

TOWN BOARD MEETING AGENDA
July 5, 2023

TOWN BOARD WORKSHOP – Board Room – 6:15 pm

PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE

PRESENTATION: HALFMOON CELEBRATIONS ASSOCIATION

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 Abele Memorial Park. 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.

MOVIE NIGHT IN THE PARK – Friday, July 7th in the Town Park near the Parks Building starting at dusk 8-8:30. This is a FREE event! We provide popcorn and a special themed giveaway. Come and bring the kids and start the SUMMER FUN!

SUMMER SPEAKER SERIES for the 250th ANNIVERSARY OF THE AMERICAN REVOLUTION – Tuesday, July 11th at the Lighthouse Park. Park opens at 6:00 PM with Re-enactors, demonstrations, 1800’s games and more! Learn about Halfmoon’s part in the war as Brookwood Manor, the house next door was the Widow Peebles Tavern in the 1700’s and had many documented guests including George Washington & Alexander Hamilton. Speeches start at 7:00 PM. Hamburgers, Hot Dogs and Watermelon will be served. Come and learn about our history!

HALFMOON HISTORICAL SOCIETY will be open on Saturday, July 15th from 10-1:00 PM next to the Senior Center. Come see the One Room Schoolhouse Setting and Quilting displays. Learn about quilts importance to the Underground Railroad.

CONCERT IN THE PARK – Friday, July 28th at the Stage in the Town Park from 6:30-9:00. Bring your chair and enjoy a concert under the stars!

MOVIE NIGHT IN THE PARK – Friday, August 11th in the Town Park near the Parks Building starting at dusk 8-8:30. This is a FREE event! We provide popcorn and a special themed giveaway. Come and bring the kids and start the SUMMER FUN!

TOWN MEETINGS:

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

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

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

Trails & Open Space Committee: 3rd Monday of the 3rd month at 7:00 pm unless otherwise announced. (If the Holiday falls on that Monday, the meeting will be held on the next day, Tuesday). The proposed dates are 7/17, and 10/16.

REPORTS OF BOARD MEMBERS AND TOWN ATTORNEY

Kevin J. Tollisen (Town Supervisor)

Paul Hotaling (Deputy Town Supervisor): (1) Chair of Personnel Committee (2) Ethics Committee, (3) Chair of Infrastructure & Safety (Water, Highway, Building & Maintenance) (4) Co-Chair for Character Counts, (6) Liaison to Comprehensive Plan Update Committee

John Wasielewski (Town Board Member): (1) Liaison to Planning Board, (2) Chair of Committee of Emergency Services and Public Safety, (3) Liaison to Animal Control and related services.

Jeremy Connors (Town Board Member): (1) Liaison to Zoning Board; (2) Chair of Business and Economic Development Committee (3) Chair for Not-for-Profit Organizations, (4) Liaison to Comprehensive Plan Update Committee

Eric Catricala: (1) Co-Liaison to Planning Board, (2) Co- Chair of Business and Economic Development Committee (3) Chair for Parks and Athletic Organizations, (4) Chair for Recreation (5) Co-Chair for Character Counts, (6) Liaison to Trails and Open Space Committee

Lynda Bryan (Town Clerk): (1) Chair of Senior Programs, (2) Chair of Committee on Historical Archives

Dana Cunniff (Receiver of Taxes): Chair of Committee on Resident Relations

Lyn Murphy, Esq., (Town Attorney)

Cathy Drobny, Esq. (Deputy Town Attorney)

PUBLIC COMMENT (for discussion of agenda topics)

DEPARTMENT REPORTS –

1. Town Clerk Total Fees Submitted to the Supervisor - \$10,583.536

DEPARTMENT MANAGER MONTHLY REPORTS – (Can be viewed at the Town Clerk's Office) Recreation Office, Animal Control, Building, Planning & Development, Water Department

CORRESPONDENCE

- 1. Received from the Town Planning Board Resolutions approved at the June 26, 2023, meeting: Minor Subdivision (Lot-line Adjustment) for Three Jones Road Subdivision, 3 Jones Road, Halfmoon, Minor Subdivision for Park Place on the Peninsula, 2 Towpath Road/Beach Road, Halfmoon.**
- 2. Received from the NYS Department of Taxation and Finance our Certificate of Final Special Franchise Full Values for the 2023 assessment roll.**
- 3. Received from the Federal Energy Regulatory Commission, their report for the Gate Redevelopment Post Construction Report for Tainter Gate No. 3.**
- 4. Received from BST, their Financial Report of the Town of Halfmoon for the year ending December 31, 2022.**

NEW BUSINESS

**204. Resolution that the Town Board approves the minutes of Town Board Meeting of June 21, 2023, as presented.
Resolution Introduced by Town Clerk Bryan**

205. Resolution that the Supervisor is hereby authorized to sign Change Order #1 to decrease the cost of the McBride Road Water Main Extension by \$28,900.00 as

prepared and recommended by the engineers for this project, for a total cost of \$507,733.00, subject to the review and approval of the Town Attorney.

Resolution Introduced by Director of Water Tironi

206. Resolution that the Town Board hereby authorizes charging a \$1.00 fee per use for the utilization of the electric charging stations located on property owned by the Town of Halfmoon and authorizes the Town Supervisor to execute any documents necessary to enact the fee, subject to the review and approval of the Town Attorney.

Resolution Introduced by Superintendent of Buildings & Grounds Maiello

207. Resolution that the Town Board authorizes the renewal of the Mobile Home Park License for the 2023-2024 licensing year, per the inspection and approval of the Town Code Enforcement Officers as follows: Smith Road MHP.

Resolution Introduced by Building, Planning Development Coordinator Harris

208. Resolution that the Town Board hereby approves an expenditure in the not to exceed amount of \$20,000 for the Upper Newtown Trail Head, \$10,000 to come from the Recreation Fees located in the Special Revenue Fund and utilizing \$10,000 from the 2022 County Trails Grant, and to authorize the Supervisor to sign any and all documentation needed to proceed with this project, subject to the review and approval of the Town Attorney.

Resolution Introduced by Superintendent of Buildings & Grounds Maiello

209. Resolution that the Supervisor is hereby authorized to sign Change Order #1 to extend the Substantial Completion date for the Highway Garage Improvements for Electrical from June 30, 2023, to August 29, 2023, subject to the review and approval of the Town Attorney.

Resolution Introduced by Highway Superintendent Bryans

210. Resolution that the Supervisor is hereby authorized to sign Change Order #1 to extend the Substantial Completion date for the Highway Garage Improvements for Plumbing from June 30, 2023, to August 29, 2023, subject to the review and approval of the Town Attorney.

Resolution Introduced by Highway Superintendent Bryans

211. Resolution that the Supervisor is hereby authorized to sign Change Order #1 to extend the Substantial Completion date for the Highway Garage

Improvements for HVAC from June 30, 2023, to August 29, 2023, subject to the review and approval of the Town Attorney.

Resolution Introduced by Highway Superintendent Bryans

212. Resolution that the Town Board authorizes the Town Supervisor to enter into a Small Wireless Facilities Master License Agreement with Verizon Wireless to permit the deployment of Small Wireless Facilities within the Town's public rights-of-way, subject to all applicable laws including but not limited to the Federal Communications Commission, New York State Public Service Commission, State Law, and any applicable local laws/ordinances of the Town of Halfmoon and to authorize the Town 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

213. 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	\$18,115.83
	Subsidiary: Home & Community Services		
		25-4-2189.00	\$18,115.83
CREDIT:	Appropriations	25-960	\$18,115.83
	Subsidiary: Engineering Contractors Inspections		
		25-5-1440.40	\$18,115.83

Information Only: The above was derived from the following breakdown of charges to be paid on July 6, 2023, Abstract for engineering and related fees.

NAME	AMOUNT
Betts Farm	\$877.50
Creekview Estates	\$9,893.33
Crescent Commons PDD	\$590.00
Dawson Senior Center PDD	\$640.00
ELP Solar Site Plan	\$920.00
Next Gen Roofing Site Plan	\$802.50
Pearl Landscaping Site Plan	\$532.50
Tribley Active Adult PDD	\$3,380.00
Trick Shots Billiard	\$480.00

Total	\$18,115.83
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A resolution is necessary to create the project budgetary accounts within Capital Projects Fund for the Outdoor Recreation Area. The Town is to develop an outdoor gathering area and picnic pavilion adjacent to the parking area near the Senior Center on the Town-owned parcel at the corner of Harris Road and Lower Newtown Road.

DEBIT:Revenues	35-980	\$1,192,910
Subsidiary: Interfund Transfers		
35-4-5031		\$1,192,910
CREDIT: Appropriations	35-960	\$1,192,910
Subsidiary: Special Recreation Facilities- Outdoor Recreation Area		
35-5-7180.20		\$1,192,910

Create budgetary accounts from Town of Halfmoon General Fund:

DEBIT:Revenues	10-980	
Subsidiary: Other Unclassified Revenues- Momentive EBP		
10-4-2770.50		\$75,000
Unappropriated Fund Balance	10-911	\$1,117,910
CREDIT: Appropriations	10-960	\$1,192,910
Subsidiary: Transfer to Capital Projects		
10-5-9950.90		\$1,192,910

A resolution is necessary to increase appropriations within the Special Revenue fund in the not to exceed amount of \$20,000, \$10,000 from Rec Fees held in the fund and \$10,000 from a 2022 Saratoga County trails grant, per resolution dated 07/05/2023. The Town is to establish a trailhead entrance and parking area on the north side of Upper Newtown Road with a crosswalk, signage, new turf establishment and gravel parking. The Town has been awarded a 2022 Saratoga County trails grant in the amount of \$10,000 and it requires a 100% local match.

DEBIT:Revenues	25-980	\$10,000
Subsidiary: Other Unclassified Revenues, Saratoga County Grant- Champlain Canalway Trail Trailhead- Upper Newtown Road		
25-4-2770.10		\$10,000
Unappropriated Fund Balance	25-911	\$10,000
CREDIT: Appropriations	25-960	\$20,000
Subsidiary: Special Recreation Facilities- Champlain Canalway Trail Trailhead- Upper Newtown Road		
25-5-7180.22		\$20,000

A resolution is necessary to create the project budgetary accounts within the Capital Projects Fund for the NYS Route 9 Water Main Connection, the NYS Route 236 Water Main Connection

and the Northern Sites Drive Water Main Extension. The NYS Route 9 Connection will provide redundancy in the distribution system and provide an alternative way to supply water to the southwest portion of the Town in the event of service disruption elsewhere. The NYS Route 236 Connection will provide redundancy in the distribution system and allow water to flow from the Town's higher pressure zone to the lower in an emergency. The Northern Sites extension, which is not currently served by the Town's water distribution system, will provide a reliable source of supply. The project will be funded by Water Fund Capital Reserves.

DEBIT :	Revenues	35-980	\$1,000,000
	Subsidiary: Interfund Transfers		
	35-4-5031		\$1,000,000

CREDIT:	Appropriations	35-960	\$1,000,000
	Subsidiary: Transmission & Distribution- NYS Route 9 & Route 236 Water Main Connections & Northern Sites Water Main Extension		
	35-5-8340.27		\$1,000,000

Create budgetary accounts from Town of Halfmoon Water Fund:

DEBIT:	Appropriated Reserves	30-511	\$1,000,000
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CREDIT:	Appropriations	30-960	\$1,000,000
	Subsidiary: Transfer to Capital Projects		
	30-5-9950.90		\$1,000,000

PUBLIC COMMENT (for discussion of non-agenda items)

ADJOURN



Res. 209

6/12/2023

Re: Halfmoon garage expansion project completion date

Nick Lobosco,

The electrical contract EC-04 completion date is currently 6/30/2023, however since the building construction has been significantly delayed preventing us from starting our work until now, we are formally requesting a contract extension. We are requesting a 60-day extension to the date of 8/29/2023 to give us adequate time to complete our scope.

DRAFT

Thanks for this consideration,

George Gipp
518-491-9273
Project Executive
Stilsing Electric Inc.



AIA Document G701 - 2017

Change Order

PROJECT: (Name and address)
Town of Halfmoon
Highway Garage Improvements
322 NYS Route 146
Halfmoon, New York 1206

CONTRACT INFORMATION:
Contract For: Contract 04 - EC
Date: December 21st, 2022

CHANGE ORDER INFORMATION:
Change Order Number: 01
Date: June 12, 2023

OWNER: (Name and address)
Town of Halfmoon
2 Halfmoon Plaza
Halfmoon, New York 12065

ARCHITECT: (Name and address)
C.T. Male Associates, Engineering,
Surveying, Architecture, Landscape
Architecture & Geology, D.P.C.
50 Century Hill Drive
Latham, NY 12110

CONTRACTOR: (Name and address)
Stilsing Electric, Inc
500 South Street
Rensselaer, NY 12151

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Time Extension of 60 days due to a shift in the schedule provided by the General Contract on 6/9/2023. The General Contractor's proposed finish dates of the two new building additions does not provide sufficient time to complete full mechanical systems installation prior to the current substantial completion date.

Original Date of Substantial Completion in accordance with the contract for construction is June 30, 2023.

Attachments:

-Contractor's Time Extension Request, dated June 12, 2023.

The original Contract Sum was	\$ 129,500.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order	\$ 129,500.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 0.00
The new Contract Sum including this Change Order will be	\$ 129,500.00

The Contract Time will be increased by Sixty (60) days.
The new date of Substantial Completion will be August 29, 2023.

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Documents, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Architect and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

C.T. Male Associates
ARCHITECT (Firm name)

Stilsing Electric, Inc
CONTRACTOR (Firm name)

Town of Halfmoon
OWNER (Firm name)

SIGNATURE

SIGNATURE

SIGNATURE

Nicholas Lobosco, R.A., Project Manager
PRINTED NAME AND TITLE

George Gipp, Project manager
PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

6/12/2023
DATE

6/12/2023
DATE

DATE



Res. 210

John W. Danforth Company • 100% Employee Owned

John W. Danforth Company
5 Liebich Lane
Clifton Park, NY 12065

May 12, 2023

Town of Halfmoon Highway Department
Highway Superintendent-William Bryans
322 Route 146,
Halfmoon, NY 12065

RE: Notice of Claim-Schedule Delays
Delays on Project 02 Plumbing

John W. Danforth Company (Danforth) is writing this letter to submit claims of delay per General Conditions, Article 15 Claims & Disputes. The potential for a shift in the schedule for this project has been identified due to a shift in the schedule provided by the Contractor on 4/19/2023. The Contractor's proposed finish dates of the 2 new building additions are 6/21/2023 & 6/29/2023. This will not provide Danforth sufficient time to complete full plumbing systems installation prior to the current substantial completion date.

Until the new maintenance building and structure are constructed Danforth is unable to install any above ground plumbing systems in these building sections. Due to this we are asking for an extension of 60 days to the original substantial completion date of 6/30/2023.

These delays are due to circumstances outside of Danforth's control, we reserve the right to submit any additional costs incurred at a later time when fully realized.


Ahmed Anani
Project Manager, John W. Danforth



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Change Order

PROJECT: (Name and address)
 Town of Halfmoon
 Highway Garage Improvements
 322 NYS Route 146
 Halfmoon, New York 1206

CONTRACT INFORMATION:
 Contract For: Contract 02 - PC
 Date: December 21st, 2022

CHANGE ORDER INFORMATION:
 Change Order Number: 01
 Date: June 9, 2023

OWNER: (Name and address)
 Town of Halfmoon
 2 Halfmoon Plaza
 Halfmoon, New York 12065

ARCHITECT: (Name and address)
 C.T. Male Associates, Engineering,
 Surveying, Architecture, Landscape
 Architecture & Geology, D.P.C.
 50 Century Hill Drive
 Latham, NY 12110

CONTRACTOR: (Name and address)
 John W. Danforth Company
 5 Liebich Lane
 Clifton Park, New York

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. All include agreed upon adjustments attributable to executed Construction Change Directives.)

Time extension of 60 days, due to a shift in the schedule provided by the General Contractor on 6/9/2023. The General Contractor's proposed finish dates of the two new building additions does not provide sufficient time to complete full plumbing systems installation prior to the current substantial completion date.

Original Date of Substantial Completion in accordance with the contract to completion is June 30, 2023.

Attachments:


-Contractor's Time Extension Request, dated May 12, 2023.


The original Contract Sum was	\$ 231,400.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order	\$ 231,400.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 0.00
The new Contract Sum including this Change Order will be	\$ 231,400.00

The Contract Time will be increased by sixty (60) days.
 The new date of Substantial Completion will be August 29, 2023.

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

C.T. Male Associates
ARCHITECT (Firm name)

SIGNATURE
 Nicholas Lobosco, R.A., Project Manager
PRINTED NAME AND TITLE
 6/9/2023
DATE

John W. Danforth Company
CONTRACTOR (Firm name)

SIGNATURE
 Ahmed Anani
PRINTED NAME AND TITLE
 6/12/2023
DATE

Town of Halfmoon
OWNER (Firm name)

SIGNATURE

PRINTED NAME AND TITLE

DATE



Res. 211

John W. Danforth Company • 100% Employee Owned

John W. Danforth Company
5 Liebich Lane
Clifton Park, NY 12065

May 12, 2023

Town of Halfmoon Highway Department
Highway Superintendent-William Bryans
322 Route 146,
Halfmoon, NY 12065

RE: Notice of Claim-Schedule Delays
Delays on Project 03 HVAC

John W. Danforth Company (Danforth) is writing this letter to submit claims of delay per General Conditions, Article 15 Claims & Disputes. The potential for delay to the schedule for this project has been identified due to a shift in the schedule provided by the C-Contractor on 4/19/2023. The C-Contractor's proposed finish dates of the 2 new building additions are 6/21/2023 & 6/29/2023. This will not provide Danforth sufficient time to complete full mechanical systems installation prior to the current substantial completion date.

Until the new maintenance bay and garage are constructed Danforth is unable to install any mechanical systems within these building additions. Due to this we are asking for an extension of 60 days to the original substantial completion date of 6/30/2023.

These delays are due to circumstances outside of Danforth's control, we reserve the right to submit any additional costs incurred at a later time when fully realized.

Michael Reverdatto
Michael Reverdatto
Project Manager, John W. Danforth



AIA Document G701 - 2017

Change Order

PROJECT: (Name and address)
Town of Halfmoon
Highway Garage Improvements
322 NYS Route 146
Halfmoon, New York 1206

CONTRACT INFORMATION:
Contract For: Contract 03 - HC
Date: December 21st, 2022

CHANGE ORDER INFORMATION:
Change Order Number: 01
Date: June 9, 2023

OWNER: (Name and address)
Town of Halfmoon
2 Halfmoon Plaza
Halfmoon, New York 12065

ARCHITECT: (Name and address)
C.T. Male Associates, Engineering,
Surveying, Architecture, Landscape
Architecture & Geology, D.P.C.
50 Century Hill Drive
Latham, NY 12110

CONTRACTOR: (Name and address)
John W. Danforth Company
5 Liebich Lane
Clifton Park, New York

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Time Extension of 60 days due to a shift in the schedule provided by the General Contract 19/2023. The General Contractor's proposed finish dates of the two new building additions does not provide sufficient time to complete full mechanical systems installation prior to the current substantial completion date.

Original Date of Substantial Completion in accordance with the contract to completion is June 30, 2023.

Attachments:

-Contractor's Time Extension Request, dated May 12, 2023.

The original Contract Sum was

The net change by previously authorized Change Orders

The Contract Sum prior to this Change Order

The Contract Sum will be increased by this Change Order in the amount of

The new Contract Sum including this Change Order will be

\$	186,500.00
\$	0.00
\$	186,500.00
\$	0.00
\$	186,500.00

The Contract Time will be increased by sixty (60) days.

The new date of Substantial Completion will be August 29, 2023.

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Architect and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

C.T. Male Associates
ARCHITECT (Firm name)

SIGNATURE

Nicholas Lobosco, R.A., Project Manager
PRINTED NAME AND TITLE

6/9/2023
DATE

John W. Danforth Company
CONTRACTOR (Firm name)

SIGNATURE

James J Larson
PRINTED NAME AND TITLE

6/12/2023
DATE

Town of Halfmoon
OWNER (Firm name)

SIGNATURE

PRINTED NAME AND TITLE

DATE