

TOWN BOARD MEETING AGENDA
November 1, 2023

TOWN BOARD WORKSHOP – Board Room – 6:15 pm

PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE

PUBLIC HEARING: 2024 PRELIMINARY 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 3-6 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.

COMPREHENSIVE PLAN UPDATE VIRTUAL PUBLIC WORKSHOP #3: Monday, November 13th from 5:00 – 6:30 PM via Zoom. Register at: www.PlanHalfmoon.com

THANKSGIVING FOOD DRIVE: The Town of Halfmoon will be accepting food donations for baskets to be delivered to local seniors and families in need. Items needed are Instant Potatoes, Stuffing Mix; Dessert Mix; Canned Cranberries; Gravy/Gravy Mix; canned vegetables. If you need a holiday food basket, please contact the Supervisor’s Office at 518-371-7410 Ext.2200.

JINGLE BELL BASH: Saturday, December 2nd from 12:00 – 4:00 pm at the Halfmoon Town Complex. Tons of Holiday fun for the kids! Pictures with Santa & Mrs. Claus, Horse Drawn Sleigh Rides, Balloon Artists, and all of your Holiday Friends there to greet you!

HOLIDAY MEMORIES & TREE LIGHTING CEREMONY: Sunday, December 3rd at 5:00 pm at the Gazebo in the Abele Memorial Park in front of the Town Municipal Center. This is a lighted tree memorial in remembrance of loved ones who have passed away but are forever in our hearts.

MARKETPLACE ON CANDY CANE LANE: Saturday, December 16th from 11:00am – 3:00 pm for all of your Holiday Shopping at Halfmoon Town Hall! Sooo many vendors with exciting gift ideas for you!

TOWN MEETINGS:

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

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

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

REPORTS OF BOARD MEMBERS AND TOWN ATTORNEY

Kevin J. Tollisen (Town Supervisor)

Paul Hotaling (Deputy Town Supervisor): (1) Chair of Personnel Committee (2) Ethics Committee (3) Chair of Infrastructure & Safety (Water, Highway, Building & Maintenance) (4) 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)

PUBLIC COMMENT (for discussion of agenda topics)

DEPARTMENT REPORTS –

DEPARTMENT MANAGER MONTHLY REPORTS – (Can be viewed at the Town Clerk's Office)

CORRESPONDENCE

1. Received from the Town Planning Board Resolutions approved at the October 23, 2023, meeting.
2. Received from the Halfmoon – Waterford Fire District, their 2024 Adopted Budget.
3. Received from the Clifton Park - Halfmoon Fire District #1, their 2024 Adopted Budget.
4. Received from James M. Berry, his letter of resignation with the Highway Department effective immediately.
5. Received from the Town of Clifton Park Planning Board, a Notice of Application for Site Plan, Subdivision or SUP for 1860 Route 9 that is within 500' of the Town of Halfmoon boundaries.
6. Received from the Halfmoon – West Crescent Fire District, their 2024 Adopted Budget.

NEW BUSINESS

293. Resolution that the Town Board approves the minutes of the Town Board Meeting of October 18, 2023, as presented.

Resolution Introduced by Town Clerk Bryan

294. Resolution that the Town Board hereby authorizes the Supervisor to enter into an agreement with Barton & Loguidice, D.P.C., to increase the amount of their annual contract for Grant Writing and related services by \$6,000.00 pursuant to the proposal dated September 29, 2023, and further authorizes the Supervisor to execute said agreement, subject to the review and approval of the Town Attorney.

Resolution Introduced by Supervisor Tollisen

295. Resolution that the Town Board hereby authorizes the Supervisor to enter into an agreement with CDW-G to renew online fax servers and renew their licenses in the not to exceed amount of \$760.00 and further authorizes the

Supervisor to execute said agreement, subject to the review and approval of the Town Attorney.

Resolution Introduced by Personal Computer Technician Mikol

296. **Resolution** that the Town Board authorizes the Supervisor to purchase an Epson 7000 lumens projector from Adwar Video pursuant to Quote # AAAQ54149 per NYS contract #PM69871 in the not to exceed amount of \$5,518.95 and to authorize the Town Supervisor to execute any documentation necessary to effectuate the purchase, subject to the review and approval of the Town Attorney.

Resolution Introduced by Personal Computer Technician Mikol

297. **Resolution** that the Town Board authorizes releasing Request for Proposals for the Town Designated Engineers to be submitted to the Town on or before November 22, 2023, at 1:00pm.

Resolution Introduced by Building & Planning Development Coordinator Harris

298. **Resolution** that the Town Board authorizes the Supervisor to purchase playground equipment designed for children with special needs from Jeffrey Associates at Sourcewell pricing in the not to exceed amount of \$28,194.00 and to authorize the Supervisor to execute any documentation necessary to effectuate the purchase, subject to the review and approval of the Town Attorney.

Resolution Introduced by Supervisor of Buildings & Grounds Maiello

299. **Resolution** that the Town Board hereby authorizes the Supervisor to enter into an agreement with Nicholas June to pay for the education and training necessary to obtain a Commercial Driver's License on the condition that Nicholas June commit to remaining as a Town Employee for a period of 5 years after obtaining his Commercial Driver's License, and hereby authorizes the Supervisor to execute said agreement, subject to the review and approval of the Town Attorney.

Resolution Introduced by Supervisor Tollisen

300. **Resolution** to accept 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 Highway Superintendent Bryans

301. Resolution to accept for Road Dedication Faulkner Drive and Ceremuga Court and related easements in the Brookwood Farms (Phase 2) 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 Highway Superintendent Bryans

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

Resolution Introduced by Comptroller Hatter

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PUBLIC COMMENT (for discussion of non-agenda items)

ADJOURN

September 29, 2023

Kevin Tollisen
Town Supervisor
Town of Halfmoon
1 Halfmoon Town Plaza
Halfmoon, New York 12065

Re: Proposal for Professional Services
Funding Administrative Support and Assistance
Year 2023

File: 1722.001.010

Dear Supervisor Tollisen:

Barton & Loguidice, D.P.C. (B&L) is pleased to provide this supplement to our original professional services proposal to assist the Town with funding administrative support and assistance in year 2023.

SCOPE OF SERVICES PERFORMED

On February 1, 2023, the Town entered into a contract with B&L to provide grant administration services for the year 2023. Throughout the year, B&L assisted the Town with grant program reviews and preparation of funding applications for a number of the Town's priority projects through various New York State agencies. B&L also assisted in the management of these projects, coordinating meetings with funding agencies, Town staff and officials, and reviewing budgets. B&L also researched and advised the Town, at their direction, on prospective grant programs and the Town's eligibility.

FEE FOR SERVICES

Barton & Loguidice, D.P.C. recommended an allocation of \$20,000 for year 2023. Due to the increased volume of services provided, these funds are approaching their exhaustion. We propose a supplement to the 2023 contract in the amount of \$6,000 to carry these services forward from now through the end of December 2023. It is anticipated that applications for the NYSDOT Transportation Alternatives Program (Sitterly Road Sidewalks Project) and the Capital Region Transportation Council (CRTC) Linkage Study Program (CR-109 / Farm-to-Market Road) will be prepared and submitted.

R-295-



Thank you for choosing CDW. We have received your quote.

Hardware Software Services IT Solutions Brands Research Hub

QUOTE CONFIRMATION

DOUG MIKOL,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NPQL600	10/18/2023	FM LICENSING	7182236	\$760.00

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
GFI FAXmaker - subscription license (1 year) - 1 license Mfg. Part#: FAXS10-49 Electronic distribution - NO MEDIA	20	7533690	\$25.50	\$510.00
GFI FAXmaker OCR Routing Module - Western - subscription license renewal (1 Mfg. Part#: OCRWREN Electronic distribution - NO MEDIA	1	7331760	\$250.00	\$250.00

SUBTOTAL	\$760.00
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$760.00

PURCHASER BILLING INFO	DELIVER TO
Billing Address: TOWN OF HALFMOON **E-VOUCHER** BLANK VCHR ON FILE 2 HALFMOON TOWN PLZ ACCOUNTS PAYABLE CLIFTON PARK, NY 12065-6550 Phone: (518) 371-7410 Payment Terms: Net 30 Days-Govt State/Local	Shipping Address: TOWN OF HALFMOON **E-VOUCHER** BLANK VCHR ON FILE 2 HALFMOON TOWN PLZ ACCOUNTS PAYABLE CLIFTON PARK, NY 12065-6550 Phone: (518) 371-7410 Shipping Method: ELECTRONIC DISTRIBUTION
	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



Sales Contact Info

Donny Knittel | (866) 806-5190 | donny.knittel@cdwg.com



Video Hi-Tech Corp. d/b/a
 Adwar Video
 125 Gazza Blvd
 Farmingdale, NY 11735
 631 777-7070
 631 777-7011 Fax

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QUOTE

Quote # AAAQ54149
Date 10/24/23
Sales Rep. Mandy Dowgiallo

Quote To:

Town Of Halfmoon
 Douglas Mikol
 111 Rt. 236
 Halfmoon, NY 12065

Ship To:

Town Of Halfmoon
 Douglas Mikol
 111 Rt. 236
 Halfmoon, NY 12065

Cust Phone 518-857-7800
 Cust Fax 518-371-0936

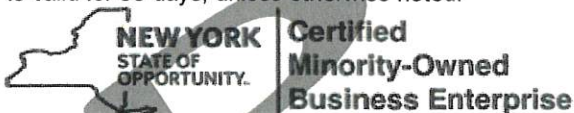
Epson NYS Contract # PM69871
 Free ground freight, dock to dock

*Lens based on a 17'3" throw distance, 137" D screen

Qty	Item	Description	Unit Price	Ext. Price
1	Epson V11HA34920	EPSON EB-PU1007W Laser Projector with 4K enhancements, 7,000 Lumens, WUXGA, White	\$4,926.00	\$4,926.00
1	Epson V12H005A02	Wireless LAN Module for the Epson Laser Series Projectors	\$119.95	\$119.95
1	Epson V12H004M08	Aligned with 802.11 b/g/n standards Middle Throw Lens 1	\$284.00	\$284.00
1	Chief RPAUW	Universal RPA Ceiling Projector Mount	\$189.00	\$189.00
			Sub Total	\$5,518.95
			Sales Tax	\$0.00
			Total	\$5,518.95

Please reference quote # on all PO's.

We are not responsible for manufacturer price and product changes. After customer approval or receipt of PO, all cancelations, returns, or exchanges are determined by the manufacturer's policy as well as, subject to restocking, handling and shipping fees. Product must be returned in new condition, in original packaging and prior authorization and issuance of RMA is required. This quote is valid for 30 days, unless otherwise noted.



R - 298



897 Route 910
Indianola, PA 15051-0335
412-767-5585
412-767-9716 (Fax)

Sales • Installation • Service

playsafe@jeffreyassociates.com

October 24, 2023

Town of Halfmoon
2 Halfmoon Town Plaza
Halfmoon, NY 12065
Attn: Paul Maiello
518.371.7410
parks@townofhalfmoon-ny.gov

In accordance with your request, we are pleased to provide the following which includes your Sourcewell Discounted pricing:

- (1) ZZXX0483 Cozy Cocoon, delivered...
 - (1) 350-1430 Music Center, delivered...
 - (1) SWING-ALONG-350 swing set, delivered...
 - (1) 350-BASKET Unity Basket Swing, delivered...
 - (2) BPL2031 48" Glide Slides, delivered...
- total delivered 28,194.00

- Pricing includes special Sourcewell Discount.
- Please include specific color options if applicable.
- Please allow approximately 75-90 days for shipment.
- Please also include the actual shipping address and phone number for delivery.
- This quote is good for 60 days; does not include installation or sales tax if applicable.
- Terms: \$9,194.00 deposit with order; \$19,000.00 due upon receipt of invoice.

Contact us with any question(s) you may have.

Thank you for this potential opportunity to serve you on your special work!

Mariah Jeffrey
412.767.5585 ext. 114
mariah@jeffreyassociates.com

accepted _____ date _____