

The January 05, 2021 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  
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

**Supervisor Tollisen:** The Board is fully present. Councilman Wasielewski, Connors and Catricala as well as the Town Attorney and the Deputy Town Attorney via Microsoft Team.

**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

**Supervisor Tollisen** welcomed everyone to our annual Organizational Meeting and the first Regular Meeting of 2021.

**RESOLUTION NO. 1-2021**

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

**RESOLVED**, that the Town Board of the Town of Halfmoon appoints Kevin J. Tollisen, Chairperson of the Town Board for the year beginning 1/1/21 through 12/31/21.

*{Resolutions organize the Town of Halfmoon for the year 2021; appoint employees; set salaries/hourly rates, beginning January 1, 2021 (unless otherwise specified) to be paid on a bi-weekly basis (unless otherwise specified).*

**RESOLUTIONS 2-44 WILL HAVE A ROLL CALL VOTE AT THE END OF THE READING OF THE ORGANIZATIONAL AGENDA.**

**POLL OF THE BOARD**

Councilman Catricala	AYE
Councilman Connors	AYE
Councilman Wasielewski	AYE
Councilman Hotaling	AYE
Supervisor Tollisen	AYE

**RESOLUTION NO. 2-2021**

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

**RESOLVED**, that the Town Board to 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, - \$58,098

Town Board Members: Jeremy Connors, John Wasielewski, Paul Hotaling, Eric Catricala, - \$16,464 (each)

Town Justice: Katherine Suchocki and Joseph Fodera, - \$35,976 (each)

Town Clerk, Lynda Bryan, Records Access Officer; Records Management Officer and Senior Van Services - \$65,733

Superintendent of Highways, Administrator for the Transfer Station, William Bryans, Jr. - \$91,648

Receiver of Taxes, Karen Pingelski, - \$38,203

Appointed Employees:

Paul Hotaling, Deputy Town Supervisor, salary \$3,376

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

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

Lyn A. Murphy, Town Attorney 1/1/20 –12/31/21, Grade 18 Step 9, \$169,992

Cathy L. Drobny, part-time Deputy Town Attorney, Grade 10 Step 6 - \$38,938

Bonnie Hatter, Town Comptroller, Grade 14 Step 3, Salary \$98,440

Laurie Sullivan, Deputy Town Comptroller, Grade 9 Step 4, Salary \$67,910

Terri Russell, Confidential Secretary to the Supervisor, Grade 6 Step 3 - \$53,743

Michael Hickok, Deputy Highway Superintendent, Grade 8 Step 6 - \$67,302

Kiva Cropsey, Deputy Receiver of Taxes, Grade 3 Step 7 - \$47,866

Lynda Bryan, Historian, no salary

Dr. Harry Miller, Health Officer, Stipend \$500.00

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

John Cooper, Emergency Services Coordinator, \$3,000 Stipend

Kelly Catricala, Deputy Town Clerk and Sub Registrar of Vital Statistics, Grade 3 Step 4 - \$43,749

Dana Cunniff, Deputy Town Clerk and Deputy Registrar of Vital Statistics, Grade 3 Step 2 - \$41,922

Sandy McAlonie, Deputy Town Clerk and Sub Registrar of Vital Statistics, Grade 3 Step 2 - \$41,922

Christine Phillips, Clerk to the Town Justice, Grade 4 Step 10 - \$58,936

Kelly Predmore, Clerk to the Town Justice, Grade 4 Step 3- \$46,491

Principal Account Clerk as American with Disabilities Coordinator, at no additional compensation.

Principal Account Clerk as the Title VI Coordinator, at no additional compensation.

**Committees and/Liaisons as appointed by the Town Supervisor for 2021:**

**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

**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

**Jeremy Connors (Town Board Member):** (1) Liaison to Zoning Board; (2) Liaison to Trails and Open Space Committee, (3) Chair of Business and Economic Development Committee (4) Chair for Not For Profit Organizations

**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

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

**Karen Pingelski (Receiver of Taxes):** Chair of Committee on Resident Relations

#### RESOLUTION NO. 3-2021

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

**RESOLVED**, that the Town Board to approve 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 sign an Occupational Medicine Services Agreement with Saratoga Hospital for the random drug testing program, per the fees and services outlined in Schedule A of the Agreement.

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

E. Authorize Town Supervisor to utilize signature stamps for the signing of documents, pursuant to signature stamp use policy.

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, Saratoga County Animal Shelter, Saratoga County Office of the Sheriff, CAPTAIN, CAPTAIN Community Human Services, Clifton Park-Halfmoon VFW Post #1498, Saratoga Center for the Family, Halfmoon Celebrations, Capital District YMCA, Halfmoon Baseball, Halfmoon Softball, U. S. Dept. of Agriculture, Wildlife Services USDA/APHIS/Wildlife Services, 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.

M. Authorize the Supervisor to pay dues and costs associate with membership with the Capital Region Chamber of Commerce, Mohawk Towpath Byway, and Saratoga Economic Development Corporation (SEDC)

N. Authorize the Town Supervisor to execute annual contracts for Alarm & Suppression, Inc., Midstate Heating & Cooling, SRI Fire Sprinkler, LLC and Fire, Security & Sound, Inc. (FS&S), Auctions International, and Hach Company, subject to the review and approval of the Town Attorney.

O. The hiring of seasonal employees for the 2021 season starting April 1, 2021 through September 30, 2021, per the review and approval of the Town Supervisor.

#### RESOLUTION NO. 4-2021

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

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

Kimberly Martin, Principal Clerk, Grade 5 Step 6 - \$25.71/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 2021.

#### RESOLUTION NO. 5-2021

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

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

Carol Cooper, Principal Account Clerk, Grade 5 Step 4 - \$24.28/hr.

Paula Wait, Senior Account Clerk Typist, Grade 3 Step 1 - \$19.70/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 as necessary 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. 6-2021

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

**RESOLVED**, that the Town Board approve 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.

MEO:

Janice Espey, Grade 5 Step 8 - \$27.61/hr.

SENIOR VAN:

Christina Pack, part-time Clerk, Grade 1 Step 4 - \$18.21/hr.

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

Donald Espey, part-time, Grade 3 Step 7 - \$22.29/hr.

Denise Sidoti, full-time, Grade 3 Step 3 - \$20.46/hr.

Dominick Mantello, part-time, Grade 3 Step 4 - \$20.37/hr.

Paul Lajuenesse, part-time, Grade 3 Step 4 - \$20.37/hr.

Michael Root, part-time, Grade 3 Step 3 - \$19.90/hr.

Raymond Keller, part-time, Grade 3 Step 6 - \$21.56/hr.

Terry Palmer, part-time, Grade 3 Step 2 - \$19.52/hr.

Any authorized town employee to work as Substitute Senior Express Chauffeurs as needed or as required in an emergency.

**RESOLUTION NO. 7-2021**

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

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

Jacqueline Bigelow, Court Clerk, Grade 3 Step 8 - \$23.81/hr.

Ann Marie Trumbull, part-time Clerk, Grade 1 Step 6 - \$19.27/hr.

Charles Sherman, part-time Court Officer, Grade 6 Step 5 - \$23.82/hr.

Christopher M. Canova, part-time Court Officer, Grade 6 Step 1 - \$21.87/hr.

Tammy Martineau, full time Court Clerk at Grade 3 Step 2 \$20.08/hr.

Patricia Finigan, part-time Clerk, Grade 1 Step 1- \$17.13/hr.

Aliisa Mastropietro, part-time Guard, Grade 6 Base Pay- \$21.45/hr.

Jay Trombley, part-time Guard, Grade 6 Step 2- \$22.29/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. 8-2021**

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

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

Donna Mikol, Senior Typist, Grade 2 Step 11 - \$26.51/hr.

WORKING SUPERVISORS:

William Suchocki, Grade 7 Step 9 - \$33.03/hr.

Shane Liberty, Grade 7 Step 5 - \$28.62/hr.  
Kurt Schneider, Grade 7 Step 3, \$27.29/hr.

AUTOMOTIVE MECHANICS:

Courtney Maxwell, Grade 6 Step 9 - \$31.15/hr.  
Dennis R. Ayotte, Jr., Grade 6 Step 7 - \$28.86/hr.

MEOS:

Bruce Betts, Grade 5 Step 9 - \$28.68/hr.  
Kenneth Robbins, Jr., Grade 5 Step 8 - \$27.61/hr.  
Edward Ceremuga, Jr., Grade 5 Step 8 - \$27.61/hr.  
Paul Ucci, Grade 5 Step 5 - \$24.87/hr.  
Kyle Andrus, Grade 5 Step 5 - \$24.87/hr.  
Brian Selig, Grade 5 Step 5 - \$24.87/hr.  
Kyle Messier, Grade 5 Step 3 - \$23.71/hr.  
Gary Rogers, part-time, Grade 5 Step 2 - \$21.03/hr.  
Christopher Hebert, Grade 5 Step 2 - \$23.26/hr.  
William Fortney, Grade 5 Step 2 - \$23.26/hr.  
Keith Butler, MEO, Grade 5 Base Pay - \$22.39/hr.  
Jeffrey Ryan, MEO, Grade 5 Base Pay - \$22.39/hr.

LABORERS:

Michael Sidoti, part-time Transfer Station Attendant, Grade 2 Step 3 - \$18.71/hr.  
William Montague, part-time Transfer Station Attendant, Grade 2 Base Pay - \$17.68/hr.  
Brady Cooper, Laborer, Grade 2 Step 1 - \$19.23/hr.  
Raymond Anuszewski, part-time Laborer, Grade 2 Base Pay - \$17.68/hr.

The Superintendent of Highways is hereby authorized to have current employees work in the Highway Department when needed at current Title, Grade and Step, subject to the review and approval of the Town Attorney.

A. Authorize Superintendent of Highways to post on Town highways 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. 9-2021**

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

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

AnneMarie Zarelli, Sole Assessor, Grade 8 Step 1, \$59,693

Laura Weeks, Valuation Assistant, Grade 3 Step 5, \$21.46/hr.

Urmila Singh, Part-time 24 hrs./wk. Town Property Tax Data Collector Grade 2 Step 1 - \$18.02/hr.

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

**RESOLUTION NO. 10-2021**

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

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

James McBride, Sr., Building Maintenance Mechanic, Grade 5 Step 8 - \$27.61/hr.

Brian Zusy, part-time Cleaner, Grade 1 Step 8- \$20.68/hr.

Gather Espey, Building Maintenance Helper, Grade 2 – Step 3- \$19.97/hr.

Seren Lambertsen, Building Maintenance Mechanic, Grade 5 Step 9 - \$28.68/hr.

**RESOLUTION NO. 11-2021**

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

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

Frank Tironi, Superintendent of Water & Building Maintenance Supervisor, Grade 11 Step 11 - \$106,032 + \$10,262

Sean McCarthy, Water Maintenance Supervisor, Grade 8 Step 10 - \$37.74/hr.

Scott Houle, Water Maintenance Worker, Grade 7 Step 9 - \$33.03/hr.

Frank Brammer, MEO, Grade 5 Step 10 - \$30.07/hr.

Christian McMahan, MEO, Grade 5 Step 4 - \$24.28/hr.

William Robitaille, Water Plant Operator, Grade 7 Step 8 - \$31.79/hr.

Jon Korniak as a full time Laborer, Grade 2 Base Pay \$18.86/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. 12-2021**

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

**RESOLVED**, that the Town Board approve, policies and procedures for the Building, Planning and Development Department:

Richard Harris, Building, Planning Development Coordinator, Grade 13 Step 3 - \$92,139

Paul Marlow, Sr. Planning/Storm Water Management Technician, Grade 8 Step 4- \$63,541

Sandy McBride, Account Clerk, Grade 2 Step 8 - \$23.23/hr.

David Milkiewicz, Sr. Code Enforcement Officer, Grade 7 Step 6 - \$29.60/hr.

John C. Cooper, Jr., Fire/Code Enforcement Officer, Grade 7 Step 8- \$31.79/hr.

Sharon Devane, Senior Clerk, 35 hours per week- \$19.10/hr.

Glenn Hebert, Code Enforcement Officer, Grade 6 Base Pay - \$24.30/hr.

#### **RESOLUTION NO. 13-2021**

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

**RESOLVED**, that the Town Board approve salaries, policies and procedures for the Recreation Department:

Ross MacNeil, full-time, Recreation Director, Grade 8 Step 1 - \$59,693

A. Authorizing the Town Board to approve Recreation fees for the full day program in the amount of \$325 for the 1st child, \$295 for each additional child, and the Tot program; 3, 4, and 5 year old class- (5 days a week) \$170, 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. 14-2021**

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

**RESOLVED**, that the Town Board approve procedures for the Parks and Town Property Department:

Paul Maiello, Supervisor of Buildings & Grounds, Grade 9 Step 2 - \$65,031

Matthew Hickok, Recreation Maintenance Supervisor, Grade 4 Step 6 - \$24.14/hr.

Cody King, Parks Laborer, Grade 1 Step 1 - \$18.53/hr.

Derek Messier, Parks Laborer, Grade 1 Step 1 - \$18.53/hr.

Dennis Landry, Jr., Grade 5 Step 6 - \$25.71/hr.

James McBride, Sr., Building Maintenance Mechanic, Grade 5 Step 8 - \$27.61/hr. AS NECESSARY

- A. Park Rentals for the Town of Halfmoon:
- Pavilion at Town Hall - \$250
  - Clubhouse in Town Park - \$250
  - Lighthouse Park - \$250



Gazebo - No Fee

All dates must be pre-approved and arranged by the Town Supervisor's Office or Supervisor's designee.

B. Resolution waiving the above Park Rental fees for Not-For-Profit Organizations and Town sponsored associated events for 2021, per the review and approval of the Town Supervisor.

C. Resolution authorizing the Supervisor of Buildings & Grounds to hire up to 6 seasonal parks laborers for the 2021 season starting April 1, 2021 through September 30, 2021, per the review and approval of the Town Supervisor.

**RESOLUTION NO. 15-2021**

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

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

Douglas Mikol, part-time Personal Computer Tech, - Grade 13 Step 10 - \$38.39/hr.

**RESOLUTION NO. 16-2021**

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

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

Beth Abramson, Animal Control Officer, Grade 4 Step 8 - \$54,118

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 2021.

**RESOLUTION NO. 17-2021**

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

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

Eileen Pettis, Director of Senior Center, Grade 7 Step 8 - \$66,382  
Hope Coyle-Meehan, part-time Clerk, Grade 1 Step 2 - \$17.45/hr.  
Sharon Malinowski, part-time Clerk, Grade 1 Base Pay - \$16.81/hr.

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. 18-2021

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

RESOLVED, that the Town Board approve 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 Comptroller, Town Justice Fodera, Town Justice Suchocki, Town Clerk, Receiver of Taxes and Recreation Department to be deposited in Key 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, Highway Department Employees, Recreation Director and Clerks and Confidential Secretary to Supervisor, Coordinator of Building, Planning, and Development, Code Enforcement Officers, Superintendent of Water, Justice/Court Clerks, Assessor, Valuation Assistant, Tax Data Collector, Receiver of Taxes, Deputy Receiver of Taxes, Comptroller Office, Board of Assessment Review members, Senior Director, Building Maintenance Worker, Building Maintenance Mechanic, Recreation Department Summer Secretary, Zoning Enforcement Officer, Sr. Planning/Storm Water 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, 2021. All employees 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 2021.

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, 2021, MetLife Dental effective until November 30, 2021 and CDPHP Medicare effective until December 31, 2021 and to authorize the Supervisor to sign any and all necessary contracts per the review and approval of the Town Attorney.

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 2021 with changes to be effective 1/1/2021; set stipend amount for employees who elect not to benefit from Health Insurance option offered by the Town in 2021 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: 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](http://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. 19-2021

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

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

Bonnie Hatter, Comptroller

AnneMarie Zarelli, Assessor

Frank Tironi, Superintendent of Water and Building and Maintenance Supervisor

Beth Abramson, Animal Control

Paul Maiello, Supervisor of Buildings and Grounds

Ross Mac Neil, Recreation

Eileen Pettis, Senior Center

Douglas Mikol, Information Technology

Richard M. Harris, Coordinator of Building, Planning & Development (all departments in Planning and Zoning operate as one single department)

#### RESOLUTION NO. 20-2021

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

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

Donald Roberts, Planning Board Chairman, \$2,664 annually, paid in December.

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

Michael Ziobrowski, Planning Board Member 1/1/18 through 12/31/23

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

Donald Roberts, Planning Board Member 1/1/1 through 12/31/25

Thomas Werner, Planning Board Member 1/1/18 through 12/31/26

Thomas J. Koval, Planning Board Member 10/21/15 through 12/31/27

Chuck Lucia, Alt. Planning Board Member 4/3/19 through 12/31/21

Brenden Neilsen, Alt. Planning Board Member 4/3/19 through 12/31/21

Planning Board Members, \$1,069.00 annually, paid in December.

A. Alternate Planning Board Members, \$504.00 annually, paid in December, provided they attended at least 50% of the meetings throughout the year.

#### RESOLUTION NO. 21-2021

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

RESOLVED, that the Town Board approve the following appointments for the Zoning Board:

Debbie Curto, Zoning Board Chairman, \$603.00 annually, paid in December  
David Maxfield, Zoning Board Member 8/21/19 through 12/31/21  
Leonard Micelli, Zoning Board Member 1/1/19 through 12/31/22  
Kevin Koval, Zoning Board Member 1/1/18 through 12/31/23  
Debbie Curto, Zoning Board Member 1/1/19 through 12/31/24  
Francis Griggs, Zoning Board Member 1/1/18 through 12/31/25  
Zoning Board Members, \$291.00 annually, paid in December.

**RESOLUTION NO. 22-2021**

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

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

John Mitchell, Chairman  
Sandra Rohner  
Henrietta O'Grady  
Matthew Shea  
Mike Myer  
Neil Cherkosly  
Paul Maiello shall be a non-voting member  
Paul Hotaling, Committee Liaison

**RESOLUTION NO. 23-2021**

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

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

Tracy Bullett 4/17/2019- 12/31/2021 - CHAIRMAN  
Carrie Paton 1/1/2019 - 12/31/2021  
Deidre Purcell 1/1/2019 - 12/31/2021  
Kathy Mascucci 1/1/2019 - 12/31/2021

**RESOLUTION NO. 24-2021**

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

RESOLVED, that the Town Board approve 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. 25-2021**

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

**RESOLVED**, that the Town Board approves the following holidays that will be observed by Town of Halfmoon employees for year 2021:

New Year's Day, Friday, January 1  
Martin Luther King Day, Monday, January 18  
Presidents Day, Monday, February 15  
Good Friday, Friday, April 2, Half Day  
Memorial Day, Monday, May 31  
Independence Day, Observed Monday, July 5  
Labor Day, Monday, September 6  
Columbus Day, Monday, October 11  
Veterans Day, Thursday, November 11  
Thanksgiving Day, Thursday, November 25  
Day after Thanksgiving, Friday, November 26  
Christmas Eve, Friday, December 24  
Christmas Day, Floating Holiday  
New Year's Eve, Friday, December 31 Half Day  
New Year's Day 2022 – Floating Holiday to use anytime in 2021

**RESOLUTION NO. 26-2021**

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

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

Animal Control Officer	Senior Van Chauffer
Confidential Secretary to the Supervisor	Part time Senior Van Chauffer
Water Maintenance Supervisor	Recreation Maintenance Supervisor
Building Maintenance Mechanic	Superintendent of Highways
Code Enforcement Officer	Deputy Highway Superintendent
Senior Code Enforcement	Fire/Code Enforcement Officer
Personal Computer Technician	

**RESOLUTION NO. 27-2021**

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

**RESOLVED**, that the Town Board sets the Town Board meetings in the Town of Halfmoon to be held at 2 Halfmoon Town Plaza, as follows:

- a) Town Board meetings are held first and third Wednesday of each month at 7:00 pm except: Wednesday, May 5th at 2:00 pm. or if a holiday falls on a Wednesday. Pre-meetings shall be held one half (1/2) hour before the scheduled meeting.
- b) 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).
- c) Planning Board Meeting: 2nd & 4th Monday of the month at 7:00 pm. Pre-meetings shall be held 45 minutes before the scheduled meeting (If the Holiday falls on a Monday, the meeting will be held on the next day, Tuesday).
- d) Board of Assessment Review, fourth Tuesday in May.

- e) Senior Center Business Meeting: 1<sup>st</sup> Wednesday of month at 1:00 pm.
- f) Halfmoon Historical Society: Last Tuesday of month at 7:00 pm.
- g) Trails & Open Space Committee: of 2/16, 4/19, 5/17, 7/19, 9/20, and 11/15, the 3<sup>rd</sup> Monday except Feb due to holiday.

**RESOLUTION NO. 28-2021**

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

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

**Water Rates for April / October Billing**

**Base Rates:**

- \$4.95 per 1,000 gallons for the first 60,000 gallons
- \$7.45 per 1,000 gallons from 61,000 to 100,000 gallons
- \$9.95 per 1,000 gallons from 101,000 gallons and higher

**Outside Users:** \$6.95 per 1,000 gallons

**Manufacturing User:** \$4.95 per 1,000 gallons up to 18,000,000 gallons, and \$3.55 per 1,000 gallons over 18,000,000

**Minimum \$20.00 payment.**

**Transfer Station Fee Schedule**

- (1) **Punch Card** \$30.00 for ten (10) punches
- (2) **Fee for Spring/Fall Cleanup (Town Residents Only, No contractors or Businesses)**
  - \$5.00 per car, per load
  - \$10.00 per truck, per load
  - \$10.00 per trailer, per load
  - U-Haul type vehicles will be priced accordingly

Building, Planning & Development Department

**PLANNING & ZONING-RELATED APPLICATION FEES FOR 2021**

**Minimum Application Fee** (if not otherwise indicated below): \$255

**Site Plan:** \$.50/SF of construction (new or added). For renewal of a previously-approved Site Plan, if there are no significant changes and review by the Town Engineer is not warranted, the fee is \$250.

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

**Major Subdivision** (5 lots or greater): \$205/lot; \$505 flat fee for amendments or \$205/lot of the increased/reduced number of lots, whichever is greater.

**Special Use Permit:** \$305; except for two-family residential (duplex) structures, which require a \$305 base fee plus an additional \$305/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:** \$255

**Planned Development District (Town Board):** New PDD: \$2,550; Amendments: \$1,550

**Planned Development District Recommendation (Planning Board):** New PDD: \$765; Amendments: \$510, Renewal of a PDD: \$255

**Mobile Home Park (Town Board):** New: \$2,550; Amendment/Expansion: \$1,550  
**Mobile Home Park Recommendation (Planning Board):** New: \$1020; Amendment: \$765  
**Telecommunications Tower/Antenna Co-location:** New tower: \$2,550; Co-location: or use of an existing structure that is deemed a Telecommunications Tower (building, steeple, etc, as defined by Town Code) \$360  
**Zoning Compliance Letter** (Planning Department): Non-Residential: \$55; Residential: \$30  
**Zoning Enforcement Officer Denial:** If Planning Board application fee is over \$255, as listed in this fee schedule, fee for ZEO Denial: \$255; if variance granted, \$255 fee to be deducted from Planning Board application fee if 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: \$155; Commercial/Non-Residential: \$310  
Use Variance: For a Residential use on a Commercial/Non-Residential zoned property: \$310  
For a Commercial/Non-Residential on Residential zoned property: \$615  
Extension/Enlargement/Restoration of a Pre-Existing, Non-Conforming Use: \$310  
**Stormwater:**  
**Soil Disturbance:** Residential: Minor Subdivision = \$425 flat fee  
Major Subdivision = \$850 flat fee or \$55 per lot, whichever is greater  
Commercial: \$255 per acre disturbed  
**Notice of Intent/SWPPP Acceptance Form:** \$255  
**Notice of Termination:** \$255  
**Lawn Stabilization Security Deposit/Bond (pursuant to Sec. 165-42.G):**  
1 to 5 acres = \$10,000  
Greater than 5 acres to 10 acres = \$20,000  
Greater than 10 acres to 30 acres = \$30,000  
Greater than 30 acres = \$50,000

## Building, Planning & Development Department

### COMMERCIAL BUILDING PERMIT FEES FOR 2021

<u>Type of Permit</u>	<u>Fee</u>
MINIMUM COMMERCIAL PERMIT FEE (unless otherwise listed below)	\$280
New Commercial Buildings	(Area) x 75 x (Construction Factor) x .0047 x 1.51*+
Change of Tenant/Tenant Fit Up*	
- Renovations <50% of total building SF	\$280
- Renovations ≥50% of total building SF	(Area) x 75 x (Construction Factor) x .0047 x 1.51*+
Lawn Sprinkler	\$280
Electrical Work	\$280
Solar Panel	\$280
Generator	\$280
Demolition	\$280
Blasting	\$500
Tent/Special Event	\$280
Sewer	\$50
Septic	\$280
Operational Hazard	\$280
Mass Gathering (over 500 occupants)	\$500
Fireworks	\$150
Annual Fire Inspection Buildings under 10,000 SF**	\$45
Annual Fire Inspection Buildings 10,000 sq/ft and greater**	\$280
Unsafe Building Structure Placard	\$280

Sign \$75 Minimum or \$1.25/SF  
 Building Permit Inspection Failure \$100/per additional inspection  
 (for each type of inspection, a penalty shall be charged after the 2nd failure  
 for each follow-up inspection after the 2nd failure)

\* Square footage (SF) calculation shall be determined at the discretion of the building inspector/code enforcement official

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

+ For renewal of a previously-approved permit, requiring no further technical review by a Building Inspector/Code Enforcement Officer, the fee shall be 50% of the original fee or the Minimum fee, whichever is greater.

**GEIS FEES**

Water per EDU	\$1,942
Culverts per EDU	\$85.00
Traffic per EDU	\$1,256
GEIS Prep. per EDU	\$34.00
Open Space per EDU	\$543.00
<hr/>	
	TOTAL = \$3,860.00

**MOBILE HOME PARK ANNUAL LICENSE RENEWAL & INSPECTION FEES**

MHP < 50 homes: \$150/Park + \$7.50/lot  
 MHP ≥ 50 homes: \$250Park + \$7.50/lot

**Building, Planning & Development Department**

**RESIDENTIAL BUILDING PERMIT FEES FOR 2021**

<u>Type of Permit</u>	<u>Fee</u>
MINIMUM RESIDENTIAL PERMIT FEE	\$100
New Home	(Area) x 75 x .67 x .0047 x 1.51 *+
Garage (Minimum \$100):	
- ATTACHED	(Area) x 75 x .67 x .0047 x 1.51 *+
- DETACHED (includes pole barns & similar structures)	(Area) x 75 x .40 x .0047 x 1.51 *+
Basement (Minimum \$100)	(Area) x 75 x .40 x .0047 x 1.51 *+
Addition (Minimum \$100)	(Area) x 75 x .67 x .0047 x 1.51 *+
Deck	\$100
Shed and Gazebo	\$80
Lawn Sprinkler	\$75
In-Ground Pool	\$200
Above-Ground Pool and Hot Tub	\$100
Electrical Work	\$100
Car Port and Pole Barn	\$100
Furnace Replacement	\$100
Solar Panel	\$150
Generator	\$100
Mobile Home Replacement	\$155
Mobile Home Park Shed	\$30
Blasting	\$500
Demolition Permit	\$125
Fireplace	\$75



Sewer	\$20
Septic	\$100
Unsafe Building Structure Placard	\$250
Building Permit Inspection Failure inspection	\$100/per additional inspection
(for each type of inspection, a penalty shall be charged for each follow-up inspection after the 2nd failure)	after the 2nd failure

+ For renewal of a previously-approved permit, requiring no further technical review by a Building Inspector/Code Enforcement Officer, the fee shall be 50% of the original fee or the Minimum fee, whichever is greater.

#### RESOLUTION NO. 29-2021

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

RESOLVED, that the Town Board to appoints an engineering firm as needed to provide engineering services to the Town of Halfmoon, 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, subject to the review and approval of the Town Attorney.

#### RESOLUTION NO. 30-2021

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

RESOLVED, that the Town Board authorizes 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 approval from their Department Manager: Animal Control, Water Department, Building, Planning and Development Department, Building Maintenance Department, Assessors Office, and Parks Department, Storm Water Management Technician, and Coordinator of Building, Planning and Development, and Full time Senior Van Driver. 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 an allocation in the not to exceed amount of \$150 per year for full time employees for a pair of safety footwear; part time employees, if necessary, every two years, upon prior approval of the Superintendent of Highways and the Town Supervisor.

#### RESOLUTION NO. 31-2021

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

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

RESOLUTION NO. 32-2021

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

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

RESOLUTION NO. 33-2021

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

RESOLVED, that the Town Board hereby adopts the Final Budget for the year 2021 and authorizes the spending of total Appropriations \$17,785,357 with estimated revenues of \$12,643,212

RESOLUTION NO. 34-2021

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

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. 35-2021

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

RESOLVED, that the Town Board appoints the following Engineering 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, VBH, WSP USA Corp and CHA.

RESOLUTION NO. 36-2021

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

RESOLVED, that the Town Board hereby approves the 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, subject to the review and approval of the Town Supervisor.

RESOLUTION NO. 37-2021

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

RESOLVED, that the Town Board authorizes 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.

RESOLUTION NO. 38-2021

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

RESOLVED, that the Town Board authorizes the Supervisor to enter into an agreement with the Halfmoon Senior Citizens Association to provide assistance with the daily operations and programs of the Halfmoon Senior Center for a term effective April 1, 2021 through March 31, 2022 and authorizes the Supervisor to execute said agreement, subject to the review and approval of the Town Attorney.

RESOLUTION NO. 39-2021

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

RESOLVED, that the Town Board approves applying for Federal, State, Local and any other grants and for the town and authorizes the Supervisor to sign for said grant applications, subject to the review and approval of the Town Attorney.

RESOLUTION NO. 40-2021

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

RESOLVED, that the Town Board authorizes the Town Supervisor to sign Proclamations and Resolutions honoring individuals and their achievements.

RESOLUTION NO. 41-2021

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

RESOLVED, that the Town Board authorizes Town Departments to utilize Sourcewell to obtain bids/pricing/contracts pursuant to §103 of the General Municipal Law, in compliance with the Town of Halfmoon Purchasing Policy and subject to the review and approval of the Town Attorney. Each individual Agreement for purchase shall be approved by the Town Board, subject to the review and approval of the Town Attorney.

RESOLUTION NO. 42-2021

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

RESOLVED, that the Town Board hereby approves the updated Comprehensive Emergency Management Plan that reflects the current Fire Department Chiefs upon the recommendation of the Emergency Management Coordinator John Cooper.

RESOLUTION NO. 43-2021

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

RESOLVED, that the Town Board hereby appoints, the Clifton Park Town Attorney to represent the Town of Halfmoon pursuant to New York State Town Law §65 in situations where a conflict/situation exists that prohibits the Town of Halfmoon Town Attorney or Deputy Town Attorney from representing the Town. No additional compensation will be provided to the Town of Clifton Park Town attorney for the representation and no employer/employee relationship shall be created during the representation with the understanding that the Town of Halfmoon Attorney may be appointed to represent the Town of Clifton Park should Clifton Park's Town Attorney's Office have a conflict/situation that prohibits them from representing the Town of Clifton Park.

RESOLUTION NO. 44-2021

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

RESOLVED, that the Town Board hereby waives all fees associated with any and all permits necessary for Halfmoon Fire Departments, subject to the review and approval of the Town Attorney.

The January 5, 2021 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

#### 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).

#### TOWN MEETINGS:

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

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

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).

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

#### REPORTS OF BOARD MEMBERS AND TOWN ATTORNEY

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

Thank you to our employees who have done an admiral job last year during the corona virus crisis and I am looking forward to 2021. We have a tremendous team that works very hard. I appreciate all of our staff, our team and our Department Managers for the work they do.

**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 thank the Town Board, Supervisor Tollisen and the entire staff. With the pandemic, everybody has been diligent, stayed safe and worked very hard for our residents.

**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

Yes, Mr. Supervisor, I would like to echo the sentiments of Deputy Supervisor. I think this time last January no one could have imagined the scenario that we are currently in. I would just like to thank my fellow Board members and the staff of

the Town for the really incredible job during a very trying time. Hopefully 2021 is a much better year for all of us.

**Jeremy Connors (Town Board Member):** (1) Liaison to Zoning Board; (2) Liaison to Trails and Open Space Committee, (3) Chair of Business and Economic Development Committee (4) Chair for Not For Profit Organizations

Thank you, Mr. Supervisor. I would like to echo the sentiments of Councilmen Wasielewski and Hotaling in thanking the staff and everybody who stepped up this year. 2020 was a tough year but we made it through with your leadership and guidance and we definitely appreciate that. I also want to make a statement in regards to our "Snowmagedon" and how our Town Highway Department handled it. They did an outstanding job and for all of the hours that they worked, you can't thank them enough, they keep us up and moving. We defiantly appreciate it.

**Supervisor Tollisen:** I just have to say that our new Highway Superintendent who was the Deputy and very well trained, I think that he was up for 24 hours, if I'm not mistaken without sleep. Superintendent, great job!

**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 and (5) Co-Chair for Character Counts

I do not have anything additional to say but I do agree with everything that everyone has said. I want everybody to stay safe as there seems to be more and more Covid around us every day. You have to be careful.

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

I have nothing this evening, sir.

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

**Lyn Murphy, Esq., (Town Attorney)** I have no report this evening.

**Cathy Drobny, Esq. (Town Attorney)** I have no report 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 - \$6,779.77

**DEPARTMENT MANAGER MONTHLY REPORTS – (Can be viewed at the Town Clerk's Office) )** Town Clerk, Receiver of Taxes, Parks Department, Water Department, Building & Maintenance, Building & Planning, Assessor, Highway, Attorney, and Grant Department.

#### **CORRESPONDENCE**

1. Received from Halfmoon Waterford Fire District #1 notification of their Organizational Meeting for the of the Towns of Halfmoon and Waterford, will be held on January 6, 2021 at 6 p.m. at Fire Station #1 315 Middletown Road, Waterford New York 12188

*Received & Filed*

2. Received from Halfmoon Fire District #1 (Hillcrest), their Annual Financial Report Update Document and Independent Auditor's Report for the fiscal year ended December 31, 2020.

*Received & Filed*

3. Received from the VFW Clifton Park – Halfmoon Memorial Post No. 1498, a thank you to the Town for helping provide needed food items to Voluntary Services at the Stratton Veteran's Medical Center in Albany. It was very much appreciated.

*Received & Filed*

## NEW BUSINESS

### **RESOLUTION NO. 45-2021**

Offered by Councilman Hotaling, seconded by Councilman Wasielewski: 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 16 2020 as presented.

### **RESOLUTION NO. 46-2021**

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 authorizes the Supervisor to enter into an Agreement with SHI International Corp. to provide an HP Server and general IT services and support pursuant to New York State contract PM20960 in the not to exceed amount of \$18,271.20 and to authorize the Supervisor to execute any documents necessary to effectuate the Agreement, subject to the review and approval of the Town Attorney.

### **RESOLUTION NO. 47-2021**

Offered by Councilman Hotaling, 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 authorizes the Supervisor to enter into an Agreement with SHI International Corp. to provide an HP Server software for the new server pursuant to New York State contract 081419 in the not to exceed amount of \$6,977.50 and to authorize the Supervisor to execute any documents necessary to effectuate the Agreement, subject to the review and approval of the Town Attorney.

### **RESOLUTION NO. 48-2021**

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 authorizes the Supervisor to pay Planet Technologies \$9,144.96 for Microsoft Office Teams software, licensing and support pursuant to New York State contract XXXXX and to authorize the Supervisor to execute any documents necessary to effectuate the Agreement, subject to the review and approval of the Town Attorney.

**RESOLUTION NO. 49-2021**

Offered by Councilman Hotaling, 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 authorizes the Supervisor to enter into an Agreement with SHI International Corp. to provide Microsoft Server licenses pursuant to Sourcewell contract 081419 in the not to exceed amount of \$5,499.90 and to authorize the Supervisor to execute any documents necessary to effectuate the Agreement, subject to the review and approval of the Town Attorney.

**RESOLUTION NO. 50-2021**

Offered by Councilman Hotaling, 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 authorizes the Supervisor to enter into an Agreement with SHI International Corp. to provide three HP Elite Book 850G7 lap top computers and Electronic HP Care Pack Next Business Day Support Pack pursuant to New York State contract PM20860 in the not to exceed amount of \$6,284.52 and to authorize the Supervisor to execute any documents necessary to effectuate the Agreement, subject to the review and approval of the Town Attorney.

**RESOLUTION NO. 51-2021**

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 Adirondack Cabling and Security to provide Axis Surveillance System equipment, in the not to exceed amount of \$16,075.00, pursuant to New York State contract number PT66748 and hereby authorizes the Supervisor to execute said agreement, subject to the review and approval of the Town Attorney.

**RESOLUTION NO. 52-2021**

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

**Resolution Introduced by Supervisor Tollisen**



**RESOLVED**, that the Town Board hereby authorizes the Supervisor to request proposals to solicit a consultant for preliminary and final design for the Erie Canal Towpath link project, and will be accepting the proposals until 3:00 p.m. on January 29, 2021, in accordance with the request for proposals available and on BidNet operated through SourceSuite.

**Resolution Introduced by Supervisor Tollisen**

**RESOLUTION NO. 53-2021**

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

**Resolution Introduced by Assessor Zarelli**

**RESOLVED**, that the Town Board approves entering into a formal Assessment Agreement between the Town of Halfmoon and KeyBank National Association for the parcel located at 1703 Route 9, reducing the 2018 and 2019 assessment from \$832,800 to \$715,625, and to authorize the Town Attorney to execute any documents necessary to effectuate the Agreement.

**RESOLUTION NO. 54-2021**

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

**RESOLVED**, the Town Board authorizes the Comptroller to make the attached Creations of Appropriations.

**Resolution Introduced by Comptroller Hatter**

2020 Creation:

A resolution is needed 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 for 2020 expenses including those paid after January 1, 2021.

Debit:	Estimated Revenues	25-510	\$60,000.00
	Subsidiary: 25-4-2189		
	Home & Community Services		\$60,000.00
Credit:	Appropriations	25-960	\$60,000.00
	Subsidiary: 25-5-1440.40		
	Engineering Contractors Inspections		\$60,000.00

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

**Supervisor Tollisen:** I know that we talked a little bit in the pre-meeting but just for the public record, I would like everybody to know that my office has spoken with Mr. Paris who has some questions regarding water billing. He and I have exchanged emails and I have forwarded those emails to the Town Board. Mr. Paris is here and I would like for you to explain to the Board what it is you are looking at.

**Mr. Paris from the Farmview Development on Harris Road with several members of their HOA addressed the Board.**

**Mr. Paris:** We are fine with the two times a year billing and saving the Town money and as it was presented to me by Kevin Tollisen, we are just questioning if there's a fairer way for us to have a the water bill presented. We used to have an April, July, October and January billing and that was fine. We were hoping to pick the months of July and January with the rationale being that the water usage is balanced between two bills would be one bill would be the winter /spring bill and the second bill be the summer/fall bill. The way it is currently presented, we have the spring/summer bill and we try to keep our development looking beautiful to attract homeowners and businesses and we are using the majority of our water in the summer months and our bills usually exceed the 60,000 because of the water usage for lawns, power washing the houses etc. and in the winter we use next to nothing. If we balance the bills between July and January that would be fine, but that's not doable by the Town, we understand that, but another option would be to do a computer program change so that the amount of water charged at the lowest rate would be 80,000 gallons in the spring/summer months and 40,000 for the fall/winter months, that would help. Right now, most of us go over. My neighbor had a bill over \$700 last year. I once had a \$972 bill because I wasn't here and had the sprinklers going to maintain the lawn and shrubbery package. When I got the bill, my wife thought it was the tax bill. So, we are just trying to see if there is a fairer way to do the billing or the change the gallon usage.

**Ray, 24 Farmview:** One of the things that I thought that could be done is that if we are doing a water bill from April to the end of September and see how much water we are actually using, maybe half way through. I didn't know until this morning that my water meter, because all of the Town of Halfmoon water meters are electronic where they talk to the Water Department guys and there is no longer visual reading and I can't tell if I am getting close to that 60,000 gallons and I could start managing my water. The way that they are, we have no way of knowing how much we have used.

**Supervisor Tollisen:** That's the problem with efficiency. We used to have to go into every single house to read the meter. What we will do everyone, we will speak to our Water Department about this and see if we can come to some sort of way to evaluate this a little bit closer. I can tell you that going from 4 billings to 2, is a tremendous cost savings. The other part of it is, our longtime Water Clerk/Secretary retired and while we certainly don't want to lay anybody off, we felt it was the right time to consolidate a little bit more and save approximately \$60,000 between salary and benefits and the Receiver of Taxes office is handling it now and is extremely busy in January & February with Town & County tax bills and hence we did the billing for April/October. But, let us look at it a bit closer and we appreciate the comments that you have provided us and we will circle back with you.

**Mr. Paris:** We appreciate it. We are just trying to make the water bills balance in a fairer way. We are all for the Town saving money, we are just trying to see if there is a way to help us out also.

**Supervisor Tollisen:** Absolutely. I see there are others on the phone, does anyone else care to speak on this or any other issue? Mr. Paris you will be the contact person and Ray if you want to call my office with your contact information, we can put you on the email also. Thank you so very much. Happy New Year everyone.

There being no further business to discuss or resolve, on a motion by Councilman Hotaling and seconded by Councilman Wasielewski, the meeting was adjourned at 7:23 pm.

**Respectfully Submitted,**

**Lynda A. Bryan, Town Clerk**