



TOWN BOARD MEETING

April 03, 2024

7:00 PM

A. James Bold Meeting Room

AGENDA

WORKSHOP - Board Room - 6:15 PM

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

PRESENTATION OF THE DONOVAN AYOTTE FIREFIGHTER OF THE YEAR AWARD

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 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. 8-12 Friday 12-5 Sat. 8-3

Fees: \$5 per Carload \$10 per Truck/Van \$10 per Trailer/U-Haul

CHICKEN BBQ DINNER-Saturday, April 13th from 4-6pm at the Sons of the American Legion Squadron #1450, 275 Grooms Road. Eat in or Take Out for \$15.00. Please see the Bartender in the Lounge for Tickets.

CANAL CLEAN SWEEP – Saturday, April 20th from 10am – 11am. Meet at the bottom of Terminal Road. Help keep the Erie Canal area clean & beautiful!

HALFMOON HISTORICAL SOCIETY OPEN HOUSE – Saturday, April 20th from 10am to 1:00pm. 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 10am to 4pm at Town Hall. Soooo many vendors to choose from for all your shopping pleasures!

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 Comprehensive Plan Update Committee
- d. Chair of Infrastructure & Safety (Water, Highway, Building & Maintenance)
- e. 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. 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) Attorney for the Comprehensive Plan Update Committee

Cathy Drobny, Esq. (Town Attorney)

PUBLIC COMMENT (For discussion of agenda items)

DEPARTMENT REPORTS

1. **Senior Express Total # Meals – 833 Total # Rides – 576**
2. **Town Clerk Total Fees Submitted to the Supervisor - \$5,662.26**
3. **Building Permits
Total # Permits – 80 Total Fees Submitted to the Supervisor - \$26,163.50**
4. **Fire Inspections
Total # Inspections – 41 Total Fees Submitted to the Supervisor - \$4,550.00**

**DEPARTMENT MANAGER MONTHLY REPORTS-(Can be viewed at the Town Clerk's Office)
Water Department, Senior Express, Highway Department, Town Clerk, Building, Planning
and Development**

CORRESPONDENCE

1. **Received from the Town Planning Board Resolutions approved at the March 25, 2024 meeting.**
2. **Received from the Halfmoon-Waterford Fire District, notification of their agreement to the joint use of the West Crescent Fire District's fire training facility.**
3. **Received from Sheri Gourley, her letter of resignation as Deputy Town Clerk effective April 5, 2024.**
4. **Received from Brian Selig, his letter of resignation from the Town of Halfmoon as an MEO effective March 22, 2024.**

OLD BUSINESS

NEW BUSINESS

112. Resolution that the Town Board approve the minutes of the regular Town Board Meeting of March 20, 2024, as presented.

Resolution Introduced by Town Clerk Bryan

[113. Resolution that the Town Board hereby authorizes the Supervisor to enter into an agreement with Ti Sales for water meters pursuant to quote QTE0068698 dated 3/19/2024.](#)

[and related services as needed, Ti Sales is the sole sources for the meters utilized by the Town, and hereby authorizes the Supervisor to execute said agreement, subject to the review and approval of the Town Attorney](#)

Resolution Introduced by Superintendent of Water & Building Maintenance Supervisor Tironi

114. Resolution that the Town Board recognizes that James Hayes, IV has successfully completed his Civil Service exam and is hereby appointed as full-time Recreation Director for the Town of Halfmoon Department of Aging and Youth, subject to the review and approval of the Town Attorney.

Resolution Introduced by Supervisor Tollisen

115. Resolution that the Town Board hereby appoints Jennifer Harrell as a full time Recreation Leader at Grade 2 Step 2 \$23.39/hr. effective April 6, 2024, subject to the review and approval of the Town Attorney.

Resolution Introduced by Supervisor Tollisen

116. Resolution [authorizing the Supervisor to enter into an agreement with MJ Engineering and Land Surveying, P.C. to provide engineering services associated with the design of a combination of off-road and on-road trail segments along Towpath Road/Old Canal Road submitted by MJ Engineering dated March 26, 2024, in the not to exceed amount of \\$101,700.00 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 Supervisor of Buildings & Grounds Maiello

117. Resolution that the Town Board approves the Comptroller's Report for the month of December 2023.

Resolution Introduced by Comptroller Hatter

118. Resolution that the Town Board approves the Comptroller's Report for the month of January 2024.

Resolution Introduced by Comptroller Hatter

119. Resolution that the Town Board approves the Comptroller's Report for the Month of February 2024, as presented.

Resolution Introduced by Comptroller Hatter

120. Resolution that the Town Board authorizes the Supervisor to solicit bids to replace the existing water main on Church Hill Road and construct a water main extension on NYS Route 9, to be received in the Town Clerk's Office by 1:00 pm on May 2, 2024. The sealed bids received shall be publicly opened and read aloud on or about 1:00 pm on May 2, 2024 at the Halfmoon Town Hall located at 2 Halfmoon Town Plaza, Halfmoon, NY 12065. Subject to the review and approval of the Town Attorney.

Resolution Introduced by Superintendent of Water & Building Maintenance Supervisor Tironi

121. Resolution that the Town Board approves the creation of additional appropriations in the General Fund Account in the sum of \$1,500,000.00 for the purposes of creating the General Fund Traffic Improvement Capital Reserve to fund future capital projects to

construct, reconstruct, or acquire capital physical betterments or improvements, or preliminary studies and surveys necessary. The Expenditures from this fund to be incurred only upon Resolution of the Town Board after Public Hearing will be subject to Permissive Referendum. Subject to the review and approval of the Town Attorney

Resolution Introduced by Superintendent of Highways Bryans

[122. Resolution authorizing the Supervisor to enter into an agreement with MJ Engineering and Land Surveying, P.C. to provide engineering services associated with GIS mapping services associated with creating an updated Town Trails Map in accordance with the proposal submitted by MJ Engineering dated March 27, 2024, in the not to exceed amount of \\$2,000.00 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 Supervisor of Buildings & Grounds Maiello

123. Resolution that the Town Board hereby hires Anthony Leto as a full time Parks Laborer at Grade 1, Base Pay \$21.91/hr, subject to successful completion of all pre-employment testing.

Resolution Introduced by Supervisor of Buildings & Grounds Maiello

124. Resolution that the Town Board of the Town of Halfmoon hereby recognizes Marilou Pries and congratulates her in receiving the Care Links Golden Inspiration Award for 2024.

Resolution Introduced by Supervisor Tollisen

125. Resolution that the Town Board hereby hires Brendon Senac as a Highway Department MEO at Grade 5 Base Pay \$26.24/hr. effective April 8, 2024, subject to successful completion of pre-employment testing.

Resolution Introduced by Highway Superintendent Bryans

126. Resolution that the Town Board appoints Lisa Szozda as a full time Deputy Town Clerk at Grade 3 Base Pay \$48,400.00, prorated, effective April 8, 2024, pending successful completion of all pre- employment testing.

Resolution Introduced by Town Clerk Bryan

127. Resolution that the Town Board hereby authorizes Recreation fees for the full day summer program in the amount of \$450.00 for the first child and \$400.00 for each additional child due to the increasing costs to run the program, said fees shall include three trips offered through the recreation program, subject to the review and approval of the Town Attorney.

Resolution Introduced By Recreation Director Department of Aging and Youth, Hayes

PUBLIC COMMENT (For discussion of non-agenda items)

ADJOURN

Ti SALES
 36 Hudson Road
 Sudbury, MA 01776-2039

800-225-4616
 978-443-2002
 Fax: 978-443-7600
 www.tisales.com

Quote	QTE0068698
Quoted To	Mr Jason
Date	04/03/2024

Sold To: Halfmoon Water Dept.
 2 Halfmoon Town Plaza
 Halfmoon NY 12065-3128

Ship To: Halfmoon Water Dept.
 8 Brookwood Rd.
 Waterford NY 12188-1206

Customer Number	Telephone	Fax	Job Location	Job Name	Territory Manager
HALF7	(518) 233-7489	(518) 233-1705	Halfmoon Fiscal		Jason Matt
Expires	Estimated Delivery	Freight	Terms	Master Number	
06/30/2024	Stock	Allowed	NET 30	372587	
Item Number	Description	Quantity	Price	Extension	
ACCESSORIES					
MWASH1RNSF	5/8" EPDM Rubber Meter Washer NSF61	1	\$0.35	\$0.35	
MWASH3RNSF	3/4" EPDM Rubber Meter Washer NSF61	1	\$0.43	\$0.43	
MWASH4RNSF	1" EPDM Rubber Meter Washer NSF61	1	\$0.48	\$0.48	
MDROPIN6NSF	1-1/2" Drop In Meter Gasket NSF61	1	\$2.45	\$2.45	
MDROPIN7NSF	2" Drop In Meter Gasket NSF61	1	\$3.10	\$3.10	
XB2X2	5/8" x 2" Hex Head Bolt w/ Nut Plated	1	\$1.20	\$1.20	
XB2X225	5/8" X 2-1/4" Hex Head Bolt w/ Nut Plated	1	\$1.25	\$1.25	
XB3X35	3/4" x 3-1/2" Hex Head Bolt w/Nut Plated	1	\$2.50	\$2.50	
XSTUD3X35	3/4" X 3-1/2" Threaded Stud W/(2) Nuts	1	\$6.00	\$6.00	
XRG02BNSF	2" Full Face Black Rubber Gasket 2 Bolt, NSF61	1	\$7.00	\$7.00	
XRG03NSF	3" EPDM Full Face Flange Gasket NSF61	1	\$13.16	\$13.16	
XRG04NSF	4" Full Face Rubber Flange Gasket Black NSF61	1	\$19.00	\$19.00	
XRG06NSF	6" Full Face Rubber Flange Gasket NSF61	1	\$30.00	\$30.00	
XRG08NSF	8" Full Face Rubber Flange Gasket NSF61	1	\$50.00	\$50.00	
ARBWIRE	Boxed 22/3 Remote Wire, 1000' per Box, Black/Red/Green	1,000	\$0.14	\$140.00	
UR	3M Scotchlok Connector For 3 Wires 100/Box Polycarbonate	1	\$0.48	\$0.48	
Item Number	Description	Quantity	Price	Extension	
CELLULAR					
CMIUFN06	Neptune FirstNet Cellular Wall Endpoint W/6' of Wire Shipping direct from vendor	1	\$195.73	\$195.73	
CMIUN360AMI10000	Neptune 360 CMIU Annual SaaS/FirstNet NaaS Subscription for AMI Per Endpoint Per Year	1	\$11.02	\$11.02	
Subtotal				Continued	
Other Charges				Continued	
Tax				Continued	
TOTAL DUE				Continued	



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Halfmoon NY 12065-3128

Ship To: Halfmoon Water Dept.
8 Brookwood Rd.
Waterford NY 12188-1206

Customer Number	Telephone	Fax	Job Location	Job Name	Territory Manager
HALF7	(518) 233-7489	(518) 233-1705	Halfmoon Fiscal		Jason Matt
Expires	Estimated Delivery	Freight	Terms	Master Number	
06/30/2024	Stock	Allowed	NET-30	372587	
Item Number	Description	Quantity	Price	Extension	
	CELLULAR Shipping direct from vendor				
Item Number	Description	Quantity	Price	Extension	
	Ecoder Large				
NMT3ECGT	3" Neptune MACH 10 Meter E-CODER Gallons 12" length	1	\$3,136.15	\$3,136.15	
NMT3ECGC	3" Neptune MACH 10 Meter E-CODER Gallons 17" length	1	\$3,207.69	\$3,207.69	
NMT4ECGT	4" Neptune MACH 10 Meter E-CODER Gallons 14" length	1	\$4,046.92	\$4,046.92	
NMT4ECGC	4" Neptune MACH 10 Meter E-CODER Gallons 20" length	1	\$4,177.69	\$4,177.69	
NMT6ECGT	6" Neptune MACH 10 Meter E-CODER Gallon 18" Length	1	\$6,840.76	\$6,840.76	
NMT6ECGC	6" Neptune MACH 10 Meter E-CODER Gallon 14" length	1	\$6,945.38	\$6,945.38	
NMT8ECGT	8" Neptune MACH 10 Meter E-CODER Gallons 20" Length	1	\$10,540.75	\$10,540.75	
NMT10ECGT	10" Neptune MACH 10 Meter E-CODER Gallons 26" Length	1	\$13,168.45	\$13,168.45	
NMT12ECGT	12" Neptune MACH 10 Meter E-CODER Gallons 30" Length	1	\$15,345.37	\$15,345.37	
Item Number	Description	Quantity	Price	Extension	
	Ecoder R900i				
N1EIGPIT	5/8" X 1/2" Neptune T-10 Meter Integrated E-CODER R900i Gallon	144	\$282.50	\$40,680.00	
N2EIGPIT	5/8" x 3/4" Neptune T-10 Meter Integrated E-CODER R900i Gallon	144	\$282.50	\$40,680.00	
N1EIGPIT	5/8" X 1/2" Neptune T-10 Meter Integrated E-CODER R900i Gallon	1	\$302.56	\$302.56	
N2EIGPIT	5/8" x 3/4" Neptune T-10 Meter Integrated E-CODER R900i Gallon	1	\$302.56	\$302.56	
N3EIGPIT	3/4" Neptune T-10 Meter Integrated E-CODER R900i Gallon	1	\$399.00	\$399.00	
N4EIGPIT	1" Neptune T-10 Meter Integrated E-CODER R900i Gallon	1	\$492.00	\$492.00	
			Subtotal	Continued	
			Other Charges	Continued	
			Tax	Continued	
			TOTAL DUE	Continued	



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HALF7	(518) 233-7489	(518) 233-1705	Halfmoon Fiscal		Jason Matt	
Expires	Estimated Delivery	Freight		Terms	Master Number	
06/30/2024	Stock	Allowed		NET-30	372587	
Item Number	Description			Quantity	Price	Extension
N6EIGPIT	Ecoder R900i 1-1/2" Neptune T-10 Meter Integrated E-CODER R900i Gallon Flanged End			1	\$874.00	\$874.00
N7EIGPIT	2" Neptune T-10 Meter Integrated E-CODER R900i Gallon Flanged End			1	\$1,079.00	\$1,079.00
Item Number	Description			Quantity	Price	Extension
N2MTEIG	Mach10 R900i 5/8" X 3/4" Neptune MACH 10 Meter E-CODER R900i Gallon			1	\$380.00	\$380.00
N3MTEIG	3/4" Neptune MACH 10 Meter E-CODER R900i Gallon			1	\$401.00	\$401.00
N4MTEIG	1" Neptune MACH 10 Meter E-CODER R900i Gallon			1	\$471.00	\$471.00
N4MTEIGFS	1" Neptune MACH 10 Residential Fire Service Meter E-CODER R900i Gallon			1	\$492.00	\$492.00
N6MTEIG	1-1/2" Neptune MACH 10 Meter E-CODER R900i Gallon Flanged End 13" Lay Length			1	\$904.00	\$904.00
N6MTEIGFS	1-1/2" Neptune Mach 10 Flanged Residential Fire Service Meter E-CODER R900i Gallon 13" Lay Length			1	\$917.00	\$917.00
N6MTEIGT	1-1/2" Neptune MACH 10 Meter E-CODER R900i Gallon Flanged End 10" Lay Length			1	\$904.00	\$904.00
N7MTEIG	2" Neptune MACH 10 Meter E-CODER R900i Gallon Flanged End 17" Lay Length			1	\$1,067.00	\$1,067.00
N7MTEIGG	2" Neptune MACH 10 Meter E-CODER R900i Gallon Flanged End 15-1/4" Lay Length			1	\$1,067.00	\$1,067.00
N7MTEIGT	2" Neptune MACH 10 Meter E-CODER R900i Gallon Flanged End 10" Lay Length			1	\$1,067.00	\$1,067.00
N7MTEIGFS	2" Neptune MACH 10 Residential Fire Service Meter E-CODER R900i Gallon Flanged End 17" Lay Length			1	\$1,105.00	\$1,105.00
				Subtotal		Continued
				Other Charges		Continued
				Tax		Continued
				TOTAL DUE		Continued



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Expires	Estimated Delivery	Freight	Terms	Master Number	
06/30/2024	Stock	Allowed	NET-30	372587	
Item Number	Description	Quantity	Price	Extension	
	Mach10 R900I				
Item Number	Description	Quantity	Price	Extension	
R900V4	MIU Neptune R900 RF Endpoint Wall Mount V4	1	\$140.00	\$140.00	
Quoted By:	Joe Demeo				
			Subtotal	\$161,617.43	
			Other Charges	\$0.00	
			Tax	\$0.00	
			TOTAL DUE	\$161,617.43	

Visit our website @ www.tisales.com

If you are in agreement with this quote and wish to order, please sign, date, and fax back to 978-443-7600 or email us at orders@tisales.com

Signature: _____ Date: _____

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March 26, 2024

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

**Re: Proposal for Engineering Services
Erie Canal Towpath Trail Link
MJ Proposal No. 2024044**

Dear Supervisor Tollisen:

MJ Engineering and Land Surveying, P.C. (MJ) is pleased to provide the Town of Halfmoon (Town) with this proposal for professional engineering services associated with the design of a combination of off-road and on-road trail segments along Towpath Road / Old Canal Road in the Town of Halfmoon, NY. MJ's project understanding and associated Scope of Services are included below.

PROJECT UNDERSTANDING

The Town is requesting Professional Services to design the trail link along Towpath Road / Old Canal Road between Beach Road and Clamsteam Road. Based on the January 25, 2024 meeting with MJ and Town staff, MJ understands the scope to entail the design of 1,925 linear feet of an 8'-0" multi-use path and 2,250 linear feet of shared use lanes, including road markings, traffic and wayfinding signage, crosswalks, and stone bollards. This project is funded through the NYSDEC's Climate Smart Communities Grant (CSCG) program with the Town responsible for 50% of the funding.

SCOPE OF SERVICES

The task numbers within the scope of services below correlate to the Work Plan (Attachment C to the Master Grant Contract between NYSDEC and the Town).

Task 2.5: Project Initiation

In accordance with the CSCG requirements, MJ will prepare for and participate with the Town and NYSDEC in a project kickoff meeting, during which each of the project's scope will be clearly defined to ensure a smooth process from public input through construction and project closeout. We understand the objective of the meeting to be the development of a concise project approach that meets each requirement of the grant's Work Plan. MJ will aid the Town in determining the kickoff meeting invitees, if needed, to ensure a productive meeting.

All materials will be submitted to meeting attendees within ten (10) business days of the meeting date.



Task 3.1: Data Collection & Analysis

MJ will complete supplemental survey and mapping of the project area, estimated to be approximately 4,175 feet in length (Refer to Figure 1). Tasks to be completed include:

- Initial update to the May 2021 base mapping.
- Utilize 3D mobile LiDAR technology to capture photographic imagery of the conditions.
- Supplemental surveys when needed for design purposes and to keep the survey and mapping current.

Task 3.2: Preliminary Design

MJ will complete preliminary design tasks as follows:

- Design Criteria: Confirm the applicable design standards to be used for this project and confirm project-specific design criteria in accordance with the AASHTO Guide for the Development of Bicycle Facilities.
- Environmental Screening (to support Task 5.1)
 - General Ecology and Endangered Species
 - Ground Water
 - Surface Water
 - State Wetlands
 - Federal Jurisdictional Wetlands
 - Floodplains
 - Coastal Zone Management
 - Navigable Waterways
 - Historic Resources
 - Parks
- 30% Plan Coordination: Update previously prepared concept plans to +/-30% complete. MJ will meet with the Town to review the 30% plan set with the Town, including:
 - Plans: 1" = 40.0' showing (at a minimum) stationed centerlines, roadway and multi-use path geometries, major drainage features, construction limits, cut and fill limits and highway boundaries.
 - Profiles: showing (at a minimum) the vertical datum reference, significant elevations, existing ground line, theoretical grade line, grades, vertical curve data including sight distances, centerline stations and equalities, and construction limits.
 - Typical Sections: showing (at a minimum) proposed multi-use path section, widths, utilities, ditches, and side slopes as applicable.
- Cost Estimate: Update the original cost estimate provided in November 2021 to account for inflation of unit prices and any significant design changes.

Task 3.3: Right-of-Way

Boundary lines were previously established and incorporated into the May 2021 base mapping.



The design concept will be reviewed in relation to the existing boundary and a determination will be made if property acquisitions are required. It is assumed that zero (0) property acquisitions will be required at this time and no fee has been included for this work.

If a right-of-way acquisition is determined to be required, it is assumed that additional sub-consultant services will be required to prepare the right-of-way incidentals and acquisitions for the project if the Town cannot perform these services. If required, a supplemental agreement will be prepared and coordinated with the Town for the additional services.

Task 3.4: Detailed Design

Detailed Plans & Contract Documents

MJ will develop the approved concept design to final design and provide two (2) design submissions for review to the Town and NYSDEC, at 75% and 100% complete.

The 75% design submission package will include contract plans, estimates, and SWPPP. The 100% design submission package will include contract plans, estimates, SWPPP, and a complete package of bid-ready contract documents, including a Project Manual, per Town specifications.

It is assumed that the project will result in more than one (1) acre of soil disturbance and a stormwater pollution prevention plan (SWPPP) with the appropriate sediment and erosion control measures will be required. Given the scope of the project, permanent stormwater management practices will not be required.

Opinion of Probable Cost

MJ will develop, provide, and maintain the construction cost estimate for the project. The estimate will be updated for both submissions defined above to incorporate significant design changes. A final Opinion of Probable Cost, including all quantity computations, will be provided.

Utilities

MJ will coordinate with affected utility companies to ensure the timely relocation of utility poles and appurtenances. MJ will assist the Town in preparing any necessary agreements with utility companies, if required.

Public Engagement

MJ will work with the Town and NYSDEC to conduct one (1) public information meeting to solicit public input on the final design. The meeting will be held in advance of the 75% submission. A written summary of public input will be prepared and provided to the Town and NYSDEC for review and comment. The meeting will be publicized in the community through press releases, announcements, and any other appropriate means identified by the Town and NYSDEC. MJ will assist in drafting the outreach materials. It is assumed that the Town will be responsible for publishing the notice of the public meeting as well as notifying NYSDEC at least one (1) month



prior to the meeting. It is assumed that the meeting will be held in conjunction with a regularly scheduled Town Board meeting.

Task 4.1: Advertisement

MJ will prepare the advertisement for bids to be placed in the NYS Contract Reporter and any other newspaper or publication identified by the Town. MJ will submit the ads, as well as the draft resolution to be passed at a Town Board meeting, to the Town for review and will revise to reflect comments generated by that review. Upon approval by the Town, the Town will place the advertisements. A three (3) week advertisement period is assumed.

Task 4.2: Bid Opening

The Town will hold the public bid opening.

Task 4.3: Bid Analysis

MJ will analyze the bid results. The analysis will include:

- Verifying the low bidder
- Ensuring receipt of all required bid documents (non-collusive bid certifications, debarment history certification, etc.)
- Organizing the low bid into fiscal shares, if necessary
- Determining whether the low bid is unbalanced
- For pay items bid more than 25% over the Engineers Estimate:
 - Checking accuracy of quantity calculations
 - Determining appropriateness of price bid for work in the item
 - Determining whether the low bidder is qualified to perform the work
- The bid analysis will be provided to the Town for their records.

Tasks 4.4: Award

MJ will provide an award recommendation package to the Town and NYSDEC for review. Once the Town passes the resolution to award the contract, MJ will send a notice of award and agreement to the selected low bidder.

Tasks 4.5: Pre-Construction Meeting

Following the award process, MJ will schedule and conduct one (1) preconstruction meeting. All materials will be submitted to meeting attendees within ten (10) business days of the meeting date. MJ will prepare the meeting minutes.



Task 5.1: SEQRA Review

MJ will assist the Town in complying with SEQRA (6 NYCRR Part 617). The Town will be the Lead Agency. Tasks include:

- Drafting Environmental Assessment Form(s)
- Drafting a negative declaration
- Drafting a positive declaration

MJ will document the results of the SEQRA processing and provide the Town with the documentation. The project is assumed to be an Unlisted Action.

Task 5.3: Permitting

MJ will obtain all applicable permit(s) and certification(s), that may include but are not limited to:

- U.S. Army Corps of Engineers Section 404 Permit (Individual or Nationwide)
- NYSDEC Section 401 Water Quality Certification
- NYSDEC State Pollution Discharge Elimination System (SPDES) Permit

Task 5.5: Documentation of Pre-Construction Conditions

MJ will perform a site visit prior to construction to take photos of the project site and submit to NYSDEC.

Task 5.5: Construction Notification

MJ will notify NYSDEC, in writing, 30 calendar days prior to the start of construction that work is slated to begin.

Task 5.6: Construction Kickoff Meeting

Prior to the start of construction, MJ will schedule and conduct a construction kickoff meeting. All materials will be submitted to meeting attendees and NYSDEC within ten (10) business days of the meeting date. This meeting may be combined with the Pre-Construction.

Task 5.7: Environmental Protection Fund

MJ will take and submit legible photographs of the installed Environmental Protection Fund (EPF) sign to NYSDEC.



Task 6: Construction Support & Inspection

Construction Support

MJ will provide design responses to unanticipated or changed field conditions, analyze, and participate in proposed design changes, and interpret design plans.

Work under this section will always be in response to a specific assignment from the Town under one of the tasks below:

- Conduct on-site field reconnaissance in response to unanticipated and/or varying field conditions or changes in construction procedures and, where required, prepare field change sheets modifying pertinent contract plan sheets.
- Analyze and make recommendations on the implementation of changes proposed by the Town or the construction inspector, including the Traffic Control Plan
- Interpret and clarify design concepts, plans, and specifications
- Review and approve shop drawings for construction
- Review and respond to Requests For Information (RFIs)

Construction Inspection

Construction inspection for this project is based on a part time effort to spot check the quality and progression of work being performed. MJ will provide a part time National Institute for Certification in Engineering Technologies (NICET) Level III inspector for this project. Night work, weekend work, and overtime is not anticipated. Eight (8) hours will be estimated per week. A construction schedule of ten (10) weeks has been assumed. If the project duration exceeds the estimated 10 weeks, a supplemental agreement will be required for the additional effort.

The project will be bid as a lump sum value so daily quantities will not be verified. The Contractor's estimate will be based on the overall percentage of project completion. It is assumed that materials testing will not be required for this project. MJ will review the construction submittals for approval and prepare as-built drawings at the end of the project based on any information provided during the construction process.

At the end of construction, MJ will facilitate a punch list of all non-satisfactory items and will submit the final estimate of the contract to the Town within four (4) weeks after the date of acceptance of the contract. All project records will be cataloged, indexed, packaged, and delivered to the Town within five (5) weeks after the date of the acceptance of the contract.

Task 7: Metrics Monitoring

Pre-Project Usage Analysis

MJ will collect vehicle, bicycle, and pedestrian counts along the project corridor prior to construction at various times of the day on both weekdays and weekends to develop a baseline of



usage. Users will be surveyed to determine if their use is recreational, part of their commute, or other.

Post-Project Usage Analysis

MJ will collect vehicle, bicycle, and pedestrian counts along the project corridor after construction at various times of the day on both weekdays and weekends. Users will be surveyed to determine if their use is recreational, commute, or other. A summary of findings will be prepared and provided to NYSDEC.

Green House Gas Emission Reductions Report

MJ will compile data into a report estimating the greenhouse gas emission reductions of the project on an annual basis. A copy of this report will be submitted to NYSDEC.

SCHEDULE

MJ is prepared to initiate the work identified in this proposal within 2 weeks of Notice to Proceed. A detailed project schedule will be developed upon receipt of Notice to Proceed; however, an initial project schedule based on the tasks required is as follows:

Task 02 – Project Initiation	2 weeks from Notice to Proceed
Task 03 – Data Collection & Design	Spring / Summer 2024
Task 04 – Advertisement, Bid Opening & Analysis	Late Fall 2024
Task 05 – Pre-Construction Activities	Winter 2024 / 2025
Task 06 – Construction Support & Inspection	Spring / Summer 2025
Task 07 – Metrics Monitoring	Fall 2024 & Fall 2025

FEE

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

Task 02: Project Initiation	\$ 1,000
Task 03: Data Collection & Design	\$ 53,200
Task 04: Advertisement, Bid Opening & Analysis	\$ 7,600
Task 05: Pre-Construction Activities.....	\$ 8,700
Task 06: Construction Support & Inspection.....	\$ 21,200
Task 07: Metrics Monitoring	\$ 10,000
Total Estimated Fee: \$101,700	

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.

TECHNICAL ASSUMPTIONS AND TASKS NOT INCLUDED IN THIS PROPOSAL

The following efforts are excluded from this scope of services:

1. Preparation of a design approval document.
2. Design of site structures (i.e., new retaining walls, seats walls, boardwalks, etc.).
3. Capacity analysis for municipal utility connections.
4. Permitting/approval of municipal utility connections.
5. Plan/profile development for signal / electrical utility extensions.
6. Hazardous material investigations or remedial actions necessary during construction.
7. Cultural / archeological investigations.
8. Advanced coordination with the State Office of Historical Preservation (SHPO). MJ will provide construction documents to SHPO for review in comment as required by the SEQR process. Additional coordination will be performed under a supplemental agreement.
9. Pedestrian crossing signals.

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 in accordance with the Town standards. 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@mitem.com if you have questions or require additional information.

Sincerely,

Michael D. Panichelli, P.E.
President

Cc: Lyn Murphy, Town Attorney
Richard Harris, Coordinator – Building, Planning, and Development
File



AUTHORIZATION TO PROCEED

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

Signature - Authorized Representative of [the Town of Halfmoon](#)

Printed Name

Date

DRAFT



March 27, 2024

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

Re: Town Trail Map Update
MJ Proposal No. 2024136 for GIS Mapping Services

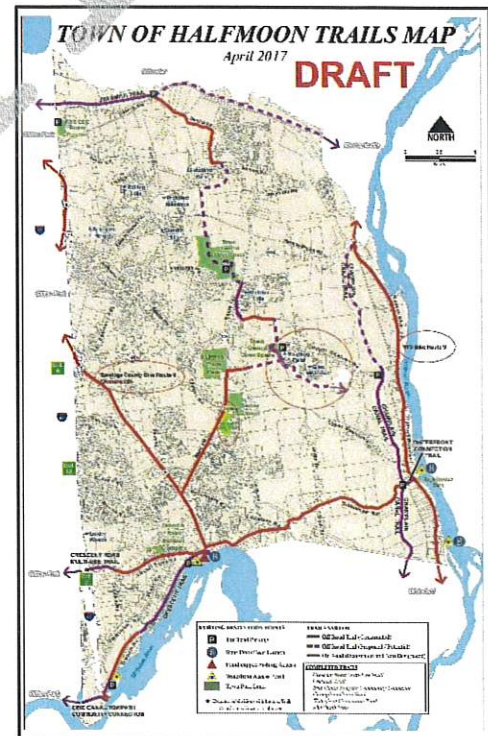
Dear Supervisor Tollisen:

M.J. Engineering and Land Surveying, P.C. (MJ) is pleased to provide the Town of Halfmoon (Town) this proposal for GIS mapping services associated with creating an updated Town trail map. Based on previous discussions with the Town, MJ's project understanding, and associated Scope of Services are included below.

PROJECT UNDERSTANDING

The Town currently has a trail map last updated in 2017; shown in the image to the right. The map illustrates the locations of recreational trails, trailheads, and other related points of interest in the Town. The trails are symbolized in the map by whether they existed or were proposed at the time the map was created. The Town only has the map graphic and does not have the supporting GIS files.

The Town is seeking to create an updated trail map which depicts the current state of the trail network. The Town would also like the new trail map to have an aerial image backdrop with topographic contour lines to add more context to the illustration.



SCOPE OF SERVICES

Task 01: GIS Mapping

MJ will set up a GIS mapping project in ArcGIS Pro and compile the publicly available reference layers for the map backdrop (aerial imagery, contour lines, street labels). MJ will digitize and create GIS layers for the trail network, trailheads, and other points of interest based on what is shown in the Town's existing 2017 trail map as a starting point. MJ will then update those layers based on markups provided by the Town's Planning Department so that the data reflects the current state of the trail network.



When the map development is complete, MJ will provide a PDF of the updated trail map for the Town's use. MJ will also add the trail GIS layers that were created to the Town's ArcGIS Online web map.

SCHEDULE

MJ is prepared to initiate the work identified in this proposal within 2 weeks of Notice to Proceed. Task 01 would be completed in approximately 1 week thereafter.

FEE

MJ proposes to complete Task 01 for a lump sum fee of \$2,000. 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. Upon Notice to Proceed, the Town will inform MJ of what size they would like the finished trail map sheet to be (for example 11x17) so that MJ can design the map layout and text sizes accordingly. Creating multiple map layouts of different sizes is not included as part of this scope of work.
2. Upon Notice to Proceed, the Town will provide MJ with markups of the existing 2017 trail map depicting what changes need to be made to the trail features shown on the map. MJ will not perform any field visits as part of this scope of work.
3. When the mapping is completed, MJ will provide the Town with a PDF of the final trail map sheet and add the newly created trail GIS layers to the Town's ArcGIS Online web map. No other deliverables will be provided as part of this scope of work.

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

DRAFT