

The April 15, 2020 meeting was called to order at 7:00 pm by Town Supervisor Tollisen in the A. James Bold Meeting Room at the Town Hall with the following members present:

Kevin J. Tollisen, Supervisor  
Paul L. Hotaling, Councilman  
John P. Wasielewski, Councilman  
Jeremy W. Connors, Councilman  
Eric A. Catricala, Councilman  
Cathy L. Drobny, Deputy Town Attorney  
Lynda A. Bryan, Town Clerk

Lyn A. Murphy, Town Attorney via Zoom

## PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE

### TOWN MEETINGS:

Town Board Meetings: 1<sup>st</sup> & 3<sup>rd</sup> Wednesday of month at 7:00pm. Pre-meeting at 6:30pm

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

Board of Assessment Review: 4<sup>th</sup> Tuesday in May

### PUBLIC COMMENT (for discussion of agenda topics)

### REPORTS OF BOARD MEMBERS AND TOWN ATTORNEY

#### Kevin J. Tollisen (Town Supervisor)

I signed an extension to the Executive Order for the State of Emergency for the Town of Halfmoon until May 14, 2020. I would rather sooner cancel it if possible. I send a daily email with reports, keeping everybody up to date. Every staff member has my personal cell phone if any issues come up, they can certainly reach out to me. I will say that we delivered 275 meals to our seniors and those in need on Sunday. My Facebook post read that I am very proud of the 30 plus families that came out to deliver which made quick work of the deliveries!

**Paul Hotaling (Deputy Town Supervisor):** (1) Chair of Town Infrastructure & Safety (Water, Highway, Building & Maintenance), (2) Chair of Recreation and Character Counts, (3) Chair of Personnel Committee

I would just like to echo the Supervisor's comments on the Food Drive on Sunday. I went to Marina Woods and delivered about 34 meals. The smiles on their faces and they were as happy as they could be to have a holiday meal was worth it. I want to thank Supervisor Tollisen, Michael Raucci, Scott Schreifels from Ravenswood, the Mechanicville School Food Pantry and everyone else who chipped in. It was a great event with over 1,000 meals that went throughout the community. That's awesome!

**Supervisor Tollisen:** What is the good part is that we also took care of some of the hospital emergency room staff and those on the front lines.

**Councilman Hotaling:** I have always said that our town employees are the best. They are old school, they know how to give and help. Hat's off to them.

**John Wasielewski (Town Board Member):** (1) Chair of Ethics Committee, (2) Chair of Committee on Emergency Services and Public Safety (Emergency Corps, Fire Department, Police), (3) Co-Liaison to Planning Board

Thanks Mr. Supervisor, I don't want to reiterate what everyone has already said in the media with social distancing and virus pandemic plans, but I want the residents in the town to know that this town's Emergency Management plan has been functioning very well. The First Responders throughout the town of all 4 Fire Departments, the Medical Corp with Clifton Park – Halfmoon along with the Police have done an outstanding job. Hopefully this pandemic will ease up before the next Town Board meeting and see the sunshine a little bit more in the next 2 weeks. Thank you.

**Supervisor Tollisen:** I want to underscore that the Emergency Management Team has been phenomenal. I meet with the Management Team every morning and throughout the day.

**Jeremy Connors (Town Board Member):** (1) Co- Liaison to Planning Board; (2) Chair of Business and Economic Development Committee (4) Chair of Parks and Athletic Organizations

Thank you Mr. Supervisor, I will echo all of your statements, especially to the Emergency Services staff here and the rest of the staff who is really picking up and doing what they need to do and being resilient. To echo my colleague Mr. Wasielewski, hoping to be able to get through this and get back to normal real soon. I want to thank you, Mr. Supervisor for always thinking of our town first. You are committed to not only making sure that the employees and their families are being taken care of but the families throughout this great town, so thank you.

**Eric Catricala (Town Board Member):** (1) Animal Control, (2) Liaison to Trails and Open Space Committee, (3) Zoning Board Liaison, (4) Chair for Not For Profit Organizations

The Town of Halfmoon and its residents always amaze me. I delivered dinners to the residents at Bishop Hubbard. The cookies were over the top! Everyone was very thankful. Every time that I go to Facebook, I see someone else in Halfmoon doing something wonderful for other people. It is just an amazing place to be.

**Councilman Connors:** One more thing Mr. Supervisor, if you don't mind. I just want to thank the Koval Family, Tom and Sue for what they are doing. They are staples in our community and have been here for 25 years. They are really stepping up and giving back. I know that they have brought in a ton of food along with other residents in Halfmoon for our Food Pantry that goes out to feed our folks.

**Supervisor Tollisen:** I know that they are bringing in weekly deliveries to the Food Pantry and it is not just a few things, it is a truck full. So, I really appreciate that. There are a number of others who have contributed as well and there are more people who have contacted my office as well. We appreciate that, the Koval Family, Ravenswood for many of the meals on Sunday and many more.

**Councilman Hotaling:** I would like to add one more thing. I received a phone call from Tom Koval Thursday offering his whole staff and trucks. They are parked right now. He said that he will bring them in and pay them to deliver food if we need them. He is reaching out as far as he can.

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

Our office has received many phone calls from Halfmoon seniors thrilled with the Easter dinner and thanking the town for the bags of food that the Senior Express delivers every day. I would personally like to thank those have donated to the Food Pantry, without them we would not be able to take this worry off of our residents shoulders. Thank you.

Karen Pingelski (Receiver of Taxes): (1) Chair of Committee on Residents Relations

Lyn Murphy, Esq., (Town Attorney) I have nothing this evening.

Cathy Drobny, Esq. (Town Attorney) I have nothing this evening.

**PUBLIC COMMENT (for discussion of agenda topics) No one came forward**

**Supervisor Tollisen:** Department Reports and the monthly Department Manager Reports are listed and can be viewed in the Town Clerk's Office. We do ask our Department Managers to provide weekly reports as we are no longer having Department Manager monthly meetings due to the virus.

#### **DEPARTMENT REPORTS**

1. Town Clerk Total Fees Submitted to the Supervisor - \$5,651.63
2. Town Justice Fodera  
Total # Cases – 172 Total Fees Submitted to the Supervisor -\$27,713

#### **CORRESPONDENCE**

1. Received from the Halfmoon-Waterford Fire District No.1 the Board of Fire Commissioners Meeting on April 13, 2020 has been extended to April 20, 2020 at 7:00pm and will be held electronically via Skype instead of a public meeting open for the public to attend in person. Members of the public may join the meeting by emailing [meeting@halfmoonfire.org](mailto:meeting@halfmoonfire.org) an automatic reply will be generated to you with a link to the meeting.

*Received & Filed*

2. Received from Gene Morrissey, his Letter of Resignation from the Highway Department effective April 10, 2020.

*Received & Filed*

3. Received from Pat & Harold Stata, a thank you card to the Town of Halfmoon for the wonderful Easter Dinner they received this past weekend and a generous donation to the Food Pantry.

*Received & Filed*

4. Received from Planning Department that the Town of Halfmoon Draft 2019-2020 MS4 Permit Annual Report Available for Public Review and Comment on Monday April 20<sup>th</sup>, 2020. You may go to: [https://www.townofhalfmoon.ny.gov/sites/halfmoonny/files/pages/final\\_draft\\_2020\\_report.pdf](https://www.townofhalfmoon.ny.gov/sites/halfmoonny/files/pages/final_draft_2020_report.pdf) to review the Draft Annual Report. The Public Comment period is 04/20/2020 to 5/4/20. Any and all comments or questions should be directed to: Paul M Marlow; [pmarlow@townofhalfmoon.org](mailto:pmarlow@townofhalfmoon.org) ,518-371-7410 Town of Halfmoon Stormwater Public Contact.

*Received & Filed*

#### **NEW BUSINESS**

**RESOLUTION NO. 148 -2020**

Offered by Councilman Wasielewski, seconded by Councilman Connors: Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Wasielewski, Connors, & Catricala

**RESOLVED**, that the Town Board approves the minutes of Town Board Meeting of April 1, 2020 as presented.

Resolution introduced by Clerk Bryan

**RESOLUTION NO. 149 -2020**

Offered by Councilman Hotaling, seconded by Councilman Catricala: Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Wasielewski, Connors, & Catricala  
Resolution introduced by Highway Superintendent Pingelski

WHEREAS, the Town Board of the Town of Halfmoon is cognizant of their obligation to be fiscally responsible when determining the appropriate disposition of equipment that is no longer of use to the Town; and

WHEREAS, the Town has consistently sought an effective way to insure that obsolete equipment is disposed of in a manner that garners the most return on the original investment made to obtain the equipment; and

WHEREAS, the Superintendent of Highways has determined that a 2004 Ford F-350 pick-up truck and a 2016 Ford F-350 pick-up truck owned by the Town of Halfmoon are vehicles that should be sold or otherwise disposed of as they are no longer of use to the Town; and

WHEREAS, the Town has an Agreement with Auctions International to place equipment that is no longer of use to the Town out for bid; and

WHEREAS, the Superintendent of Highways has the training and experience to determine what items should be placed on the Auction website and what items should be otherwise disposed; and

WHEREAS, the Town Clerk is hereby authorized to remove the equipment and vehicles from the Town's Asset Inventory list and insurance coverage;

**NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. That the Superintendent of Highways may dispose of a 2004 Ford F-350 pick-up truck and a 2016 F-350 pick-up truck by placing the equipment on Auctions International.
2. That the Town Clerk shall update both the Town's Asset Inventory list and insurance coverage
3. That this Resolution shall take effect immediately.

DATED: April 15, 2020

LYNDA BRYAN, TOWN CLERK  
TOWN OF HALFMOON

**RESOLUTION NO. 150 -2020**

Offered by Councilman Connors, seconded by Councilman Hotaling: Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Wasielewski, Connors, & Catricala

**RESOLVED**, that the Town Board authorizing the Supervisor, the Highway Superintendent, and the Town Board to execute the 284 Agreement between the

Highway Superintendent and the Town Board authorizing the expenditure of Highway monies, subject to the review and approval of the Town Attorney.  
**Resolution introduced by Highway Superintendent Pingelski**

**RESOLUTION NO. 151 -2020**

Offered by Councilman Connors, seconded by Councilman Wasielewski: Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Wasielewski, Connors, & Catricala

**RESOLVED**, that the Town Board approves the Comptroller's Report for the month of December 2019.

**Resolution introduced by Comptroller Hatter**

**Supervisor Tollisen:** Just one note. As the Board is aware and we have all discussed, I have imposed a spending freeze in all departments. All spending has to be authorized through my office and to keep spending at a bare minimum. Obviously, we need the things to operate and that non- essentials are being put on hold. Have a good night everybody.

**PUBLIC COMMENT (for discussion of non-agenda items) No one came forward**

There being no further business to discuss or resolve, on a motion by Councilman Wasielewski and seconded by Councilman Connors, the meeting was adjourned at 7:14 pm.

**Respectfully Submitted,**

**Lynda A. Bryan, Town Clerk**