



TOWN BOARD MEETING

March 20, 2024

7:00 PM

A. James Bold Meeting Room

AGENDA

WORKSHOP - Board Room - 6:15 PM

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

PRESENTATION: HALFMOON CELEBRATIONS ASSOCIATIONS, INC.

PUBLIC HEARING: AUTHORIZING THE EXPENDITURE OF WATER CAPITAL RESERVE MONIES FOR THE REPLACEMENT OF THE WATER MAIN LOCATED AT THE INTERSECTION OF NYS ROUTE 9 & 236.

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 pm - 5 pm 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.

EASTER "EGG" STRAVAGANZA: Saturday, March 23rd from 12 - 4:00 pm at the Town Hall Complex. Loads of FREE Activities and fun for the Kids! Pictures with the Easter Bunny, Pony Rides, Balloon Art, Face Painting with all of our Easter Friends.

PAPER SHREDDING DAY - Saturday, March 30th from 9:30 - 11:30 am at the Highway Department located at 322 Route 146. This is a FREE service to Halfmoon residents, but you are asked to bring at least one canned good for the Food Pantry for each box of shredding with a 3-box maximum. Please get your 2024 Permit Sticker at the Town Clerk's Office.

YELLOW RIBBON DAY CEREMONY-Tuesday, April 9th at 11 a.m. at the Veterans Memorial, 162 Route 236, Halfmoon. The public is welcome to attend this beautiful ceremony. Donations for "FREEDOM BOXES" (full of individual size personal care items and snack foods) for local Troops serving abroad can be brought to this event or dropped off at Town Hall.

SPRING CLEANUP DATES – at the Halfmoon Transfer Station
Residents Only, No Contractors or Businesses. 2024 Permit Sticker Required
Dates: April 9, 12, 13, 16, 19 and 20.
Hours of operation: Tues. 8 am - 12 pm Friday 12 - 5 pm Sat. 8 am - 3pm
Fees: \$5 per Carload \$10 per Truck/Van \$10 per Trailer/U-Haul

CANAL CLEAN SWEEP – Saturday, April 20th from 10 am – 1 pm. Meet at the bottom of Terminal Road. Help keep the Erie Canal area clean & beautiful!

2024 SUMMER CAMP REGISTRATION DATES – April 22nd – May 3rd ONLINE ONLY. In office registration will begin May 6th by appointment only.

HALFMOON HISTORICAL SOCIETY OPEN HOUSE-Saturday, April 20th from 10:00 a.m. to 1:00 p.m. Come see the new display "NAVIGATING THE MOHAWK" with an emphasis on donated newspaper articles from 1955-1960 on the building of the Crescent Bridge. Stop by and see us!

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

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

1. Town Justice Fodera

Total # Cases – 141 Total Fees Submitted to the Supervisor - \$16,404.00

DEPARTMENT MANAGER MONTHLY REPORTS

Animal Control, Assessor's Office

CORRESPONDENCE

1. **Received** from the Town Planning Board Resolutions approved at the March 11, 2024, meeting
2. **Received** from the Saratoga County Dept. of Human Resources, a letter to the Supervisor stating that NYS Civil Service Law Section 100 requires the town to submit a complete payroll for the month of January 2024 for them to properly review and certify town's payroll.
3. **Received** from the NYS Department of State notification that Local Law #1-2024, amending Town Code to add regulations as they relate to the issuance of Soil Disturbance permits was filed on February 26, 2024.
4. **Received** from the NYS Department of Taxation & Finance, Office of Real Property, the 2024 Tentative Telecommunications Ceilings -Roll Section 6 for the 2024 assessment roll.

5. **Received** from the Water Department, notification of their Summer Schedule effective April 1, 2024: Monday - Friday 6:00am - 4:00pm.
6. **Received** from the Highway Department, notification of their Summer Schedule effective April 1, 2024: Monday - Thursday 6:00am - 4:00pm. Coverage on Friday's will be the same hours as usual.

OLD BUSINESS

NEW BUSINESS

102. Resolution that the Town Board approve minutes of Town Board Meeting of March 6, 2024, as presented.

Resolution Introduced by Town Clerk Bryan

103. Resolution that the Town Board authorizes the Supervisor to enter into an Agreement with Bruce Tanski Construction to provide potable water to the Dawson Senior Living facility and to authorize the Supervisor to execute any documents to enter into the Agreement, subject to the review and approval of the Town Attorney.

Resolution Introduced by Director of Water Tironi

104. Resolution that the Town Board authorizes the Town Supervisor to solicit bids for American Made Brass Fittings and Mueller Brass for the Town Water Department for the contract period of May 1, 2024, through May 1, 2027, to be received in the Town Clerk's Office by 1:00 pm on April 10, 2024. The sealed bids received shall be publicly opened and read aloud at that time.

Resolution Introduced by Director of Water Tironi

105. Resolution that the Town Board hereby authorizes the disposal of the Town Clerk's records in accordance with Records Retention & Disposition Schedule LGS-01, Section 185.11, 8NYCRR (Appendix H) adopted by the Town Board on January 18, 2023, with Resolution No. 64-2023. These records have met their minimum retention period, and an inventory of these records will be kept, subject to the review and approval of the Town Attorney.

Resolution Introduced by Town Clerk Bryan

106. Resolution that the Town Board hereby acknowledges that the Crescent Park Trailhead Expansion project was completed \$28,023.50 under budget, making the final cost of the project \$226,121.50 and authorizing the Supervisor to sign the letter agreement dated March 13, 2024, which details the revised contract value, subject to the review and approval of the Town Attorney.

Resolution Introduced by Superintendent of Buildings & Grounds Maiello

107. Resolution that the Town Board authorizes 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, subject to the review and approval of the Town Attorney.

Resolution Introduced by Supervisor Tollisen

108. Resolution that the Town Board hereby appoints Brian Selig as a full time Working Supervisor in the Highway Department at Grade 7 Step 2, \$30.78/hr., effective 3/23/2024.
Resolution Introduced by Highway Superintendent Bryans

109. Resolution that the Town Board hereby authorizes the Supervisor to enter into a Market Participation Agreement with New York State to detail the operation of the Halfmoon Farmer’s Market and authorizes the Supervisor to execute said agreement, subject to the review and approval of the Town Attorney.
Resolution Introduced by Recreation Director Hayes

110. 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	\$4,290.00
	Subsidiary: Home & Community Services		
		25-4-2189.00	\$4,290.00

CREDIT:	Appropriations	25-960	\$4,290.00
	Subsidiary: Engineering Contractors Inspections		
		25-5-1440.40	\$4,290.00

Information Only: The above was derived from the following breakdown of charges to be paid on March 28, 2024, Abstract for engineering and related fees.

<u>NAME</u>	<u>AMOUNT</u>
Cheema Petro	\$495.00
MJ Properties Tabor Road	\$1,980.00
MJ Tarar Subdivision	\$330.00
Tabor Road Flex Space	\$1,485.00
Total	\$4,290.00

A resolution is necessary to increase appropriations within the Special Revenue fund from Recreation Fees in the not to exceed amount of \$14,910, per resolution passed March 6, 2024 for commercial grade chain link fence mesh at Woodin Road softball field #1.

DEBIT:	Unappropriated Fund Balance	25-911	\$14,910
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CREDIT:	Appropriations	25-960	\$14,910
	Subsidiary: Parks- Improvements		
		25-5-7110.21	\$14,910

2023 Creation

A resolution is necessary to close the project budgetary accounts for the Canal Road Trailhead Expansion Project. The Town of Halfmoon improved and expanded an Empire State Trail trailhead near the intersection of Crescent Vischer Ferry Road, Old Canal Road and the Crescent Bridge and created a new paved parking area, increasing parking capacity. The project was funded by a 2021 CFA Canalway Grant along with Rec Fees held in the Special Revenue Fund. The balance in the Capital Projects fund plus any interest earned will be returned to Rec Fees held in the Special Revenue Fund.

DEBIT:	Appropriations	35-960	\$293,500
	Subsidiary: Special Recreation Facilities- Canal Road Trailhead		
	35-5-7180.21		\$293,500

CREDIT:	Estimated Revenues	35-510	\$293,500
	Subsidiary: Culture and Recreation- Capital Projects- Grant		
	35-4-3897.00		\$100,000
	Subsidiary: Interfund transfers		
	35-4-5031.00		\$193,500

PUBLIC COMMENT (For discussion of non-agenda items)

ADJOURN

Carver CONSTRUCTION

Carver Construction Incorporated
PO Box 890, 2170 River Road | Coeymans, NY 12045
Phone: 518-355-6034

March 13, 2024

Owner: Town of Halfmoon
2 Halfmoon Town Plaza
Halfmoon, NY 12065

Project: Crescent Park Trailhead Expansion
Town of Halfmoon
Saratoga County

We acknowledge and accept the final revised contract value of the above referenced project to be two hundred twenty-six thousand, one hundred twenty one and 50/100 (\$226,121.50).

Please sign this letter to state that you are also in agreement with this final revised contract value.



Gabe Blanton / Project Manager

Name / Title (Town)

Contract
Town of Halfmoon, New York
and
Josh Fitzpatrick, Public Information Officer

This contract defines the contractual relationship between the Town of Halfmoon, New York and Josh Fitzpatrick, Public Information Officer. Mr. Fitzpatrick shall provide his experience in assisting entities to communicate with the community, media and other appropriate entities for the Town as requested by the Town Supervisor, and or his designee. Mr. Fitzpatrick shall provide services including but not limited to composing press releases, social media content and posting, assisting with grant writing and submissions, and assisting with governmental relations.

This contract in no way establishes an employer/employee relationship. The contract is for services only and no rights or benefits usually conferred to employees of the Town of Halfmoon shall be conferred via this contract.

Mr. Fitzpatrick hereby acknowledges and agrees that he is solely responsible for the content of his work product. The Town of Halfmoon will in no way incur liability based upon his work product as an independent contractor with the Town.

This contract will commence on March 20, 2024 and will end no later than December 31, 2024. Mr. Fitzpatrick's fee is hereby established as \$50/hour in the amount not to exceed \$30,000, annually. The fee will be paid upon submission of invoices from Mr. Fitzpatrick

Town of Halfmoon

Josh Fitzpatrick

Date

Date