

TOWN BOARD MEETING AGENDA
December 20, 2023

TOWN BOARD WORKSHOP – Board Room – 6:15 pm

PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE

PUBLIC HEARING: DISCUSS MODIFYING THE ROADWAY &
INFRASTRUCTURE DEDICATION PROCEDURES

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.

FARMER’S MARKET: Every Wednesday from 2-5 in the Town Hall Foyer. Come visit our local farms, crafters, and vendors that will be on hand every week.

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, learn about upcoming meetings, review draft documents, get added to email announcements and to share your own comments about the future of Halfmoon.

AMERICAN RED CROSS BLOOD DRIVE: Wednesday, December 27th from 1-6:00 pm at the Halfmoon Town Hall. To schedule an appointment, please call 1-800-redcross or visit redcrossblood.org and use sponsor code HALFMOONTOWNHALL.

TOWN MEETINGS:

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

Zoning Board of Appeals: 1st Monday of month at 7:00 pm. Pre-meeting at 6:45 pm

Planning Board Meeting: 2nd & 4th 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: 3rd Monday of the 3rd month at 7:00 pm unless otherwise announced. (If the Holiday falls on that Monday, the meeting will be held on the next day, Tuesday). The proposed 2024 dates are 1/16, 4/15, 7/15, and 10/21.

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: (Town Board Member) (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 MANAGER MONTHLY REPORTS – (Can be viewed at the Town Clerk's Office) Buildings & Grounds, Animal Control, Assessor's.

CORRESPONDENCE

1. Received from the Town Planning Board Resolutions approved at the December 11, 2023, meeting.
2. Received from the NYS Department of State, notification that Local Law #8-2023 for the Zoning Map Amendment was filed in their office on November 11, 2023.

3. Received from the West Crescent Fire District Board of Fire Commissioners, their Ballot Certification for the Annual Fire District Election held on December 12, 2023. Charles Smith was elected to a five (5) year term as Fire Commissioner for the time period, January 1, 2024, to December 31, 2028, and Chris Sullivan was elected to a three (3) year term on the Board of Fire Commissioners for the time period, January 1, 2024, to December 31, 2028.

4. Received from the Halfmoon · Waterford Fire District, their Certificate of Inspectors of Election for the Annual Fire District Election held on December 12, 2023, and Joseph Rivers was elected to a five (5) year term as Fire Commissioner.

5. Received from the Clifton Park · Halfmoon Fire District #1, their Certificate of the Results of Canvas for the Annual Fire District Election held on December 12, 2023, and James Ryan was elected to a five (5) year term as Fire District Commissioner.

6. Received a letter from John McBride & neighbors to the Halfmoon Town Board, a request and petition to have the speed limit on Farm to Market Road from Highview Way to Route 146 by Raloid Tool, currently at 55 MPH reduced to 45 MPH to compliment and adjoin other roadways in the area.

7. Received a thank you card to Supervisor Tollisen from Linda Woods for the Thanksgiving Food Basket and turkey; it was very much appreciated.

8. Received from the Saratoga County Water Authority notification of Public Hearing on the SCWA's proposal to increase the municipal water rate by 1.5% per the subject contract on December 20, 2023, at the Saratoga County Board of Supervisor's small meeting room, Bldg. 1, 40 McMaster Street, Ballston Spa, NY.

9. Received from the Halfmoon Fire District #1 (Hillcrest) their 2023 Fire Commissioner Election Ballot Certification for the Annual Fire District Election held on December 12, 2023. Jams McBride was elected to a five (5) year term as Fire Commissioner for the time period, January 1, 2024, to December 31, 2028.

NEW BUSINESS

340. Resolution to approve the minutes of the Town Board Meeting of December 6, 2023, as presented.

Resolution Introduced by Town Clerk Bryan

341. Resolution, that the Town Board authorizes the Supervisor to solicit bids for the disposal privileges for household garbage, construction, recyclables, and

demolition material collected at the Town of Halfmoon Residential Transfer Station on roll off containers, to be received by 1:00 pm on January 10, 2024, the sealed bids received shall be publicly opened and read aloud on or about 1:00 pm on January 10, 2024, at the Halfmoon Town Hall in the A. James Bold Room located at 2 Halfmoon Town Plaza, Halfmoon, New York 12065.

Resolution Introduced by Superintendent of Highways Bryan

342. Resolution that the Town Board approves the Comptroller's Report for the month of November 2023, as presented.

Resolution Introduced by Comptroller Hatter

343. Resolution that the Supervisor is hereby authorized to sign Change Order #1 to increase the cost of the Water Treatment Plant Pump Replacement Project \$6,548.23 for a total project cost of \$335,248.23 for the Project, adjust the contract time for substantial completion from June 30, 2023 to March 31, 2024, and adjust the contract time for final payment from July 31, 2023 to April 30, 2024 as prepared and recommended by the engineers for this Project subject to the review and approval of the Town Attorney.

Resolution Introduced by Director of Water Tironi

344. Resolution that the Town Board hereby authorizes the Supervisor to enter into an agreement with Civic Plus to provide municode meetings email notifications in accordance with quote # Q-60267-1 dated 12/19/2023, in the not to exceed amount of \$56.81 for 2023 and a reoccurring annual fee of \$660.00, and hereby authorizes the Supervisor to execute said agreement, subject to the review and approval of the Town Attorney.

Resolution Introduced by Personal Computer Technician Mikol

345. Resolution that the Town Board hereby authorizes the Supervisor to enter into an agreement with Tyler Technologies to provide document scanning and archival module with professional services in accordance with quote provided by Ethan Reynolds in the not to exceed amount of \$6,050.00 with a reoccurring annual fee of \$4,919.00, and hereby authorizes the Supervisor to execute said agreement, subject to the review and approval of the Town Attorney.

Resolution Introduced by Personal Computer Technician Mikol

346. Resolution that the Town Board hereby authorizes the Supervisor to enter into an agreement with Matric Communications to provide set and installation of desk telephones in accordance with quote #1568 in the not to exceed amount of \$6,478.96, and hereby authorizes the Supervisor to execute said agreement, subject to the review and approval of the Town Attorney.

Resolution Introduced by Personal Computer Technician Mikol

**346. Resolution that the Town Board authorizes the Comptroller to make the attached Creation of Appropriations.
Resolution Introduced by Comptroller Hatter**

A resolution is necessary 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:	Revenues	25-980	\$10,983.37
	Subsidiary: Home & Community Services		
	25-4-2189.00		\$10,983.37
CREDIT:	Appropriations	25-960	\$10,983.37
	Subsidiary: Engineering Contractors Inspections		
	25-5-1440.40		\$10,983.37

Information Only: The above was derived from the following breakdown of charges to be paid on December 29, 2023, Abstract for engineering and related fees.

NAME	AMOUNT
Dawson Senior Center	\$3,435.00
Brookwood Farm	\$750.00
J Dunn Office/Warehouse Site	\$960.00
Shea Point PDD	\$800.00
Tabor RD Flex Space & Self Storage	\$960.00
Creekview Estates	\$3,178.37
Orchard Point	\$900.00
Total	\$10,983.37

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 for 2023 expenses including those paid after January 1, 2024.

DEBIT:	Revenues	25-980	\$7,500.00
	Subsidiary: Home & Community Services		
	25-4-2189.00		\$7,500.00

CREDIT:	Appropriations	25-960	\$7,500.00
	Subsidiary: Engineering Contractors Inspections		
	25-5-1440.40		\$7,500.00

A resolution is necessary to create appropriations in the Highway Fund based on Insurance Recovery funds for 2020 Freightliner Street Sweeper repairs damaged by fire on November 2, 2022.

DEBIT:	Revenues	20-980	\$112,743.98
	Subsidiary: Insurance Recovery		
	20-4-2680.00		\$112,743.98

CREDIT:	Appropriations	20-960	\$112,743.98
	Subsidiary: Machinery- Contractual		
	20-5-5130.40		\$112,743.98

PUBLIC COMMENT (for discussion of non-agenda items)

ADJOURN



17 Coporate Circle
 Albany, New York 12203
 Phone: (518) 270-8045 Fax (518) 270-8042
www.generalcontrolsystems.com

QUOTE

QUOTE NO: SQ23-2088_r1
 Rev: 0
 DATE: 9/18/2023

Quotation Valid for 30 DAYS

To: B&D Industries
 Att: David Mueller

Page: 1
 of: 1

Ref: Halfmoon Allowance Work

Ph: (505) 205-5110
 Fax:

Email: dmueller@bandindustries.com

SALES PERSON	JOB	SHIPPING METHOD	SHIPPING TERMS	DELIVERY DATE	PAYMENT TERMS	DUE DATE
M.Thomson	N/A	Best Way	Pre-Pay & Add	N/A	NET 30	N/A

Line Item	Qty	Description	Unit Price	Line Total
1	1	<p>GCS Integration Services</p> <p>To Include: (1) Managed 8-port ethernet switch, wiring diagrams, final terminations of control wire, PLC & SCADA program modifications, field start-up of the controls and integration portion of the upgrades project at the Halfmoon Water Treatment Plant.</p> <p>This includes work associated with both phase 1 & 2.</p> <p>Any additional time or material to be billed T/M.</p> <p>NOTE: Revision r1 includes the removal of programming associated with chlorine pump logic and training as requested by MJ Engineering.</p>	\$31,332.00	\$31,332.00
Subtotal				\$31,332.00
Sales Tax				
Total				\$31,332.00

This quotation prepared by: Megean Thomson

To accept this quotation, sign here and return: _____

THANK YOU FOR YOUR BUSINESS!

NEW MEXICO

9720 Bell Ave SE
Albuquerque, NM 87123
Phone: (505) 299-4464
24-Hour Service: (505) 559-2585
Fax: (505) 298-2114

BRANCH OFFICES

NEW MEXICO

303 Texas Ave.
Eunice, NM 88231
Phone: (575) 394-1182
Fax: (505) 298-2114

2885 Industrial Rd.
Santa Fe, NM 87505
Phone: (505) 299-4464
24-Hour Service: (505) 559-2585
Fax: (505) 559-2589

ARIZONA

3001 South 35th
Street #C10
Phoenix, AZ 85034
Phone: (480) 632-4002
24-Hour Service: (480) 901-4880

NEW YORK

65 Washington Street,
Rensselaer, NY 12144
Phone: (518) 400-7412

17. Asbestos and lead paint removal
18. HVAC Controls and EMS electrical installation
19. Spare material, lamps and fuses
20. Fixture support wires
21. Temporary power
22. Unforeseen site conditions that are irregular or unusual circumstances and may incur additional cost such as harder than usual digging conditions, hidden items, etc.
23. Repair of existing code violations, or upgrades other than those mentioned here-in
24. Any electrical not specifically addressed in this narrative or not shown on the bid documents

If you have any questions or concerns, please feel free to email or call.

Best Regards,

David Mueller
Project Manager
dmueller@banddindustries.com
(505) 205-5110

This cost proposal is valid for 30 days following issuance by B&D Industries, Inc. If the proposal is accepted after 30 days, B&D reserves the right to revise the price in accordance with commodity pricing changes including, but not limited to, copper, conduit and steel materials. If awarded, B&D reserves the right to review all contract documents associated with the project.

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CivicPlus
302 South 4th St. Suite 500
Manhattan, KS 66502
US

Quote #:
Date:
Expires On:

Statement of Work
Q-60267-1
12/19/2023 2:20 PM
1/5/2024

Client:
HALFMOON, NEW YORK

Bill To:

SALESPERSON	Phone	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Eilee Guddat		eguddat@civicplus.com		Net 30

QTY	PRODUCT NAME	DESCRIPTION	PRODUCT TYPE
1.00	Municode Meetings Email Notifications	Municode Meetings Email Notifications	Renewable

Total Investment - Prorated Year 1	USD 56.81
Annual Recurring Services (Subject to Uplift)	USD 660.00

Total Days of Quote:32

Initial Term Invoice Schedule	100% Invoiced upon Signature Date
Annual Uplift	As agreed to in the Agreement

The Annual Recurring Services subscription fee for the Products (as described above) included in this SOW are prorated and co-terminated to align with the Client's current CivicClerk billing schedule and the Annual Recurring Services amount will subsequently be added to Client's Term and regularly scheduled annual invoices under the terms of the Agreement.

This Statement of Work ("SOW") shall be subject to the terms and conditions of Master Services Agreement signed by and between the Parties and the applicable Solutions and Services Terms and Conditions located at: <https://www.civicplus.help/hc/en-us/sections/11726451593367-Solutions-and-Services-Terms-and-Conditions> (collective, the "Agreement"). By signing this SOW, Client expressly agrees to the terms and conditions of the Agreement, as though set forth herein.

Acceptance

The undersigned has read and agrees to the following Binding Terms, which are incorporated into this SOW, and have caused this SOW to be executed as of the date signed by the Customer which will be the Effective Date:

For CivicPlus Billing Information, please visit <https://www.civicplus.com/verify/>

Authorized Client Signature

CivicPlus

By:

By:

Name:

Name:

Title:

Title:

Date:

Date:

Organization Legal Name:

Billing Contact:

Title:

Billing Phone Number:

Billing Email:

Billing Address:

Mailing Address: (If different from above)

PO Number: (Info needed on Invoice (PO or Job#) if required)

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Sales Quotation For:
Town of Halfmoon
2 Halfmoon Town Plaza
Halfmoon NY 12065

Quoted By: Ethan Reynolds
Quote Expiration: 6/16/24
Quote Name: Content Manager

Tyler Annual Software – SaaS			
Description	List Price	Discount	Annual
Tyler One			
Content Manager Suite			
Content Manager Core	\$ 5,466	\$ 547	\$ 4,919
TOTAL:	\$ 5,466	\$ 547	\$ 4,919

Services		
Description	Hours/Units	Extended Price
Content Manager Suite		
Professional Services	40	\$ 5,800

Services		
Description	Hours/Units	Extended Price
Project Management	1	\$ 250
TOTAL:		\$ 6,050

Summary	One Time Fees	Recurring Fees
Total SaaS		\$ 4,919
Total Tyler Services	\$ 6,050	
Summary Total	\$ 6,050	\$ 4,919

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Comments

Work will be delivered remotely unless otherwise noted in this agreement.

Expenses associated with onsite services are invoiced as incurred according to Tyler's standard business travel policy.

SaaS is considered a term of one year unless otherwise indicated.

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms, subject to payment terms in an agreement, amendment, or similar document in which this sales quotation is included:

- License fees for Tyler and third-party software are invoiced upon the earlier of (i) delivery of the license key or (ii) when Tyler makes such software available accessible.
- Fees for hardware are invoiced upon delivery.
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware.
- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software accessible to the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the agreement, with renewals invoiced annually thereafter in accord with the Agreement.

Fees for services included in this sales quotation shall be invoiced as indicated below.

- Implementation and other professional services fees shall be invoiced as delivered.
- Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
- Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, Tyler will invoice Client the actual services delivered on a time and materials basis.
- Except as otherwise provided, other fixed-price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
- If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
- Notwithstanding anything to the contrary stated above, the following payment terms shall apply to fees specifically for migrations: Tyler will invoice Client 50% of any Migration Services Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite. Annual SaaS Fees will be invoiced upon availability of the hosted environment.

Any SaaS or hosted solutions added to an agreement containing Client-hosted Tyler solutions are subject to Tyler's SaaS Services terms found here: <https://www.tylertech.com/terms/tyler-saas-services>.

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held For six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval:

_____ Date: _____

Print Name:

_____ P.O.#: _____

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Matrix Communications

Phone: 315.451.4777
Fax: 315.451.4847
17 Technology Place
Syracuse, NY 13057



Quote

No.: **1568**
Date: 12/19/2023

Prepared for:
Douglas Mikol (518) 371-7410
Halfmoon, Town of
2 Halfmoon Town Plaza
Halfmoon, NY 12065 U.S.A.

Prepared by: Tom Kaufman
Account No.: 4279
Phone: (518) 371-7410

Quantity	Part Number	Description	UOM	Discount	Sell	Total
20	BE119105	ITK-24CG-1(BK)TEL	EA	\$0.00	\$229.01	\$4,580.20
8.00		Labor - Standard Hourly Rate	HR	\$0.00	\$184.22	\$1,473.76
4.00		Labor - Travel	HR	\$0.00	\$100.00	\$400.00
1.00		Labor - First Hour Premium	EA	\$0.00	\$25.00	\$25.00

Your Price:
Total:

\$6,478.96
\$6,478.96

Prices are firm until 3/18/2024 Terms: Due Upon Receipt

Prepared by: Tom Kaufman, tkaufman@matrixcommunications.com

Date: 12/19/2023

Provide (20) ITK-24CG-1(BK)TEL Telephones, NEC part # BE119105
setup and installation of (20) ITK-24CG-1 telephones.

Terminals and on-site labor follow NYS pricing & wage rates

Accepted by: _____ **Date:** _____

Disclaimer
NYS Vendor ID#1000044693

Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate.

All agreements contingent upon strikes, accidents, severe weather conditions, or conditions beyond our control.

Additional labor and material not included in this document include, additional support to troubleshoot connectivity issues, poor workmanship issues, that are the result of Customer networks, Local Exchange Carrier, Long Distance, ISP providers.

Circumstances not disclosed in writing toMatrix Communications prior to configuration design, i.e., abestos contamination, core drilling, special permitts, hazardous working conditions, second or third shift working hours, will be billed additional.

Owner to carry fire, tornado and other necessary insurance upon above work. Workmen's Compensation and Public Liability insurance on the above work to be taken out by Matrix Communications.