



TOWN BOARD MEETING

May 01, 2024

2:00 PM

A. James Bold Meeting Room

AGENDA

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

PRESENTATION: DR. OLIVER ROBINSON SHENENDEHOWA SCHOOL BUDGET

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.

SPRING FLING SHOPPING BAZAAR – Saturday, May 4th from 10am to 4pm at Town Hall. So many vendors to choose from for all your shopping pleasures!

BLOOD DRIVE - Halfmoon Town Hall, 2 Halfmoon Town Plaza Halfmoon, NY 12065 in the A. James Bold Meeting Room Thursday May 9, 2024 1:00 pm to 6:00 pm
TO schedule an appointment, please call 1-800-redcross or visit redcrossblood.org and use sponsor code HALFMOONTOWNHALL

CONCERT IN THE PARK – Friday, June 14th from 6:30 – 9:00pm at the Stage in the Town Park. Joe Adee & the Lug Nuts will be playing under the stars!

TOWN MEETINGS:

*If a Monday meeting falls on a holiday, the meeting will be held the next day (Tuesday).

- **Town Board:** 1st and 3rd Wednesday of the month at 7:00 PM
Pre-meeting at 6:15 PM
- **Zoning Board of Appeals:** 1st Monday* of the month at 7:00 PM
Pre-meeting at 6:45 PM

- **Planning Board: 2nd and 4th Monday* of the month at 7:00 PM**
Pre-meeting at 6:15 PM
- **Trails & Open Space Committee: 3rd Monday* of the 3rd month at 7:00 PM, unless otherwise announced.**

REPORTS OF BOARD MEMBERS AND TOWN ATTORNEY

Kevin J. Tollisen (Town Supervisor)

Paul Hotaling (Deputy Town Supervisor)

- a. Chair of Personnel Committee
- b. Ethics Committee
- c. Liaison to Trails & Open Space Committee
- d. Chair of Infrastructure & Safety (Water, Highway, Building & Maintenance)
- e. Co-Chair for Character Counts

John Wasielewski (Town Board Member)

- a. Liaison to Planning Board
- b. Chair of Committee of Emergency Services & Public Safety
- c. Liaison to Animal Control and related services

Jeremy Connors (Town Board Member)

- a. Liaison to Zoning Board
- b. Chair of Business and Economic Development Committee
- c. Chair for Not-for-Profit Organizations
- d. Liaison to Comprehensive Plan Update Committee

Eric Catricala

- a. Co-Liaison to Planning Board
- b. Co-Chair of Business and Economic Development Committee
- c. Chair for Parks and Athletics Organizations
- d. Chair for Recreation
- e. Co-Chair for Character Counts
- f. Liaison to Trails & Open Space Committee

Lynda Bryan (Town Clerk)

- a. Chair of Senior Programs
- b. Chair of Committee on Historical Archives

Dana Cunniff (Receiver of Taxes)

- a. Chair of Committee on Resident Relations

Lyn Murphy, Esq. (Town Attorney)

Cathy Drobny, Esq. (Deputy Town Attorney)

PUBLIC COMMENT (For discussion of agenda items)

DEPARTMENT REPORTS

**DEPARTMENT MANAGER MONTHLY REPORTS (Can be viewed at the Town Clerk's Office)
Assessor, Buildings & Grounds, Recreation, Water, Highway, Buildings & Grounds**

CORRESPONDENCE

1. **Received** from the Town of Colonie a Public Hearing will be held by the Town Board of the Town of Colonie in Memorial Town Hall (534 New Loudon Road, Latham, NY) on May 9, 2024 at 6:30 pm on the proposed re-zoning of approximately 0.219+/- acres of land located at 409 Vly Road Schenectady, NY 12309 (SBL: 18-1-71) in the Town of Colonie.
2. **Received** From New York State Agriculture and Markets Dog Control Officer Inspection Report with satisfactory findings regarding compliance to NYS Agriculture & Markets requirements.
3. **Received** from the Town Planning Board Resolutions approved at the April 22, 2024 meeting.
4. **Received** from Shenendehowa Central Schools, their 2024-2025 Budget.
5. **Received** from the Town of Halfmoon, the Annual Financial Report for the Fiscal Year ending December 31, 2023, available for review at the Town Clerk's Office.

OLD BUSINESS

NEW BUSINESS

139. Resolution that the Town Board approve the minutes of the regular Town Board Meeting of April 17, 2024 as presented.

Resolution Introduced by Town Clerk Bryan

140. Resolution that the Town Board accepts the Town Clerk's Certificate of No Filing for the expenditure of Water Capital Reserve monies for the replacement of the water main located at the intersection of NYS Route 9 and 236.

Resolution Introduced by Town Clerk Bryan

141. Resolution that the Town Board hereby schedules a Public Hearing for the May 15, 2024, Town Board meeting, in the A. James Bold Room, at 7:00 p.m. or as soon thereafter as their agenda allows, to discuss authorizing an amendment to the Code of the Town of Halfmoon and regulations regarding permitting recreational uses in C-1 Commercial, LI-C Light Industrial, and W-1 Waterfront mixed use District.

Resolution Introduced by Building, Planning Development Coordinator Harris

[142. Resolution that the Town Board approves the proposal from Philadelphia Insurance Companies for the Town insurance coverage from carrier New York Municipal Insurance Reciprocal, for the Town of Halfmoon Recreation program in the amount of \\$2,561.00 for the renewal period of July 1, 2024 through August 9, 2024, subject to review and approval of the Town Attorney.](#)

[Resolution Introduced by Recreation Director Department of Aging and Youth Hayes](#)

143. Resolution that the Town Board hereby schedules a Public Hearing for the May 15, 2024, Town Board meeting, in the A. James Bold Room, at 7:00 p.m. or as soon thereafter as their agenda allows, to discuss authorizing an amendment to the Code of the Town of Halfmoon to modify the language of §160-58 District Extension Fees to remove the dollar amount listed and mandate that the rates be set by Town Board Resolution.

Resolution Introduced by Building, Planning Development Coordinator Harris

144. Resolution, that the Town Board authorizes the installation of an LED street light on the National Grid pole #95 ½ located at 405 Hudson River road in the Town of Halfmoon, subject to the review and approval of the Town Attorney.

Resolution Introduced by Superintendent of Highways Bryans.

145. Resolution that the Town Board hereby authorizes the Supervisor to enter into an agreement with Siena Fence to provide fencing for the Halfmoon Highway Garage located at 322 Route 146 pursuant to the proposal dated April 17, 2024, in the not to exceed amount of \$24,230.00 and further authorizes the Supervisor to execute said agreement, subject to the review and approval of the Town Attorney.

Resolution Introduced by Superintendent of Highways Bryans

146. Resolution that the Town Board authorizes the Supervisor to enter onto an agreement with Center for Security in the amount of \$2,890.00 to install a digital timer with electric strike on restroom doors, providing storeroom levers with Medeco cylinders along with the additional equipment and services as detailed in the proposal dated April 23, 2024, for the outdoor pavilion and authorize the Supervisor to execute any documents necessary to effectuate the Agreement, subject to the review and approval of the Town Attorney.

Resolution Introduced by Supervisor of Buildings & Grounds Maiello

147. Resolution authorizing the Supervisor to enter into an agreement with MJ Engineering and Land Surveying, P.C. to provide professional services associated with the culvert failure on Lower Newtown Road at the Old Champlain Canal crossing in accordance with the proposal submitted by MJ Engineering dated April 23, 2024, in the not to exceed amount of \$14,500.00 and to authorize the Supervisor to sign the agreement and any documentation necessary to complete the work, subject to the review and approval of the Town Attorney.

Resolution Introduced by Superintendent of Highways Bryans

148. Resolution authorizing the Supervisor to enter into an agreement with MJ Engineering and Land Surveying, P.C. to provide engineering services associated with the replacement of the existing septic system at the Town's Water Treatment Plant, located at 8 Brookwood Road in accordance with the proposal submitted by MJ Engineering dated April 24, 2024, in the not to exceed amount of \$15,700.00 and to authorize the Supervisor to sign the agreement and any documentation necessary to complete the work, subject to the review and approval of the Town Attorney.

Resolution Introduced by Superintendent of Water & Building Maintenance Supervisor Tironi

149. Resolution that the Town Board approves sending a request for a traffic study for Upper Newtown Road to Saratoga County Department of Public Works to set and post the

speed limit, together with any additional signage as warranted.

Resolution Introduced by Building & Planning Director Harris

150. Resolution that the Town Board hereby authorizes the Supervisor to enter into an Agreement with Snyder Printer to provide printing services for the Summer edition of the Halfmoon Navigator \$6,705.00, with the understanding that if postage rates increase, the Town would be responsible for paying for the additional postage and hereby authorizes the Supervisor to execute any documents necessary to effectuate the Agreement, subject to the review and approval of the Town Attorney.

Resolution Introduced by Supervisor Tollisen

151. Resolution that the Town Board accepts for Road Dedication Jack Drive, Sally St (Portion 1 & 2) and Lester Lane and related easements in the Creekview Estates (Phase 1) Residential Subdivision. The standards as set by the Town of Halfmoon Roadway Dedication Procedure have been satisfied, with minor conditions. All roads are public roads and are open to the public 24 hours a day. The Town of Halfmoon accepts the legal responsibility and The Town of Halfmoon Highway Department will be responsible for all maintenance and repair of the above designated roads. The Town shall not issue more than one (1) certificate of occupancy or maintain, plow or otherwise care for the roads until proof of recording of the documents with the County Clerk's office are received.

Resolution Introduced by Building and Planning Development Coordinator Harris

[152. Resolution that the Town Board approves the abandonment of Lawrence Circle, described in the annexed map dated May 22, 2016, at the request of William Bryans, Jr., Superintendent of Highways in the Town of Halfmoon, and at the request of all the abutting property owners, and authorizes the Town Supervisor to execute a quit claim deed on behalf of the Town of Halfmoon. Subject to the review and approval of the Town Attorney.](#)

[Resolution Introduced by Superintendent of Highways Bryans](#)

153. Resolution that the Town Board acknowledges that the required audit was conducted by BST & Co. CPA's, LLP in compliance with Section 2019-a of the Uniform Justice Court Act for the Justice Court records for fiscal year ending December 31, 2023.

Resolution Introduced by Comptroller Hatter

154. 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	\$13,250.00
Subsidiary:	Home & Community Services		
	25-4-2189.00	\$13,250.00	
CREDIT:	Appropriations	25-960	\$13,250.00
Subsidiary:	Engineering Contractors		Inspections
	25-5-1440.40	\$13,250.00	

Information Only: The above was derived from the following breakdown of charges to be paid on May 9, 2024, Abstract for engineering and related fees.

<u>NAME</u>	<u>AMOUNT</u>
Goldstein PDD	\$1,155.00
GT Toys Expansion	\$495.00
J.Dunn Office/Warehouse	\$710.00
Next Gen Roofing Site Plan	\$330.00
Tabor Road Flex Space & Self Storage	\$660.00
Shea Pointe PDD Traffic Signal	\$9,900.00

Total \$13,250.00

A resolution is necessary to create the project budgetary accounts within the Capital Projects Fund for the NYS Route 9-236 Intersection Water Main Replacement. Since road construction is planned for this area, the Town is planning to replace the aging infrastructure prior to construction. The new water main will consist of approximately 1,400 linear feet of 8-inch high density polyethylene water main extending from the intersection of NYS Route 236 and Guideboard Road to a hydrant located adjacent 1741-1743 NYS Route 9. The project will be funded by Water Fund Capital Reserves.

DEBIT :	Revenues	35-980	\$600,000
	Subsidiary: Interfund Transfers		
	35-4-5031	\$600,000	
CREDIT:	Appropriations	35-960	\$600,000
Subsidiary:	Transmission & Distribution- NY Route 9-236 Intersection Water Main Replacement		
	35-5-8340.24	\$600,000	

Create budgetary accounts from Town of Halfmoon Water Fund:

DEBIT:	Appropriated Reserves	30-511	\$600,000
CREDIT:	Appropriations	30-960	\$600,000
Subsidiary:	Transfer to Capital Projects		
	30-5-9950.90	\$600,000	

A resolution is necessary to close the project budgetary accounts within the Capital Projects Fund for the Highway Garage Improvements project. The balance in the Capital Projects fund plus any interest earned will be returned to Fund Balance in the General Fund.

DEBIT:	Appropriations	35-960	\$2,446,550
Subsidiary:	Garage- Highway Improvements		
	35-5-5132.21		\$2,446,550
CREDIT:	Revenues	35-980	\$2,446,500
Subsidiary:	Interfund Transfers		
	35-4-5031		\$2,446,500

PUBLIC COMMENT (For discussion of non-agenda items)

ADJOURN



Town of Halfmoon Recreation

Participant Accident Insurance Quotation

April 23, 2024

Coverage, Benefits & Limits

Accident Medical Expense:	\$25,000 (per Participant, per Accident)
Accident Medical Expense Aggregate:	No Aggregate
Benefit Amount:	100% of Usual & Customary Charge
Accident Dental Expense:	Included in Medical
Deductible:	\$0
Deductible Type:	None
Benefit Period:	1 year
Plan Type:	Full Excess
Accidental Death:	\$25,000
Accidental Dismemberment:	Up to \$50,000 per Schedule of Covered Losses
Accidental Paralysis:	\$50,000
AD&D and Paralysis Aggregate:	\$500,000 (per Accident)

Premium

Policy Premium:	\$2,561.00
Minimum and Earned Policy Premium:	\$300.00

Eligible Persons

All registered participants of the policyholder.

Covered Activities

Participation in and attendance at the following Policyholder Supervised and Sponsored activities: All Recreational & Educational Activities occurring 7/01-8/09/2024.

Underwriting & Administration

The plan is underwritten by Philadelphia Indemnity Insurance Company (PIIC). PIIC is rated, A++, Superior, by A.M. Best & Company. If the terms are acceptable, we will issue the policy to the agent. The invoice will be issued on a direct bill basis to the agent's customer. Claims are administered by NAHGA Claim Services, Inc. of Bridgton, Maine.

This quotation is based upon the underwriting information submitted. Changes to the underwriting information must be reported and may affect quotation.



Siena Fence Co. Inc.

PO Box 4893 Clifton Park, New York 12065 (518) 877-4362 fax: (518) 877-3316

PROPOSAL

SUBMITTED TO:

TOWN OF HALFMOON
ATTN: WILLIAM BRYANS

WORK TO BE PERFORMED AT:

322 ROUTE 146
HALFMOON, NY

CHAIN LINK FENCE: FURNISH AND INSTALL 364 +/- LINEAL FT. OF 6' HIGH, CHAIN LINK FENCING. TERMINAL POSTS TO BE 2 1/2" SCH-40, LINE POSTS TO BE 2" SCH-40, TOP AND BRACE RAIL TO BE 1 5/8" SCH-40. ALL POSTS TO BE SET IN CONCRETE FOOTINGS. CHAIN LINK FABRIC TO BE #9 GAUGE. INCLUDED ARE (2) EACH 40' WIDE, (1) EACH 35' 6" WIDE AND (1) 26' WIDE, DOUBLE SWING GATES WITH HARDWARE. 4 EXISTING GATE POSTS TO REMAIN. NEW GATE POSTS TO BE 6 5/8" SCH-40. ALL MATERIALS TO HAVE A GALVANIZED FINISH.

TOTAL INSTALLED: \$ 24,230.00

LEAD TIME: 8 - 10 WEEKS +/-

EXCLUDED: CLEARING, GRADING OR GRUBBING, CONCRETE FOOTING REMOVALS, CORE DRILLING, VINYL COATED MATERIALS, LOCKS, LOCATION OF PRIVATE UNDERGROUND UTILITIES, SURVEY OR STAKEOUT OF PROPERTY LINES.

Any alteration or deviation from above specifications involving extra costs will be executed only upon written change order, and will become an extra charge over and above the estimate. Customer is responsible for the location of all private underground utilities, all necessary building permits, tax exempt certificates, location of property lines and clearing not included in the estimate. Proposal subject to terms & conditions.

Submitted By: _____

Christopher Litchfield

A TWO YEAR WORKMANSHIP WARRANTY IS INCLUDED IN ADDITION TO ANY MANUFACTURERS WARRANTY ON MATERIALS.

Date: _____

ACCEPTANCE OF PROPOSAL

THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. SIENA FENCE CO., INC. IS AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENTS WILL BE MADE AS OUTLINED ABOVE.

Accepted By: _____ Date: _____

Center for Security

Tom Walsh - Scott Hogan

1659 Route 9

Clifton Park, New York 12065

518-274-0046 518-383-5329

shop@centerforsecurity.com

www.centerforsecurity.com

April 23, 2024

Town of Halfmoon
Out Door Pavilion

Out Door Pavilion Bathrooms

Enclosed herein, please find a quotation for Center for Security to supply and install a digital timer with electric strike on men's/ladies room door. Storeroom levers with Medeco cylinders will be provided. Each restroom will have an indicator deadbolt for privacy when in use. Lever will be keyed to Medeco high security keys.

- 2- HES 5000 Electric Strikes
- 2- SDA Storeroom Function Levers
- 2- Medeco Knob Plugs
- 2- Edge Door Guards
- 1- Power Supply
- 1- DT724 Timer
- 2- Indicator Deadbolts
- 2- Tabs
- Labor to Install
- Gas Surcharge
- Service Call to Location

Total \$2,890.00
Add Tax if Applicable

We require a 50% down payment upon acceptance of quotation and balance in full is due at time of completion of work. Should you have any questions, please feel free to contact our office at any time. We look forward to hearing from you at your earliest convenience.

Estimated by:
Scott Hogan

Please sign and fax to 383-5219 upon acceptance of quotation.

Signature _____

Date _____

Pricing valid for 30 days.

R1



April 23, 2024

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

Re: Lower Newtown Road Culvert Replacement
MJ Proposal No. 2024190 for Engineering Services

Dear Supervisor Tollisen:

M.J. Engineering and Land Surveying, P.C. (MJ) is pleased to provide the Town of Halfmoon (Town) with this proposal for professional services associated with the culvert failure on Lower Newtown Road at the Old Champlain Canal crossing. MJ's project understanding and associated Scope of Services are included below.

PROJECT UNDERSTANDING

On April 9, 2024, the Town was made aware of a sinkhole that had developed on Lower Newtown Road at the Old Champlain Canal crossing. Upon inspection, the Town was able to determine that the existing 18" corrugated metal pipe (CMP) beneath Lower Newtown Road had collapsed, creating a +/- 12" diameter hole in the asphalt surface. The Town temporarily closed the roadway to traffic, placed fill and cold patch in the hole, and opened Lower Newtown Road back up to traffic the same day. The Town is continuing to monitor the condition of the temporary fill. The Town contacted MJ on April 10, 2024, to request a field visit to evaluate the failure and develop potential solutions. While the cause of the culvert failure has not been determined, replacement of the culvert is necessary to maintain the integrity of the road and limit any disruptions in traffic flow.

Based on our April 10th site visit, MJ understands the following conditions:

- The Old Champlain Canal does not convey water; the water generally maintains a similar elevation year-round and appears to be stagnant on the north and south sides of the culvert. Following the site visit, MJ evaluated the purpose of the culvert at the request of the Town. While the canal water generally appears stagnant, McDonald Creek is hydraulically connected to the canal based on NYSDEC mapping, both north and south of Lower Newtown Road.
- The Old Champlain Canal is a historically significant feature. Coordination with NYS Office of Parks, Recreation and Historic Preservation (OPRHP) is required to determine if approvals or project review is required for the culvert replacement.
- The canal, and lands adjacent to the canal in the vicinity of the culvert, may be considered regulated wetlands. Coordination with NYS Department of Environmental Conservation (NYSDEC) and the US Army Corps of Engineers (USACE) is required to understand permitting requirements and need for delineation of wetlands.
- The fill and cold patch placed by the Town is expected to settle and may require regular maintenance until the culvert is replaced.



21 Corporate Drive
Clifton Park, NY 12065



518.371.0799
mj@mjteam.com
mjteam.com



Fishkill, NY
Levittown, NY
Picatinny, NJ
Melbourne, FL



- The Town prefers to perform pipe replacement work outside of the school year to avoid school-related traffic impacts.
- The Town is requesting Professional Services to evaluate the existing conditions and prepare design documents to replace the culvert.

SCOPE OF SERVICES

Task 01: Site Evaluation & Existing Conditions

1. Utilize the topographic and right-of-way mapping that was prepared by MJ in 2021 for the Lower Newtown Road Water Main Extension project.
2. Conduct a site inspection to obtain additional data, including approximate depth of pipe and approximate depth submerged. During the site inspection, the mapping will be field edited to capture any changes since the mapping was prepared.
3. Obtain survey information for the elevation of the top of the culvert pipe and the invert. Incorporate the culvert information into the base mapping.
4. Identify the as-built elevation of the existing 12" water main installed as part of the Lower Newtown Road Water Main Extension project through a review of record drawings, boring logs, and other field information obtained during construction.

Task 02: Construction Documents

1. Prepare construction documents, including drawings and technical specifications, for the culvert replacement. The intent is to replace the culvert with an 18" smooth interior corrugated plastic pipe (SICPP). The elevation of the pipe will be coordinated with the elevation of the 12" water main below the eastbound travel lane. In addition to the culvert replacement, a guide rail design will be performed to ensure the existing guide rail is reset in the correct location during restoration of Lower Newtown Road.
2. Prepare and submit 100% construction documents to the Town for review and comment. The 100% documents will also be submitted to the involved regulatory agencies for their review and comment. The anticipated plan set will include:
 - o Title Sheet;
 - o General Notes, Legend and Index;
 - o Existing Conditions & Removals Plan;
 - o Roadway Typical Section;
 - o Erosion and Sediment Control Plan, including waterway diversion / dewatering as needed to access the pipe
 - o Work Zone Traffic Control Plan (full closure of Lower Newtown Road is assumed)
 - o General Construction Plan
 - o Miscellaneous Construction Details



3. Prepare an opinion of probable construction costs to ensure conformance with the project budget. The estimate will be based on recent NYSDOT item unit prices for the Region 1 area and will provide the Town with an estimated cost should the decision be made to bid out the work.
4. Finalize 100% construction documents, inclusive of any comments provided by the Town and regulatory agencies.
5. Provide final documents, stamped and signed by a NYS-licensed professional engineer, to the Town for their use.

Task 03: Regulatory Permits and Approvals

MJ will evaluate permit needs and obtain the required permits. The following permits and approvals are assumed to be required:

1. Approval from the OPRHP to excavate within the limits of the Old Champlain Canal: MJ provided an initial summary of the issue and intended scope of work to OPRHP on April 19th. At the request of OPRHP, MJ submitted a brief project description for review through the Cultural Resource Information System (CRIS) on April 22, 2024. MJ will coordinate with OPRHP as needed to incorporate their requirements into the contract documents and secure approval for the work.
2. Wetland disturbance permit from the NYSDEC: The canal is mapped as a state-regulated wetland. MJ provided an initial summary of the issue and intended scope of work to NYSDEC on April 19th. The Regional Permit Administrator stated that the work will be permitted with an Emergency Approval (EA) when the Town (or contractor) is prepared to mobilize. MJ will continue to provide updates to NYSDEC as needed and will request the EA when appropriate. The EA will be valid for 60 days from the date of issuance.
3. Wetland and waterbody disturbance permit from the USACE: The canal is under the jurisdiction of the USACE. MJ provided an initial summary of the issue and intended scope of work to USACE on April 22nd. MJ will continue to coordinate with the USACE, submit a Joint Application, and provide the follow-up correspondence required to respond to questions.

SCHEDULE

MJ is prepared to initiate the work identified in this proposal within 2 weeks of Notice to Proceed. MJ will perform the outlined tasks as follows:

- Task 01:** Site Evaluation & Existing Conditions2 weeks after Notice to Proceed
- Task 02:** Construction Documents6 weeks after Notice to Proceed
- Task 03:** Regulatory Permits and Approvals Throughout Project Duration

The Task 03 schedule is dependent on the timeframe for agency review. As of the time of this proposal, the timeframe for USACE project review has not yet been determined.



FEE

MJ proposes to complete the above-listed services for the following lump sum fees.

Task 01: Site Evaluation & Existing Conditions	\$ 2,000
Task 02: Construction Documents	\$ 8,000
Task 03: Regulatory Permits and Approvals	\$ 4,500
Total Estimated Fee: \$14,500	

MJ will invoice the Town on a monthly basis based upon a percentage of work completed in that period. The fee assumes there are no significant changes resulting from decisions, conditions and/or events beyond MJ's control.

ASSUMPTIONS

The following assumptions were made in the development of this proposal:

1. The proposed improvements outlined in the construction documents will be performed by the Town Highway Department.
2. NYSDOT Standard Specifications and associated item numbers will be used.
3. Preparation of a public bid package in accordance with DOT requirements is not required.

TASKS NOT INCLUDED IN THIS PROPOSAL

The following efforts are excluded from this scope of services:

1. Design of site structures (i.e., new retaining walls).
2. Relocation of non-municipal and municipal utilities.
3. Geotechnical investigation.
4. Wetland delineation.
5. Hydraulic analysis of the canal.
6. Watershed analysis of lands surrounding the canal.
7. Hazardous material investigations or remedial actions necessary during construction.
8. Cultural / archeological investigations.
9. State Environmental Quality Review (SEQRA) support.



10. Threatened / endangered species investigations.
11. Preparation of a project manual for public bidding.
12. Bid phase services.
13. Construction phase services.
14. Third party special inspections and/or certifications.

SUMMARY

Thank you for the opportunity to provide a proposal for this project. If the above scope of work is acceptable, please provide written authorization. We look forward to the opportunity to work with the Town on this project. Please do not hesitate to contact Lisa Wallin at 518-371-0799 or via email at lwain@mjteam.com if you have questions or require additional information.

Sincerely,


Michael D. Panichelli, P.E.
President

Cc: C. Dooley
File



AUTHORIZATION TO PROCEED

I hereby authorize M.J. Engineering and Land Surveying P.C. to proceed with the scope of services as described in this proposal.

Signature

Printed Name

Date

DRAFT



April 24, 2024

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

Re: Water Treatment Plant Septic System Replacement
MJ Proposal No. 2024167 for Engineering Services

Dear Supervisor Tollisen:

M.J. Engineering and Land Surveying, P.C. (MJ) is pleased to provide the Town of Halfmoon (Town) this proposal for engineering services associated with the replacement of the existing septic system at the Town's Water Treatment Plant, located at 8 Brookwood Road. Based on previous discussions with the Town, MJ's project understanding, and associated Scope of Services are included below.

PROJECT UNDERSTANDING

Based on our April 17, 2024, site visit with Mr. Frank Tironi and Mr. Paul Maiello, MJ understands the scope to entail:

- The Town's water treatment plant utilizes a septic system to treat domestic waste generated by the Town staff. The system was constructed in 2001, in conjunction with the original water treatment plant. The septic system is in the northeast corner of the site between the administration building and parking lot.
- Based on record drawings provided by the Town, the system was designed to accommodate a daily flow of 95 gallons per day and consists of a 1,000-gallon septic tank, distribution box, and two (2) 4-inch diameter perforated laterals in absorption trenches.
- The Town has noted that the existing system is exhibiting poor performance in the laterals/absorption trenches, with water levels backing up into the discharge pipe. The existing septic tank also requires pump outs every two (2) weeks to allow for the restroom facilities at the water treatment to be used.
- The Town recently had the laterals inspected by camera and the lines were found to be in poor condition. The existing distribution box area and absorption trenches appear to have settled as well, which can contribute to decreased performance.
- To address the deficiencies with existing septic system, the Town has requested that MJ provide design documents for replacement of the absorption field in an alternative location. The potential location identified with the Town is in the grass area, east of the parking lot and between the existing fence and driveway.



SCOPE OF SERVICES

Task 01: Field Services

A. Survey and Mapping

1. Prepare topographic mapping to serve as the basis for the design of proposed septic system improvements. The survey shall encompass the area shown.
2. Base mapping will include but not be limited to, driveways, buildings, guide rail, signs, culverts, fences, above and below grade utilities, roadway pavement, and brush and/or tree lines. Underground utilities, if any, shall be shown based on any record information provided by the owner, visible evidence, and data collected during the field survey. Underground utilities shall be mapped in accordance with ASCE Quality Level C (QL-C) Standards.
3. Establish two horizontal control points tied to the New York State Plane Coordinate System, East Zone (1983 NAD). Two vertical control points tied to the North American Vertical Datum of 1988 (NAVD88) will also be established in areas unlikely to be disturbed by site activities for use during subsequent phases of the project. If required, elevations will be referenced to information shown on record plans.
4. Display contours at an interval of one foot (1.0') with spot elevations annotated as necessary to identify high and low points.
5. Prepare mapping in AutoCAD 2023 (Civil 3D), at a scale of 1'=20'.



B. Soil Testing

1. Conduct confirmatory in-situ soil testing to support the septic system design in the proposed location. This work will include up to three (3) percolation tests, as well as one (1) deep test pit to be excavated by Town staff. The soil testing will be conducted in conformance with the New York State Design Standards for Intermediate Sized Wastewater Treatment Systems (2014). Field test data will be provided on the design plans outlined under Task 02.

Task 02: Construction Documents

1. Prepare construction documents, including drawings and technical specifications, for the new septic system. It is assumed that wastewater flows via gravity from the building through the septic system and that no electrical equipment (i.e., pumps) will be required. The major design elements to be addressed in the detailed design for preparation of the construction documents include the following:



- Septic tank and leach field sizing calculations
 - Layout of septic tank, distribution box, and leach field
2. Prepare and submit 100% construction documents to the Town for review and comment. The 100% documents will also be submitted to the involved regulatory agencies (i.e., NYSDOH) for their review and comment. The anticipated plan set will include:
 - Title Sheet;
 - General Notes, Legend and Index;
 - Existing Conditions & Removals Plan;
 - Proposed Septic System Layout Plan, Sections, and Details;
 - Miscellaneous Construction Details.
 3. Prepare an opinion of probable construction costs to ensure conformance with the project budget.
 4. Finalize 100% construction documents, inclusive of any comments provided by the Town and regulatory agencies.
 5. Provide final documents, stamped and signed by a NYS-licensed professional engineer, to the Town for their use in solicitation of quotes for septic system improvements.

Technical specifications (Divisions 02 through 48) will be furnished for specific items not noted on the plans. A cost estimate will also be prepared and submitted to the Town for review and assessment relative to procurement requirements.

Task 03: Regulatory Permits and Approvals

Based on the anticipated flows to the new septic system (less than 1,000 gallons per day), it is assumed that a State Pollutant Discharge Elimination System (SPDES) P/C/I SPDES General Permit 0-15-001, Groundwater Discharge of Treated Sanitary Sewage, will not be required through New York State Department of Environmental Conservation (NYSDEC). Rather, the plans will be submitted to the New York State Department of Health (NYSDOH) for review and approval. MJ will prepare the permit application, including submission of construction plans, for NYSDOH review and approval. Comments provided by the NYSDOH will be addressed to secure final approval of the construction documents.

SCHEDULE

MJ is prepared to initiate the work identified in this proposal within 2 weeks of Notice to Proceed. MJ will perform the scope of work outlined herein within 6 weeks of project initiation.

Projected start and end dates are subject to change and are based on date from authorization to proceed. As certain aspects of the project are outside of MJ's control (e.g., review agency schedules, actions, and approvals), MJ cannot guarantee completion of the project within these proposed schedules.



FEE

MJ proposes to complete the above-listed services for a lump sum fee as follows:

Task 01: Field Services	
A. Survey and Mapping	\$3,700
B. Soil Testing	\$1,100
Task 02: Construction Documents	\$10,100
Task 03: Regulatory Permits and Approvals	\$800
Total Estimated Fee: \$15,700	

MJ will invoice the Town in accordance with the contract requirements. The fee assumes there are no significant changes resulting from decisions, conditions and/or events beyond MJ's control.

ASSUMPTIONS

The following assumptions were made in the development of this proposal:

1. Existing utility and record mapping will be made available to MJ by the Town.
2. Town will excavate deep test pit and expose distribution box and laterals.
3. The fee has been developed with the understanding that payment of NYS prevailing wage and supplemental benefits for field personnel will be required.
4. The proposed improvements are to be contracted directly by the Town and preparation of a public bid package is not required.

TASKS NOT INCLUDED IN THIS PROPOSAL

The following efforts are excluded from this scope of services:

1. Decommissioning assistance for the existing septic system.
2. Excavation of deep test pits.
3. Soil analysis via laboratory testing.
4. Full boundary survey.
5. Utility locating.
6. Wetland delineation, cultural resource, threatened and/or endangered species survey / permitting.
7. Preparation of an engineering report.
8. Electrical design services.
9. Preparation of front-end contract and Division 01 specifications.
10. Bid phase services.
11. Construction phase services, including inspection and stakeout services.
12. Third party special inspections and/or certifications.



SUMMARY

Thank you for the opportunity to provide a proposal for this project. We look forward to the opportunity to work with the Town on this project. Please do not hesitate to contact Carrie Dooley at 518-371-0799 or via email at carriedooley@mjteam.com. If you have questions or require additional information.

Sincerely,

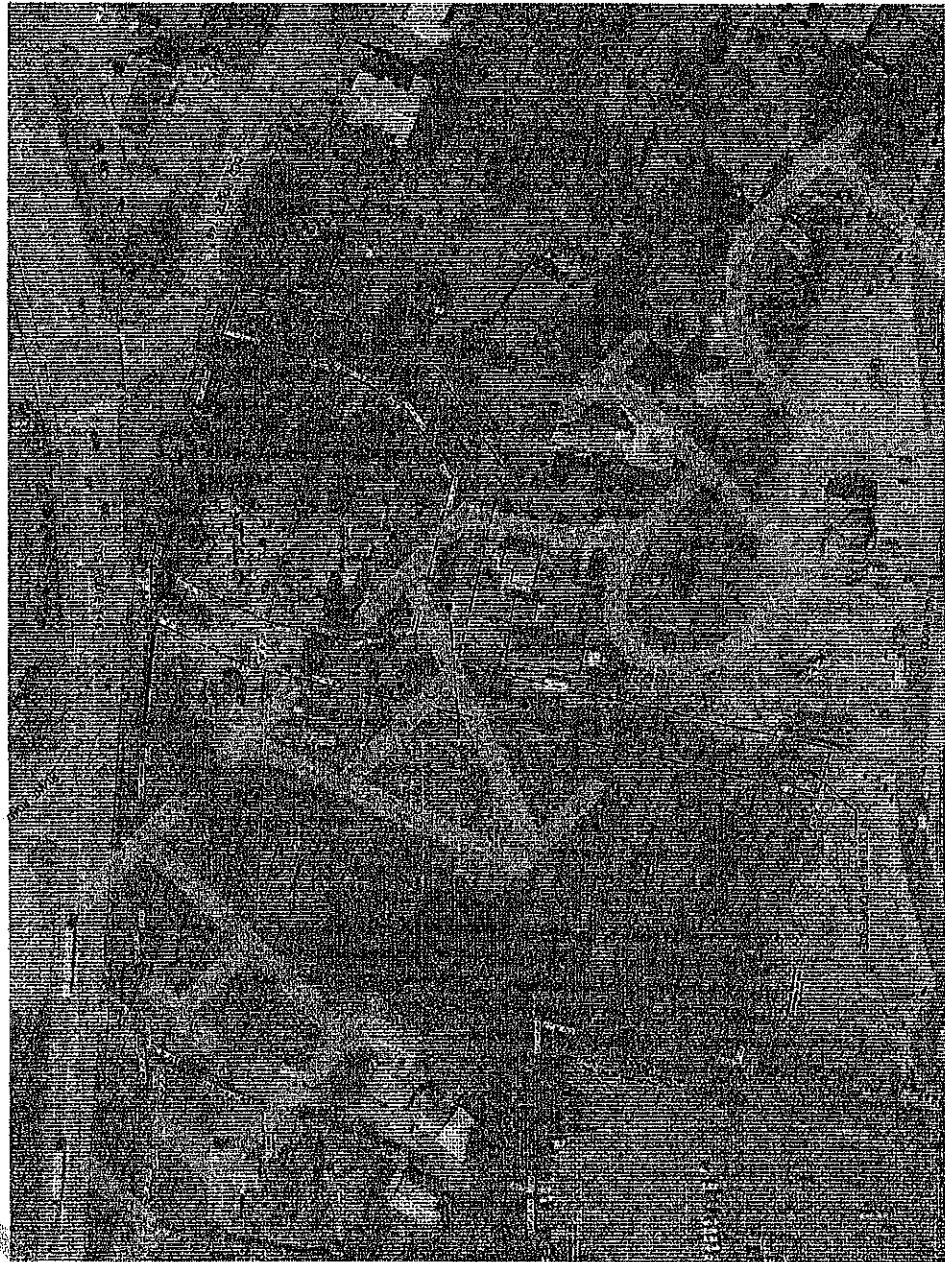
Michael D. Panichelli, P.E.
President

Cc: Ca. Dooley
File

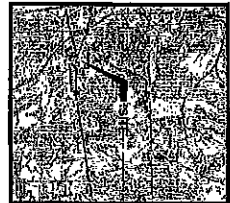
AUTHORIZATION TO PROCEED

I hereby authorize M.J. Engineering and Land Surveying, P.C. to proceed with the scope of services as described in this proposal.

_____	_____
Printed Name	Title
_____	_____
Signature	Date



EXISTING LAWRENCE CIRCLE ROW TO BE RELINQUISHED PLAN



SITE LOCATION MAP
SCALE 1" = 1 MILE



LANSING ENGINEERING
EARL - LAWRENCE CIRCLE
COMMERCIAL DEVELOPMENT
SITE PLAN
DATE: 05/20/15
SHEET 1 OF 1

EARL - LAWRENCE CIRCLE COMMERCIAL DEVELOPMENT
3500 EARL - LAWRENCE CIRCLE, HUNTERDON TOWNSHIP, MIDDLESEX COUNTY, NEW JERSEY



North Arrow Description

UNDESIGNED
 ALLEGED TO BE
 ACCURATE TO THE
 BEST OF OUR
 KNOWLEDGE AND
 BELIEF. THIS
 INFORMATION IS
 PROVIDED FOR
 YOUR INFORMATION
 ONLY. IT IS NOT
 TO BE USED FOR
 ANY OTHER PURPOSE.
 WATER SCOUT LANSING
 SYSTEM NO. 070002