

ORGANIZATIONAL MEETING AGENDA
JANUARY 2, 2019

- 1. Resolution to authorize the Town Board to appoint Kevin J. Tollisen, Chairperson of the Town Board for the year beginning 1/1/19 through 12/31/19.**

{Resolutions organize the Town of Halfmoon for the year 2019; appoint employees; set salaries/hourly rates, beginning January 1, 2019 (unless otherwise specified) to be paid on a bi-weekly basis (unless otherwise specified).

RESOLUTIONS 2-41 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 the following wages for elected and appointed Town officials, Supervisors appointments, and operational responsibility for the Town.**

Elected Town Officials:

Supervisor, Kevin J. Tollisen, - \$54,973

Town Board Members: Jeremy Connors, John Wasielewski, Paul Hotaling - \$14,355 (each)
Board Seat To Be Determined - \$14,355

Town Justice: Katherine Suchocki and Joseph Fodera, - \$33,391 (each)

Town Clerk, Lynda Bryan, Records Access Officer; Records Management Officer and Senior Van Services \$62,422

Superintendent of Highways, Administrator for the Transfer Station, John Pingelski, Jr. -\$87,705

Receiver of Taxes, Karen Pingelski, - \$35,563

Appointed Employees:

Paul Hotaling, Deputy Town Supervisor, salary \$3,212

Bonnie Hatter, Budget Officer, \$3,000 stipend

Lynda Bryan, Registrar of Vital Statistics/Historical Data, Stipend \$3,000

Lyn A. Murphy, Town Attorney 1/1/19 –12/31/20, Grade 18 Step 8, \$157,402

Cathy L. Drobny, part-time Deputy Town Attorney, Grade 10 Step 5 - \$35,779

Bonnie Hatter, Town Comptroller 1/1/18-12/31/19, Grade 14 Step 1, Salary \$90,633

Laurie Sullivan, Deputy Town Comptroller, Grade 9 Step 2, Salary \$61,667

Terri Russell, Confidential Secretary to the Supervisor, Grade 6 Step 1 - \$48,720

William Bryans, Jr., Deputy Highway Superintendent, Grade 8 Step 8 - \$68,416

Kiva Cropsey, Deputy Receiver of Taxes, Grade 3 Step 6 - \$43,200

Ellen Kennedy, Historian salary, \$2,750

Dr. Barry Constantine & Dr. Harry Miller, Health Officers, Stipend \$500.00 each

Richard Harris, Zoning Enforcement Officer, \$1,500 Stipend

John Cooper, Emergency Services Coordinator, \$3,000 Stipend

Sharon Phelps, Deputy Town Clerk and Sub Registrar of Vital Statistics, Grade 3 Step 9 - \$48,152

Kelly Catricala, Deputy Town Clerk and Sub Registrar of Vital Statistics, Grade 3 Step 2 - \$39,122

Dana Cunniff, Deputy Town Clerk and Deputy Registrar of Vital Statistics, Grade 3 Base Pay - \$37,670

Christine Phillips, Clerk to the Town Justice, Grade 4 Step 10 - \$55,168

Kelly Griffin, Clerk to the Town Justice, Grade 4 Step 1- \$41,920

Principal Account Clerk as American with Disabilities Coordinator, at no additional compensation.

Committees and/Liaisons as appointed by the Town Supervisor for 2019:

Paul Hotaling (Deputy Town Supervisor): (1) Chair of Town Infrastructure & Safety (Water, Highway, Building & Maintenance), (2) Chair of Recreation and Character Counts, (3) Chair of Personnel 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-Liaison to Planning Board

New Board Member: (1) Animal Control, (2) Liaison to Trails and Open Space Committee, (3) Zoning Board Liaison, (4) Chair for Not For Profit Organizations

Jeremy Connors (Town Board Member): (1) Co- Liaison to Planning Board; (2) 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

Karen Pingelski (Receiver of Taxes): Chair of Committee on Resident Relations

3. Resolution that the Town Board of the Town of Halfmoon hereby authorizes the following contracts, policies and procedures for the Town Supervisor's Office:

- A. A contract with Kate Jeanson for coordination and promotion of Town events in the not to exceed amount of \$15,000.
- B. Authorize the Town Supervisor, without Town Board approval, to purchase materials at a cost not to exceed \$10,000 subject to the review and approval of the Town Attorney.
- C. Authorize the Town Supervisor to enter into agreement with Saratoga Corporate Care, Saratoga Springs for membership for random drug testing program for 2019, at annual cost of \$100 for administrative costs.
- D. Authorize Town Supervisor to open any and all Bank/statement savings/checking accounts /money markets/certificate of deposit for Town of Halfmoon financing.
- E. Authorize Town Supervisor to utilize signature stamps for the signing of documents, pursuant to signature stamp use policy.
- F. Authorize the Town Supervisor to sign annual renewal permits such as but not limited to the DEC Stream Disturbance Permit, etc., and authorize the Town 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.
- G. Authorize the Town Supervisor to sign annual contracts in their budgeted amount as follows: Nutrition Agreement with Saratoga County, annual contract with Saratoga County Animal Shelter, Saratoga County Office of the Sheriff, CAPTAIN, Care Links,(Renamed to CAPTAIN Community Human Services, Clifton Park-Halfmoon VFW Post #1498, Saratoga Center for the Family, Saratoga Corporate Care, Celebrations, Southern Saratoga County Chamber of Commerce, and any other annual contracts, subject to the review and approval of the Town Attorney.
- H. Authorize the Town Supervisor to apply for employees through Employment and Training, Workfare, Inmate Labor or any other programs that provide employees not paid with town funds.
- I. Authorizing the Town Supervisor to execute credit applications on behalf of the Town of Halfmoon, subject to the review and approval of the Town Attorney.
- J. Authorizing the Town 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 Town Supervisor is authorized to offer the employee an increase in salary/rate as determined appropriate by the Town Supervisor.
- K. Authorizing the Town Board to appoint the Town Supervisor as the Fair Housing Officer, at no additional compensation.
- L. Authorizing the Town Board to appoint the Town Supervisor as the Minority and Women-Owned Business Enterprises Liaison and further authorizes said Town Supervisor to effectuate any and all necessary documents to carry out the role of Minority and Women-Owned Business Enterprises Liaison and Affirmative Action Officer.

4. Resolution that the Town Board of the Town of Halfmoon hereby authorizes the following salaries, policies and/or procedures for the Legal, Grant Department and Water Department

Kimberly Martin, Principal Clerk, Grade 5 Step 6 - \$24.14/hr.

A. Resolution appointing Barton & Loguidice for Grant Writing and related services and authorize the Town Supervisor to sign said agreement in an amount not to exceed the budgeted amount allotted in 2019.

5. Resolution to authorize the Town Board to approve the following salaries, policies and procedures for the Town Comptroller's Office:

Kathy Dougherty, part-time Account Clerk Typist, Grade 2 Step 6 - \$18.83/hr.

Carol Cooper, Principal Account Clerk, Grade 5 Step 2 - \$21.84/hr.

Lynn Pratt, part-time Account Clerk, Grade 2 Step 6- \$18.83/hr.

A. Authorizes the Town Comptroller and/or the Deputy Town Comptroller to make necessary budget transfers that do not increase the overall budget and report the transfers to the Town Board in the Comptroller's report.

B. Authorize the Town Comptroller to pay utility bills and postage, medical insurance premiums as necessary to meet due date specifications and avoid late charge payments.

C. Authorize the Town Comptroller to maintain 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 shall be authorized by resolution of Town Board.

6. Resolution authorizing the Town Board to approve the following salaries, policies and procedures for the Town Clerk's Office:

Each Deputy Town Clerk is hereby designated as Record Access Officers & Record Management Officer

SENIOR VAN:

Christina Pack, part-time Clerk, Grade 1 Step 2 - \$16.17/hr.

SENIOR EXPRESS CHAUFFEURS, to work only as needed, paid hourly rate:

Janice Espey, Grade 5 Step 8 - \$25.92/hr.

Donald Espey, Grade 3 Step 7 - \$20.76/hr.

Denise Sidoti, Grade 3 Step 2 - \$18.19/hr.

Dominick Mantello, Grade 3 Step 2 - \$18.19/hr.

Paul Lajuenesse, Grade 3 Step 2 - \$18.19/hr.

Michael Root, part-time Senior Van Chauffer, Grade 3 Step 1 - \$17.85/hr.

Raymond Keller, part-time Senior Van Chauffer, Grade 3 Step 6 - \$20.08/hr.

Diane Hurtt, part-time Senior Van Chauffer, Grade 3 Step 1 - \$17.85/hr.

Any authorized town employee to work as Substitute Senior Express Chauffeurs as needed or as required in an emergency.

7. Resolution authorizing the Town Board to approve the following salaries, policies and procedures for the Town Justice's Office:

Cathy Leggett, Court Clerk, Grade 3 Step 9 - \$23.06/hr.

Jacqueline Bigelow, Court Clerk, Grade 3 Step 8 - \$22.21/hr.

Ann Marie Trumbull, part-time Court Clerk, Grade 1 Step 5-\$17.27/hr.

Beverly McBride, part-time Clerk, Grade 1 Step 4- \$16.87/hr.

Jeffrey Decatur, part-time Court Officer, Grade 6 Step 7 - \$23.85/hr.

Nicholas McDonald, part-time Court Officer, Grade 6 Step 4 - \$21.80/hr.

Charles Sherman, part-time Court Officer, Grade 6 Step 3 - \$21.29/hr.

Henry Halligan, part-time Court Officer, Grade 6 Step 1 - \$20.49/hr.

A. Authorizing Town Justices to employ part-time court reporters to take/transcribe minutes of hearings or trials that in the Town Justice's opinion are deemed necessary; charges set at court reporter's current session & page charge

8. Resolution authorizing the Town Board to approve the following salaries, policies and procedures for the Highway Department:

Donna Mikol, Senior Typist, Grade 2 Step 10 - \$23.56/hr.

WORKING SUPERVISORS:

William Suchocki, Grade 7 Step 8 - \$30.00/hr.

Michael Hickok, Grade 7 Step 7 – \$28.88/hr.

Shane Liberty, Grade 7 Step 3 - \$25.75/hr.

AUTOMOTIVE MECHANICS:

Courtney Maxwell, Grade 6 Step 8 - \$28.23/hr.

Dennis R. Ayotte, Jr., Grade 6 Step 7 - \$27.18/hr.

MEOS:

Bruce Betts, Grade 5 Step 8 - \$25.92/hr.

Kenneth Robbins, Jr., Grade 5 Step 8 - \$25.92/hr.

Dennis Landry, Jr., Grade 5 Step 6 - \$24.14/hr.

Edward Ceremuga, Jr., Grade 5 Step 7 - \$24.95/hr.

Seren Lambertsen, Grade 5 Step 9 - \$26.92/hr.

Kurt Schneider, Grade 5 Step 7 - \$24.95/hr.

Paul Ucci, Grade 5 Step 4 - \$22.80/hr.

Stanley Dudek, Grade 5 Step 3 - \$22.26/hr.

John Defelice, Grade 5 Step 3 - \$22.26/hr.

Rodney Smallwood, Grade 5 Step 3 - \$22.26/hr.

Kyle Andrus, Grade 5 Step 4 - \$22.80/hr.

Brian Selig, Grade 5 Step 4– \$22.80/hr.

Kyle Messier, Grade 5 Step 1 - \$21.43/hr.

Gary Rogers, part-time, seasonal, Grade 5 Base Pay \$18.93/hr.

LABORERS:

Michael Ruff, part-time Laborer, Transfer Station and as needed in the Highway Department, Grade 2 Step 5 - \$18.22/hr.

Michael Sidoti, part-time Transfer Station Attendant, Grade 2 Step 1 - \$16.74/hr.

Michael Bartlett, part-time, Grade 2 Step 3 - \$17.38/hr.

Tyler Coughlin, Grade 2 Step 3 – \$18.61/hr.

To work only when needed at current Title, Grade and Step: Christian McMahon, Gene Morrissey, James McBride, Sr., Mike Root and Donovan Ayotte.

A. Authorize Superintendent of Highways to post on Town highways during spring thaw or when the Superintendent of Highways determines posting is required.

B. Authorize Superintendent of Highways to post Stop Signs when the Superintendent of Highways determines posting is required.

C. Authorize Superintendent of Highways to purchase, without Town Board approval, materials for the Department not to exceed \$10,000, at one time; any purchases over \$5,000 are subject to review and approval of Town Supervisor and Town Attorney.

D. 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.

E. Authorize any Highway Department employee to work at the Transfer Station when unexpected vacancy occurs at the discretion of the Superintendent of Highways, to be paid current Title, Grade and Step.

F. Authorize the Highway Department to perform work and services for the Mechanicville School District for the reimbursement/rental rates as set forth by the Federal Emergency Management Act and/or New York State Department of Transportation.

G. Authorize the Highway Department to utilize the reimbursement/rental rates as set forth by Federal Emergency Management Act and/or New York State Department of Transportation when determining the appropriate value of work performed.

H. Authorize the Superintendent of Highways, Deputy Superintendent of Highways and Working Supervisors to act as Code Enforcement Officers for the purpose of enforcing chapter 120 of the Code of Halfmoon, at no additional compensation.

9. Resolution authorizing the Town Board to approve the following salaries, policies and procedures for the Assessor's Office:

Jo-Ann Smith, Assessor, Grade 8 Step 6 - \$63,684
Annmarie Zarelli, Senior Assessment Clerk, Grade 2 Step 4 - \$19.06/hr.
Laura Weeks, Data Collector, Grade 2 Step 3 - \$18.61/hr.

Assessment Board of Review Members, \$30.00 hourly to be paid by payroll.

10. Resolution authorizing the Town Board to approve the following salaries, policies and procedures for the Building and Maintenance Department:

James McBride, Sr., Building Maintenance Mechanic, Grade 5 Step 7 - \$24.95/hr.
Gene Morrissey, Building Maintenance Mechanic, Grade 5 Step 6 - \$24.14/hr.
Brian Zusy, part-time Cleaner, Grade 1 Step 8- \$19.15/hr.
Gather Espey, Building Maintenance Helper, Grade 2 – Step 1- \$17.92/hr.

11. Resolution authorizing the Town Board to approve the following salaries, policies and procedures for the Water Department:

Frank Tironi, Superintendent of Water & Building Maintenance Supervisor, Grade 11 Step 11 - \$100,997 + \$9,766
Sean McCarthy, Water Maintenance Supervisor, Grade 8 Step 10 - \$35.71/hr.
Scott Houle, Water Maintenance Worker, Grade 7 Step 8 - \$30.00/hr.
Frank Brammer, MEO, Grade 5 Step 9 - \$26.92/hr.
Christian McMahan, MEO, Grade 5 Step 2 - \$21.84/hr.
William Robitaille, Water Plant Operator, Grade 7 Step 7 - \$28.88/hr.
Cindy Jensen, Account Clerk Typist, Grade 2 Step 9 - \$22.47/hr.
Donovan Ayotte, Laborer, Grade 2 Step 2 – \$18.26/hr.

A. Authorize the Superintendent of Water to purchase, without the Town Board's approval, materials for the Water Department, not to exceed \$10,000, at one time; any purchases over \$5,000 are subject to review and approval of Town Supervisor and Town Attorney.

B. Authorize the Water Maintenance Supervisor/Water Maintenance Worker to sign water department vouchers in the absence of the Superintendent of Water.

12. Resolution authorizing the Town Board to approve the following salaries, policies and procedures for the Building, Planning and Development Department:

Richard Harris, Building, Planning Development Coordinator, Grade 13 Step 1 - \$84,725
Paul Marlow, Provisional Sr. Planning/Storm Water Management Technician, Grade 8 Step 2- \$57,590
Sandy McBride, Account Clerk, Grade 2 Step 8 - \$21.64/hr.
David Milkiewicz, Provisional Sr. Code Enforcement Officer, Grade 7 Step 6 - \$27.93/hr.
John C. Cooper, Jr., Fire/Code Enforcement Officer, Grade 7 Step 8- \$30.00/hr.
Sharon Devane, Senior Clerk, 35 hours per week- \$17.60/hr.
Michael Martiniano, Code Enforcement Officer, Grade 6 Step 1 - \$23.34/hr. 1 year probation – June 12, 2019

13. Resolution authorizing the Town Board to approve the following salaries, policies and procedures for the Recreation Department:

Amanda Smith, full- time, Recreation Director, Grade 8 Base - \$55,421

Lisa Criscone, part time Clerk, Grade 1 Base Pay - \$15.85/hr.

A. Authorizing the Town Board to approve Recreation fees for the full day program in the amount of \$300 for the 1st child, \$275 for each additional child, and the Tot program; 3, 4, and 5 year old class- (5 days a week) \$150, due to the increasing costs the Town incurs to run the program.

B. Authorizing the Town Board to permit 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 double the full day program per camper rate for the full day program.

C. Authorizing the Recreation Director to recommend for hiring up to 150 employees to assist in the functioning of the various Recreation programs and events offered by the Town of Halfmoon, subject to the review and final approval of the Town Supervisor.

14. Resolution authorizing the Town Board to approve the following salaries, policies and procedures for the Parks and Town Property Department:

Paul Maiello, Supervisor of Buildings & Grounds, Grade 9 Base - \$59,340

Matthew Hickok, Recreation Maintenance Supervisor, Grade 4 Step 5 - \$21.87/hr.

Lucy Belkevich - Manupella, Parks Laborer, Grade 1 Step 2 - \$17.57/hr.

Matthew Connors, Parks Laborer, - Grade 1 Base - \$16.92/hr.

Brady Cooper, Parks Laborer, Grade 1 Base - \$16.92/hr.

A. Park Rentals for the Town of Halfmoon:

Pavilion at Town Hall - \$250

Clubhouse in Town Park - \$250

Lighthouse Park - \$250

Gazebo - \$250

All dates must be pre-approved and arranged by the Town Supervisor's Office or Supervisor's designee.

B. Resolution waiving the above Park Rental fees for Not-For-Profit Organizations and Town sponsored associated events for 2019, per the review and approval of the Town Supervisor.

15. Resolution authorizing the Town Board to approve the following salaries, policies and procedures for the Information Technology Department:

Douglas Mikol, part-time Personal Computer Tech, - \$33.81/hr.

16. Resolution authorizing the Town Board to approve the following salaries, policies and procedures for the Animal Control Department:

Beth Abramson, Animal Control Officer, Grade 4 Step 8 - \$50,667

A. Resolution authorizing the Town of Halfmoon to continue animal control services related contract with the Town of Clifton Park Animal Control- on a case by case and as needed basis; and further authorize the Town Supervisor to sign said Agreement on behalf of the Town; said amount not to exceed the budgeted amount allotted in 2019.

17. Resolution authorizing the Town Board to approve the following salaries, policies and procedures for the Senior Center:

Eileen Pettis, Director of Senior Center, Grade 7 Step 8 - \$62,632

Paula Ruff, part-time Clerk, Grade 1 Step 1 - \$15.87/hr.

Hope Coyle-Meehan, part-time Clerk, Grade 1 Base - \$15.58

A. 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.

18. Resolution authorizing the Town Board to approve the following Town employee resolutions:

A. Authorize Town Departments to utilize contracts awarded by the Federal General Services Administration, New York State's Office of General Services, any County in New York State, or any other government contracts as set forth in Sections 103 and 104 of the General Municipal Law.

B. Funds under authorization of Town Supervisor, Town Justice Fodera, Town Justice Suchocki, Town Clerk, Receiver of Taxes and Recreation Department to be deposited in Key Bank, and JP Morgan Chase Bank.

C. Authorize that Town Officials collecting money from persons doing business in the Town of Halfmoon to 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 Comptroller for those persons who can prove that it was through no fault of their own that a check was returned for insufficient funds.

D. Authorize the Town Supervisor, Town Board Members, Town Clerk, Deputy Town Clerks, Highway Department Employees, Recreation Director and Assistant Recreation Director, Clerks and Confidential Secretary to Supervisor, Coordinator of Building, Planning, and Development, Code Enforcement Officers, Superintendent of Water, Justice/Court Clerks, Assessor, Assistant Assessor, Tax Data Collector, Receiver of Taxes, Deputy Receiver of Taxes, Comptroller Office, Board of Assessment Review members, Senior Director, Building Maintenance Worker, Building Maintenance Mechanic, Recreation Department Summer Secretary, Zoning Enforcement Officer, Provisional Sr. Planning/Storm Water Management Technician, Grants Department Staff and any and all other employees necessary to utilize town vehicles for town business.

E. Employees must receive prior written approval from the Town Supervisor regarding the use of personal vehicles. If written approval is granted, the employee will be paid via voucher for mileage at rate established by the IRS.

F. All elected Town officials & all Town employees shall be paid every second Friday for the previous two weeks worked with the first payroll beginning January 1, 2019. All employees who are paid on an hourly basis must approve their time cards every second Monday.

G. All Town 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. No employee shall be allowed to punch in or out for another employee.

H. Authorize Town to join the Association of Towns for 2019.

I. Authorize the Town to continue with Health Insurance coverage with CDPHP and Blue Shield stating that the Towns contract is still in effect until November 30, 2019, MetLife Dental effective until November 30, 2019 and CDPHP Medicare effective until December 31, 2019 and to authorize the Supervisor to sign any and all necessary contracts per the review and approval of the Town Attorney.

J. Authorize the Town Board to opt out of the Paid Family Leave Act.

K. Authorize the amendments to the Town Employee Manual as approved by the Town Board.

L. The Town of Halfmoon Benefit Package, which includes the Health Insurance policy, is approved for 2019 with changes to be effective 1/1/19; set stipend amount for employees who elect not to benefit from Health Insurance option offered by the Town in 2019 will be \$2,500 per year if eligible for family coverage or \$1,000 per year if eligible for single coverage, prorated monthly.

M. 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

N. 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 Town Board Members and a copy be posted on the Town Clerk's bulletin board.

O. 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.

19. Resolution authorizing the Town Board to approve the following appointments as Department Managers at no additional Compensation:

Bonnie Hatter, Comptroller
Jo Ann Smith, Assessor
Frank Tironi, Superintendent of Water and Building and Maintenance Supervisor
Beth Abramson, Animal Control
Paul Maiello, Supervisor of Buildings and Grounds
Amanda Smith, Recreation
Eileen Pettis, Senior Center
Douglas Mikol, Information Technology
Richard M. Harris, Coordinator of Building, Planning & Development (all departments in Planning and Zoning operate as one single department)

20. Resolution authorizing the Town Board to approve the following appointments and payments for the Planning Board:

Donald Roberts, Planning Board Chairman, \$2,485 annually, paid in December.
Thomas Werner, Planning Board Member 1/1/18 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
John Higgins, Planning Board Member 1/1/16 through 12/31/22
Michael Ziobrowski, Planning Board Member 1/1/18 through 12/31/23
Richard Berkowitz, Planning Board Member 1/1/18 through 12/31/24
Donald Roberts, Planning Board Member 1/1/19 through 12/31/25

Planning Board Members, \$996.00 annually, paid in December.

A. Alternate Planning Board Members, \$469.00 annually, paid in December, provided they attended at least 50% of the meetings throughout the year.

21. Resolution authorizing the Town Board to approve the following appointments and payments for the Zoning Board:

Debbie Curto, Zoning Board Chairman, \$561.00 annually, paid in December
Leonard Micelli, Zoning Board Member 1/1/18 through 12/31/19
Francis Griggs, Zoning Board Member 1/1/18 through 12/31/20
Marion Paolucci, Zoning Board Member 1/1/18 through 12/31/21
Kevin Koval, Zoning Board Member 1/1/18 through 12/31/23
Debbie Curto, Zoning Board Member 1/1/19 through 12/31/24
Zoning Board Members, \$270.00 annually, paid in December.

23. Resolution authorizing the Town Board to approve the following appointments and payments for the Trails & Open Space Committee:

John Mitchell, Chairman
Sandra Rohner
Henrietta O'Grady
Matthew Shea
Brian Knowles
Ralph Keating
Mike Myer
Paul Maiello shall be a non-voting member

23. Resolution authorizing the Town Board to approve the following appointments and payments for the Ethics Board:

Kevin Getnik 1/1/2018 - 12/31/2020
Carrie Paton 1/1/2019 - 12/31/2020

Deidre Purcell **1/1/2019 - 12/31/2020**
Kathy Mascucci **1/1/2019 - 12/31/2020**

24. Resolution authorizing the Town Board to approve the following Town Polling Locations:

District:

1 & 6 - West Crescent Firehouse
2 & 4 & 13 – Halfmoon Town Hall
3 & 18- Hillcrest Fire House
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 the owners of said buildings/real property, other than the Town of Halfmoon, are to be paid \$200.00, per district for the year.

25. Resolution approving the following holidays will be observed by Town of Halfmoon employees for year 2019:

New Year's Day, Tuesday, January 1
Martin Luther King Day, Monday, January 21
Presidents Day, Monday, February 18
Good Friday, Friday, April 19 @ Noon
Memorial Day, Monday, May 27
Independence Day, Thursday, July 4
Labor Day, Monday, September 2
Columbus Day, Monday, October 14
Veterans Day, Monday, November 11
Thanksgiving Day, Thursday, November 28
Day after Thanksgiving, Friday, November 29
Christmas Eve, Tuesday December 24
Christmas Day, Wednesday, December 25
New Year's Eve, Tuesday, December 31 @ Noon

26. Resolution per Employee Manual authorizing the following employees to use Employee Cell Phones:

Animal Control Officer	Senior Van Chauffer
Confidential Secretary to the Supervisor	Part time Senior Van Chauffer
Water Maintenance Supervisor	Recreation Maintenance Supervisor
Building Maintenance Mechanic	Superintendent of Highways
Code Enforcement Officer	Deputy Highway Superintendent
Senior Code Enforcement	Fire/Code Enforcement Officer
Personal Computer Technician	

27. Resolution authorizing the Town Board to set the Town Board meetings in the Town of Halfmoon to be held at 2 Halfmoon Town Plaza, as follows:

- a) Town Board meetings are held first and third Wednesday of each month at 7:00 pm except: Wednesday, May 1st at 2:00 pm. Pre-meetings shall be held one half (1/2) hour before the scheduled meeting.
- b) Zoning Board of Appeals, first Monday of month at 7:00 pm. Pre-meetings shall be held one half (1/2) hour before the scheduled meeting (If the Holiday falls on Monday meeting will be held on the next day, Tuesday).
- c) Planning Board, second & fourth Monday of month at 7:00 pm. Pre-meetings shall be held one hour the scheduled meeting (If the Holiday falls on a Monday, the meeting will be held on the next day, Tuesday).
- d) Board of Assessment Review, fourth Tuesday in May.
- e) Senior Center Business Meeting: 1st Wednesday of month at 1:00 pm.
- f) Halfmoon Historical Society: Last Tuesday of month at 7:00 pm.
- g) Trails & Open Space Committee: Feb. 19, April 15, June 17, Aug. 19, Oct. 21, and Dec. 16th, the 3rd Monday except Feb due to holiday.

28. Resolution that the Town Board approves the following fees for the Town:

2019 Water Rates

Base Rates:

\$4.60 per 1,000 gallons for the first 30,000 gallons

\$6.90 per 1,000 gallons from 31,000 to 50,000 gallons

\$9.20 per 1,000 gallons from 51,000 gallons and higher

Outside Users: \$6.38 per 1,000 gallons

Manufacturing User: \$4.60 per 1,000 gallons for 1st 9,000,000 gallons in quarter, and higher than 9,000,000, \$3.31 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 2019

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: \$1000; Amendment/Expansion: \$750

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) \$350

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 if 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: \$300

Use Variance: For a Residential use on a Commercial/Non-Residential zoned property: \$300

For a Commercial/Non-Residential on Residential zoned property: \$600

Stormwater:

- Soil Disturbance** Residential: Minor Subdivision = \$400 flat fee
 Major Subdivision = \$800 flat fee or \$50 per lot, whichever is greater
 Commercial: \$250 per acre disturbed
- Notice of Intent/SWPPP Acceptance Form:** \$250
- Notice of Termination:** \$250

Building Department Fee Schedule

RESIDENTIAL BUILDING PERMIT FEES FOR 2019

Type of Permit	Fee
MINIMUM RESIDENTIAL FEE	\$100
New Homes	*(Area) x 75 x .67 x .0047 x 1.41
Garage (Minimum \$100)	*(Area) x 75 x .20 x .0047 x 1.41
Basement (Minimum \$100)	*(Area) x 75 x .40 x .0047 x 1.41
Addition (Minimum \$100)	*(Area) x 75 x .67 x .0047 x 1.41
Decks	\$100
Sheds and Gazebos	\$75
Lawn Sprinkler	\$75
In-Ground Pool	\$200
Above Ground Pool and Hot Tub	\$100
Electrical Work	\$100
Car Port and Pole Barn	\$100
Furnace Replacement	\$100
Solar Panel	\$150
Generator	\$100
Mobile Home Replacement	\$150
Mobile Home Park Sheds	\$25
Blasting	\$500
Demolition Permit	\$100
Fireplace	\$75
Sewer	\$20
Septic	\$100
Unsafe Building Structure Placard	\$250
Building Permit Inspection Failure (for each type of inspection, a penalty shall be charged for each follow-up inspection after the 2 nd failure)	\$100/per additional inspection after the 2 nd failure

*Fee based on 2002 BOCA (Building Officials/Code Administrator International) "Type of Construction Permit Fee Schedule" X 1.41

GEIS Fees

Water per EDU	\$1,867
Culverts per EDU	\$81.00
Traffic per EDU	\$1,207
GEIS Prep. per EDU	\$32.00
Open Space per EDU	\$522.00

COMMERCIAL BUILDING PERMIT FEE'S FOR 2019

Type of Permit	Fee
MINIMUM COMERCIAL PERMIT FEE	\$275
New Commercial Buildings*	(Area) x 75 x (Construction Factor) x .0047 x 1.41
Change of Tenant	\$275
Lawn Sprinkler	\$275
Electrical Work	\$275

Solar Panel	\$275
Generator	\$275
Demolition	\$275
Blasting	\$500
Tent/Special Events	\$275
Sewer	\$50
Septic	\$275
Operational Hazard	\$275
Mass Gathering (over 500 occupants)	\$400
Fireworks	\$150
Annual Fire Inspection Buildings under 10,000 sq/ft**	\$40
Annual Fire Inspection per unit under 10,000 sq/ft and greater**	\$250
Unsafe Building Structure Placard	\$250
Sign	\$75 Minimum or \$1.25/SF
Building Permit Inspection Failure (for each type of inspection, a penalty shall be charged for each follow-up inspection after the 2 nd failure)	\$100/per additional inspection after the 2 nd failure

*Fee based on 2002 BOCA (Building Officials/Code Administrator International) “Type of Construction Permit Fee Schedule” X 1.41. (See above Equation).

**All checks for fire inspection are to be made payable to the Town of Halfmoon within 30 days after inspection.

29. Resolution authorizing the Town Board to appoint the firm of CHA to provide engineering services to the Town of Halfmoon for the year 2019, on a case by case basis by separate resolutions, or, if a resolution is not required, by written letter agreement with the Town Supervisor and authorize the Town Supervisor to enter into contract on behalf of the Town of Halfmoon with CHA, subject to the review and approval of the Town Attorney.

30. Resolution authorizing the Town 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 approval from their Department Manager: Animal Control, Water Department, Building, Planning and Development Department, Building Maintenance Department, and Parks Department, Storm Water Management Technician, and Coordinator of Building, Planning and Development, and Full time Senior Van Driver. All purchases except footwear and pants shall be embroidered with the Town of Halfmoon insignia unless written authorization is received from the Department Manager to waive placement of the insignia. Any employee who purchases clothing and/or safety equipment in exceedance of the \$400 shall be responsible for reimbursing the Town in the amount of the exceedance.

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 a safety footwear allocation of \$150 per year for full time employees; part time employees, if necessary, every two years, upon prior approval of the Superintendent of Highways and the Town Supervisor.

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

32. Resolution that the Town of Halfmoon remain as a Purple Heart community in honor of all the men and women who have received the Purple Heart award that served and continue to serve in our Military

33. Resolution that the Town Board hereby adopts the Final Budget for the year 2019 and authorizes the spending of total Appropriations \$17,348,845 with estimated revenues of \$12,784,130

34. Resolution that the Town Board authorizes the Highway and /or Parks Departments to perform any and all necessary repairs, improvements or upgrades to cemeteries in the Town of Halfmoon, subject to the review and approval of the Town Attorney.

35. Resolution that the Town Board hereby appoints the following Engineering Firms to conduct Traffic Studies for the Town of Halfmoon at the expense of the applying party through use of the escrow system: Creighton Manning, Barton & Loguidice, Greenman-Pedersen, Inc., Chazen Companies, MJ Engineering, and WSP USA Corp.

36. Resolution that the Town Board hereby approves the expenditure for Historical Markers for the Town of Halfmoon in the not to exceed annual amount of \$5,000 using Recreation Fees from the Special Revenue Fund, subject to the review and approval of the Town Supervisor.

37. Resolution that the licensing fee for the Vending, Hawking and Peddling of Goods, Wares, and Merchandise and Soliciting orders shall be set at the per annum rate of \$100 per license issued and if the license shall have more than one person to whom or vehicle for which it is desired to have a license issued, there shall be an additional fee of \$10 for each license.

38. 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 and programs of the Halfmoon Senior Center for a term effective April 1, 2019 through March 31, 2020 and authorizes the Supervisor to execute said agreement, subject to the review and approval of the Town Attorney.

39. Resolution that the Town Board approves applying for Federal, State, Local and any other grants and for the town and authorizes the Supervisor to sign for said grant applications, subject to the review and approval of the Town Attorney.

40. Resolution that the Town Board authorizes the Town Supervisor to sign Proclamations and Resolutions honoring individuals and their achievements.

41. Resolution that the Town Board authorizes Town Departments to utilize Sourcewell to obtain bids/pricing/contracts pursuant to §103 of the General Municipal Law, in compliance with the Town of Halfmoon Purchasing Policy and subject to the review and approval of the Town Attorney. Each individual Agreement for purchase shall be approved by the Town Board, subject to the review and approval of the Town Attorney.