

The April 5, 2023, meeting was called to order at 7:00 pm by Town Supervisor Tollisen in the A. James Bold Meeting Room 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  
Lyn A. Murphy, Town Attorney  
Cathy L. Drobny, Deputy Town Attorney  
Lynda A. Bryan, Town Clerk

**PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE**

**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](http://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.

April 6<sup>th</sup> 6:00 PM in the A. James Bold Meeting Room open to the public & broadcasted live with Microsoft TEAMS and a link will be provided on the town website.

**PAPER SHREDDING DAY:** April 8<sup>th</sup> from 9:30 – 11:30 at the Highway Department located at 322 Route 146. Halfmoon residents can bring a maximum of 3 bags/boxes at NO COST but they are asked to bring canned good donations for the Food Pantry. Registration is not required. Please get your Transfer Station sticker at the Town Clerk's Office.

**YELLOW RIBBON DAY:** Monday, April 10<sup>th</sup> at 11 AM at the Veterans Memorial Park, 162 Rte. 236. Donations to the Blue Star Mothers are used to make Freedom Boxes to our deployed troops. Donation boxes are in Town Hall Foyer.

**SPRING CLEANUP DATES:** APRIL 11, 14, 15, 18, 21, and 22 at the Transfer Station/Highway Garage located at 322 Route 146. Hours: Tuesday 8-12, Friday 12-5 and Saturday 8-3. Fees: Carload- \$5, Truck/Van/Trailer load - \$10, U Haul vehicles will be priced accordingly. Household trash charged at normal rate.

**CANAL CLEAN SWEEP** – Saturday, April 22<sup>nd</sup>. Help keep the Erie Canal area clean & beautiful. Meet at Terminal Road at 10:00 AM.

**HISTORICAL SOCIETY OPEN HOUSE** – Saturday, April 22<sup>nd</sup> from 10:00 AM - 1:00 PM. Come see new displays from days gone by.

**SUMMER CAMP REGISTRATION** – Summer Camp will take place June 26<sup>th</sup> – August 4<sup>th</sup> from 9:00 AM - 3:00 PM. Online Registration starts April 24<sup>th</sup> and in office by appointment starts May 8<sup>th</sup>. For more information, contact Ross MacNeill at (518) 371-7410 ext. 2272.

**SPRING FLING - VENDOR SHOPPING.** Saturday, May 6<sup>th</sup> at Town Hall from 11:00 AM – 3:00 PM. Perfect for Mother's Day Gift Ideas. Vendor spaces available, email Halfmoon Celebrations.

**TOWN MEETINGS:**

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

**Zoning Board of Appeals:** 1<sup>st</sup> Monday of month at 7:00 pm. Pre-meeting at 6:45 pm

**Planning Board Meeting:** 2<sup>nd</sup> & 4<sup>th</sup> 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:** 3<sup>rd</sup> Monday of the 3<sup>rd</sup> 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 4/17, 7/18, and 10/16.

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

**REPORTS OF BOARD MEMBERS AND TOWN ATTORNEY**

**Kevin J. Tollisen (Town Supervisor)** There are a number of Community Events:

**YELLOW RIBBON DAY:** Monday, April 10<sup>th</sup> at 11 AM at the Veterans Memorial Park. If you are able, please come and attend. It is always a great ceremony honoring our armed forces and those who are in active military service. I want to say a special thank you to Carol Pingelski Hotaling who always leads Yellow Ribbon Day and she has made the 5,000 yellow ribbons that are throughout the town over the next several days. Thank you to Carol.

Also, Happy Birthday to John Wasielewski, happy birthday, my friend.

**Paul Hotaling (Deputy Town Supervisor):** (1) Chair of Personnel Committee (2) Ethics Committee, (3) Liaison to Trails and Open Space Committee (4) Chair of Infrastructure & Safety (Water, Highway, Building & Maintenance) (5) Co-Chair for Character Counts

I would like to highlight Paper Shredding Day this Saturday from 9:30 to 11:30 at the Highway Department. This is a free event, but we do ask that you donate canned goods for the food pantry.

Also, Summer Camp registration online will start April 24<sup>th</sup>. Camp this year will be June 26<sup>th</sup> to August 4<sup>th</sup>. That's all I have.

**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.

Thank you, Mr. Supervisor. I have nothing to report this evening.

**Jeremy Connors (Town Board Member):** (1) Liaison to Zoning Board; (3) Chair of Business and Economic Development Committee (3) Chair for Not For Profit Organizations

Thank you, Mr. Supervisor and Happy Birthday Councilman Wasielewski. A couple of things this evening. Softball and Baseball are ready to kick off their seasons. The youth will be out there in full force on our beautiful, manicured fields. That is all I have this evening.

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.

Just Happy Birthday, John.

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

I am very pleased to announce that the Town has been awarded 2 grants from the William G. Pomeroy Foundation's Historic Transportation Canal Marker Program. The markers awarded are for the Champlain Canal and the Waste Water Weir. They will be placed by the Canal Trailhead on Upper Newtown Road and next to the weir. We are grateful to the Pomeroy Foundation for providing monies for these markers as they tell stories, point out facts and let people know that History Happened Here!

Also, as a reminder the Historical Society will be open on Saturday, April 22<sup>nd</sup> from 10-1. The History of Quilting and its importance to the Underground Railroad and a One Room Schoolhouse setting are on display!

Dana Cunniff (Receiver of Taxes): (1) Chair of Committee on Residents Relations

Lyn Murphy, Esq., (Town Attorney) Just Happy Birthday John and 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 monthly reports in addition to having Department Manager monthly meetings that we all discuss the important things that go on in each of the offices.

**DEPARTMENT REPORTS –**

1. Town Clerk Total Fees Submitted to the Supervisor - \$6,503.86
2. Senior Express Total # Meals - 685 Total # Rides – 570
3. Building Permits  
Total # Permits – 65 Total Fees Submitted to the Supervisor - \$21,118.50
4. Fire Inspections  
Total # Inspections – 38 Total Fees Submitted to the Supervisor - \$6,135.00

**DEPARTMENT MANAGER MONTHLY REPORTS – (Can be viewed at the Town Clerk's Office)** Buildings & Grounds, Water Department

**CORRESPONDENCE**

1. Received from the Town Planning Board Resolutions approved at the March 13, 2023, meeting: Change of Use/Tenant Applications for Act Laboratories, 16 Corporate Drive, for Centrotherm, 428 Hudson River Road, for All in Cuts, 239A Grooms Road, for Nercessian Kettle Corn NYC, 1659 Route 9 (Center for Security), for U.S. Budokai Karate of Halfmoon, LLC, 215 Guideboard Road (Country Dollar Plaza), for Phantom Fireworks, 1525 Route 9, Approval of a Minor Subdivisions for the Fronczek Subdivision, 66 Ushers Road and for

the Lands of Green & Lands of Tasso Subdivision, 22 & 26 Fellows Road and for a Site Plan Amendment for Ians LLC (Sunoco), 1500 Route 9.

*Received & Filed*

2. Received from the NYS Department of State, notification that Local Law #1-2023 for the Crescent Commons Mixed Use PDD was filed with the state on February 21, 2023.  
*Received & Filed*
3. Received from the NYS Department of State, notification that Local Law #2-2023 for the Property Exemption for Volunteer Firefighters and Ambulance Workers was filed with the state on February 21, 2023.  
*Received & Filed*
4. Received from Superintendent of Highways Bryans, notification that the Highway Department will be resuming their summer hours of operation on Monday 4/10/23, Monday thru Thursday 6 am, to 4 pm. They will be open Fridays from 7:00 am to 3:00 pm.  
*Received & Filed*
5. Received from the Building & Planning Development Coordinator Harris, emails from residents to the Planning Board stating their concerns for the One Four Six Marketplace PDD.  
*Received & Filed*
6. Received from the NYS Department of State, notification that Local Law #3-2023 for the Dawson's Senior Center was filed with the State on March 13, 2023.  
*Received & Filed*
7. Received from the NYS Department of State, notification that Local Law #4-2023 for Regulations Regarding Egg Laying Chickens in Residential Property was filed with the State on March 13, 2023,  
*Received & Filed*
8. Received from the Stormwater Management Technician Marlow notification that the Draft 2022-2023 MS4 Permit Annual Report Available for Public Review and Comment on April 6<sup>th</sup>, through May 6<sup>th</sup> at the Planning Department or go to : [Link to Draft](#)  
Any/all comments or questions should be directed to Paul M. Marlow: [pmarlow@townofhalfmoon.org](mailto:pmarlow@townofhalfmoon.org) ,or call Paul at 518-371-7410  
*Received & Filed*
9. Received from the NYS Dept. of Transportation the results of their speed study for Farm to Market Road. They found the 45-mph speed zone to be appropriate for the conditions experienced and a reduction is not warranted.  
*Received & Filed*
10. Received from the NYS Department of State, notification that Local Law #5-2023 for Residency Requirements for Deputy Town Clerk, filed with the State on March 20, 2023.  
*Received & Filed*

NEW BUSINESS

RESOLUTION NO. 113-2023

Offered by Councilman Connors, seconded by Councilman Catricala: Approved by the vote of the Board: Ayes: Tollisen, Wasielewski, Connors, & Catricala  
Abstain: Hotaling  
Resolution Introduced by Town Clerk Bryan

RESOLVED, that the Town Board approves the minutes of Town Board Meeting of March 15, 2023, as presented.

**RESOLUTION NO. 114-2023**

Offered by Councilman Connors, seconded by Councilman Hotaling: Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Wasielewski, Connors, & Catricala  
Resolution Introduced by Town Superintendent of Highways Bryans

RESOLVED, that the Town Board authorizes the Town Supervisor to solicit bids for Truck Ultra Low Sulfur Diesel Fuel, Unleaded Regular Gasoline and Kerosene (Diesel/Kerosene Blend) for Town departments for fuel contract period of June 1, 2023 through May 31, 2024 to be received in the Town Clerk's Office by 11:00 am on April 26, 2023, the sealed bids received shall be publicly opened and read aloud at that time. Subject to the review and approval of the Town Attorney.

**RESOLUTION NO. 115-2023**

Offered by Councilman Wasielewski, seconded by Councilman Connors: Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Wasielewski, Connors, & Catricala  
Resolution Introduced by Town Clerk Bryan

RESOLVED, that the Town Board hereby authorizes the Supervisor to enter into an agreement with Buffalo Intelligent Technology Systems, LLC, to provide Routing Box services associated with transportation services offered by the Town of Halfmoon, in the not to exceed amount of \$340.00 per month for the first 7 vehicles and an additional \$45.00 per vehicle for each additional vehicle, and hereby authorizes the Supervisor to execute any documents necessary to effectuate said agreement, subject to the review and approval of the Town Attorney.

**RESOLUTION NO. 116-2023**

Offered by Councilman Connors, seconded by Councilman Catricala: Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Wasielewski, Connors, & Catricala  
Resolution Introduced by Personal Computer Technician Mikol

RESOLVED, that the Town Board hereby authorizes the Supervisor to enter into an agreement with Monsido, Inc., powered by Civicplus, to provide upgrades to our current website including but not limited to ADA compliance and monitoring per the recommendation of the Information Technology Department at a cost not to exceed \$6,276.00, and hereby authorizes the Supervisor to execute said agreement, subject to the review and approval of the Town Attorney.

**RESOLUTION NO. 117-2023**

Offered by Councilman Hotaling, seconded by Councilman Wasielewski: Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Wasielewski, Connors, & Catricala  
Resolution Introduced by Director of Water Tironi

RESOLVED, that the Town Board hereby rescinds Resolution #340-2022 as authorized purchase items are not available and hereby authorizes the Supervisor to enter into an agreement with General Control Systems Integration Service (GCS) to provide upgrades to the CPU of the SCADA system at the Water Department in the not to exceed amount of \$21,940.00, subject to the review and approval of the Town Attorney.

**RESOLUTION NO. 118-2023**

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

Resolution Introduced by Supervisor of Buildings & Grounds Maiello

RESOLVED, that the Town Board authorizes the Supervisor to enter onto an agreement with Center for Security in the amount of \$8,639.00 to install NXT readers, door hardware, a controller, and an advanced calendaring scheduling tool for the doors in the A. James Bold room per the recommendation of the Supervisor of Buildings & Grounds and hereby authorize the procurement of their professional services requiring technical skills which do not lend themselves to procurement through solicitation and authorize the Supervisor to execute any documents necessary to effectuate the Agreement, subject to the review and approval of the Town Attorney.

**RESOLUTION NO. 119-2023**

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

Resolution Introduced by Highway Superintendent Bryans

RESOLVED, that the Town Board hereby authorizes the Supervisor to enter into an agreement with Houston-Galveston Area Council (H-GAC) to utilize their cooperative purchasing program to reduce costs through their government-to-government procurement service at no cost to the Town, and hereby authorizes the Supervisor to execute said agreement, subject to the review and approval of the Town Attorney.

**RESOLUTION NO. 120-2023**

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

Resolution Introduced by Highway Superintendent Bryans

RESOLVED, that the Town Board authorizes the Highway Department to purchase six portable rotary lifts per the HGAC Contract #FL03-21 for \$96,199.11 from Total Tool and to authorize the Highway Superintendent to execute any documentation necessary to effectuate the purchase, subject to the review and approval of the Town Attorney.

**RESOLUTION NO. 121-2023**

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

**Resolution Introduced by Highway Superintendent Bryans**

RESOLVED, that the Town Board authorizes the Highway Department to purchase a pickup broom in the not to exceed amount of \$8,633.00 from Milton Cat and to authorize the Highway Superintendent to execute any documentation necessary to effectuate the purchase, subject to the review and approval of the Town Attorney.

**RESOLUTION NO. 122-2023**

Offered by Councilman Hotaling, seconded by Councilman Connors: Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Wasielewski, Connors, & Catricala  
Resolution Introduced by Director of Youth & Aging MacNeil

RESOLVED, that the Town Board appoints Jamie Romero as a part time Recreation Leader at Grade 2 Base Pay \$19.32/hr. effective April 10, 2023, subject to successfully passing all pre-employment testing, in the not to exceed amount of 19.5 hours per week.

**RESOLUTION NO. 123-2023**

Offered by Councilman Connors, seconded by Councilman Wasielewski: Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Wasielewski, Connors, & Catricala  
Resolution Introduced by Personal Computer Technician Mikol

RESOLVED, that the Town Board hereby authorizes the Supervisor to enter into an agreement with Security Mentor to provide security awareness training per the recommendation of the Information Technology Department at a cost not to exceed \$1,395.00, and hereby authorizes the Supervisor to execute any documentation necessary to effectuate the agreement, subject to the review and approval of the Town Attorney.

**RESOLUTION NO. 124-2023**

Offered by Councilman Connors, seconded by Councilman Wasielewski: Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Wasielewski, Connors, & Catricala  
Resolution Introduced by Director of Water Tironi

RESOLVED, that the Town Board approves the April 2023 Water Report for usage as submitted by the Director of Water.

**RESOLUTION NO. 125-2023**

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

RESOLVED, that the Town Board to amend the procurement policy to permit the Town Supervisor to make purchases up to a cost not to exceed \$10,000.00 at any one time without Board approval subject to review of the Town Attorney.

**RESOLUTION NO. 126-2023**

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

Resolution Introduced by Supervisor Tollisen

RESOLVED, that the Town Board that the Town Board hereby recognizes April 2, 2023, as Education and Sharing Day in recognition of Lubavitcher Rebbe and his efforts to encourage access to an excellent education for all.

Supervisor Tollisen: The full resolution is available if anyone wants to read it.

#### **RESOLUTION NO. 127-2023**

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

Resolution Introduced by Personal Computer Technician Mikol

RESOLVED, that the Town Board hereby authorizes the Supervisor to enter into an agreement with CivicPlus to provide website design and implementation, with free training sessions per the recommendation of the Information Technology Department at a cost not to exceed \$3,940.01 for year 1 and \$4,137.01 for year 2, and hereby authorizes the Supervisor to execute said agreement, subject to the review and approval of the Town Attorney.

#### **RESOLUTION NO. 128-2023**

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

RESOLVED, that the Town Board approves the Comptroller's Report for the month of December 2022.

#### **RESOLUTION NO. 129-2023**

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

RESOLVED, that the Town Board approves the Comptroller's Report for the month of January 2023.

#### **RESOLUTION NO. 130-2023**

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

Resolution Introduced by Comptroller Hatter

RESOLVED, that the Town Board authorizes the Comptroller to make the attached Creation of Appropriations.

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 \$5,330.00  
 Subsidiary: Home & Community Services  
 25-4-2189.00 \$5,330.00

CREDIT: Appropriations 25-960 \$5,330.00  
 Subsidiary: Engineering Contractors Inspections  
 25-5-1440.40 \$5,330.00

Information Only: The above was derived from the following breakdown of charges to be paid on April 13, 2023, Abstract for engineering and related fees.

NAME	AMOUNT
Crescent Commons PDD	\$960.00
Dawson Senior Center	\$1,970.00
Next Gen Roofing Site Plan	\$640.00
1-4-6 Marketplace	\$320.00
Saratoga County Sewer SWPPP	\$160.00
Tribley Active Adult Community	\$1,280.00
Total	\$5,330.00

A resolution is needed to appropriate a grant awarded from the 2022-2023 NYS Justice Court Assistance Program in the amount of \$2,800. The Town is planning to purchase (2) fireproof file cabinets. These purchases will be subject to the Town procurement requirements as applicable.

DEBIT: Revenues 10-980 \$2,800.00  
 Subsidiary: Other General Government State Aid  
 10-4-3089.10 \$2,800.00

CREDIT: Appropriations 10-960 \$2,800.00  
 Subsidiary: Justice Suchocki Equipment  
 10-5-1110.20 \$1,400.00  
 Justice Fodera Equipment  
 10-5-1111.20 \$1,400.00

A resolution is necessary to create the following budget amendment of appropriations and revenues in the General Fund for the purchase of (2) Historic Transportation Canal Markers for the Champlain Canal and Waste Water Weir. The Town has been awarded a grant for each marker in the amount of \$1,550 from the William G. Pomeroy Foundation.

DEBIT: Revenues 10-980 \$3,100.00  
 Subsidiary: Other Unclassified Revenues, William G. Pomeroy Grant  
 10-4-2770.30 \$3,100.00

CREDIT: Appropriations 10-960 \$3,100.00  
 Subsidiary: Historian Equipment  
 10-5-7510.20 \$3,100.00

**PUBLIC COMMENT (for discussion of non-agenda items)**

**Darlene McGraw, 4 North Point:** Darlene spoke about the towns working together to be ADA compliant on sidewalks especially at Crossing Blvd. She also thanked the Town for getting their website ADA compliant.

There being no further business to discuss or resolve on a motion by Councilman Connors and seconded by Councilman Wasielewski, the meeting was adjourned at 7:20 pm.

Respectfully Submitted,

Lynda A. Bryan, Town Clerk