

**TOWN BOARD ORGANIZATIONAL MEETING AGENDA**  
**January 3, 2024**

**TOWN BOARD WORKSHOP – Board Room – 6:15 pm**

- 1. Resolution** that the Town Board of the Town of Halfmoon appoints Kevin J. Tollisen, Chairperson of the Town Board for the year beginning 1/1/24 through 12/31/24.

*{Resolutions organize the Town of Halfmoon for the year 2024; appoint employees; set salaries/hourly rates, beginning January 1, 2024 (unless otherwise specified) to be paid on a bi-weekly basis (unless otherwise specified).*

**RESOLUTIONS 2-50 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, - \$66,721

Town Board Members: Jeremy Connors, John Wasielewski, Paul Hotaling, Eric Catricala, - \$23,717 (each)

Town Justice: Katherine Suchocki and Joseph Fodera, - \$43,872 (each)

Town Clerk, Lynda Bryan, Records Access Officer; Records Management Officer and Senior Van Services - \$74,608

Superintendent of Highways, Administrator for the Transfer Station, William Bryans, Jr. - \$101,374

Receiver of Taxes, Dana Cunniff, - \$61,665

Appointed Employees:

Paul Hotaling, Deputy Town Supervisor, salary - \$3,655

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

Lynda Bryan, Registrar of Vital Statistics Stipend - \$1,500

Lyn A. Murphy, Town Attorney 1/1/24 –12/31/24, Grade 18 Step 9 - \$182,822

Cathy L. Drobny, part-time Deputy Town Attorney, Grade 10 Step 6 - \$43,713

Bonnie Hatter, Town Comptroller, Grade 14 Step 5, Salary - \$113,652

Laurie Sullivan, Deputy Town Comptroller, Grade 11 Step 6 - \$96,069

Terri Russell, Confidential Secretary to the Supervisor, Grade 6 Step 5 - \$65,147

Michael Hickok, Deputy Highway Superintendent, Grade 8 Step 6 - \$76,505

Kiva Cropsey, Deputy Receiver of Taxes, Grade 3 Step 8 - \$58,495

Lynda Bryan, Historian - \$7,500

Dr. Harry Miller, Health Officer, Stipend - \$500.00

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

Paul Buckley, Lead Emergency Management Coordinator - \$3,000 Stipend

Glenn Hebert, 2<sup>nd</sup> Emergency Management Coordinator - \$2,000 Stipend

Kelly Catricala, Deputy Town Clerk and Sub Registrar of Vital Statistics, Grade 3 Step 6 - \$54,818

Sandy McAlonie, Deputy Town Clerk and Sub Registrar of Vital Statistics, Grade 3 Step 5 - \$53,192

Sheri Gourley, Deputy Town Clerk and Sub Registrar of Vital Statistics, Grade 3 Step 1 - \$49,234

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

Principal Account Clerk, Carol Cooper as the Title VI Coordinator, at no additional compensation.

Jacqueline Bigelow, Clerk to the Town Justice, Grade 4 Step 7- \$60,880

Brittany Guigan, Clerk to the Town Justice, Grade 4 Base Pay - \$52,065

### **Committees and/Liaisons as appointed by the Town Supervisor for 2024**

**Paul Hotaling (Deputy Town Supervisor):** (1) Chair of Personnel Committee (2) Ethics Committee (3) Chair of Infrastructure & Safety (Water, Highway, Building & Maintenance) (4) Chair for Character Counts, (5) 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) 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)** Attorney for the Comprehensive Plan Update Committee

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

**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 \$19,999 subject to the review and approval of the Town Attorney.

C. Authorize the Town Supervisor to sign an Occupational Medicine Services Agreement with Saratoga Hospital for the random drug testing program, per the fees and services outlined in Schedule A of the Agreement.

D. Authorize Town Supervisor or Comptroller to open any and all Bank/statement savings/checking accounts /money markets/certificate of deposit/ treasuries 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, Saratoga

County Animal Shelter, Saratoga County Office of the Sheriff, CAPTAIN  
Community Human Services, MACSC, Clifton Park-Halfmoon VFW Post #1498,  
Saratoga Center for the Family, Halfmoon Celebrations, Capital District YMCA,  
Halfmoon Baseball, Halfmoon Softball, U. S. Dept. of Agriculture, Wildlife Services  
USDA/APHIS/Wildlife Services, 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, and FOIL Appeal 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.

M. Authorize the Supervisor to pay dues and costs associate with  
membership with the Capital Region Chamber of Commerce, Mohawk Towpath  
Byway, and Saratoga Economic Development Corporation (SEDC)

N. Authorize the Town Supervisor to execute annual contracts for  
Alarm & Suppression, Inc., Midstate Heating & Cooling, SRI Fire Sprinkler, LLC  
and Fire, Security & Sound, Inc. (FS&S), General Control Systems Integration  
Service (GCS), Energy Management Technologies, subject to the review and  
approval of the Town Attorney.

O. The hiring of seasonal employees for the 2024 season starting  
April 1, 2024, through September 30, 2024, per the review and approval of the Town  
Supervisor.

P. Authorize the Town Supervisor, Highway Superintendent and  
Town Board to execute the annual 284 Agreement submitted by the Highway  
Superintendent.

Q. Authorize the Town Supervisor to enter into a contract with  
Josh Fitzpatrick to act as the Public Information Officer for the Town of Halfmoon  
in the not to exceed amount of \$30,000 per year.

R. Resolution authorizing the Town Supervisor to enter into an  
agreement with TALA Soccer for the 2024 season to provide for a soccer program  
and to execute any documents necessary to effectuate the Agreement, subject to the  
review and approval of the Town Attorney.

**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

Carrie Milano, Principal Clerk, Grade 5 Step 2 - \$27.17

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 2024.

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

Carol Cooper, Principal Account Clerk, Grade 5 Step 6 - \$29.79

Paula Wait, Principal Account Clerk, Grade 5 Step 1 - \$26.70

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:

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

B. Town Clerk's Office is open Monday through Friday 8:00 AM - 4:00 PM and extended hours on Wednesday's until 6:00 PM

MEO:

Janice Espey, Grade 5 Step 9 - \$32.96

SENIOR VAN:

Christina Pack, part-time Clerk, Grade 1 Step 6 - \$23.08

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

Denise Sidoti, full-time, Grade 3 Step 5 - \$25.38

Dominick Mantello, part-time, Grade 3 Step 6 - \$25.44

Paul Lajuenesse, part-time, Grade 3 Step 6 - \$25.44

Terry Palmer, part-time, Grade 3 Step 5 - \$24.68

James T. Williams, Sr. part-time, Grade 3 Step 1 - \$22.86

Wayne Schmerhorn, part-time, Grade 3 Step 1 - \$22.86

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:

Charles Sherman, part-time Court Officer, Grade 6 Step 6 - \$28.57

Christopher M. Canova, part-time Court Officer, Grade 6 Step 4 - \$27.12

Tammy Martineau, full time Court Clerk at Grade 3 Step 5 -\$25.38

Dana Gores, part-time Court Clerk Grade 1 Step 1 - \$20.77

Robert D. Bush, part-time Guard, Grade 6 Step 3 - \$26.53

Robert McCrea, part-time Guard, Grade 6 Step 3 - \$26.53

Patricia Finigan, full-time Court Clerk at Grade 3 Step 2 - \$23.90

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 11 - \$30.84

WORKING SUPERVISORS:

William Suchocki, Grade 7 Step 9 - \$37.44  
Shane Liberty, Grade 7 Step 6 - \$33.79  
Kurt Schneider, Grade 7 Step 5 - \$32.75  
Kenneth Robbins, Jr., Grade 7 Step 6 - \$33.79

AUTOMOTIVE MECHANICS:

Courtney Maxwell, Grade 6 Step 9 - \$35.50  
Dennis R. Ayotte, Jr., Grade 6 Step 8 - \$34.26

MEOS:

Bruce Betts, Grade 5 Step 9 - \$32.96  
Edward Ceremuga, Jr., Grade 5 Step 8 - \$31.82  
Benjamin Cuttita, Grade 5 Step 2 - \$27.17  
Kyle Andrus, Grade 5 Step 6 - \$29.79  
Brian Selig, Grade 5 Step 6 - \$29.79  
Kyle Messier, Grade 5 Step 5 - \$28.89  
Gary Rogers, part-time, Grade 5 Step 5 - \$26.33  
Danny Hoyt, Grade 5 Step 2 - \$27.17  
Justin Stephenson, Grade 5 Step 1 - \$26.70  
Andrew Hough, Grade 5 Base Pay - \$26.24  
Nicholas June, Grade 5, Base Pay - \$26.24

LABORERS:

Michael Sidoti, part-time Transfer Station Attendant, Grade 2 Step 5 - \$23.40  
Brady Cooper, Laborer, Grade 2 Step 4 - \$24.31  
Jay Kline, part time Transfer Station Attendant, Grade 2 Base Pay - \$21.32

The Superintendent of Highways is hereby authorized to have current employees work in the Highway Department when needed at current Title, Grade and Step, subject to the review and approval of the Town Attorney.

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.

I. Authorize the Superintendent of Highways to enter into an agreement with the New York State Department of Transportation (NYSDOT) to provide liquid anti icing, salt brine from the NYSDOT Highway Maintenance Facility for the purpose of snow and ice control within the Town of Halfmoon and its area of responsibility in exchange for the town providing an equivalent amount of road salt and further, authorizes the Town Highway Superintendent to execute said agreement, subject to the review and approval of the Town Attorney.

J. Authorize the Superintendent of Highways to execute any documents necessary to apply for the annual Highway Work Permit for Non-Utility Work from the New York State Department of Transportation, subject to the review and approval of the Town Attorney.

K. Authorize the Superintendent of Highways to enter into an agreement with JGS Recycling & Hauling, Inc. to pick up/reclaim Freon from the Town of Halfmoon Transfer Station and hereby authorizes the Superintendent of Highways to execute any documents necessary to effectuate said agreement, subject to the review and approval of the Town Attorney.

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

AnneMarie Zarelli, Sole Assessor, Grade 8 Step 4 - \$72,500

Laura Weeks, Valuation Assistant, Grade 3 Step 6 - \$26.15

Urmila Singh, Full Time Town Property Tax Data Collector Grade 2 Step 4 - \$24.31

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

Gaither Espey, Building Maintenance Helper, Grade 2 – Step 5- \$24.84

Seren Lambertsen, Building Maintenance Mechanic, Grade 5 Step 10 - \$34.45

William Fortney, Building Maintenance Mechanic, Grade 5 Step 5 - \$28.89

Brian Zusy, Part-Time Cleaner, Grade 1 Step 1 - \$20.77

**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 12 \$122,511 + \$11,106.

Sean McCarthy, Water Maintenance Supervisor, Grade 8 Step 11 - \$44.30

Scott Houle, Water Maintenance Worker, Grade 7 Step 9 - \$37.44

Frank Brammer, MEO, Grade 5 Step 10 - \$34.45

Christian McMahon, Water Distribution Systems Operator, Grade 7 Step 2 - \$30.78

Cody Bryans, MEO, Grade 5 Step 2 - \$27.17

Austin Krom, MEO, Grade 5 Base Pay - \$26.24

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.

C. Adopts an on-call policy for qualified members of the Water Department, as determined by the Water and Building Maintenance Supervisor, subject to the review and approval of the Town Attorney.

**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 5 - \$106,813

Paul Marlow, Sr. Planning/Storm Water Management Technician, Grade 8 Step 6 - \$76,505

Sandy McBride, Account Clerk, Grade 2 Step 9 - \$28.27

Sharon Devane, Senior Clerk, 35 hours per week- Grade 2 Step 6 - \$25.60

Glenn Hebert, Provisional Sr. Code Enforcement Officer Grade 7 Step 2 - \$30.78

Paul Buckley, Provisional Code Enforcement Officer, Grade 6 Step 2 - \$29.22

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

Jennifer Harrell, part-time Recreation Leader, Grade 2 Step 2 - \$22.05

A. Authorizing the Town Board to approve Recreation fees for the full day program in the amount of \$350 for the 1st child, \$325 for each additional child, 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 10 Step 6 - \$87,426

Matthew Hickok, Recreation Maintenance Supervisor, Grade 7 Step 2 - \$30.78

Tyler Stocker, Parks Laborer, Grade 1 Step 1 - \$22.28

Austin Gerardi, Parks Laborer, Grade 1 Step 1 - \$22.28

Derek Messier, MEO, Grade 5 Base Pay - \$26.24

Kyle McAlonie, Parks Laborer, Grade 1 Base Pay - \$21.91

Shawn Brady, Grade 1 Step Base - \$21.91

A. Park Rentals for the Town of Halfmoon:

Pavilion at Town Hall - \$250

Clubhouse in Town Park - \$250

Lighthouse Park - \$250

Gazebo - No Fee

All dates must be pre-approved and arranged by the Town Supervisor's Office or Supervisor's designee. All rental fees shall be paid in either cash, money order or a credit/debit card.

B. Resolution waiving the above Park Rental fees for Not-For-Profit Organizations and Town sponsored associated events for 2024, per the review and approval of the Town Supervisor.

C. Resolution authorizing the Supervisor of Buildings & Grounds to hire up to 4 seasonal parks laborers for the 2024 season starting April 1, 2024, through September 30, 2024, 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, - Grade 13 Step 11 - \$44.85

**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 9 - \$65,299

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 2024.

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

Sharon Malinoski, part-time Clerk, Grade 1 Step 3 - \$21.48

Deborah Keyoskey, part-time Clerk, Grade 1 Step 2 - \$21.13

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 Comptroller, Town Justice Fodera, Town Justice Suchocki, Town Clerk, Receiver of Taxes and Recreation Department to be deposited in Key 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 Clerks and Confidential Secretary to Supervisor, Coordinator of Building, Planning, and Development, Code Enforcement Officers, Superintendent of Water,



Justice/Court Clerks, Assessor, Valuation Assistant, 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, 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, 2024. All employees must approve their timecards 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 2024.

I. Authorize the Town to continue with Health Insurance coverage with CDPHP and Highmark stating that the Towns contract is still in effect until November 30, 2024, MetLife Dental effective until November 30, 2024, and CDPHP Medicare effective until December 31, 2024, 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 2024 with changes to be effective 1/1/2024; set stipend amount for employees who elect not to benefit from Health Insurance option offered by the Town in 2024 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: 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](http://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

AnneMarie Zarelli, Assessor

Frank Tironi, Superintendent of Water and Building and Maintenance Supervisor

Beth Abramson, Animal Control

Paul Maiello, Supervisor of Buildings and Grounds

Jennifer Harrell, Recreation

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, \$2,884 annually, paid in December.  
J. Marcel Nadeau, Planning Board Member 1/1/22 through 12/31/28  
Richard Berkowitz, Planning Board Member 1/1/18 through 12/31/24  
Donald Roberts, Planning Board Member 1/1/19 through 12/31/25  
Thomas Werner, Planning Board Member 1/1/18 through 12/31/26  
Thomas J. Koval, Planning Board Member 1/1/22 through 12/31/27  
Allison Pingelski, Alt. Planning Board Member 1/4/23 through 12/31/25  
Laurie Barton, Alt Planning Board Member 1/4/23 through 12/31/25

Planning Board Members, \$1,158 annually, paid in December, provided they attend at least 60% of the meetings throughout the year.

A. Alternate Planning Board Members, \$546 annually, paid in December, provided they attended at least 60% 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, \$655 annually, paid in December  
Kevin Koval, Zoning Board Member 1/1/18 through 12/31/28  
Debbie Curto, Zoning Board Member 1/1/19 through 12/31/24  
Francis Griggs, Zoning Board Member 1/1/18 through 12/31/25  
David Maxfield, Zoning Board Member 8/21/19 through 12/31/26  
Leonard Micelli, Zoning Board Member 1/1/23 through 12/31/27

Zoning Board Members, \$317 annually, paid in December, provided they attend at least 60% of the meetings throughout the year.

**22. Resolution** authorizing the Town Board to approve the following appointments for the Board of Assessment Review

Audrey Almela 10/1/22 through 9/30/27 - Chairman  
Joann Kehn 10/1/19 through 9/30/24  
Jo-Ann Ellison 10/1/20 through 9/30/25  
Nancy Houle 10/1/23 through 9/30/28  
Marion J. Taylor – Paolucci 1/1/24 through 9/30/26

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

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

John Mitchell, Chairman  
Henrietta O’Grady  
Michael Meyer  
William Herman  
Paul Maiello shall be a non-voting member  
Eric Catricala, Committee Liaison

**24. Resolution** authorizing the Town Board to approve the following appointments for the Ethics Board:

Tracy Bullett 1/1/2022 - 12/31/2024 - CHAIRMAN  
Deidre Purcell 1/1/2022 - 12/31/2024  
Kathy Mascucci 1/1/2022 - 12/31/2024

**25. Resolution** authorizing the Town Board to approve the following appointments for the Comprehensive Plan Update Committee

Lyn Murphy, Town Attorney

Paul Hotaling, Halfmoon Town Board

Jeremy Connors, Halfmoon Town Board

Donald Roberts, Halfmoon Planning Board

Debra Curto, Halfmoon Zoning Board of Appeals

Nancy Morris, representing Halfmoon Town Historian

William Herman, representing Halfmoon Trails & Open Space Committee

Peter Bardunias, Capital Region Chamber of Commerce

Richard Harris, Halfmoon Building, Planning & Development

Steven Kucskar, Joseph Landy, Michael Morand, J. Daniel Wojcik

**26. 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 - Town Hall Foyer

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.

**27. Resolution** approving the following holidays will be observed by Town of Halfmoon employees for year 2024:

New Year's Day, Monday, January 1

Martin Luther King Day, Monday, January 15

Presidents Day, Monday, February 19

Good Friday, Friday, March 29 @ NOON

Memorial Day, Monday, May 27

Juneteenth, Wednesday, June 19

Independence Day, Thursday, July 4

Labor Day, Monday, September 2

Columbus Day, Monday, October 14

Veterans Day, Friday, 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

**28. Resolution, per Employee Manual** authorizing the following employees to use Employee Cell Phones:

Animal Control Officer

Confidential Secretary to the Supervisor

Water Maintenance Supervisor

Building Maintenance Mechanic

Senior Van Chauffer

Part time Senior Van Chauffer

Recreation Maintenance Supervisor

Superintendent of Highways

Code Enforcement Officer  
Senior Code Enforcement  
Personal Computer Technician

Deputy Highway Superintendent  
Fire/Code Enforcement Officer

**29. 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 the first and third Wednesday of each month at 7:00 pm except: Wednesday, May 1st at 2:00 pm. or if a holiday falls on a Wednesday. Pre-meetings shall be held forty-five minutes 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). There will be no meeting in July.
- c) Planning Board Meeting: 2nd & 4th Monday of the month at 7:00 pm. May, July and December will only have one meeting held on May 13<sup>th</sup>, July 22<sup>nd</sup>, and December 9<sup>th</sup>. Pre-meetings shall be held 30 minutes before 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: 1<sup>st</sup> Wednesday of month at 1:00 pm.
- f) Halfmoon Historical Society: To be announced
- g) Trails & Open Space Committee: Meetings held on the 3<sup>rd</sup> Monday of the 3<sup>rd</sup> 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 dates are 1/16, 4/15, 7/15, and 10/21/2024.

**30. Resolution that the Town Board approve the following fees for the Town:**

**Water Rates for April / October Billing**

**Base Rates:**

\$5.45 per 1,000 gallons for the first 60,000 gallons

**Outside Users:** \$7.45 per 1,000 gallons

**Commercial User:** \$6.45 per 1,000 gallons \$6.45

**Minimum \$25.00 payment.**

**30a. Resolution** that the Town Board hereby authorizes a modification to section VII(C)(1) of the Town of Halfmoon Water Rules, Regulations, and Construction Standards to increase the Water District Extension fee to \$2,000.00, subject to the review and approval of the Town Attorney.

**Transfer Station Fee Schedule**

- (1) **Punch Card** \$30.00 for ten (10) punches
- (2) **Fee for Spring/Fall Cleanup (Town Residents Only, No contractors or Businesses)**
  - \$5.00 per car, per load
  - \$10.00 per truck, per load
  - \$10.00 per trailer, per load
  - U-Haul type vehicles will be priced accordingly.

# Building, Planning & Development Department

## 2024 PLANNING & ZONING-RELATED APPLICATION FEES

**Minimum Application Fee** (if not otherwise indicated below): \$275

**Site Plan:** \$.50/SF of construction (new or added). For renewal of a previously approved Site Plan, if there are no significant changes and review by the Town Engineer is not warranted, the fee is \$275.

**Site Plan (Multi-Family):** \$275/unit

**Minor Subdivision** (4 lots or less): \$175/lot; \$275 flat fee for amendments after Final Approval.

**Major Subdivision** (5 lots or greater): \$275/lot; \$550 flat fee for amendments or \$275/lot of the increased/reduced number of lots, whichever is greater.

**Special Use Permit:** \$325; except for two-family residential (duplex) structures, which require a \$325 base fee plus an additional \$325/duplex building.

**Home Occupation:** \$100

**Signs:** \$100 for the first sign; \$50 each additional sign. (Two sided signs, with identical copy, shall be charged as one sign).

**Change of Use or Tenant:** \$275

**Planned Development District (Town Board):** New PDD: \$2,575;  
Amendments: \$1,575

**Planned Development District Recommendation (Planning Board):** New PDD: \$775; Amendments: \$550, Renewal of a PDD: \$275

**Mobile Home Park (Town Board):** New: \$2,575; Amendment/Expansion: \$1,575

**Mobile Home Park Recommendation (Planning Board):** New: \$1050;  
Amendment: \$775

**Telecommunications Tower/Antenna Co-location:** New tower: \$2,575; Co-location: or use of an existing structure that is deemed a Telecommunications Tower (building, steeple, etc. as defined by Town Code) \$375

**Zoning Compliance Letter** (Planning Department): Non-Residential: \$75;  
Residential: \$50

**Zoning Enforcement Officer Denial:** If Planning Board application fee is over \$275, as listed in this fee schedule, fee for ZEO Denial: \$275; if variance granted, \$275 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: \$175; Commercial/Non-Residential: \$325

Use Variance: For a Residential use on a Commercial/Non-Residential zoned property: \$325.

For a Commercial/Non-Residential on Residential zoned property: \$625

Extension/Enlargement/Restoration of a Pre-Existing, Non-Conforming Use: \$325

**Stormwater:**

**Soil Disturbance: Residential:**

Minor Subdivision = \$475 flat fee

Major Subdivision = \$875 flat fee or \$75 per lot, whichever is greater

Commercial: \$275 per acre disturbed

**Notice of Intent/SWPPP Acceptance Form: \$275**

**Notice of Termination: \$275**

**Lawn Stabilization Security Deposit/Bond (pursuant to Sec. 165-42.G):**

1 to 5 acres = \$10,000

Greater than 5 acres to 10 acres = \$20,000

Greater than 10 acres to 30 acres = \$30,000

Greater than 30 acres = \$50,000

## Building, Planning & Development Department

### 2024 COMMERCIAL BUILDING PERMIT FEES

<u>Type of Permit</u>	<u>Fee</u>
MINIMUM COMMERCIAL PERMIT FEE (unless otherwise listed below)	\$300
New Commercial Buildings, Additions & Accessory Structures:	
(Area) x 75 x (Construction Factor) x .0047 x 1.66*+	
Change of Tenant/Tenant Fit Up*	
- Renovations <50% of total building SF	\$300
- Renovations ≥50% of total building SF (Area) x 75 x (Construction Factor) x .0047 x 1.66*+	
- No Renovations Requiring a Building Permit: See “Annual Fire Inspection” rates below:	
Lawn Sprinkler	\$300
Electrical Work	\$300
Solar Panel	\$300
Generator	\$300
Roof Replacement	\$300
Demolition	
- 5,000 SF or less:	\$300
- Greater than 5,000 SF:	\$500
Blasting	\$500
Tent (Commercial & Permanent)	\$300
Tent (Commercial & Temporary /Special Event)	\$125
Sewer	\$50
Septic	\$300
Operational Hazard	\$300
Mass Gathering (over 500 occupants)	\$500
Fireworks	\$150
Solar Array requiring Planning Board approval: 1% of the cost of construction (labor + Material)	
Annual Fire Inspection Buildings under 10,000 SF**	\$50
Annual Fire Inspection Buildings 10,000 SF and greater**	\$300
Unsafe Building Structure Placard	\$300
Sign	\$75 Minimum or \$1.25/SF

Building Permit Inspection Failure	\$100 per additional inspection after the 2nd failure
Fire Inspection Failure under 10,000 SF	\$50 per additional inspection after 2 <sup>nd</sup> failure
Fire Inspection Failure 10,000 SF and greater	\$300 per additional inspection after 2 <sup>nd</sup> failure
Stop Work Order	\$500 per placard

\* Square footage (SF) calculation shall be determined at the discretion of the building inspector.

\*\* All checks for fire inspections shall be made payable to the Town of Halfmoon within 30 days of the inspection date. Failure to receive payment within 60 days of the inspection date shall result in the fee + 50%. Failure to receive payment within 90 days shall result in the issuance of an appearance ticket.

+ For renewal of a previously approved permit, requiring no further technical review by a building inspector, the fee shall be 50% of the original fee or the Minimum fee, whichever is greater; however, for a third permit renewal (fourth permit issued), and each successive renewal after, the fee shall be 100% of the applicable fee rate for the current year.

### **2024 GEIS FEES\***

Water per EDU	\$2,061.00
Culverts per EDU	\$91.00
Traffic per EDU	\$1,333.00
GEIS Prep. per EDU	\$37.00
Open Space per EDU	\$576.00
<hr/>	
	TOTAL = \$4,098.00

\* These fees represent the full GEIS fee by category. Some projects are approved with a credit to be applied against one or more of the categories listed. Therefore, the GEIS for a specific project may differ from the above due to application of such approved credits.

## **Building, Planning & Development Department**

### **2024 RESIDENTIAL BUILDING PERMIT FEES+**

<b><u>Type of Permit</u></b>	<b><u>Fee</u></b>
MINIMUM RESIDENTIAL PERMIT FEE	\$100
New Home	(Area) x 75 x .67 x .0047 x 1.66*
Accessory Structure (garage, shed, gazebo, pergola, car port, pole barn & similar structures, as determined by the building inspector)	
Over 144 SF:	Minimum = \$100
- Attached	(Area) x 75 x .67 x .0047 x 1.66 *
- Detached	(Area) x 75 x .40 x .0047 x 1.66 *
<u>144 SF &amp; Less: (Attached &amp; Detached)</u>	\$50
Basement (Minimum \$100)	(Area) x 75 x .40 x .0047 x 1.66 *
Addition (Minimum \$100)	(Area) x 75 x .67 x .0047 x 1.66 *
Deck	\$100
Lawn Sprinkler	\$75
In-Ground Pool	\$225
Above-Ground Pool and Hot Tub	\$125
Electrical Work	\$100
Furnace Replacement	\$100
Solar Panel	\$150

Generator	\$100
Roof Replacement	\$100
Mobile Home Replacement	\$175
Mobile Home Park Shed	\$35
Mobile Home Park Annual License & Inspection	
- MHP < 50 homes	\$150/Park + \$10.00/lot
- MHP ≥ 50 homes	\$250/Park + \$10.00/lot
Blasting	\$500
Demolition Permit	\$150
Fireplace	\$75
Sewer	\$20
Septic	\$125
Unsafe Building Structure Placard	\$300
Building Permit Inspection Failure	\$100/per additional inspection after the 2nd failure
Stop Work Order	\$250 each placard installation.

\* Square footage (SF) calculation shall be determined at the discretion of the building inspector

+ For renewal of a previously approved permit, requiring no further technical review by a Building Inspector, the fee shall be 50% of the original fee or the Minimum fee, whichever is greater; however, for a third permit renewal (fourth permit issued), and each successive renewal after, the fee shall be 100% of the applicable fee rate for that calendar year.

**31. Resolution** authorizing the Town Board to appoint MJ Engineering as needed to provide engineering services to the Town of Halfmoon, 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, subject to the review and approval of the Town Attorney.

**A.** Authorizing the Town Board to appoint MJ Engineering and Land Surveying, P.C. as needed to provide engineering services to the Town of Halfmoon, including but not limited to Geographic Information System Maintenance, 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 a contract on behalf of the Town of Halfmoon, subject to the review and approval of the Town Attorney.

**32. 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, Assessors Office, 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 an allocation in the not to exceed amount of \$150 per year for full time employees for a pair of safety footwear; part time employees, if necessary, every two years, upon prior approval of the Superintendent of Highways and the Town Supervisor.

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

**34. 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.

**35. Resolution** that the Town Board hereby adopts Final Budget for the year 2024 and authorizes the spending of total Appropriations \$21,358,330 with estimated revenues of \$15,661,421.

**36. 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.

**37. 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, VHB, WSP USA Corp and CHA and authorize the Supervisor to execute any documents necessary to complete the Traffic Studies.

**38. 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 \$6,000 using Recreation Fees from the Special Revenue Fund, subject to the review and approval of the Town Supervisor.

**39. 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.

**40. 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, 2024, through March 31, 2025, and authorizes the Supervisor to execute said agreement, subject to the review and approval of the Town Attorney.

**41. 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.

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

43. **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.

44. **Resolution** that the Town Board hereby approves the updated Comprehensive Emergency Management Plan that reflects the current Fire Department Chiefs upon the recommendation of the Building, Planning Development Coordinator Harris.

45. **Resolution** that the Town Board hereby appoints, the Clifton Park Town Attorney to represent the Town of Halfmoon pursuant to New York State Town Law §65 in situations where a conflict/situation exists that prohibits the Town of Halfmoon Town Attorney or Deputy Town Attorney from representing the Town. No additional compensation will be provided to the Town of Clifton Park Town attorney for the representation and no employer/employee relationship shall be created during the representation with the understanding that the Town of Halfmoon Attorney may be appointed to represent the Town of Clifton Park should Clifton Park's Town Attorney's Office have a conflict/situation that prohibits them from representing the Town of Clifton Park.

46. **Resolution** that the Town Board authorizes the Town Attorney to execute any legal documents if the Town Supervisor and Deputy Town Supervisor are unavailable.

47. **Resolution** that the Town Board hereby waives all fees associated with any and all permits necessary for Halfmoon Fire Departments, subject to the review and approval of the Town Attorney.

48. **Resolution** that the Town Board authorizes the Supervisor to enter into an agreement with Auctions International whereby Auctions International will conduct auction(s) of Town owned vehicles and/or equipment that is no longer of use to the Town at no cost to the Town and authorizes the Supervisor to execute any documents necessary to effectuate the Agreement, subject to the review and approval of the Town Attorney.

49. **Resolution** that the Town Board hereby waives any and all fees for building permits and/or inspections related to municipal projects, subject to the review and approval of the Town Attorney.

50. **Resolution** appointing Barton & Loguidice to act as the Town Engineers in instances where MJ Engineering and Land Surveying, P.C. has a conflict which prohibits them from representing the Town and authorize the Town Supervisor to execute any agreement necessary, subject to the review and approval of the Town Attorney.

