

The April 3, 2024, meeting was called to order at 7:00 pm by Town Supervisor Tollisen in the A. James Bold Meeting Room with the following members present:

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

PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE

PRESENTATION OF THE DONOVAN AYOTTE FIREFIGHTER OF THE YEAR AWARD

Supervisor Tollisen: Good evening everyone and welcome to the meeting of the Halfmoon Town Board. The first item on our agenda this evening is a presentation. This is a presentation for what we call the Donovan Ayotte Firefighter of the Year Award. I want to talk a little bit about this and thank our fire services for being here this evening. This is a very important item in our events each year typically awarded at the banquets, but this year is something special, so we are awarding at the Town Board Meeting. On October 21, 2020, pursuant to Town Board Resolution #271-2020, the Town Board of the Town of Halfmoon created the Donovan Ayotte Firefighter of the Year Award in recognition of extraordinary service and dedication of Donovan Ayotte as a firefighter, town employee, and model example of others to follow. This award given out annually is established as a benchmark for extraordinary service to a firefighter in our community, who excels above and beyond in fire services, and makes our community a better place, because of his or her extraordinary talents, skills, service, and dedication. The committee is comprised of John Cooper, Councilman Eric Catricala, our Planning Director Richard Harris, Les Bonesteel, and Donovan's Father, Denny Ayotte. They meet together to review the applications submitted by the four Department Chiefs, and they alone decide the award recipient. I don't even know who the recipient is until the time comes; on purpose. I will note that Bill Bryans, Jeremy Connors, and John Cooper were the original members of the committee, who established the guidelines and character qualities for this award. I would like to ask Donovan's parents Dennis and Camile, and your family to come up. Chief Coonrad come up as well, to assist me with this presentation.

Let me tell you a little bit about Donovan first. Donovan passed away unexpectedly at 24 years old. To know Donovan was to know a young man who made a lasting impression. He made everyone laugh, and his smile was infectious. He was kindhearted, caring, and always there to lend a helping hand. He worked for the Town of Halfmoon Water Department, and he was a friend to all. He was a very active member of the West Crescent Fire Department, as a firefighter he received the Top Responder's Award every year, he received the Chief's Award, and Firefighter of the Year Award. He attained the rank of Captain, and from what I am told, he was on his way to becoming Chief of the department. At the Town, he was nicknamed "Turtle", he had one speed, but everyone knew he got the job done. He was a leader in his community, making his community a better place for all, and we are all better because of his example. This year's award is given to a member of the Clifton Park-Halfmoon Fire Department who exemplifies the very characteristics of life, service, and character of Donovan Ayotte. This is a member who has a long list of distinguishing qualities. This individual participates in Town and community events and assists schools with fire prevention, working hard to get kids involved in fire services at a young age. He is usually the first to lead in

training new members through the Block Training System. He is a Training Lieutenant who goes above and beyond to assist new recruits. He is an EMT, and in the past year has appeared on fire scenes as a Commanding Officer for what appeared to be routine fire calls, which everyone knows “routine” ends up in turning in major events, and per the Chief and his peers, this gentleman handled it professionally and responsibly. He has passion and drive, is quiet and well mannered and respectful. There is no doubt he is a leader, and a dedicated firefighter. He is well respected and puts the residents of our community first. This year’s award recipient is Kyle Van Syckle

Kyle, on behalf of the Town of Halfmoon Town Board, Congratulation on Firefighter of the Year for 2023.

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.

FARMER’S MARKET: Every Wednesday from 2-5 in the Town Hall Foyer. Come visit our local farms, crafters, and vendors that will be on hand every week.

Halfmoon Comprehensive Plan Update page is now live at <https://www.planhalfmoon.com/> . Visit the website to find out more about the Halfmoon Comprehensive Plan Update, learn about upcoming meetings, review draft documents, get added to email announcements and to share your own comments about the future of Halfmoon.

SPRING CLEANUP DATES – at the Halfmoon Transfer Station
Residents Only, No Contractors or Businesses. 2024 Permit Sticker Required
Dates: April 9, 12, 13, 16, 19 and 20.
Hours of operation: Tues. 8-12 Friday 12-5 Sat. 8-3
Fees: \$5 per Carload \$10 per Truck/Van \$10 per Trailer/U-Haul

CANAL CLEAN SWEEP – Saturday, April 20th from 10am – 11am. Meet at the bottom of Terminal Road. Help keep the Erie Canal area clean & beautiful!

HALFMOON HISTORICAL SOCIETY OPEN HOUSE – Saturday, April 20th from 10am to 1:00pm. Come see the new display “NAVIGATING THE MOHAWK” with an emphasis on donated newspaper articles from 1955-1960 on the building of the Crescent Bridge. Stop by and see us!

SPRING FLING SHOPPING BAZAAR – Saturday, May 4th from 10am to 4pm at Town Hall. Soooo many vendors to choose from for all your shopping pleasures!

CONCERT IN THE PARK – Friday, June 14th from 6:30 – 9:00pm at the Stage in the Town Park. Joe Adee & the Lug Nuts will be playing under the stars!

TOWN MEETINGS:

Town Board Meetings: 1st & 3rd Wednesday of the month at 7:00pm. Pre-meeting at 6:15 pm

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

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

Trails & Open Space Committee: 3rd Monday of the 3rd month at 7:00 pm unless otherwise announced. The 2024 dates are 1/16, 4/15, 7/15, and 10/21.

PUBLIC COMMENT (for discussion of agenda topics)

REPORTS OF BOARD MEMBERS AND TOWN ATTORNEY

Kevin J. Tollisen (Town Supervisor)

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

Thank you, Mr. Supervisor. This past Saturday we had another successful paper shredding day. Hats off to the entire Highway crew, they did a great job.

John Wasielewski (Town Board Member): (1) Liaison to Planning Board, (2) Chair of Committee of Emergency Services and Public Safety, (3) Liaison to Animal Control and related services.

Thank you, Mr. Supervisor. Just wanted again to congratulate Kyle Van Syckle on that prestigious award. A lot of work goes into the nomination process and the actual selection process to get that narrowed down from all the nominations to just one to be selected that's very prestigious. Congratulations Kyle. I had a very productive meeting with the Ambulance Corp., talking about upcoming developments within the Town. Thank s to our Rich Harris for helping produce the list to present to the Ambulance Corp. We are expecting about 2500 new residents in town in the very near future, so that definitely affects Emergency Services within the Town.

Jeremy Connors (Town Board Member): (1) Liaison to Zoning Board; (2) Chair of Business and Economic Development Committee (3) Chair for Not-for-Profit Organizations, (4) Liaison to Comprehensive Plan Update Committee

Thank you. Just a few things this evening, Mr. Supervisor. Youth sports, baseball and softball are beginning to fire up here in the Town, so if your youngster wants to get out there and be the next Derek Jeter, join up today!

Eric Catricala: (Town Board Member): (1) Co-Liaison to Planning Board, (2) Co-Chair of Business and Economic Development Committee (3) Chair for Parks and Athletic Organizations, (4) Chair for Recreation (5) Co-Chair for Character Counts, (6) Liaison to Trails and Open Space Committee

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

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

Excused

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

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

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

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

Supervisor Tollisen: Department Reports and the monthly Department Manager Reports are listed and can be viewed in the Town Clerk's Office. We do ask our Department Managers to provide monthly reports in addition to having Department Manager monthly meetings where we all discuss the important things that go on in each of the offices.

DEPARTMENT REPORTS

1. Senior Express Total # Meals - 833 Total # Rides – 576
2. Town Clerk Total Fees Submitted to the Supervisor - \$5,662.26
3. Building Permits
Total # Permits – 80 Total Fees Submitted to the Supervisor - \$26,163.50
4. Fire Inspections
Total # Inspections – 41 Total Fees Submitted to the Supervisor - \$4,550.00

DEPARTMENT MANAGER MONTHLY REPORTS – (Can be viewed at the Town Clerk's Office) Water Department, Senior Express, Highway Department, Town Clerk, Building, Planning and Development

CORRESPONDENCE

1. Received from the Town Planning Board Resolutions approved at the March 25, 2024, meeting.
Received & Filed
2. Received from the Halfmoon-Waterford Fire District, notification of their agreement to the joint use of the West Crescent Fire District's fire training facility.
Received & Filed
3. Received from Sherie Gourley, her letter of resignation as Deputy Town Clerk effective April 5, 2024.
Received & Filed
4. Received from Brian Selig, his letter of resignation from the Town of Halfmoon as an MEO effective March 22, 2024.
Received & Filed

OLD BUSINESS

NEW BUSINESS

RESOLUTION NO. 112-2024

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

RESOLVED, that the Town Board approves the minutes of Town Board Meeting of March 20, 2024, as presented.

RESOLUTION NO. 113-2024

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

RESOLVED, that the Town Board hereby authorizes the Supervisor to enter into an agreement with Ti Sales for water meters pursuant to quote QTE0068698 dated 3/19/2024, and related services as needed, Ti Sales is the sole sources for the meters utilized by the Town, and hereby authorizes the Supervisor to execute said agreement, subject to the review and approval of the Town Attorney.

RESOLUTION NO. 114-2024

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

Resolution Introduced by Supervisor Tollisen

RESOLVED, that the Town Board recognizes that James Hayes, IV has successfully completed his Civil Service exam and is hereby appointed as full-time Recreation Director for the Town of Halfmoon Department of Aging and Youth, subject to the review and approval of the Town Attorney.

Supervisor Tollisen: Congratulations Mr. Hayes.

RESOLUTION NO. 115-2024

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

RESOLVED, that the Town Board hereby appoints Jennifer Harrell as a full time Recreation Leader at Grade 2 Step 2 \$23.39/hr. effective April 6, 2024, subject to the review and approval of the Town Attorney.

Supervisor Tollisen: Jennifer is here this evening, and I would like this publicly said that it took us some time to get a Recreation Director, and Jen did step up like no other to make sure the department ran, and that the things we needed to do were done. Anytime I asked her to do anything, she did it without hesitation, so Jen, thank you from all of us on the Town Board level for the great job you have done, and now you are with us full time and we are very happy about that. You deserve it, so congratulations.

RESOLUTION NO. 116-2024

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

Resolution Introduced by Supervisor of Buildings & Grounds Maiello

RESOLVED, authorizing the Supervisor to enter into an agreement with MJ Engineering and Land Surveying, P.C. to provide engineering services associated with the design of a combination of off-road and on-road trail segments along Towpath Road/Old Canal Road submitted by MJ Engineering dated March 26, 2024, in the not to exceed amount of \$101,700.00 and to authorize the Supervisor to sign the agreement and any documentation necessary to complete the work, subject to the review and approval of the Town Attorney.

RESOLUTION NO. 117-2024

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

Resolution Introduced by Comptroller Hatter

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

RESOLUTION NO. 118-2024

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

RESOLVED, that the Town Board approves the Comptroller's Report for the month of January 2024 as presented.

Resolution Introduced by Comptroller Hatter

RESOLUTION NO. 119-2024

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

Resolution Introduced by Comptroller Hatter

RESOLVED, that the Town Board approves the Comptroller's Report for the month of February 2024 as presented.

Resolution Introduced by Comptroller Hatter

RESOLUTION NO. 120-2024

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

Resolution Introduced by Superintendent of Water & Building Maintenance Supervisor Tironi

RESOLVED, that the Town Board authorizes the Supervisor to solicit bids to replace the existing water main on Church Hill Road and construct a water main extension on NYS Route 9, to be received in the Town Clerk's Office by 1:00 pm on May 2, 2024. The sealed bids received shall be publicly opened and read aloud on or about 1:00 pm on May 2, 2024, at the Halfmoon Town Hall located at 2 Halfmoon Town Plaza, Halfmoon, NY 12065. Subject to the review and approval of the Town Attorney.

WHEREAS, the Town Board is ever cognizant of their responsibility to provide reliable, potable water to the residents of the Town of Halfmoon; and

WHEREAS, the Superintendent of Water & Building Maintenance Supervisor and MJ Engineering and Land Surveying, P.C., the Town Engineers, have determined that it would benefit the Town's potable water transmission system to replace the existing water main on Church Hill Road and construct a water main extension on NYS Route 9; and

WHEREAS, the Town of Halfmoon is hereby letting the bids and will be accepting sealed bids until 1:00 pm on May 2, 2024, for the Church Hill Road Water Main Replacement, bid packages are available at the Town Clerk's Office in the Town of Halfmoon and on Bidnet operated through Source Suite; and

WHEREAS, the bids will be publicly opened and read aloud on or about 1:00 pm on May 2, 2024;

NOW BE IT THEREFORE RESOLVED, that the Town Board authorizes the Supervisor to solicit bids for the Church Hill Road Water Main Replacement to be received by 1:00 pm on May 2, 2024, the sealed bids received shall be publicly opened and read aloud at 1:00 pm the same day.

Supervisor Tollisen: Again, this is in a series of pro-active improvements that we are making to our water system, we've done a number of different roads in the past year, and we are continuing to do all we can to make sure our water system is the best it can be.

RESOLUTION NO. 121-2024

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

RESOLVED, that the Town Board approves the creation of additional appropriations in the General Fund Account in the sum of \$1,500,000.00 for the purposes of creating the General Fund Traffic Improvement Capital Reserve to fund future capital projects to construct, reconstruct, or acquire capital physical betterments or improvements, or preliminary studies and surveys necessary. The Expenditures from this fund to be incurred only upon Resolution of the Town Board after Public Hearing will be subject to Permissive Referendum. Subject to the review and approval of the Town Attorney

Supervisor Tollisen: This is something that the Town Board has been working on for quite a while, we have been very fortunate in the Town of Halfmoon, we have saved money, we have invested our monies, and we have sufficient monies not only for operating and reserve, but now we are actually pushing forward to set aside specific sums of money for something that is not in your ordinary Highway Department budget, but for actual traffic improvements so that the Town is prepared when needed to put monies forward for traffic improvements as needed. We continue to get as many grant funding and State and Federal monies as possible towards road improvements. We also ask our developers to contribute when new projects come in, but this is the first time doing this as a set aside to make sure that for the future for this Town that we are looking at substantial traffic improvement when necessary and where necessary.

RESOLUTION NO. 122-2024

**Offered by Councilman Connors, seconded by Councilman Hotaling: Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Wasielewski, Connors, & Catricala
Resolution Introduced by Building, Planning and Development Coordinator Harris**

RESOLVED, that the Town Board approves authorizing the Supervisor to enter into an agreement with MJ Engineering and Land Surveying, P.C. to provide engineering services associated with GIS mapping services associated with creating an updated Town Trails Map in accordance with the proposal submitted by MJ Engineering dated March 27, 2024, in the not to exceed amount of \$2,000.00 and to authorize the Supervisor to sign the agreement and any documentation necessary to complete the work, subject to the review and approval of the Town Attorney.

RESOLUTION NO. 123-2024

**Offered by Councilman Hotaling, seconded by Councilman Wasielewski: Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Wasielewski, Connors, & Catricala
Resolution Introduced by Supervisor of Buildings & Grounds Maiello**

RESOLVED, that the Town Board hereby hires Anthony Leto as a full time Parks Laborer at Grade 1, Base Pay \$21.91/hr, subject to successful completion of all pre-employment testing.

RESOLUTION NO. 124-2024

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

RESOLVED, that the Town Board of the Town of Halfmoon hereby recognizes Marilou Pries and congratulates her in receiving the Care Links Golden Inspiration Award for 2024.

**RESOLUTION HONORING MARILOU PRIES FOR OUTSTANDING
COMMUNITY SERVICE TO OUR COMMUNITY**

WHEREAS, it has come to the attention of the Town Board of the Town of Halfmoon that Marilou Pries is a member of our community who dedicates her time, efforts, and talents to assist our seniors through her position as an Ambassador of Care Links; and

WHEREAS, it is the sense of this Board that when a person in our community contributes in a way to enhance our community they should be recognized for their efforts; and

WHEREAS, Care Links is recognizing the outstanding community service of Marilou Pries by awarding her the Golden Inspiration Award for 2024; and

WHEREAS, Marilou Pries began her relationship with Care Links as a Care Receiver in need of transportation and now inspires other through encouraging other seniors to become involved and believe they have a purpose in life; and

WHEREAS, Marilou Pries also conducts reassurance phone calls to others in the program resulting in many of those care receivers becoming volunteers themselves; and

WHEREAS, Marilou Pries has inspired others through her positivity and energy, welcoming others into the Care Links community and ending the isolation some seniors experience, attending all of the community events and participating with spirit and enthusiasm; and

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. That the Town Board of the Town of Halfmoon recognize and commends Marilou Pries for her passionate volunteer service to our Community.
2. That the Town Board of the Town of Halfmoon applauds Marilou Pries, on the occasion of her receipt of the Care Links Golden Inspiration Award for 2024.
3. That the Town Board of the Town of Halfmoon proclaims Marilou Pries as an “outstanding citizen” of the Town of Halfmoon.

4. That a framed copy of this Resolution be presented to Marilou Pries to commemorate this well deserved recognition for outstanding volunteer service.

DATED: April 3, 2024

KEVIN J. TOLLISEN, SUPERVISOR
TOWN OF HALFMOON

Supervisor Tollisen: Ms. Pries is being awarded this special award by Care Links this year, the Proclamation from the Town Board will be presented at that awards dinner that evening. Congratulations to Ms. Pries.

RESOLUTION NO. 125-2024

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

Resolution Introduced by Highway Superintendent Bryans

RESOLVED, that the Town Board hereby hires Brendon Senac as a Highway Department MEO at Grade 5 Base Pay \$26.24/hr. effective April 8, 2024, subject to successful completion of pre-employment testing.

Supervisor Tollisen: Brenden is here with us this evening, Brenden congratulations, and welcome aboard.

RESOLUTION NO. 126-2024

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

RESOLVED, that the Town Board appoints Lisa Szozda as a full time Deputy Town Clerk at Grade 3 Base Pay \$48,400.00, pro-rated, effective April 8, 2024, pending successful completion of all pre-employment testing.

Supervisor Tollisen: Congratulations to Lisa. So, Lisa I will mention that I was up at the County this afternoon for an HR Meeting, I chair the HR Committee with Director Chamberlain, and I have heard some great things about you , but I am sorry you know Scott. No, I am kidding, he is a great guy, but I have heard many great things about you today, so we look forward to working with you and welcome to the team!

RESOLUTION NO. 127-2024

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

RESOLVED, that the Town Board hereby authorizes Recreation fees for the full day summer program in the amount of \$450.00 for the first child and \$400.00 for each additional child due to the increasing costs to run the program, said fees shall include three trips offered through the recreation program, subject to the review and approval of the Town Attorney.

Supervisor Tollisen: This cost will include the three trips planned through the Recreation Department and the bussing for it.

PUBLIC COMMENT (for discussion of non-agenda items)

Nancy Morris, Halfmoon Senior Citizens Association President: On behalf of the Halfmoon Senior's, we'd like to thank you for appointing Jen Harrell full time. We want you to know that she has been the glue that has held us together for the last few months. She has had many new ideas and activities and assisted us with implementing our new swipe card system. We want you to know how much she has meant to us. Thank you.

Ed Kilmartin, 116 Staniak Road: Good evening. I came to a board meeting about a month ago and expressed some concern about potential commercial property that is for sale; I believe it is 107 Staniak Road, and I wanted to reiterate that I came here with a couple of my neighbors, we have general concerns about the quick pace with which the region we live in of Halfmoon, it's the pace of development and we understand that that is going to happen, and we respect the thought and care that has gone into it with the Town, and you're giving the residents the opportunity for input on these projects. We have voiced our concerns and put signs out to keep Staniak Road residential. We understand that that area across the way are parcels zoned industrial. The parcel for sale is extremely wet, and with all the development and changes in topography, it has experienced a much greater level of run-off over the last 5-10 years. It's substantial the amount of water that is heading down there. We want to continually speak up and voice concerns and ask what role we can play or what options do we have to influence or have input on the suggestions about what would occur in this area? There is a parcel of land on Ushers Road that is now a solar farm, we were not aware that that was in plan to be developed. I believe there was discussion about what that land was going to be used for, but we were never made aware that a solar field was being put in. We moved and have lived here for 15 years, and we enjoy the Town and appreciate the amount of work and time that all of you put in. We just do not want to be powerless in what would go in there.

Supervisor Tollisen: Mr. Kilmartin, please see my secretary afterward so she can get some information from you, and I will reach out to you, and we can have further discussion.

Steve Krawczyk, 114 Staniak Road: My wife and I came from up north, we had to find a great place to live and raise our two great kids, and eventually chose to live in the Town of Halfmoon. We participate in the many events in the Town Park, we are at Hayner's all summer long, and we enjoy everything the Town has to offer. I am concerned about the property across the road from me, just the idea that it could be sold and developed for industrial/commercial use. I have two young kids outside playing all the time, and I don't want them to be looking at a warehouse or whatever may go into that area. We are excited about Hank's Hollow, and not against development, but we want to be part of the process as Ed has described. We want to help, we are not against development, please don't take it that way, we want the Town to grow and prosper. We have great services and great facilities we can use for our families; this is more about being involved in the process and work with everybody. It cannot be understated the amount of water that flows through this property. I have a "river" between my house and my neighbor every time it rains. We are also aware that the train tracks are there, and in the wintertime the engines run 24 hours a day. This piece of property provides us with a buffer from the sounds of the engines. Thank you.

Supervisor Tollisen: My secretary will see you as well afterward.

Phylis Huber, 110 Staniak Road: I just want to add that right now on that road, there is a 100-house development being built. So, think about at least two cars per family; that will be 200 more cars on that road. It's a very small road. My fear is you put some big industrial commercial building there with more cars and trucks, that is what I'm concerned about. I have been there since 1976, I love this Town and I love my home. There is a lot of wildlife there and where are they going to go? It's not a commercial neighborhood. We just want to know the process of how we stay informed of what is going on there, to know what is going in there that will not devalue our home and property. That is what we are concerned about. Thank you.

Supervisor Tollisen: My secretary will also get your information as well afterward.

There being no further business to discuss or resolve on a motion by Councilman Connors and seconded by Councilman Hotaling, the meeting was adjourned at 7:44 pm.

Respectfully Submitted,

Kelly L. Catricala, Deputy Town Clerk

Ti SALES
 36 Hudson Road
 Sudbury, MA 01776-2039

800-225-4616
 978-443-2002
 Fax: 978-443-7600
 www.tisales.com

Quote	QTE0068698
Quoted To	Mr Jason
Date	04/03/2024

Sold To: Halfmoon Water Dept.
 2 Halfmoon Town Plaza
 Halfmoon NY 12065-3128

Ship To: Halfmoon Water Dept.
 8 Brookwood Rd.
 Waterford NY 12188-1206

Customer Number	Telephone	Fax	Job Location	Job Name	Territory Manager
HALF7	(518) 233-7489	(518) 233-1705	Halfmoon Fiscal		Jason Matt
Expires	Estimated Delivery	Freight	Terms	Master Number	
06/30/2024	Stock	Allowed	NET 30	372587	
Item Number	Description	Quantity	Price	Extension	
ACCESSORIES					
MWASH1RNSF	5/8" EPDM Rubber Meter Washer NSF61	1	\$0.35	\$0.35	
MWASH3RNSF	3/4" EPDM Rubber Meter Washer NSF61	1	\$0.43	\$0.43	
MWASH4RNSF	1" EPDM Rubber Meter Washer NSF61	1	\$0.48	\$0.48	
MDROPIN6NSF	1-1/2" Drop In Meter Gasket NSF61	1	\$2.45	\$2.45	
MDROPIN7NSF	2" Drop In Meter Gasket NSF61	1	\$3.10	\$3.10	
XB2X2	5/8" x 2" Hex Head Bolt w/ Nut Plated	1	\$1.20	\$1.20	
XB2X225	5/8" X 2-1/4" Hex Head Bolt w/ Nut Plated	1	\$1.25	\$1.25	
XB3X35	3/4" x 3-1/2" Hex Head Bolt w/ Nut Plated	1	\$2.50	\$2.50	
XSTUD3X35	3/4" X 3-1/2" Threaded Stud W/(2) Nuts	1	\$6.00	\$6.00	
XRG02BNSF	2" Full Face Black Rubber Gasket 2 Bolt, NSF61	1	\$7.00	\$7.00	
XRG03NSF	3" EPDM Full Face Flange Gasket NSF61	1	\$13.16	\$13.16	
XRG04NSF	4" Full Face Rubber Flange Gasket Black NSF61	1	\$19.00	\$19.00	
XRG06NSF	6" Full Face Rubber Flange Gasket NSF61	1	\$30.00	\$30.00	
XRG08NSF	8" Full Face Rubber Flange Gasket NSF61	1	\$50.00	\$50.00	
ARBWIRE	Boxed 22/3 Remote Wire, 1000' per Box, Black/Red/Green	1,000	\$0.14	\$140.00	
UR	3M Scotchlok Connector For 3 Wires 100/Box Polycarbonate	1	\$0.48	\$0.48	
Item Number	Description	Quantity	Price	Extension	
CELLULAR					
CMIUFN06	Neptune FirstNet Cellular Wall Endpoint W/6' of Wire Shipping direct from vendor	1	\$195.73	\$195.73	
CMIUN360AMI10000	Neptune 360 CMIU Annual SaaS/FirstNet NaaS Subscription for AMI Per Endpoint per Year	1	\$11.02	\$11.02	
Subtotal				Continued	
Other Charges				Continued	
Tax				Continued	
TOTAL DUE				Continued	



36 Hudson Road
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Fax: 978-443-7600
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Quote	QTE0068698
Quoted To	Mr Jason
Date	04/03/2024

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2 Halfmoon Town Plaza
Halfmoon NY 12065-3128

Ship To: Halfmoon Water Dept.
8 Brookwood Rd.
Waterford NY 12188-1206

Customer Number	Telephone	Fax	Job Location	Job Name	Territory Manager
HALF7	(518) 233-7489	(518) 233-1705	Halfmoon Fiscal		Jason Matt
Expires	Estimated Delivery	Freight	Terms	Master Number	
06/30/2024	Stock	Allowed	NET-30	37258	
Item Number	Description	Quantity	Price	Extension	
	Shipping direct from vendor				
Item Number	Description	Quantity	Price	Extension	
	Ecoder Large				
NMT3EOGT	3" Neptune MACH 10 Meter E-CODER Gallons 12" length	1	\$3,136.15	\$3,136.15	
NMT3EOGC	3" Neptune MACH 10 Meter E-CODER Gallons 17" length	1	\$3,207.69	\$3,207.69	
NMT4EOGT	4" Neptune MACH 10 Meter E-CODER Gallons 14" length	1	\$4,046.92	\$4,046.92	
NMT4EOGC	4" Neptune MACH 10 Meter E-CODER Gallons 20" length	1	\$4,177.69	\$4,177.69	
NMT6EOGT	6" Neptune MACH 10 Meter E-CODER Gallons 18" length	1	\$6,840.76	\$6,840.76	
NMT6EOGC	6" Neptune MACH 10 Meter E-CODER Gallons 24" length	1	\$6,945.38	\$6,945.38	
NMT8EOGT	8" Neptune MACH 10 Meter E-CODER Gallons 20" length	1	\$10,540.75	\$10,540.75	
NMT10EOGT	10" Neptune MACH 10 Meter E-CODER Gallons 26" length	1	\$13,168.45	\$13,168.45	
NMT12EOGT	12" Neptune MACH 10 Meter E-CODER Gallons 32" length	1	\$15,345.37	\$15,345.37	
Item Number	Description	Quantity	Price	Extension	
	Ecoder R900i				
N1EIGPIT	5/8" X 1/2" Neptune T-10 Meter Integrated E-CODER R900i Gallon	144	\$282.50	\$40,680.00	
N2EIGPIT	5/8" x 3/4" Neptune T-10 Meter Integrated E-CODER R900i Gallon	144	\$282.50	\$40,680.00	
N1EIGPIT	5/8" X 1/2" Neptune T-10 Meter Integrated E-CODER R900i Gallon	1	\$302.56	\$302.56	
N2EIGPIT	5/8" x 3/4" Neptune T-10 Meter Integrated E-CODER R900i Gallon	1	\$302.56	\$302.56	
N3EIGPIT	3/4" Neptune T-10 Meter Integrated E-CODER R900i Gallon	1	\$399.00	\$399.00	
N4EIGPIT	1" Neptune T-10 Meter Integrated E-CODER R900i Gallon	1	\$492.00	\$492.00	
			Subtotal	Continued	
			Other Charges	Continued	
			Tax	Continued	
			TOTAL DUE	Continued	

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 Waterford NY 12188-1206

Customer Number	Telephone	Fax	Job Location	Job Name	Territory Manager
HALF7	(518) 233-7489	(518) 233-1705	Halfmoon Fiscal		Jason Matt
Expires	Estimated Delivery	Freight	Terms	Master Number	
06/30/2024	Stock	Allowed	NET 30	37259	
Item Number	Description	Quantity	Price	Extension	
N6EIGPIT	Ecoder R900i 1-1/2" Neptune T-10 Meter Integrated E-CODER R900i Gallon Flanged End	1	\$874.00	\$874.00	
N7EIGPIT	2" Neptune T-10 Meter Integrated E-CODER R900i Gallon Flanged End	1	\$1,079.00	\$1,079.00	
Item Number	Description	Quantity	Price	Extension	
N2MTEIG	Mach10 R900i 5/8" X 3/4" Neptune MACH 10 Meter E-CODER R900i Gallon	1	\$380.00	\$380.00	
N3MTEIG	3/4" Neptune MACH 10 Meter E-CODER R900i Gallon	1	\$401.00	\$401.00	
N4MTEIG	1" Neptune MACH 10 Meter E-CODER R900i Gallon	1	\$471.00	\$471.00	
N4MTEIGFS	1" Neptune MACH 10 Residential Fire Service Meter E-CODER R900i Gallon	1	\$492.00	\$492.00	
N6MTEIG	1-1/2" Neptune MACH 10 Meter E-CODER R900i Gallon Flanged End 13" Lay Length	1	\$904.00	\$904.00	
N6MTEIGFS	1-1/2" Neptune Mach 10 Flanged Residential Fire Service Meter E-CODER R900i Gallon 13" Lay Length	1	\$917.00	\$917.00	
N6MTEIGT	1-1/2" Neptune MACH 10 Meter E-CODER R900i Gallon Flanged End 10" Lay Length	1	\$904.00	\$904.00	
N7MTEIG	2" Neptune MACH 10 Meter E-CODER R900i Gallon Flanged End 17" Lay Length	1	\$1,067.00	\$1,067.00	
N7MTEIGFS	2" Neptune MACH 10 Meter E-CODER R900i Gallon Flanged End 15-1/4" Lay Length	1	\$1,067.00	\$1,067.00	
N7MTEIGT	2" Neptune MACH 10 Meter E-CODER R900i Gallon Flanged End 10" Lay Length	1	\$1,067.00	\$1,067.00	
N7MTEIGFS	2" Neptune MACH 10 Residential Fire Service Meter E-CODER R900i Gallon Flanged End 17" Lay Length	1	\$1,105.00	\$1,105.00	
				Subtotal	Continued
				Other Charges	Continued
				Tax	Continued
				TOTAL DUE	Continued



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8 Brookwood Rd.
Waterford NY 12188-1206

Customer Number	Telephone	Fax	Job Location	Job Name	Territory Manager
HALF7	(518) 233-7489	(518) 233-1705	Halfmoon Fiscal		Jason Matt
Expires	Estimated Delivery	Freight	Terms	Master Number	
06/30/2024	Stock	Allowed	NET 30	372587	
Item Number	Description	Quantity	Price	Extension	
	Mach10 R900I				
Item Number	Description	Quantity	Price	Extension	
R900V4	MIU Neptune R900 RF Endpoint Wall Mount V4		\$140.00	\$140.00	
Quoted by	Joe Demeo				
				Subtotal	\$161,617.43
				Other Charges	\$0.00
				Tax	\$0.00
				TOTAL DUE	\$161,617.43

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March 26, 2024

Kevin Tollisen, Town Supervisor
Town of Halfmoon
2 Halfmoon Town Hall Plaza
Halfmoon, NY 12065

**Re: Proposal for Engineering Services
Erie Canal Towpath Trail Link
MJ Proposal No. 2024044**

Dear Supervisor Tollisen:

MJ Engineering and Land Surveying, P.C. (MJ) is pleased to provide the Town of Halfmoon (Town) with this proposal for professional engineering services associated with the design of a combination of off-road and on-road trail segments along Towpath Road / Old Canal Road in the Town of Halfmoon, NY. MJ's project understanding and associated Scope of Services are included below.

PROJECT UNDERSTANDING

The Town is requesting Professional Services to design the trail link along Towpath Road / Old Canal Road between Beach Road and Clamsteam Road. Based on the January 25, 2024 meeting with MJ and Town staff, MJ understands the scope to entail the design of 1,925 linear feet of an 8'-0" multi-use path and 2,250 linear feet of shared use lanes, including road markings, traffic and wayfinding signage, crosswalks, and stone bollards. This project is funded through the NYSDEC's Climate Smart Communities Grant (CSCG) program with the Town responsible for 50% of the funding.

SCOPE OF SERVICES

The task numbers within the scope of services below correlate to the Work Plan (Attachment C to the Master Grant Contract between NYSDEC and the Town).

Task 2.5: Project Initiation

In accordance with the CSCG requirements, MJ will prepare for and participate with the Town and NYSDEC in a project kickoff meeting, during which each of the project's scope will be clearly defined to ensure a smooth process from public input through construction and project closeout. We understand the objective of the meeting to be the development of a concise project approach that meets each requirement of the grant's Work Plan. MJ will aid the Town in determining the kickoff meeting invitees, if needed, to ensure a productive meeting.

All materials will be submitted to meeting attendees within ten (10) business days of the meeting date.





Task 3.1: Data Collection & Analysis

MJ will complete supplemental survey and mapping of the project area, estimated to be approximately 4,175 feet in length (Refer to Figure 1). Tasks to be completed include:

- Initial update to the May 2021 base mapping.
- Utilize 3D mobile LIDAR technology to capture photographic imagery of the conditions.
- Supplemental surveys when needed for design purposes and to keep the survey and mapping current.

Task 3.2: Preliminary Design

MJ will complete preliminary design tasks as follows:

- Design Criteria: Confirm the applicable design standards to be used for this project and confirm project-specific design criteria in accordance with the AASHTO Guide for the Development of Bicycle Facilities.
- Environmental Screening (to support Task 5.1)
 - General Ecology and Endangered Species
 - Ground Water
 - Surface Water
 - State Wetlands
 - Federal Jurisdictional Wetlands
 - Floodplains
 - Coastal Zone Management
 - Navigable Waterways
 - Historic Resources
 - Parks
- 30% Plan Coordination: Update previously prepared concept plans to +/-30% complete. MJ will meet with the Town to review the 30% plan set with the Town, including:
 - Plans: 1" = 40.0' showing (at a minimum) stationed centerlines, roadway and multi-use path geometrics, major drainage features, construction limits, cut and fill limits and highway boundaries.
 - Profiles: showing (at a minimum) the vertical datum reference, significant elevations, existing ground line, theoretical grade line, grades, vertical curve data including sight distances, centerline stations and equalities, and construction limits.
 - Typical Sections: showing (at a minimum) proposed multi-use path section, widths, utilities, ditches, and side slopes as applicable.
- Cost Estimate: Update the original cost estimate provided in November 2021 to account for inflation of unit prices and any significant design changes.

Task 3.3: Right-of-Way

Boundary lines were previously established and incorporated into the May 2021 base mapping.



The design concept will be reviewed in relation to the existing boundary and a determination will be made if property acquisitions are required. It is assumed that zero (0) property acquisitions will be required at this time and no fee has been included for this work.

If a right-of-way acquisition is determined to be required, it is assumed that additional sub-consultant services will be required to prepare the right-of-way incidentals and acquisitions for the project if the Town cannot perform these services. If required, a supplemental agreement will be prepared and coordinated with the Town for the additional services.

Task 3.4: Detailed Design

Detailed Plans & Contract Documents

MJ will develop the approved concept design to final design and provide two (2) design submissions for review to the Town and NYSDEC, at 75% and 100% complete.

The 75% design submission package will include contract plans, estimates, and SWPPP. The 100% design submission package will include contract plans, estimates, SWPPP, and a complete package of bid-ready contract documents, including a Project Manual, per Town specifications.

It is assumed that the project will result in more than one (1) acre of soil disturbance and a stormwater pollution prevention plan (SWPPP) with the appropriate sediment and erosion control measures will be required. Given the scope of the project, permanent stormwater management practices will not be required.

Opinion of Probable Cost

MJ will develop, provide, and maintain the construction cost estimate for the project. The estimate will be updated for both submissions defined above to incorporate significant design changes. A final Opinion of Probable Cost, including all quantity computations, will be provided.

Utilities

MJ will coordinate with affected utility companies to ensure the timely relocation of utility poles and appurtenances. MJ will assist the Town in preparing any necessary agreements with utility companies, if required.

Public Engagement

MJ will work with the Town and NYSDEC to conduct one (1) public information meeting to solicit public input on the final design. The meeting will be held in advance of the 75% submission. A written summary of public input will be prepared and provided to the Town and NYSDEC for review and comment. The meeting will be publicized in the community through press releases, announcements, and any other appropriate means identified by the Town and NYSDEC. MJ will assist in drafting the outreach materials. It is assumed that the Town will be responsible for publishing the notice of the public meeting as well as notifying NYSDEC at least one (1) month



prior to the meeting. It is assumed that the meeting will be held in conjunction with a regularly scheduled Town Board meeting.

Task 4.1: Advertisement

MJ will prepare the advertisement for bids to be placed in the NYS Contract Reporter and any other newspaper or publication identified by the Town. MJ will submit the ads, as well as the draft resolution to be passed at a Town Board meeting, to the Town for review and will revise to reflect comments generated by that review. Upon approval by the Town, the Town will place the advertisements. A three (3) week advertisement period is assumed.

Task 4.2: Bid Opening

The Town will hold the public bid opening.

Task 4.3: Bid Analysis

MJ will analyze the bid results. The analysis will include:

- Verifying the low bidder
- Ensuring receipt of all required bid documents (non-collusive bid certifications, debarment history certification, etc.)
- Organizing the low bid into fiscal shares, if necessary
- Determining whether the low bid is unbalanced
- For pay items bid more than 25% over the Engineers Estimate:
 - Checking accuracy of quantity calculations
 - Determining appropriateness of price bid for work in the item
 - Determining whether the low bidder is qualified to perform the work
- The bid analysis will be provided to the Town for their records.

Task 4.4: Award

MJ will provide an award recommendation package to the Town and NYSDEC for review. Once the Town passes the resolution to award the contract, MJ will send a notice of award and agreement to the selected low bidder.

Task 4.5: Pre-Construction Meeting

Following the award process, MJ will schedule and conduct one (1) preconstruction meeting. All materials will be submitted to meeting attendees within ten (10) business days of the meeting date. MJ will prepare the meeting minutes.



Task 5.1: SEQRA Review

MJ will assist the Town in complying with SEQRA (6 NYCRR Part 617). The Town will be the Lead Agency. Tasks include:

- Drafting Environmental Assessment Form(s)
- Drafting a negative declaration
- Drafting a positive declaration

MJ will document the results of the SEQRA processing and provide the Town with the documentation. The project is assumed to be an Unlisted Action.

Task 5.3: Permitting

MJ will obtain all applicable permit(s) and certification(s), that may include but are not limited to:

- U.S. Army Corps of Engineers Section 404 Permit (Individual or Nationwide)
- NYSDEC Section 401 Water Quality Certification
- NYSDEC State Pollution Discharge Elimination System (SPDES) Permit

Task 5.5: Documentation of Pre-Construction Conditions

MJ will perform a site visit prior to construction to take photos of the project site and submit to NYSDEC.

Task 5.5: Construction Notification

MJ will notify NYSDEC, in writing, 30 calendar days prior to the start of construction that work is slated to begin.

Task 5.6: Construction Kickoff Meeting

Prior to the start of construction, MJ will schedule and conduct a construction kickoff meeting. All materials will be submitted to meeting attendees and NYSDEC within ten (10) business days of the meeting date. This meeting may be combined with the Pre-Construction.

Task 5.7: Environmental Protection Fund

MJ will take and submit legible photographs of the installed Environmental Protection Fund (EPF) sign to NYSDEC.



Task 6: Construction Support & Inspection

Construction Support

MJ will provide design responses to unanticipated or changed field conditions, analyze, and participate in proposed design changes, and interpret design plans.

Work under this section will always be in response to a specific assignment from the Town under one of the tasks below:

- Conduct on-site field reconnaissance in response to unanticipated and/or varying field conditions or changes in construction procedures and, where required, prepare field change sheets modifying pertinent contract plan sheets.
- Analyze and make recommendations on the implementation of changes proposed by the Town or the construction inspector, including the Traffic Control Plan
- Interpret and clarify design concepts, plans, and specifications
- Review and approve shop drawings for construction
- Review and respond to Requests For Information (RFIs)

Construction Inspection

Construction inspection for this project is based on a part time effort to spot check the quality and progression of work being performed. MJ will provide a part time National Institute for Certification in Engineering Technologies (NICET) Level III inspector for this project. Night work, weekend work, and overtime is not anticipated. Eight (8) hours will be estimated per week. A construction schedule of ten (10) weeks has been assumed. If the project duration exceeds the estimated 10 weeks, a supplemental agreement will be required for the additional effort.

The project will be bid as a lump sum value so daily quantities will not be verified. The Contractor's estimate will be based on the overall percentage of project completion. It is assumed that materials testing will not be required for this project. MJ will review the construction submittals for approval and prepare as-built drawings at the end of the project based on any information provided during the construction process.

At the end of construction, MJ will facilitate a punch list of all non-satisfactory items and will submit the final estimate of the contract to the Town within four (4) weeks after the date of acceptance of the contract. All project records will be cataloged, indexed, packaged, and delivered to the Town within five (5) weeks after the date of the acceptance of the contract.

Task 7: Metrics Monitoring

Pre-Project Usage Analysis

MJ will collect vehicle, bicycle, and pedestrian counts along the project corridor prior to construction at various times of the day on both weekdays and weekends to develop a baseline of



usage. Users will be surveyed to determine if their use is recreational, part of their commute, or other.

Post-Project Usage Analysis

MJ will collect vehicle, bicycle, and pedestrian counts along the project corridor after construction at various times of the day on both weekdays and weekends. Users will be surveyed to determine if their use is recreational, commute, or other. A summary of findings will be prepared and provided to NYSDEC.

Green House Gas Emission Reductions Report

MJ will compile data into a report estimating the greenhouse gas emission reductions of the project on an annual basis. A copy of this report will be submitted to NYSDEC.

SCHEDULE

MJ is prepared to initiate the work identified in this proposal within 2 weeks of Notice to Proceed. A detailed project schedule will be developed upon receipt of Notice to Proceed; however, an initial project schedule based on the tasks required is as follows:

Task 02 - Project Initiation	2 weeks from Notice to Proceed
Task 03 - Data Collection & Design	Spring / Summer 2024
Task 04 - Advertisement, Bid Opening & Analysis	Late Fall 2024
Task 05 - Pre-Construction Activities	Winter 2024 / 2025
Task 06 - Construction Support & Inspection	Spring / Summer 2025
Task 07 - Metrics Monitoring	Fall 2024 & Fall 2025

FEE

MJ proposes to complete the above-listed services for the following lump sum fees.

Task 02: Project Initiation	\$ 1,000
Task 03: Data Collection & Design	\$ 53,200
Task 04: Advertisement, Bid Opening & Analysis	\$ 7,600
Task 05: Pre-Construction Activities.....	\$ 8,700
Task 06: Construction Support & Inspection.....	\$ 21,200
Task 07: Metrics Monitoring	\$ 10,000
Total Estimated Fee: \$101,700	

MJ will invoice the Town in accordance with the contract requirements. The fee assumes there are



no significant changes resulting from decisions, conditions and/or events beyond MJ's control.

TECHNICAL ASSUMPTIONS AND TASKS NOT INCLUDED IN THIS PROPOSAL

The following efforts are excluded from this scope of services:

1. Preparation of a design approval document.
2. Design of site structures (i.e., new retaining walls, seats walls, boardwalks, etc.).
3. Capacity analysis for municipal utility connections.
4. Permitting/approval of municipal utility connections.
5. Plan/profile development for signal / electrical utility extensions.
6. Hazardous material investigations or remedial actions necessary during construction.
7. Cultural / archeological investigations.
8. Advanced coordination with the State Office of Historical Preservation (SHPO). MJ will provide construction documents to SHPO for review in comment as required by the SEQR process. Additional coordination will be performed under a supplemental agreement.
9. Pedestrian crossing signals.

SUMMARY

Thank you for the opportunity to provide a proposal for this project. If the above scope of work is acceptable, please provide written authorization in accordance with the Town standards. We look forward to the opportunity to work with the Town on this project. Please do not hesitate to contact Lisa Wallin at 518-371-0799 or via email at lwallin@mjteam.com if you have questions or require additional information.

Sincerely,

Michael D. Panichelli, P.E.
President

Cc: Lyn Murphy, Town Attorney
Richard Harris, Coordinator – Building, Planning, and Development
File



AUTHORIZATION TO PROCEED

I hereby authorize MJ Engineering and Land Surveying, P.C. to proceed with the scope of services as described in this proposal.

Signature - Authorized Representative of the Town of Halfmoon

Printed Name

Date

DRAFT



March 27, 2024

Kevin Tollisen, Town Supervisor
Town of Halfmoon
2 Halfmoon Town Hall Plaza
Halfmoon, NY 12065

Re: Town Trail Map Update
MJ Proposal No. 2024136 for GIS Mapping Services

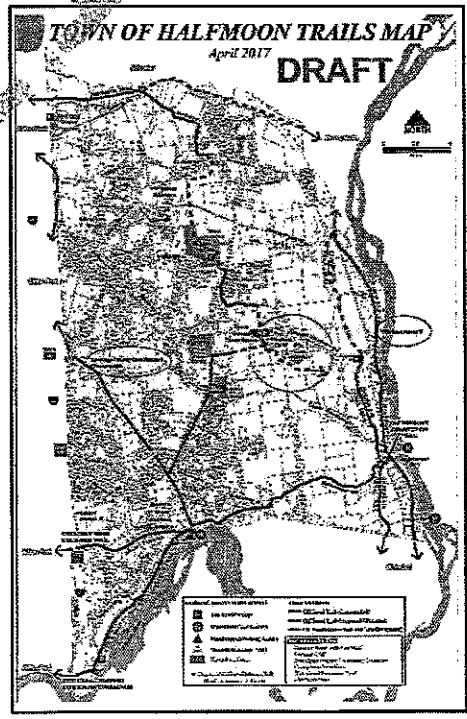
Dear Supervisor Tollisen:

M.J. Engineering and Land Surveying, P.C. (MJ) is pleased to provide the Town of Halfmoon (Town) this proposal for GIS mapping services associated with creating an updated Town trail map. Based on previous discussions with the Town, MJ's project understanding, and associated Scope of Services are included below.

PROJECT UNDERSTANDING

The Town currently has a trail map last updated in 2017; shown in the image to the right. The map illustrates the locations of recreational trails, trailheads, and other related points of interest in the Town. The trails are symbolized in the map by whether they existed or were proposed at the time the map was created. The Town only has the map graphic and does not have the supporting GIS files.

The Town is seeking to create an updated trail map which depicts the current state of the trail network. The Town would also like the new trail map to have an aerial image backdrop with topographic contour lines to add more context to the illustration.



SCOPE OF SERVICES

Task 01: GIS Mapping

MJ will set up a GIS mapping project in ArcGIS Pro and compile the publicly available reference layers for the map backdrop (aerial imagery, contour lines, street labels). MJ will digitize and create GIS layers for the trail network, trailheads, and other points of interest based on what is shown in the Town's existing 2017 trail map as a starting point. MJ will then update those layers based on markups provided by the Town's Planning Department so that the data reflects the current state of the trail network.



When the map development is complete, MJ will provide a PDF of the updated trail map for the Town's use. MJ will also add the trail GIS layers that were created to the Town's ArcGIS Online web map.

SCHEDULE

MJ is prepared to initiate the work identified in this proposal within 2 weeks of Notice to Proceed. Task 01 would be completed in approximately 1 week thereafter.

FEE

MJ proposes to complete Task 01 for a lump sum fee of \$2,000. MJ will invoice the Town in accordance with the contract requirements. The fee assumes there are no significant changes resulting from decisions, conditions and/or events beyond MJ's control.

ASSUMPTIONS

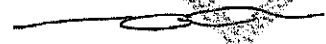
The following assumptions were made in the development of this proposal:

1. Upon Notice to Proceed, the Town will inform MJ of what size they would like the finished trail map sheet to be (for example 11x17) so that MJ can design the map layout and text sizes accordingly. Creating multiple map layouts of different sizes is not included as part of this scope of work.
2. Upon Notice to Proceed, the Town will provide MJ with markups of the existing 2017 trail map depicting what changes need to be made to the trail features shown on the map. MJ will not perform any field visits as part of this scope of work.
3. When the mapping is completed, MJ will provide the Town with a PDF of the final trail map sheet and add the newly created trail GIS layers to the Town's ArcGIS Online web map. No other deliverables will be provided as part of this scope of work.

SUMMARY

Thank you for the opportunity to provide a proposal for this project. We look forward to the opportunity to work with the Town on this project. Please do not hesitate to contact Carrie Dooley at 518-371-0799 or via email at carriedooley@mjteam.com. If you have questions or require additional information.

Sincerely,



Michael D. Panichelli, P.E.
President

Cc: Ca. Dooley
File



AUTHORIZATION TO PROCEED

I hereby authorize M.J. Engineering and Land Surveying, P.C. to proceed with the scope of services as described in this proposal.

Printed Name

Title

Signature

Date

DRAFT