well as preparation of the summary report to be submitted to the NYSDEC for review and approval.

Based upon the above understanding, MJ offers the following scope of services:

#### SCOPE OF SERVICES

##### Task 01 - Field Investigation

##### A. Water Quality Sampling

- Collection of four (4) groundwater well samples (SC-5, SC-5S, SC-6, and MW-2) and one (1) surface water sample (SW-1).
- Collect all samples in accordance with NYSDEC sampling protocols, including providing necessary purging of wells prior to sample collection, as well as collection of field parameters (pH, temp, CO, turbidity) while purging wells prior to sample collection.
- Submit all samples to a NYS-Environmental Laboratory Approval Program (ELAP) certified lab with proper chain of custody procedures to be analyzed for the amended version of 6NYCRR Part 360 baseline parameters. All samples submitted to the laboratory will include a duplicate sample set as well as a trip blank for collection and processing verification.



**B. Combustible Gas Survey**

- Provide gas meter probe investigation, utilizing approximately 100-foot intervals around the perimeter of the landfill.

**C. Landfill Integrity Inspection**

- Conduct visual inspection of existing landfill cover and passive venting system to confirm landfill is being maintained in accordance with the approved Post Closure Monitoring and Maintenance Plan and identify any deficiencies if observed.

**Task 02: Summary Report**

MJ will prepare a summary report for the Town to submit to the NYSDEC to comply with the Post-Closure Monitoring and Maintenance Plan. The report will provide a summary of the history of the landfill from 1991 to present, sampling protocols, analytical sampling results and summary tables, mapping of combustible gas survey and a photo log of any deficiencies observed during the annual inspection.

**SCHEDULE**

MJ will initiate the scope of work identified herein in accordance with the compliance schedule outlined in the Town’s Post Closure Monitoring and Maintenance Manual.

Sampling Event	Fourth quarter 2023
Analytical Data Results	Standard 10-day turnaround
Submit Report to NYSDEC	No later than March 1, 2024

**FEE**

MJ proposes to complete the above-listed services for an Hourly Not-to-Exceed fee as follows:

<b>Task 01: Field Investigation</b> .....	\$4,000
<b>Task 02: Summary Report</b> .....	\$4,500
<b>Total</b> .....	\$8,500

All tasks include associated reimbursable expenses. MJ will invoice the Town monthly based upon work completed during the prior month. The fee assumes there are no significant changes resulting from decisions, conditions and/or events beyond MJ’s control.



**TASKS NOT INCLUDED IN THIS PROPOSAL**

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The following efforts are excluded from this scope of services.

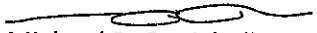
- Annual landfill monitoring/sampling/lab testing for 2024 - 2026.
- Future reduction requests for the landfill.
- Corrective actions (i.e., design) for any observed/noted deficiencies.

**SUMMARY**

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Thank you for the opportunity to submit this proposal and we look forward to continuing our work with the Town of Halfmoon. If there are any questions concerning our suggested approach and scope of services, please do not hesitate to contact Carrie Dooley at (518) 371-0799 or [carrie.dooley@mjels.com](mailto:carrie.dooley@mjels.com).

Sincerely,

  
 Michael D. Panichelli, P.E.  
 President

**AUTHORIZATION TO PROCEED**

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I hereby authorize M.J. Engineering and Land Surveying, P.C. to proceed with the scope of services as described above, and in accordance with the Consultant Agreement between MJ and the Town of Halfmoon.

\_\_\_\_\_  
Signature - Authorized Representative of the Town

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**DRAFT**



Engineering and  
Land Surveying, P.C.

Reso # 234-2023

1533 Crescent Road  
Clifton Park, NY 12065  
Phone: 518.371.0799  
mjelspc@mjels.com  
mjels.com

August 7, 2023

Supervisor Kevin Tollisen  
Town of Halfmoon  
2 Halfmoon Town Hall Plaza  
Halfmoon, NY 12065

Re: NY Routes 146 and 236, and Upper Newtown Road  
Traffic Analysis  
**MJ Proposal No. 2023469 Engineering Services**

Supervisor Tollisen:

M.J. Engineering and Land Surveying, P.C. (MJ) is pleased to provide the Town of Halfmoon (Town) this proposal for professional services for a traffic analysis at the intersections of NY Route 146 / NY Route 236 and NY Route 146 / Upper Newtown Road, Halfmoon, NY. MJ's project understanding and associated Scope of Services are included below.

### PROJECT UNDERSTANDING

The continued residential development in Halfmoon in the area proximate to the intersection of NY Route 146 with NY Route 236 requires the analysis of the traffic operations to determine the improvements required to maintain acceptable levels of operation. Previous analyses of these intersections were completed in 2016 and 2017. The analysis and vehicular volume data used are more than three (3) years old and, per NYSDOT traffic analysis requirements, must be updated to obtain NYSDOT approval of the proposed improvements. The proposed improvements from the 2017 study are as follows:

**Intersection No. 1: NY Route 146 with Upper Newtown Road**  
Phase 1 – New Traffic Signal with new Southbound Left Turn Lane.

**Intersection No. 2: NY Route 146 with NY Route 236**  
Phase 2 – Replace Traffic Signal with new Northbound Left Turn Lane.

There are a total of six (6) residential developments that could be built in this area that have a Memorandum of Agreement regarding the improvements required to maintain vehicular operation. Three (3) different developers are involved with the six (6) developments, and they are responsible for the construction of the improvements. The proposed developments are as follows:

- |   |  |
|---|--|
| 1. Betts Farm, Betts Lane & Hayner Road (off NY 236): | Phase 1 under construction               |
| 2. Creekview Estates, Upper Newtown Road:             | Phase 1 under construction               |
| 3. Falcon Trace, Falcon Trace Blvd/off NY 236:        | Development Completed                    |
| 4. Glen Meadows, Upper Newtown Road:                  | Development Completed                    |
| 5. Swatling Falls, Upper Newtown Road:                | 93 of 95 certificate of occupancy issued |
| 6. Stephenson Ridge, Upper Newtown Road:              | Not currently active                     |



Other developments in the area that have the potential for vehicular trips generated to travel through the study area will be reviewed for inclusion in the study. These projects include:

1. Pear Estates
2. Mott Orchard

The following information was prepared by the Town and forward to MJ for related to this project

**Upper Newton Road MOA- Identified Residential Projects**

Subdivision Name	Total # Planned / Approved	Type	2023
Betts Farm, Betts Lane & Hayner Road (off Rt. 236)	201	mix of SF detached & townhome	Phase 1 homes under construction (No CO's issued)
Creekview Estates, Upper Newtown Road	70	SF detached	Phase 1 homes under construction (No CO's issued)
Falcon Trace, Falcon Trace Blvd/off Rt. 236	296	Multi-family/Apts; SF detached/townhome	Fully completed/built out
Glen Meadows, Upper Newtown Road	76	mix of SF detached & townhome	Fully completed/built out
Swatling Falls, Upper Newtown Road	95	mix of SF detached & townhome	93 CO's issued
Stephenson Ridge, Upper Newtown Road	N/A	No approved or pending proposal (prior applications withdrawn)	
<b>TOTAL:</b>	<b>788</b>		

**Large Residential Projects within 2-mile Radius of NY Route 146/236/Upper Newtown Road**

Subdivision Name	Total # Planned / Approved	Type	2023
Pear Estates	130	SF (65 two-unit townhomes)	Homes under construction; 61 CO's or Building Permits issued
Mott Orchard	91	SF detached	Infrastructure construction expected 2023/2024 (no homes under construction)
<b>TOTAL:</b>	<b>221</b>		



Other factors that could impact the amount of traffic on the subject roadways. The impact of COVID is still being felt among many sectors including transportation. The shift of working models from mostly in-person prior to the pandemic to a mix of full remote and hybrid has increased. This has many impacts on transportation including the distribution of trips throughout the day for those people working at home. From other studies performed and coordination with other regional agencies, it has been observed that the commuter peak hour volumes are slightly less than pre-pandemic with other hours of the day seeing increases. These increases are likely people working remotely that have more flexibility regarding when they can shop and run errands and choose to do so during times the stores are less busy.

Based upon the above information and discussions with the Town, the intent of this study is to update the previous studies with current traffic and development information. MJ offers the following scope of services:

## SCOPE OF SERVICES

### Task 1: Data Collection

#### A. Existing Conditions

A site visit will be performed to obtain existing condition information to be used in the analysis of the two (2) intersections as follows:

1. NY Route 146 with NY Route 236.
2. NY Route 146 with Upper Newtown Road.

The existing condition information collected will consist of, but not limited to, lane widths, shoulder widths, traffic signal head locations/configuration, pedestrian accommodations, general traffic operations, utility locations, and other data pertinent to the study.

#### B. Traffic Data

Traffic data will be collected and is required to perform the traffic analysis. Traffic data collection will consist of the following:

- 24-hour traffic data on all approaches to the Upper Newtown Road intersection.
- Turning Movement Counts (TMC) for two (2) peak periods at both study intersections.

The 24-hour volume data will be utilized to verify the signal warrant results from the 2017 study at the intersection of NY Route 146 with Upper Newtown Road. The turning movement data will be utilized for the analysis of vehicular operation to determine whether the improvements noted in the 2017 report are still valid or need to be revised.

#### Task 1 Deliverables:

- Existing conditions data
- Traffic data summary





## Task 2: Traffic Analysis

The existing TMC data will be forecast to a horizon year as agreed upon with the Town and NYSDOT to form the base design year volumes. Growth rates will be determined by regression analysis of the historical traffic volumes for the area roadways and compared to the Capital Region Transportation Council (Transportation Council) growth rates. An appropriate growth rate will then be chosen to forecast traffic volumes for future conditions.

Anticipated future vehicular trip generation for the residential developments received from the Town and noted above will be incorporated into the analysis. Adjustments to the trip generation will be made for occupied units in the developments since those trips are already in the roadway network. Other potential developments under consideration or review by the Town will be evaluated and included in the forecasted traffic volumes either in the growth rate used or the inclusion of volumes for specific developments, if applicable, to develop the design year No-Build volumes.

The capacity analysis will include the following conditions:

1. Existing 2023 Existing Volumes with Existing Geometry
2. Future No-Build Design Year No-Build Volumes with Existing Geometry
3. Future Build Design Year Build Volumes with Existing Geometry
4. Future Build with Mitigation Design Year Build Volumes with Modified Geometry

The Future Build analysis will include the anticipated increase in traffic due to population growth and development with both existing geometry and improved geometry, if necessary, to maintain acceptable Level of Service (LOS) standards as defined by ITE and the New York State Department of Transportation (NYSDOT). The traffic analysis methodologies specified in the most-recent version of the Highway Capacity Manual (HCM) and the macroscopic traffic analysis software Synchro® will be utilized for the capacity analyses. The design year Build volumes will be determined by adding the new vehicular trips generated by the proposed developments to the design year No-Build volumes.

Per discussion with the NYSDOT and per our meeting re-cap e-mail dated 7/27/23, the anticipated improved geometry will include the addition of traffic signals, revisions and/or upgrades to existing signalized intersections and conceptual investigation into roundabout intersections.

### Task 2 Deliverables:

- Traffic Analysis summary
- Intersection improvement plans using aerial imagery, depicting geometric improvements for the Future Build with Mitigation condition



### Task 3: Traffic Impact Study

**Traffic Impact Study:** A Traffic Impact Study (TIS) will be performed. The TIS includes traffic analyses for the study intersections identified above using HCM methodologies. The data obtained from **Task 1** will be utilized to analyze the impact of geometric changes and/or modifications required at each intersection to obtain industry standard acceptable LOS under **Task 2**.

The result of the study will ultimately provide the geometric improvements needed at each intersection.

The Traffic Impact Study report will include the following categories:

- Introduction
- Study Methodology
- Summary of existing conditions at study intersections
- Summary of crash analysis
- Summary of traffic volumes
- Summary of capacity analyses results
- Summary of existing multi-modal accommodations and potential improvements
- Summary of improvements at intersection(s)
- Summary of improvement costs

**Crash Analysis:** A review of intersection safety will include analysis of crash data for the most recent five (5) years of available data for the study intersections and roadways.

#### Task 3 Deliverables:

- TIS Report including traffic analysis summary, intersection plan improvements and estimated costs
- Crash Analysis and improvements that may be required as a result of the crash analysis
- Indication of potential Right-of-Way impacts based on tax map accuracy information

### SCHEDULE

MJ is prepared to commence the above services within two (2) weeks upon receipt of the written notice to proceed. We anticipate that this analysis can be completed within three (3) months after the data is collected. Data collection will be completed after the start of the school year, estimated for mid-September 2023. Data collection will be scheduled and adjusted according to weather conditions.



Anticipated project milestones and durations:

Task	Anticipated Duration
Data Collection	2 weeks
Traffic Analysis	3 weeks
DRAFT Traffic Impact Study	3 weeks
Respond to Town comments	2 weeks
FINAL Traffic Impact Study	2 weeks
<b>Total Anticipated Duration: 12 weeks</b>	

**FEE**

MJ proposes to complete the above-listed services for Lump Sum fee per task as follows:

<b>Task 1: Data Collection</b>	\$4,800
<b>Task 2: Capacity Analysis</b>	\$5,500
<b>Task 3: Traffic Impact Study Report &amp; Coordination</b>	\$9,500
<b>Total:</b>	<b>\$19,800</b>

All tasks include associated reimbursable expenses. MJ will invoice the Town monthly based upon the percentage of work completed per task during the prior month. The fee assumes there are no significant changes resulting from decisions, conditions and/or events beyond MJ's control.

**TECHNICAL ASSUMPTIONS AND EXCLUSIONS**

The following technical assumptions apply to this scope of work:

1. Work requested that is not specifically included in the Scope of Work will be considered extra work, including evaluation of intersections in addition to those identified herein.
2. A topographic survey and/or Right-of-Way boundary survey is not included. If requested, a supplemental agreement will be prepared for this work.
3. Effort is included for a total of two (2) intersections as identified under **Task 1**. Data collection will be performed prior to the analysis. If it is requested by the Town to add any intersections that are not included after the data collection task has been completed, additional data collection will be required, considered extra work, and a supplemental agreement will be prepared for this work.
4. Turning movement counts will be performed at the two (2) intersections as follows:
  - a. One (1) midweek AM or MIDDAY peak on a Tuesday, Wednesday, or Thursday
  - b. One (1) midweek PM peak on a Tuesday, Wednesday, or Thursday



- c. Counts will be performed while school is in session on days of good weather. Good weather is defined as conditions that do not impact driver behavior.
  - d. Weekend counts will not be performed.
5. The capacity analysis includes two (2) peak hours. If a third peak hour is added, this will be considered extra work.
  6. The capacity analysis includes one (1) future build out scenario. Analyses of additional future conditions will be considered extra work.
  7. The capacity analysis includes one (1) future design year. Analyses of additional future design years will be considered extra work.
  8. The Town will provide future development information (as available) that will generate vehicular trips for the study area intersections.
  9. Existing AADT and speed data will be obtained from NYSDOT and supplemented by data collection efforts.
  10. The Town will request project crash data. The crash analysis is assumed to include no more than 50 crashes.
  11. Preparation of crash diagrams is not included.
  12. Two (2) types of intersection configurations will be analyzed, and plans produced for:
    - a. Signalized Intersections
    - b. Roundabout Intersections
  13. Attendance at two (2) meetings with the Town to discuss the project will be required.
  14. Public meetings / stakeholder meetings will not be conducted.

## SUMMARY

Thank you for the opportunity to submit this proposal and we look forward to continuing our work with the Town of Halfmoon. If there are any questions concerning our suggested approach and scope of services, please do not hesitate to contact Brian Cooper at (518) 371-0799 or [bcooper@mjels.com](mailto:bcooper@mjels.com).

Sincerely,

Michael D. Panichelli, P.E.  
President



**AUTHORIZATION TO PROCEED**

I hereby authorize M.J. Engineering and Land Surveying, P.C. to proceed with the scope of services as described above, and in accordance with the Consultant Agreement between MJ and the Town of Halfmoon.

\_\_\_\_\_  
Signature - Authorized Representative of the Town

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**DRAFT**