

The January 03, 2018 Organizational and Regular Meeting of the Town Board of the Town of Halfmoon was called to order by Supervisor Tollisen at 7:00 pm in the A. James Bold Meeting Room at the New Town Hall with the following members present:

- Kevin J. Tollisen, Supervisor
- Paul L. Hotaling, Councilman
- Daphne V. Jordan, Councilwoman
- John P. Wasielewski, Councilman
- Jeremy W. Connors, Councilman
- Lyn A. Murphy, Town Attorney
- Cathy L. Drobny, Deputy Town Attorney
- Lynda A. Bryan, Town Clerk

PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE

The Town Board Workshop was held in the Board Room at 6:30 pm

Supervisor led the Pledge of Allegiance and Moment of Silence
Our Moment of Silence today will be in memory of Jim Bold

Supervisor Tollisen welcomed everyone to our annual Organizational Meeting and the first Regular Meeting of 2018.

RESOLUTION NO. 1

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

RESOLVED, that the Town Board appoints Kevin J. Tollisen, Chairperson of the Town Board for the year beginning 1/1/18 through 12/31/18.

POLL OF THE BOARD

| | |
|------------------------|-----|
| Councilman Connors | AYE |
| Councilwoman Jordan | AYE |
| Councilman Wasielewski | AYE |
| Councilman Hotaling | AYE |
| Supervisor Tollisen | AYE |

{Resolutions organize the Town of Halfmoon for the year 2018; appoint employees; set salaries/hourly rates, beginning January 1, 2018 (unless otherwise specified) to be paid on a bi-weekly basis (unless otherwise specified).}

RESOLUTIONS 2-40 WILL HAVE A ROLL CALL VOTE AT THE END OF THE READING OF THE ORGANIZATIONAL AGENDA.

RESOLUTION NO. 2

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

RESOLVED, that the Town Board **TABLE** Steffen Buck, Emergency Services Coordinator, \$1,500 Stipend

RESOLUTION NO. 3

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

RESOLVED, that the Town Board approves all remaining resolutions 2-40 of the Organizational Agenda as presented.

RESOLUTION NO. 4

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

RESOLVED, that the Town Board approves the following wages for elected and appointed Town officials, Supervisors appointments, and operational responsibility for the Town.

Elected Town Officials:

Supervisor, Kevin J. Tollisen, - \$53,223

Town Board Members: Jeremy Connors, John Wasielewski, Daphne Jordan, Paul Hotaling - \$12,605 (each)

Town Justice: Katherine Suchocki and Joseph Fodera, - \$31,641 (each)

Town Clerk, Lynda Bryan, Records Access Officer; Records Management Officer- \$60,672

Superintendent of Highways, Administrator for the Transfer Station, and Senior Van Services John Pingelski, Jr. - \$85,955

Receiver of Taxes, Karen Pingelski, - \$33,813

Appointed Employees:

Paul Hotaling, Deputy Town Supervisor, salary \$1,462

Bonnie Hatter, Budget Officer, \$3,000 stipend

Lynda Bryan, Registrar of Vital Statistics/Historical Data, Stipend \$3,000

Lyn A. Murphy, Town Attorney 1/1/18 –12/31/19, \$155,652

Cathy L. Drobny, part-time Deputy Town Attorney, Grade 10 Step 4 - \$34,052

Bonnie Hatter, Town Comptroller 1/1/18-12/31/19, Salary \$87,141

Laurie Sullivan, Deputy Town Comptroller, Salary \$58,742

Terri Russell, Confidential Secretary to the Supervisor, Grade 6 Base Pay - \$46,049

Ellen Kennedy, Historian salary, \$2,750

Dr. Barry Constantine & Dr. Harry Miller, Health Officers, Stipend \$500.00 each

Richard Harris, Zoning Enforcement Officer, \$1,500 Stipend

Steffen Buck, Emergency Services Coordinator, \$1,500 Stipend- TABLED

Sharon Phelps, Deputy Town Clerk & Deputy Registrar of Vital Statistics, Grade 3 Step 9 - \$46,402

Kelly Catricala, part-time Deputy Town Clerk and Sub Registrar of Vital Statistics, Grade 3 Step 2 - \$17.35/hr., not to exceed 30 hrs. per week.

Dana Cunniff, part-time Deputy Town Clerk and Sub Registrar of Vital Statistics, Grade 3 Base Pay - \$16.68/hr., not to exceed 20 hrs. per week.

Christine Phillips, Clerk to the Town Justice, Grade 4 Step 9 - \$50,874

Gregory Burke, Clerk to the Town Justice, Grade 4 Step 2 -\$40,973

Employee Services Clerk as American with Disabilities Coordinator, at no additional compensation.

Committees and/Liaisons as appointed by the Town Supervisor for 2018:

Paul Hotaling (Deputy Town Supervisor): (1) Chair of Town Infrastructure (Water, Highway, Building & Maintenance), (2) Chair of Recreation and Character Counts, (3) Chair of Personnel Committee, (4) Chair of Safety Committee

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-Chair of Committee on Resident Relations, (4) Co-Liaison to Planning Board

Daphne Jordan (Town Board Member): (1) Co-Chair of Business and Economic Development (2) Animal Control (3) Liaison to Open Space and Trails Committee, (4) Zoning Board Liaison

Jeremy Connors (Town Board Member): (1) Co- Liaison to Planning Board; (2) Chair of Committee on Not for Profit Organizations; (3) Co-Chair of Business and Economic Development Committee (4) Chair of Parks and Athletic Organizations

Lynda Bryan (Town Clerk): (1) Chair of Senior Programs, (2) Chair of Committee on Historical Archives, (3) Co-Chair of Committee on Resident Relations

RESOLUTION NO. 5

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

RESOLVED, that the Town Board of the Town of Halfmoon hereby authorizes the following contracts, policies and procedures for the Town Supervisor's Office:

A. A contract with Kate Jeanson for coordination and promotion of Town events in the not to exceed amount of \$15,000.

B. Authorize the Town Supervisor, without Town Board approval, to purchase materials at a cost not to exceed \$10,000 subject to the review and approval of the Town Attorney.

C. Authorize the Town Supervisor to enter into agreement with Saratoga Corporate Care, Saratoga Springs for membership for random drug testing program for 2018, at annual cost of \$100 for administrative costs.

D. Authorize Town Supervisor to open any and all Bank/statement savings/checking accounts /money markets/certificate of deposit for Town of Halfmoon financing.

E. Authorize Town Supervisor to utilize facsimile signature stamps for the signing of documents.

F. Authorize the Town Supervisor to sign annual renewal permits such as but not limited to the DEC Stream Disturbance Permit, etc., and authorize the Town Supervisor to apply for financial funding and reimbursement for the Youth Program, Senior Recreation Program and any other programs, permits, applications or reimbursements and other required documents that may occur throughout the year.

G. Authorize the Town Supervisor to sign annual contracts in their budgeted amount as follows: Nutrition Agreement with Saratoga County, annual contract with Saratoga County Animal Shelter, CAPTAIN, Care Links, Clifton Park-Halfmoon VFW Post #1498, Saratoga Center for the Family, Saratoga Corporate Care, YMCA, North East Fire Protection, Midstate Heating and Cooling and any other contracts subject to the review and approval of the Town Attorney.

H. Authorize the Town Supervisor to apply for employees through Employment and Training, Workfare, Inmate Labor or any other programs that provide employees not paid with town funds.

I. Authorizing the Town Supervisor to execute credit applications on behalf of the Town of Halfmoon, subject to the review and approval of the Town Attorney.

J. Authorizing the Town Supervisor to utilize the following method for determining salaries for current Town employees who receive promotions: Employees who receive a promotional appointment to a job title with a higher salary grade will move to the higher salary grade at the base step. If the base step does not result in a salary increase, then the Town Supervisor is authorized to offer the employee an increase in salary/rate as determined appropriate by the Town Supervisor.

K. Authorizing the Town Board to appoint the Town Supervisor as the Fair Housing Officer, at no additional compensation.

L. Authorizing the Town Board to appoint the Town Supervisor as the Minority and Women-Owned Business Enterprises Liaison and further authorizes said Town Supervisor to effectuate any and all necessary documents to carry out the role of Minority and Women-Owned Business Enterprises Liaison and Affirmative Action Officer.

RESOLUTION NO. 6

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

RESOLVED, that the Town Board the Town Board of the Town of Halfmoon hereby authorizes the following salaries, policies and/or procedures for the Legal and Grant Department:

Kimberly Martin, Principal Clerk, Grade 5 Step 5 - \$22.51/hr.

A. Resolution appointing Barton & Loguidice for Grant Writing and related services and authorize the Town Supervisor to sign said agreement in an amount not to exceed the budgeted amount allotted in 2018.

RESOLUTION NO. 7

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

RESOLVED, that the Town Board to approves the following salaries, policies and procedures for the Town Comptroller's Office:

Kathy Dougherty, part-time Account Clerk Typist, Grade 2 Step 6 - \$17.99/hr.

Carol Cooper, Employees Services Clerk, Grade 3 Step 6 - \$19.85/hr.

Lynn Pratt, part-time Account Clerk, Grade 2 Step 6- \$17.99/hr.

A. Authorizes the Town Comptroller and/or the Deputy Town Comptroller to make necessary budget transfers that do not increase the overall budget and report the transfers to the Town Board in the Comptroller's report.

B. Authorize the Town Comptroller to pay utility bills and postage, medical insurance premiums prior to audit of the Town Board to meet due date specifications and avoid late charge payments.

C. Authorize the Town Comptroller to maintain a general Fixed Asset inventory of all equipment, land, or buildings purchased over \$500.00 and for financial reporting purposes only purchases over \$5,000; all dispositions of fixed assets shall be authorized by resolution of Town Board.

RESOLUTION NO. 8

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

RESOLVED, that the Town Board approves the following salaries, policies and procedures for the Town Clerk's Office:

Each Deputy Town Clerk is hereby designated as Record Access Officers & Record Management Officer

RESOLUTION NO. 9

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

RESOLVED, that the Town Board approves the following salaries, policies, and procedures for the Town Justice's Office:

Cathy Leggett, Court Clerk, Grade 3 Step 9 - \$22.22/hr.

Jacqueline Bigelow, Court Clerk, Grade 3 Step 8 - \$21.37/hr.

Ann Marie Trumbull, part-time Court Clerk, Grade 1 Step 5-\$16.43/hr.

Beverly McBride, part-time Clerk, Grade 1 Step 3- \$15.64/hr.

Jeffrey Decatur, part-time Court Officer, Grade 6 Step 6 - \$22.23/hr.

Daniel Kuhn, part-time Court Officer, Grade 6 Step 6 - \$22.23/hr.

Nicholas McDonald, part-time Court Officer, Grade 6 Step 3 - \$20.45/hr.

Charles Sherman, part-time Court Officer, Grade 6 Step 2 - \$20.05/hr.

A. Authorizing Town Justices to employ part-time court reporters to take/transcribe minutes of hearings or trials that in the Town Justice's opinion are deemed necessary; charges set at court reporter's current session & page charge

RESOLUTION NO. 10

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

RESOLVED, that the Town Board approves the following salaries, policies, and procedures for the Highway Department:

William Bryans, Jr., Deputy Highway Superintendent, Grade 8 Step 7 - \$64,102
Denise Mikol, Senior Typist, Grade 2 Step 10 - \$22.72/hr.

WORKING SUPERVISORS:

William Suchocki, Grade 7 Step 8 - \$29.16/hr.
Michael Hickok, Grade 7 Step 7 - \$28.04/hr.
Shane Liberty, Grade 7 Step 2 - \$24.42/hr.

AUTOMOTIVE MECHANICS:

Courtney Maxwell, Grade 6 Step 8 - \$27.39/hr.
Dennis R. Ayotte, Jr., Grade 6 Step 6 - \$25.45/hr.

MEOS:

Janice Espey, Grade 5 Step 8 - \$25.08/hr.
Bruce Betts, Grade 5 Step 8 - \$25.08/hr.
Kenneth Robbins, Jr., Grade 5 Step 7 - \$24.11/hr.
Dennis Landry, Jr., Grade 5 Step 5 - \$22.51/hr.
Edward Ceremuga, Jr., Grade 5 Step 7 - \$24.11/hr.
Seren Lambertsen, Grade 5 Step 8 - \$25.08/hr.
Kurt Schneider, Grade 5 Step 6 - \$23.30/hr.
Paul Ucci, Grade 5 Step 3 - \$21.42/hr.
Stanley Dudek, Grade 5 Step 2 - \$21.00/hr.
John Defelice, Grade 5 Step 2 - \$21.00/hr.
Rodney Smallwood, Grade 5 Step 2 - \$21.00/hr.
Adam Higgins, Grade 5 Step 1 - \$20.59/hr.
Kyle Andrus, Grade 5 Step 3 - \$21.42/hr.
Brian Selig, Grade 5 Step 5 - \$22.03/hr.

LABORERS:

Michael Ruff, part-time Laborer, Transfer Station and as needed in the Highway Department, Grade 2 Step 4 - \$16.95/hr.
William Montagne, part-time Transfer Station Attendant, Grade 2 Base Pay - \$15.59/hr.
Michael Bartlett, part-time, Grade 2 Step 2 - \$16.22/hr.
Tyler Coughlin, Grade 2 Step 2 - \$17.42/hr.
To work only when needed at current Title, Grade and Step: Christian McMahon, Gene Morrissey, James McBride, Sr., Mike Root and Donovan Ayotte.

SENIOR VAN:

Gale Hayner, part-time Clerk, Grade 1 Step 7 - \$17.60/hr.
Christina Pack, part-time Clerk, Grade 1 Step 1 - \$15.03/hr.

SUBSTITUTE SENIOR EXPRESS CHAUFFEURS, to work only as needed, paid hourly rate:

Julia McHargue, Grade 3 Step 10 - \$21.73/hr.
Donald Espey, Grade 3 Step 7 - \$19.92/hr.
Denise Sidoti, Grade 3 Step 1 - \$17.01/hr.
Dominick Mantello, Grade 3 Step 1 - \$17.01/hr.
Paul Lajuenesse, Grade 3 Step 1 - \$17.01/hr.

Michael Root, part-time Senior Van Chauffer, Grade 3 Base Pay - \$16.68/hr.
Raymond Keller, part-time Senior Van Chauffer, Grade 3 Step 5 - \$18.59/hr.
Diane Hurtt, part-time Senior Van Chauffer, Grade 3 Base Pay - \$16.68/hr.
Highway Department employees to work as Substitute Senior Express Chauffeurs as needed or as required in an emergency.

A. Authorize Superintendent of Highways to post Town highways for a four-ton load limit, during spring thaw or when the Superintendent of Highways determines posting is required.

B. Authorize Superintendent of Highways to post Stop Signs when the Superintendent of Highways determines posting is required.

C. Authorize Superintendent of Highways to purchase, without Town Board approval, materials for the Department not to exceed \$10,000, at one time; any purchases over \$5,000 are subject to review and approval of Town Supervisor and Town Attorney.

D. Authorize the Deputy Highway Superintendent or Working Supervisor with the most seniority to sign highway department vouchers in the absence of the Superintendent of Highways.

E. Authorize any Highway Department employee to work at the Transfer Station when unexpected vacancy occurs at the discretion of the Superintendent of Highways, to be paid current Title, Grade and Step.

F. Authorize the Highway Department to perform work and services for the Mechanicville School District for the reimbursement/rental rates as set forth by the Federal Emergency Management Act and/or New York State Department of Transportation.

G. Authorize the Highway Department to utilize the reimbursement/rental rates as set forth by Federal Emergency Management Act and/or New York State Department of Transportation when determining the appropriate value of work performed.

H. Authorize the Superintendent of Highways, Deputy Superintendent of Highways and Working Supervisors to act as Code Enforcement Officers for the purpose of enforcing chapter 120 of the Code of Halfmoon, at no additional compensation.

RESOLUTION NO. 11

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

RESOLVED, that the Town Board approves the following salaries, policies and procedures for the Receiver of Tax Office:

Kiva Cropsey, Deputy Receiver of Taxes, Grade 3 Step 6 - \$41,450

RESOLUTION NO. 12

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

RESOLVED, that the Town Board approves the following salaries, policies and procedures for the Assessor's Office:

Jo-Ann Smith, Assessor, Grade 8 Step 6 - \$61,934

Annmarie Zarelli, Senior Assessment Clerk, Grade 2 Step 3 - \$17.77/hr.

Laura Weeks, Data Collector, Grade 2 Step 2 - \$17.42/hr.

Assessment Board of Review Members, \$30.00 hourly to be paid by payroll.

RESOLUTION NO. 13

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

RESOLVED, that the Town Board approves the following salaries, policies and procedures for the Building and Maintenance Department:

James McBride, Sr., Building Maintenance Mechanic, Grade 5 Step 7 - \$24.11/hr.
Gene Morrissey, Building Maintenance Mechanic, Grade 5 Step 6 - \$23.30/hr.
Brian Zusy, part-time Cleaner, Grade 1 Step 7 - \$17.60/hr.
Gather Espey, Building Maintenance Helper, Grade 2 - Base \$16.75/hr.

RESOLUTION NO. 14

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

RESOLVED, that the Town Board approves the following salaries, policies and procedures for the Water Department:

Frank Tironi, Superintendent of Water/Director of Sewer & Director of Building Maintenance Supervisor Grade 11 Step 10 - \$94,521 + \$9574 = \$104,095
Sean McCarthy, Water Maintenance Supervisor, Grade 8 Step 10 - \$34.87/hr.
Scott Houle, Water Maintenance Worker, Grade 7 Step 8 - \$29.16/hr.
Frank Brammer, MEO, Grade 5 Step 9 - \$26.08/hr.
Christian McMahon, MEO, Grade 5 Step 1 - \$20.59/hr.
William Robitaille, Water Plant Operator, Grade 7 Step 7 - \$28.04/hr.
Cindy Jensen, Account Clerk Typist, Grade 2 Step 9 - \$21.63/hr.
Donovan Ayotte, Laborer, Grade 2 Step 1 - \$17.08/hr.

A. Authorize the Superintendent of Water to purchase, without the Town Board's approval, materials for the Water Department, not to exceed \$10,000, at one time; any purchases over \$5,000 are subject to review and approval of Town Supervisor and Town Attorney.

B. Authorize the Water Maintenance Supervisor / Water Maintenance Worker to sign water department vouchers in the absence of the Superintendent of Water.

RESOLUTION NO. 15

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

RESOLVED, that the Town Board approves the following salaries, policies and procedures for the Planning and Code Department:

Richard Harris, Building and Planning Coordinator, Grade 13 Base - \$81,348
Paul Marlow, Planning/Storm Water Management Technician, Grade 7 Step 4- \$53,316
Sandy McBride, Account Clerk, Grade 2 Step 8 - \$20.80/hr.
Steffen Buck, Director of Code Enforcement, Grade 9 Step 8 - \$71,534
David Milkiewicz, Code Enforcement Officer, Grade 6 Step 7 - \$26.34/hr.
John C. Cooper, Jr., Fire/Code Enforcement Officer, Grade 7 Step 8- \$29.16/hr.
Sharon Devane, Senior Clerk, Grade 2 Step 3- \$17.77/hr.

RESOLUTION NO. 16

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

RESOLVED, that the Town Board approves the following salaries, policies and procedures for the Recreation Department:

Amanda Smith, full- time, Recreation Director, Grade 5 Step 6 - \$48,643
Haylie Sullivan, part-time Clerk, Grade 1 Step 3- \$15.64/hr.
Cande Barger, Bus Driver, \$15.36/hr.

A. Authorizing the Town Board to approve Recreation fees for the full day program in the amount of \$280 for the 1st child, \$255 for each additional child, and the Tot program; 3, 4, and 5 year old class- (5 days a week) \$145, due to the increasing costs the Town incurs to run the program.

B. Authorizing the Town Board to permit the Recreation Director to allow non-residents to register in the event that the Recreation program does not fill to capacity by the June deadline. The non-residents will be called in the order they appear on the waiting list and will be charged double the full day program per camper rate for the full day program.

C. Authorizing the Recreation Director to recommend for hiring up to 150 employees to assist in the functioning of the various Recreation programs and events offered by the Town of Halfmoon, subject to the review and final approval of the Town Supervisor.

RESOLUTION NO. 17

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

RESOLVED, that the Town Board approves the following salaries, policies and procedures for the Parks and Town Property Department:

Paul Maiello, Director of Parks and Town Property; Grade 5 Step 9 - \$54,454
Matthew Hickok, Recreation Maintenance Supervisor, Grade 4 Step 5 - \$21.03/hr.
Lucy Belkevich - Manupella, Parks Laborer, Grade 1 Step 1 - \$16.40/hr.
Rodger Sayward, Part-time Parks Laborer, Grade 1 Base - \$14.74/hr.

A. Park Rentals for the Town of Halfmoon:
Pavilion at Town Hall - \$200
Clubhouse in Town Park - \$250
Lighthouse Park – Special Approval Permit - \$250
All dates must be pre-approved

B. Resolution waiving the above Park Rental fees for Not-For-Profit Organizations and Town sponsored associated events, per the approval of the Town Supervisor.

RESOLUTION NO. 18

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

RESOLVED, that the Town Board approves the following salaries, policies and procedures for the Information Technology Department:

Douglas Mikol, part-time Personal Computer Tech, Grade 13 Step 9 - \$33.81/hr.

RESOLUTION NO. 19

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

RESOLVED, that the Town Board approves the following salaries, policies and procedures for the Animal Control Department:

Beth Abramson, Animal Control Officer, Grade 4 Step 8 - \$48,917

A. Resolution authorizing the Town of Halfmoon to continue animal control services related contract with the Town of Clifton Park Animal Control- on a case by case and as needed basis; and further authorize the Town Supervisor to sign said Agreement on behalf of the Town; said amount not to exceed the budgeted amount allotted in 2018.

RESOLUTION NO. 20

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

RESOLVED, that the Town Board approves the following salaries, policies and procedures for the Senior Center:

Eileen Pettis, Director of Senior Center, Grade 7 Step 8 - \$60,882

A. Any Town employee working at the Senior Center must report to work or account for the appropriate time if the Senior Center is closed but Town Offices remain open.

RESOLUTION NO. 21

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

RESOLVED, that the Town Board approves the following Town employee resolutions:

A. Authorize Town Departments to utilize contracts awarded by the Federal General Services Administration, New York State's Office of General Services, any County in New York State, or any other government contracts as set forth in Sections 103 and 104 of the General Municipal Law.

B. Funds under authorization of Town Supervisor, Town Justice Fodera, Town Justice Suchocki, Town Clerk, Receiver of Taxes and Recreation Department to be deposited in Key Bank, and JP Morgan Chase Bank.

C. Authorize that Town Officials collecting money from persons doing business in the Town of Halfmoon to charge \$20.00 for any check returned for insufficient funds, in accordance with Section 5-328 of the General Obligations Law, and that any person having had a check which was returned for insufficient funds shall be required to remit any further payments only in the form of cash or by certified or cashier's check, and that such fee may only be waived by the Comptroller for those persons who can prove that it was through no fault of their own that a check was returned for insufficient funds.

D. Authorize the Town Supervisor, Town Board Members, Town Clerk, Deputy Town Clerks, Recreation Director and Assistant Recreation Director, Clerks and Confidential Secretary to Supervisor, Director of Code Enforcement, Code Enforcement Officers, Superintendent of Water, Justice/Court Clerks, Assessor, Assistant Assessor, Tax Data Collector, Receiver of Taxes, Deputy Receiver of Taxes, Comptroller Office, Board of Assessment Review members, Building & Development Administrator, Senior Director, Building Maintenance Worker, Building Maintenance Mechanic, Recreation Department Summer Secretary, Director of Planning, Zoning Enforcement Officer, Planner/Stormwater Management Technician, Grants Department Staff and any and all other employees necessary to utilize town vehicles for town business.

E. Employees must receive prior written approval from the Town Supervisor regarding the use of personal vehicles. If written approval is granted, the employee will be paid via voucher for mileage at rate established by the IRS.

F. All elected Town officials & all Town employees shall be paid every second Friday for the previous two weeks worked with the first payroll beginning January 1, 2018. All employees who are paid on an hourly basis must approve their time cards every second Monday.

G. All Town employees required to punch to record time worked shall punch in and out using the software provided by the Town to maintain accurate work records. No employee shall be allowed to punch in or out for another employee.

H. Authorize Town to join the Association of Towns for 2018.

I. Authorize the Town to continue with Health Insurance coverage with CDPHP and Blue Shield stating that the Towns contract is still in effect until November 30, 2018, MetLife Dental effective until November 30, 2018 and CDPHP Medicare effective until December 31, 2018.

J. Authorize the Town Board to opt out of the Paid Family Leave Act.

K. Authorize the amendments to the Town Employee Manual as approved by the Town Board.

L. The Town of Halfmoon Benefit Package, which includes the Health Insurance policy, is approved for 2018 with changes to be effective 1/1/18; set stipend amount for employees who elect not to benefit from Health Insurance option offered by the Town in 2018 will be \$2,500 per year if eligible for family coverage or \$1,000 per year if eligible for single coverage, prorated monthly.

M. The official mailing addresses for the Town are, 2 Halfmoon Town Plaza, Halfmoon, New York, 12065; Receiver of Taxes, address is 2A Halfmoon Town Plaza, Halfmoon, New York 12065; Town Justices, 1 Halfmoon Town Plaza, Halfmoon, New York 12065, Town website: www.townofhalfmoon-ny.gov

N. Roberts Rules of Order is the guide for all town meetings except as may be otherwise decided by the Town Board. The Town Clerk shall eliminate the reading of the previous Town Board minutes but a copy of the minutes shall be given to all Town Board Members and a copy be posted on the Town Clerk's bulletin board.

O. The official newspaper for the Town is the Daily Gazette, official notices to be published in the paper. The Town Supervisor may also designate the Times Union as an acceptable publication in specific instances as needed.

RESOLUTION NO. 22

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

RESOLVED, that the Town Board approves the following appointments as Department Managers at no additional Compensation:

Bonnie Hatter, Comptroller

Jo Ann Smith, Assessor

Frank Tironi, Superintendent of Water and Director of Building and Maintenance

Beth Abramson, Animal Control

Paul Maiello, Director of Parks & Town Property

Amanda Smith, Recreation

Eileen Pettis, Senior Center

Douglas Mikol, Information Technology

Richard M. Harris, Building and Planning Coordinator

RESOLUTION NO. 23

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

RESOLVED, that the Town Board approves the following appointments and payments for the Planning Board:

Donald Roberts, Planning Board Chairman, \$2,485 annually, paid in December.

Richard Berkowitz, Planning Board Member 1/1/18 through 12/31/24

Donald Roberts, Planning Board Member 1/1/12 through 12/31/18

Thomas J. Koval, Planning Board Member 10/21/15 through 12/31/20

J. Marcel Nadeau, Planning Board Member 1/1/15 through 12/31/21

John Higgins, Planning Board Member 1/1/16 through 12/31/22

Thomas Ruchlicki, Planning Board Member 1/1/17 through 12/31/23

Thomas Werner, Planning Board Member 1/1/18 through 12/31/19

Michael Ziobrowski, Alt. Planning Board Member 1/1/18 through 12/31/18

Planning Board Members, \$996.00 annually, paid in December.

A. Alternate Planning Board Members, \$469.00 annually, paid in December, provided they attended at least 50% of the meetings throughout the year.

RESOLUTION NO. 24

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

RESOLVED, that the Town Board approves the following appointments and payments for the Zoning Board:

Debbie Curto, Zoning Board Chairman, \$561.00 annually, paid in December
George Hansen, Zoning Board Member 1/1/15 through 12/31/19
Debbie Curto, Zoning Board Member 3/2/16 through 12/31/18
Marion Paolucci, Zoning Board Member 1/1/17 through 12/31/21
Francis Griggs, Zoning Board Member 1/1/18 through 12/31/20
Kevin Koval, Zoning Board Member 1/1/18 through 12/31/23
Leonard Micelli, Alt. Zoning Board Member 1/1/18 through 12/31/21

Zoning Board Members, \$270.00 annually, paid in December.

RESOLUTION NO. 25

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

RESOLVED, that the Town Board approves the following appointments for the Open Space & Trails Advisory Committee:

**John Mitchell, Chairman
Sandra Rohner
Henrietta O’Grady
George Hansen
Matthew Shea
Brian Knowles
Ralph Keating
Mike Myer
Paul Maiello shall be a non-voting member**

RESOLUTION NO. 26

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

RESOLVED, that the Town Board approves the following appointments for the Ethics Board:

**Kevin Getnik 1/1/2018-12/31/2020
Carrie Paton 1/1/2016 – 12/31/2018
Deidre Purcell 1/1/2016-12/31/2018
Kathy Mascucci 1/1/2018-12/31/2018**

RESOLUTION NO. 27

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

RESOLVED, that the Town Board approves the following Town Polling Locations:

District:

1 & 6 - West Crescent Firehouse
2 & 4 & 13 – Halfmoon Town Hall
3 & 18- Hillcrest Fire House
5 & 12 – Halfmoon-Waterford Firehouse
7 & 17 - Bishop Hubbard Senior Housing
8 & 9 & 10 & 15 - American Legion Post #1450
11 & 14 & 16 & 19- Halfmoon Senior Center

and further resolved that the owners of said buildings/real property, other than the Town of Halfmoon, are to be paid \$200.00, per district for the year.

RESOLUTION NO. 28

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

RESOLVED, that the Town Board approves the following holidays will be observed by Town of Halfmoon employees for year 2018:

New Year's Day, Monday, January 1
Martin Luther King Day, Monday, January 15
Presidents Day, Monday, February 19
Good Friday, Friday, March 30 @ Noon
Memorial Day, Monday, May 28
Independence Day, Wednesday, July 4
Labor Day, Monday, September 3
Columbus Day, Monday, October 8
Veterans Day, Monday, November 12
Thanksgiving Day, Thursday, November 22
Day after Thanksgiving, Friday, November 23
Christmas Eve, Monday December 24
Christmas Day, Tuesday, December 25
New Year's Eve, Monday, December 31

RESOLUTION NO. 29

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

RESOLVED, that the Town Board authorizes, per Employee Manual the following employees to use Employee Cell Phones:

| | |
|--|-----------------------------------|
| Town Board Members | Senior Van Chauffer |
| Animal Control Officer | Recreation Maintenance Supervisor |
| Confidential Secretary to the Supervisor | Building Maintenance Mechanic |
| Superintendent of Water | Highway Superintendent |
| Director of Parks | Highway Senior Typist |
| Code Enforcement Officers | Highway Working Supervisors |
| Personal Computer Technician | Highway Automotive Mechanic |

RESOLUTION NO. 30

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

RESOLVED, authorizing the Town Board to set the Town Board meetings in the Town of Halfmoon to be held at 2 Halfmoon Town Plaza, as follows:

- Town Board meetings are held first and third Wednesday of each month at 7:00 pm except: Wednesday, May 2nd at 2:00 pm. and Tuesday July 3 at 7:00 pm. Pre-meetings shall be held one half (1/2) hour before the scheduled meeting.
- Zoning Board of Appeals, first Monday of month at 7:00 pm. Pre-meetings shall be held one half (1/2) hour before the scheduled meeting (If the Holiday falls on Monday meeting will be held on the next day, Tuesday).
- Planning Board, second & fourth Monday of month at 7:00 pm. Pre-meetings shall be held one hour the scheduled meeting (If the Holiday falls on a Monday, the meeting will be held on the next day, Tuesday).
- Board of Assessment Review, fourth Tuesday in May.
- Senior Center Business Meeting: 1st Wednesday of month at 1:00 pm.
- Halfmoon Historical Society: Last Tuesday of month at 7:00 pm.
- Open Space & Trails Committee: February 20, April 16, June 18, August 20, October 15 and December 17.

RESOLUTION NO. 31

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

RESOLVED, that the Town Board authorizes, the following fees for the Town:

2018 Water Rates

Base Rates:

\$4.60 per 1,000 gallons for the first 30,000 gallons

\$6.90 per 1,000 gallons from 31,000 to 50,000 gallons

\$9.20 per 1,000 gallons from 51,000 gallons and higher

Outside Users: \$6.38 per 1,000 gallons

Manufacturing User: \$4.60 per 1,000 gallons for 1st 9,000,000 gallons in quarter, and higher than 9,000,000, \$3.31 per 1,000 gallons

Transfer Station Fee Schedule

(1) **Punch Card** \$30.00 for ten (10) punches

(2) **Fee for Spring/Fall Cleanup:**

- \$5.00 per car, per load
- \$10.00 per truck, per load
- \$10.00 per trailer, per load

Planning Board/Planning Department Fee Schedule

PLANNING & ZONING-RELATED APPLICATION FEES for 2017-2018

Minimum Application Fee (if not otherwise indicated below): \$250

Site Plan: \$.50/SF of construction (new or added). For a RENEWAL of a previously-approved Site Plan, if the plan is expired by 1 year or less and there are no significant changes in the plan, a flat fee of \$250 shall apply. All other renewals shall be \$.50/SF.

Minor Subdivision (4 lots or less): \$150/lot; \$250 flat fee for amendments after Final Approval.

Major Subdivision (5 lots or greater): \$200/lot; \$500 flat fee for amendments or \$200/lot of the increased/reduced number of lots, whichever is greater.

Special Use Permit: \$300; except for two-family residential (duplex) structures, which require a \$300 base fee plus an additional \$300/duplex building.

Home Occupation: \$100

Signs: \$100 first sign; \$50 each additional sign. (Two sided-signs, with identical copy, shall be charged as one sign).

Change of Use or Tenant: \$250

Planned Development District (Town Board): New PDD: \$2,500; Amendments: \$1,500

Planned Development District Recommendation (Planning Board): New PDD: \$750; Amendments: \$500, Renewal of a PDD: \$250

Mobile Home Park (Town Board): New: \$2,500; Amendment/Expansion: \$1,500

Mobile Home Park Recommendation (Planning Board): New: \$1000; Amendment/Expansion: \$750

Telecommunications Tower/Antenna Co-location: New tower: \$2,500; Co-location: or use of an existing structure that is deemed a Telecommunications Tower (building, steeple, etc, as defined by Town Code) \$350

Zoning Compliance Letter (Planning Department): Non-Residential: \$50; Residential: \$25

Zoning Enforcement Officer Denial: If Planning Board application fee is over \$250, as listed in this fee schedule, fee for ZEO Denial: \$250; if variance granted, \$250 fee to be deducted from Planning Board application fee is fee is over \$1,000.

Missed Appearances: If two missed appearances before the Planning Board, application shall be considered withdrawn and a new application fee is required.

Zoning Board of Appeals:

Area Variance: Residential: \$150; Commercial/Non-Residential: \$300

Use Variance: For a Residential use on a Commercial/Non-Residential zoned property: \$300

For a Commercial/Non-Residential on Residential zoned property: \$600

Stormwater:

Soil Disturbance Residential: Minor Subdivision = \$400 flat fee

Major Subdivision = \$800 flat fee or \$50 per lot, whichever is greater

Commercial: \$250 per acre disturbed

Notice of Intent/SWPPP Acceptance Form: \$250

Notice of Termination: \$250

Building Department Fee Schedule

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RESIDENTIAL BUILDING PERMIT FEES FOR 2017-2018

| Type of Permit | Fee |
|-----------------------------------|-----------------------------------|
| MINIMUM RESIDENTIAL FEE | \$100 |
| New Homes | *(Area) x 75 x .67 x .0047 x 1.36 |
| Garage | *(Area) x 75 x .20 x .0047 x 1.36 |
| Basement | *(Area) x 75 x .40 x .0047 x 1.36 |
| Addition | \$100 |
| Decks | \$100 |
| Sheds and Gazebos | \$75 |
| Lawn Sprinkler | \$75 |
| Pool and Hot Tubs | \$100 |
| Electrical Work | \$100 |
| Car Port and Pole Barn | \$100 |
| Furnace Replacement | \$100 |
| Solar Panel | \$100 |
| Generator | \$100 |
| Mobile Home Replacement | \$100 |
| Mobile Home Park Sheds | \$10 |
| Demolition Permit | \$100 |
| Fireplace | \$75 |
| Sewer | \$20 |
| Septic | \$100 |
| Unsafe Building Structure Placard | \$100 |

*Fee based on 2002 BOCA (Building Officials/Code Administrator International) “Type of Construction Permit Fee Schedule” X 1.36

GEIS Fees

| | | |
|--------------------|---------|-------|
| Water per EDU | \$1,867 | |
| Culverts per EDU | \$81.00 | |
| Traffic per EDU | \$1,207 | |
| GEIS Prep. per EDU | \$32.00 | |
| Open Space per EDU | | \$522 |

COMMERCIAL BUILDING PERMIT FEE’S FOR 2017-2018

| Type of Permit | Fee |
|------------------------------|------------|
| MINIMUM COMERCIAL PERMIT FEE | \$265 |

| | |
|--|--|
| New Commercial Buildings | $*(Area) \times 75 \times (Construction\ Factor) \times .0047 \times 1.36$ |
| Change of Tenant | \$265 |
| Lawn Sprinkler | \$265 |
| Electrical Work | \$265 |
| Solar Panel | \$265 |
| Generator | \$265 |
| Demolition | \$265 |
| Blasting | \$500 |
| Tent/Special Events | \$265 |
| Sewer/Septic | \$265 |
| Operational Hazard | \$265 |
| Mass Gathering | \$400 |
| Fireworks | \$150 |
| Annual Fire Inspection Buildings 10,000 sq/ft | \$250 |
| Annual Fire Inspection per unit under 10,000 sq/ft | \$40 |
| Unsafe Building Structure Placard | \$100 |
| Sign | \$75 Minimum Charge or \$1.25 per sq. foot |

*Fee based on 2002 BOCA (Building Officials/Code Administrator International) "Type of Construction Permit Fee Schedule" X 1.36. (See above Equation).

**All checks for fire inspection are to be made payable to the Town of Halfmoon within 30 days after inspection.

RESOLUTION NO. 32

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

RESOLVED, authorizing the Town Board to appoint the firm of CHA to provide engineering services to the Town of Halfmoon for the year 2018, on a case by case basis by separate resolutions, or, if a resolution is not required, by written letter agreement with the Town Supervisor and authorize the Town Supervisor to enter into contract on behalf of the Town of Halfmoon with CHA, subject to the review and approval of the Town Attorney.

RESOLUTION NO. 33

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

RESOLVED, authorizing the Town Supervisor to provide an allocation of \$400 per year for clothing and for safety footwear for all full time employees who are mandated by their job descriptions to engage in outdoor field work including with approval from their Department Manager: Animal Control, Water Department, Code Enforcement Department, Building Department, and Parks Department, Storm Water Management Technician in the Planning Department and the Building and Planning Coordinator. All purchases except footwear and pants shall be embroidered with the Town of Halfmoon insignia unless written authorization is received from the Department Manager to waive placement of the insignia. Any employee who purchases clothing and/or safety equipment in exceedance of the \$400 shall be responsible for reimbursing the Town in the amount of the exceedance.

Part time employees who are mandated to engage in outdoor field work may also receive safety footwear, if necessary, every two years, upon prior approval of the Town Supervisor.

Highway Department and Transfer Station employees will have a safety footwear allocation of \$150 per year for full time employees; part time employees, if necessary, every two years, upon prior approval of the Superintendent of Highways and the Town Supervisor.

RESOLUTION NO. 34

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

RESOLVED, authorizing the Town Board to adopt the Records Retention and Disposition Schedule MU-1, Section 185.11, 8NYCRR (Appendix H).

RESOLUTION NO. 35

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

RESOLVED, that the Town of Halfmoon remain as a Purple Heart community in honor of all the men and women who served and continue to serve in our Military.

RESOLUTION NO. 36

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

RESOLVED, that the Town Board hereby adopts the Final Budget for the year 2018 in the amount of total Appropriations \$16,956,800 with estimated revenues of \$12,660,142.

RESOLUTION NO. 37

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

RESOLVED, that the Town Board authorizes the Highway and /or Parks Departments to perform any and all necessary repairs, improvements or upgrades to cemeteries in the Town of Halfmoon, subject to the review and approval of the Town Attorney.

RESOLUTION NO. 38

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

RESOLVED, that the Town Board hereby appoints the following Engineer Firms to conduct Traffic Studies for the Town of Halfmoon at the expense of the applying party through use of the escrow system: Creighton Manning, Barton & Loguidice, Greenman-Pedersen, Inc., Chazen Companies, MJ Engineering, and WSP USA Corp.

RESOLUTION NO. 39

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

RESOLVED, that the Town Board hereby approves an expenditure for Historical Markers for the Town of Halfmoon in the not to exceed annual amount of \$5,000 using Recreation Fees from the Special Revenue Fund.

RESOLUTION NO. 40

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

RESOLVED, that the licensing fee for the Vending, Hawking and Peddling of Goods, Wares, and Merchandise and Soliciting orders shall be set at the per annum rate of \$100 per license issued and if the license shall have more than one person to whom or vehicle for which it is desired to have a license issued, there shall be an additional fee of \$10 for each license.

POLL OF THE BOARD

| | |
|-------------------------------|------------|
| Councilman Connors | AYE |
| Councilwoman Jordan | AYE |
| Councilman Wasielewski | AYE |
| Councilman Hotaling | AYE |
| Supervisor Tollisen | AYE |