

The December 16, 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
Lyn A. Murphy, Town Attorney
Cathy L. Drobny, Deputy Town Attorney
Lynda A. Bryan, Town Clerk

PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE

PRESENTATION: FOREST LANE PDD AMENDMENT

Supervisor Tollisen recused himself and Deputy Supervisor Hotaling presided over the presentation.

Ben Lussier:

I submitted an application to the Town Board to amend the existing planned development district for the property at Forest Lane Apartments.

The original PDD was created in 1983 and as times have changed so have some of the expectations of renters in this area. As such, some of the rules set forth in the existing PDD have become obsolete.

I am in request to remove the stipulation set in item B of the Development section which limits the size of all apartment units to be approximately 624 square feet.

624 Square feet is a very small sized apartment in comparison to many other apartment units in this area. This alone makes it much more difficult to appeal to prospective renters and to get new renters to move into the complex while also retaining existing residents.

It is my goal to keep Forest Lane Apartments at full capacity while also appealing to new residents that might be considering moving into the town.

As more and more renters are working from home it seems many renters are looking for an apartment with a home office or den. Most prospective resident leads that don't end up renting at Forest Lane explain that the size of the apartments are small and lack closet or storage space. They also indicate that they would be more inclined to rent if we offered a unit with 1 bedroom and an office

I do currently have 2 long term vacant units in the oldest building in the complex. It has been quite difficult to get these units rented in their current outdated condition and small size. If I plan to spend significant amounts of time and money to make these units upgraded and more appealing, then it seems only rational to heed the suggestions of the prospects and make the changes necessary to meet the expectations of today's renters.

Ultimately I am in pursuit of obtaining a building permit to build additions onto several of the smaller older buildings in order to increase the apartment living size and to add

an office or den onto each unit, as well as a large walk-in bedroom closet and additional storage units for each tenant of the building.

Some points to keep in mind here are that I am not looking to make any changes that would impact any crucial aspects of the property or complex as a whole, for example;

- We would not be increasing the number of bedrooms and therefore it would not affect the number of residents in the complex.
- As a result this would not change the amount of traffic, parking (Number of vehicles), septic outfall or water usage at the property.

In my research of other local PDD's for several apartment complexes in this area, I have not found that a size restriction has been placed on them for each individual unit. Of course there are always going to be special scenarios where restrictions are placed due to certain limitations of a property and site plan, but a generalized unit size limitation does not seem applicable for today's standards.

*** Three additional, yet smaller pieces of the amendment being requested in addition to the size of each apartment unit are that I am looking to have the availability in the future to have a designated office building with appropriate signage and designated mail collection area. I would like to request for the PDD to allow for the addition of a non-habitable building such as an office and accompanying signs for the complex as well as a designated structure for mailboxes. An office building would provide a designated place for office personnel to work instead of at our home office and it would also help provide clarity and direction for unfamiliar guests and prospective residents upon their arrival as well as to provide existing residents a common place on the property to make payments, bring concerns and correspondence to in person rather than all of our interactions being completed by phone and email.

In closing, it is my hopes that the Town Board will approve the amendment to the Planned Development District for the property that has been presented which will help facilitate our plan to grow and provide more updated, appealing and comfortable homes for the residents at Forest Lane. And as a result we hope that it helps welcome hardworking and respectable citizens that contribute to our community

Councilman Hotaling: Do you know the differences in square footage for the usable per acre?

Ben Lussier: I don't know off the top of my head but I think that the original PDD allowed for 6.6 acres for the original 12 buildings and right now there are only 10. So, I would imagine that we are ok with that.

Councilman Wasielewski: Ben, how many units right now?

Ben Lussier: 40. We are not increasing the number of units.

Councilman Wasielewski: Just the size of the units.

Ben Lussier: Correct.

Attorney Murphy: The PDD for this particular is this this area and I have never seen one quite written this way. It is very restrictive as far as the size of the unit. It is not the number of units. It is different from what the Board is used too. What he is asking for is to modernize the PDD to be consistent with what the Board is used too.

Councilman Connors: Lyn, This would have to be pushed to the Planning Board, correct?

Attorney Murphy: You would refer it to the Planning Board to look at it and when they have the information, refer it back to you along with a recommendation.

Supervisor Tollisen:

RESOLUTION NO. 303-2020

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

Resolution Introduced by Deputy Supervisor Hotaling

POLL OF THE BOARD

Councilman Hotaling	Aye
Councilman Wasielewski	Aye
Councilman Connors	Aye
Councilman Catricala	Aye

RESOLVED, that the Town Board forwards the Forest Lane PDD Amendment to the Planning Board for review.

Ben Lussier: Thank you everyone, stay safe.

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.

HALFMOON INDOOR FARMERS MARKET in TOWN HALL FOYER from 3:00 - 6:00 pm. Stop by and find Fresh produce, Crafts & more every Wednesday.

TOWN MEETINGS:

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

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

Planning Board Meeting: 2nd & 4th 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).

PUBLIC COMMENT (for discussion of agenda topics)

REPORTS OF BOARD MEMBERS AND TOWN ATTORNEY

Kevin J. Tollisen (Town Supervisor)

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 have no report this evening.

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

I just have one thing this evening. With the pending snowstorm that we are about to receive, I want to remind folks to shovel out the fire hydrants 3 feet away in all directions. It is a very critical thing to do. I would also like to extend my wishes for a very happy holiday to all of my fellow Board members, town employees and town residents and businesses.

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 would like to echo the remarks of Councilman Wasielewski and to give the snow plows the space to do the fantastic job that they do and I would also like to extend my well wishes to my colleagues, employees and of course, great residents for a happy holiday.

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

I guess that I would be the third to echo the previous remarks made and the Highway Superintendent Bill Bryans has posted on the Town's website the Do's & Don't about snow that I found the reminders very interesting.

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

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

Lyn Murphy, Esq., (Town Attorney) Wishing everyone the best New Year and the Holidays!

Cathy Drobny, Esq. (Town Attorney) And I wish the same!

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 –

- Town Justice Fodera**
Total # Cases – 189 Total Fees Submitted to the Supervisor - \$19,599

DEPARTMENT MANAGER MONTHLY REPORTS – (Can be viewed at the Town Clerk's Office) Building & Planning,

CORRESPONDENCE

1. **Received** from the Halfmoon – Waterford Fire District No. 1, a copy of the Certificate of Results of the Ballots cast at the Annual Election held on December 8, 2020 electing Christopher Putnam, Commissioner for a five (5) year term commencing January 1, 2021 through December 31, 2025

Received & Filed

2. **Received** from Lansing Engineering, an application for an amendment to the Boyajian Planned Development District for Summit at Halfmoon – Senior Living Facility, including Project Narratives and Site Plans.

Received & Filed

3. **Received** from the Clifton Park - Halfmoon Fire District No. 1, a copy of the Certificate of Results of Canvass from the Annual Election held on December 8, 2020 electing Harold Martin, Fire District Commissioner for a five (5) year term commencing January 1, 2021 through December 31, 2025 and to approve a resolution of the Board of Fire Commissioners to increase the LOSAP contribution.

Received & Filed

4. **Received** from the Town of Clifton Park, Office of the Attorney, a Notice of Public Hearing for January 11, 2021 for a proposed Local Law regarding a 6 month moratorium on commercial sized ground-mounted solar systems within the Town of Clifton Park.

Received & Filed

5. **Received** from the West Crescent Fire District, a copy of the Certificate of Results of the Ballots cast at the Annual Election held on December 8, 2020 electing John Meehan, Commissioner for a five (5) year term commencing January 1, 2021 through December 31, 2025.

Received & Filed

6. **Received** from Judy Gardner, a thank you card to the Supervisor for all of the things that are done for the people at the Senior Center and a donation to help with the dinners.

Received & Filed

7. **Received** from Joyce Montgomery, a thank you card to the Supervisor and staff for the great Thanksgiving lunch.

Received & Filed

8. **Received** from the Halfmoon Fire District #1 (Hillcrest), a copy of the Certificate of Results of the Ballots cast at the Annual Election held on December 8, 2020 electing Joseph Maiello, Commissioner for a five (5) year term commencing January 1, 2021 through December 31, 2025.

Received & Filed

9. **Received** from the Halfmoon Fire District #1 (Hillcrest), the Public Notice for the 2021 Organizational Meeting to be held at 6:30 PM on January 4, 2021 at the Hillcrest Fire Department, 145 Pruyn Hill Road, Mechanicville.

Received & Filed

NEW BUSINESS

RESOLUTION NO. 297-2020

Offered by Councilman Hotaling, 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 approves the minutes of Town Board Meeting of December 2, 2020 as presented.

RESOLUTION NO. 298-2020

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

WHEREAS, the Town of Halfmoon recognizes the importance of providing municipal water to the citizens of the Town of Halfmoon; and

WHEREAS, M.J. Engineering and Land Surveying, P.C. has prepared a Map, Plan and Report detailing various areas in the Town of Halfmoon that should be approved for service; and

WHEREAS, the Town of Halfmoon is desirous of expanding their approved service area to; and

WHEREAS, the Town Attorney has reviewed and approved the terms and conditions set forth in the Map, Plan and Report; and

WHEREAS, the Town's Water Regulations set forth the water rates charged on behalf of the Town; now, therefore, be it

RESOLVED, that the Town Board of the Town of Halfmoon shall conduct a Public Hearing on January 20, 2021 in the A. James Bold room, at the Halfmoon Town Hall located at 2 Halfmoon Town Plaza, Halfmoon, New York to consider the Map, Plan and Report to extend the existing Consolidated Water District to include those developments which connected to the Town water system since the previous water district extension in 2017, as well as to include town residents who are currently within the water district due to previous water main extensions, or upcoming water main extensions, in accordance with Article 12 of Town Law. The areas to be incorporated into this district extension include: Tabor Road Mixed Use, Dutch Lane, Pinebrook Hills, Creekview Estates, and Betts Farm (Phase 1). Miscellaneous properties along Staniak Road will also be incorporated into the district extension as a result of water main projects completed previously and authorizes the Town Supervisor for the Town of Halfmoon to execute the any documents necessary to adopt the extension.

RESOLUTION NO. 299-2020

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

WHEREAS, the Town Board of the Town of Halfmoon is cognizant of their obligation to be fiscally responsible when determining appropriate expenditure of Town funds; and

WHEREAS, the Town has consistently sought a cost effective way to insure that the properties owned by the Town are maintained and operated in the most efficient manner; and

WHEREAS, it has been determined by the Highway Superintendent that it would be beneficial to purchase a structure to provide protection from the elements for the top soil maintained at the Highway Garage; and

WHEREAS, the Highway Superintendent has attempted to obtain three written quotes for the purchase of a structure to provide protection from the elements for the top soil maintained at the Highway Garage and has only been able to obtain two written quotes; and

WHEREAS, the construction of the tent is a specialized service that involves construction that must be completed prior to the arrival of inclement weather; and

WHEREAS, Hybrid Building Solutions, LLC, provided a written quote for construction placement of a 32ft x 20ft Calhoun Super Structure CC Series Building at a total cost of nine thousand ninety seven dollars and sixty one cents (\$9,097.61);

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. That the Town Supervisor may execute the documentation necessary to effectuate the construction and placement of a 32ft x 20ft Calhoun Super Structure CC Series Building at a cost of \$9,097.61.
2. That the purchasing policy as set forth in section VII(H) of the Town of Halfmoon Employee Manual shall be waived due to the specialized service, the emergency nature of the repairs and the inability of the Highway Superintendent to obtain a third quote. The Comptroller's Office is hereby authorized to pay for the construction and placement prior to the delivery of the building due to the economic impact of COVID-19.
3. That this Resolution shall take effect immediately.

DATED: December 16, 2020

LYNDA BRYAN TOWN CLERK
TOWN OF HALFMOON

RESOLUTION NO. 300-2020

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

RESOLVED, that the Town Board hereby authorizes the Supervisor to enter into an agreement with CivicPlus to provide website hosting services per the recommendation of the Information Technology Department at a cost not to exceed \$2,625.00, and hereby authorizes the Supervisor to execute said agreement, subject to the review and approval of the Town Attorney.

Resolution Introduced by Personal Computer Technician Mikol

RESOLUTION NO. 301-2020

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 approves the Comptroller's Report for the month of November, 2020, as presented.

Resolution Introduced by Comptroller Hatter

RESOLUTION NO. 302-2020

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

Resolution Introduced by Comptroller Hatter

RESOLVED, that the the Town Board authorizes the Comptroller to make the attached Creations 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:	Estimated Revenues	25-510	\$2,545.00
	Subsidiary: Home & Community Services		
		25-4-2189.00	\$2,545.00

CREDIT:	Appropriations	25-960	\$2,545.00
	Subsidiary: Engineering Contractors Inspections		
		25-5-1440.40	\$2,545.00

Information Only: The above was derived from the following breakdown of charges to be paid on December 17, 2020 Abstract for engineering and related fees.

NAME	AMOUNT
4 Liebich Lane Warehouse Plan	\$1,485.00
Hanks Hollow Subdivision	\$790.00
Mott Orchard	\$270.00
Total	\$2,545.00

Supervisor Tollisen: Merry Christmas

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 Hotaling, the meeting was adjourned at 7:18 pm.

Respectfully Submitted,

Lynda A. Bryan, Town Clerk