

The March 18, 2020 meeting was called to order at 7:00 pm by Town Supervisor Tollisen in the A. James Bold Meeting Room at the Town Hall with the following members present:

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

Jeremy W. Connors, Councilman - Excused

PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE

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.

2020 Summer Camp Program Resident registration dates are to be determined. Registration will occur online and via US Mail.

Spring Cleanup Dates for Town Residents: April 14, 17, 18, 21, 24, and 25. Tues. 8am- Noon, Fri. Noon-5pm and Sat. 8am-3pm. Fees are as follows: \$5 per car load, \$10 per truck or van load, \$10 per trailer load, U-Haul type vehicles will be charged accordingly and regular household garbage will be charged the normal rate.

Paper Shredding Date: 3M Document Destruction will be held on Saturday, May 2nd from 9am-11am at the Transfer Station, 322 Route 146. Residents are encouraged to bring a maximum of 3 bags/boxes to shred. There is no cost for shredding, but you are asked to bring at least one canned item per bag/box for donation to a local food pantry.

TOWN MEETINGS:

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

Board of Assessment Review: 4th Tuesday in May

Trails & Open Space Committee: 4/20, 5/18, 7/20, 9/21, and 11/16

PUBLIC COMMENT (for discussion of agenda topics)

REPORTS OF BOARD MEMBERS AND TOWN ATTORNEY

Kevin J. Tollisen (Town Supervisor) With respect to the Community Events, we have held up the Navigator as there are things there that just do not apply anymore. We are working on redirecting some efforts in the Navigator to help some of our businesses at this time. We are going to be posting on Facebook and our website in the next few days what businesses in Halfmoon have delivery service and things of that nature to try and help businesses in need. We want to focus on that because everybody is taking a beating.

Additionally, I was speaking to the Highway Superintendent about the Spring Cleanup and we may consider postponing it or cancelling it altogether. We want to give it a couple more weeks and see what goes on first.

A number of events have been cancelled. Yellow Ribbon Day has been cancelled. At some point after this is over and we want to have an event like that, we can but at this point they are all cancelled. No public gatherings whatsoever per the order of the Governor, CDC and President Trump.

The most critical groups that we need to pay attention to is our seniors. We have made exhaustive efforts to make sure that the needs of our seniors are being met including calling those that are members of our Senior Center and those that we are aware that are in need. We did have a senior today that was in need of groceries and were able to provide him with food pantry items. The Deputy Supervisor is leading that charge with the Recreation Department to get an ample food pantry together in case the needs arise. We don't know if our Senior Bus services may have to get suspended. It is currently on a limited basis and strictly for confirmed doctors' appointments and secondly for shopping for groceries. If it comes to that point that we need to stop the service that is where I think the bigger issue will be. We are taking exhaustive efforts to do all that we can to prepare for that.

I am asking the Board based upon some of the food shortages to authorize completing the Sysco application for credit to acquire necessary items for our seniors as needed and for me to sign any and all documents subject to the review and approval of the Town Attorney.

Refer to Resolution # 140-2020

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

As of right now Rec signups are cancelled. We will reevaluate and do something later on-line or by mail. That will be pushed out to April 25th.

Supervisor Tollisen: I believe the Rec Director has put that out on Facebook and the website that the Town is still anticipating holding that plan but we are delaying signups for the time being by at least 3 weeks.

John Wasielewski (Town Board Member): (1) Chair of Ethics Committee, (2) Chair of Committee on Emergency Services and Public Safety (Emergency Corps, Fire Department, Police, (3) Co-Liaison to Planning Board

Perhaps no other time in history has there been has there been a health emergency like the one that we are experiencing. I'd like the residents to be aware that the Town's Emergency Management Plan and the Town's Emergency Management Coordinator and the Supervisor have put us in the best possible position that we can be. We are actively monitoring this on a daily basis.

Jeremy Connors (Town Board Member): (1) Co- Liaison to Planning Board; (2) Chair of Business and Economic Development Committee (4) Chair of Parks and Athletic Organizations

Excused

Eric Catricala (Town Board Member): (1) Animal Control, (2) Liaison to Trails and Open Space Committee, (3) Zoning Board Liaison, (4) Chair for Not For Profit Organizations

Well said. My only thought is that I hope the loss of life is way lower than what they are saying and maybe this is an opportunity to bring families closer together and reunite families.

Supervisor Tollisen: I can say that last night when I got home and had a few minutes, we played a couple rounds of cards. It didn't last too long with the cheating going on.....

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

I just wanted to reiterate what you have already said about the senior bus service. Our office is extremely busy answering questions as they are getting nervous and their supplies are getting low. We are doing all that we can to take care of our seniors for rides, food and whatever their needs are.

Supervisor Tollisen: Lynda, I want to complement your office as they have gone above and beyond for the seniors. We have made every effort to get the seniors on the home meal delivery program offered by the county. They are doing a fantastic job keeping our seniors calm and knowing that we are there to help them is a huge part of it. So hence the critical importance of the food pantry items that we need to get under our belts and make sure that we have ample supplies. So thank you, Lynda.

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

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

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

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

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

CORRESPONDENCE

1. Received from the Town Planning Board Resolutions approved at the March 9, 2020 meeting: Change of Use/Tenant Applications for Window Genie, 21 Solar Drive and for T&T CarfinderLLC, 461 Route 146.

Received & Filed

2. Received from the Clifton Park-Halfmoon Memorial Post No. 1498, a letter of thanks to Supervisor Tollisen for his intervention with Walmart permitting the VFW to carry out their twice yearly Poppy Drive.

Received & Filed

3. Received from NYS Department of EnCon a Notice of Complete Application to Abele Builders, Inc. for the Abele-Betts Farm on Betts Lane, Halfmoon for Clean Water Act Water Quality Certification.

Received & Filed

NEW BUSINESS

RESOLUTION NO. 124-2020

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

RESOLVED, that the Town Board approves the minutes of Town Board Meeting of March 4, 2020 as presented.

RESOLUTION NO. 125-2020

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

RESOLVED, that the Town Board approves to approve minutes of the Special Town Board Meeting of March 15, 2020 as presented.

RESOLUTION NO. 126-2020

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

RESOLVED, that the Town Board authorizes the Supervisor of Buildings & Grounds to hire up to 6 seasonal parks laborers for the 2020 season starting April 1, 2020 through September 30, 2020, per the review and approval of the Town Supervisor.

RESOLUTION NO. 127-2020

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

WHEREAS, the Town Board of the Town of Halfmoon is cognizant of their obligation to be fiscally responsible when determining the appropriate disposition of equipment that is no longer of use to the Town; and

WHEREAS, the Town has consistently sought an effective way to insure that obsolete equipment is disposed of in a manner that garners the most return on the original investment made to obtain the equipment; and

WHEREAS, the Supervisor of Buildings & Grounds has determined that a 2013 Toro Z3000 Zero Turn Mower currently owned by the Town of Halfmoon is equipment that should be sold or otherwise disposed of as it is no longer of use to the Town; and

WHEREAS, the Town has an Agreement with Auctions International to place equipment that is no longer of use to the Town out for bid; and

WHEREAS, the Supervisor of Buildings and Grounds has the training and experience to determine what items should be placed on the Auction website and what items should be otherwise disposed; and

WHEREAS, the Town Clerk is hereby authorized to remove the equipment from the Town's Asset Inventory list and insurance coverage;

NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. That the Supervisor of Buildings and Grounds may dispose of a 2013 Toro Zero Turn Mower by placing it on Auctions International.
2. That the Town Clerk shall update both the Town's Asset Inventory list and insurance coverage

3. That this Resolution shall take effect immediately.

DATED: March 18, 2020

LYNDA BRYAN TOWN CLERK,
TOWN OF HALFMOON

RESOLUTION NO. 128-2020

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

RESOLVED, that the Town Board approves the proposal from Amsure Insurance for the Town insurance coverage from carrier New York Municipal Insurance Reciprocal, for all coverage (Property, General Liability, Auto, Public Officials, etc.) in the amount of \$143,206.49 for the renewal period of March 1, 2020 through March 1, 2021, subject to review and approval of the Town Attorney.

RESOLUTION NO. 129-2020

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

RESOLVED, authorizing the Highway Superintendent to apply for eligibility to utilize the Office of General Services Federal Surplus Property Program, subject to the review and approval of the Town Attorney.
Resolution introduced by Highway Superintendent Pingelski

RESOLUTION NO. 130-2020

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

RESOLVED, that the Town Board hereby appoints Mike Ruff as a part time Laborer at the Transfer Station at Grade 2 Step 5 Pay \$18.78/hr.

RESOLUTION NO. 131-2020

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

RESOLVED, that the Town Board authorizes the Supervisor to execute any documents necessary to effectuate the receipt of the \$10,000 awarded by Saratoga County for the rehabilitation of the Crescent Park Trail consisting of resurfacing the existing stone dust surface with asphalt, subject to the review and approval of the Town Attorney.

RESOLUTION NO. 132-2020

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

RESOLVED, that the Town Board authorizes the Supervisor to sign the contract with EMTech, Energy Management Technologies, for semi-annual testing, inspections, technical support and software services/upgrades for the Building Automation System (BAS) for a term of three years with a not to exceed amount of \$2,535.00 for year one, \$2,535.00 for year two, and \$2,690.00 for year three, per the review and approval of the Town Attorney.

RESOLUTION NO. 133-2020

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

RESOLVED, that the Town Board approves the Bond Resolution authorizing the financing of improvements and other costs related to the construction and extension of water infrastructure for the Old Champlain Canal water main extension in the amount of \$3,000,000.00.

Councilman Hotaling: This is for one of the options on the bid correct? There was two add alt. and I wanted to make sure that this is only for one add alt.

Attorney Murphy: Yes, you already awarded the bid with the one add alt,

Supervisor Tollisen: This is the bonding for the approval.

RESOLUTION NO. 134-2020

Offered by Councilman Wasielewski, seconded by Councilman Catricala: Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Wasielewski, & Catricala
Resolution introduced by Judge Fodera

RESOLVED, that the Town Board appoints Jay Trombley as a part time Guard at Grade 6 Step 1 at \$21.03/hr. effective immediately.

Councilman Hotaling: We have guards?

Supervisor Tollisen: With respect to the County, we have reclassified the position to a guard based upon their recommendation so there is no need for a test.

RESOLUTION NO. 135-2020

Offered by Councilman Wasielewski, seconded by Councilman Catricala: Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Wasielewski, & Catricala
Resolution introduced by Judge Fodera

RESOLVED, that the Town Board appoints Alissa Mastropietro as a part time Guard at Grade 6 Base Pay \$20.61/hr. effective immediately.

Councilman Hotaling: One's pay is more.

Attorney Murphy: One has been there longer.

Councilman Hotaling: That is what I was wondering. Thank you.

RESOLUTION NO. 136-2020

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

Resolution introduced by Supervisor Tollisen

RESOLVED, that the Town Board authorizes payment to Francis & Company in the not to exceed amount of \$3,621.58 for First Garden Development Limited Partnership (Halfmoon Heights MHP) for analysis of appraisal and supporting documents, pretrial preparation, trial testimony and any related services on a time plus expense basis at the rate of \$175 per hour, \$1,400 per day or fraction thereof for testimony, plus out of pocket expenses at cost including mileage at \$0.55 per mile. The invoices for these services shall be divided equally between the Town of Halfmoon and the Shenendehowa Central School District.

RESOLUTION NO. 137-2020

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

RESOLVED, that the Town Board authorizes payment to Francis & Company in the not to exceed amount of \$3,000 for Kogstat Family Limited Partnership (Vosburgh MHP) for analysis of appraisal and supporting documents, pretrial preparation, trial testimony and any related services on a time plus expense basis at the rate of \$175 per hour, \$1,400 per day or fraction thereof for testimony, plus out of pocket expenses at cost including mileage at \$0.55 per mile. The invoices for these services shall be divided equally between the Town of Halfmoon and the Shenendehowa Central School District.

RESOLUTION NO. 138-2020

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

RESOLVED, that the Town Board hereby modifies the Town of Halfmoon Employee Manual relating to compensation and use of accruals to comply with Executive Order No. 202.4 issued in accordance with Executive Order No. 202 Declaring a Disaster Emergency in the State of New York, subject to the review and approval of the Town Attorney. The Board further grants the Town Supervisor the authority to make modifications to the employee manual as necessary to comply with the Executive Orders of the Governor of the State of New York.

RESOLUTION NO. 139-2020

Offered by Councilman Wasielewski, 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 authorizes the Comptroller to make the attached Creations of Appropriations.

A resolution is necessary to create the following budget amendment of appropriations and revenues in the Special Revenue Fund for engineering fees for on-site quality inspections. These funds are developer's monies held in escrow by the Town in a regular checking account and used for the payment of costs for that particular project. This resolution is necessary to comply with proper accounting procedures as set forth by NYS Department of Audit and Control.

DEBIT:	Estimated Revenues	25-510	\$7,936
	Subsidiary: Home & Community Services		
	25-4-2189.00		\$7,936
CREDIT:	Appropriations	25-960	\$7,936
	Subsidiary: Engineering Contractors Inspections		
	25-5-1440.40		\$7,936

Information Only: The above was derived from the following breakdown of charges to be paid on March 26, 2020 Abstract for engineering and related fees.

NAME	AMOUNT
Betts Farm	\$1,080.00
Brookwood Subdivision PH II	\$3,076.00
Creek View Estates	\$720.00
Frank Warehouse	\$540.00
Garden Gate Plaza	\$900.00
Woodloch Residential	\$1,620.00
Total	\$7,936.00

2019 Creation:

A resolution is necessary to close the budgetary accounts for the Crescent Park/Terminal Road- Car Top Boat Launch project. This project was funded by the NYS Canal Corporation 2015 CFA Canalway Grant Program in the amount of \$100,000 and matched by the Town with Recreation Fees held in the Special Revenue Fund. The final project budget was \$198,927.80 with a cost to the Town in the amount of \$99,463.89. The project extended the Crescent Park Trail, regraded the existing gravel parking area, constructed 11 paved parking spaces (including 2 ADA spots), installed a floating ADA accessible commercial kayak launch and completed other site improvements.

DEBIT:	Appropriations	35-960	\$200,000
	Subsidiary: Spec Rec Facilities-Boat Launch		
	35-5-7180.20		\$200,000
CREDIT:	Estimated Revenues	35-510	\$200,000
	Subsidiary: Interfund Transfers		
	35-4-5031.00		\$100,000
	Culture & Recreation, Capital Projects-Grant		
	35-4-3897.00		\$100,000

2019 Creation:

A resolution is necessary to close the budgetary accounts for the Waterfront Connection Railroad Crossing project. The original project scope was scaled back due to increased costs by the railroad since project inception. The project was funded by a Saratoga County grant in the amount of \$11,250 and with Recreation Fees held in the Special Revenue Fund in the amount of \$6,482.05 for a total project cost of \$17,732.05. The project extended pavement of trail to the ROW, installed culvert pipe, installed ADA pads to crosswalks, installed signs and pavement markings to form a crosswalk.

DEBIT:	Appropriations	35-960	\$102,045
	Subsidiary: Culture & Recreation- Trails		
	35-5-7150.21		\$102,045
CREDIT:	Estimated Revenues	35-510	\$102,045
	Subsidiary: Interfund transfers		
	35-4-5031.00		\$90,795
	Capital Projects, Other Governments-Grant		

35-4-2397.00

\$11,250

RESOLUTION NO. 140-2020

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

RESOLVED, that the Town Board authorizes the Supervisor to complete the Sysco application for credit to acquire necessary items for our seniors as needed and for the Supervisor to sign any and all documents necessary, subject to the review and approval of the Town Attorney.

Supervisor Tollisen: I wish all of resident to stay healthy and heed the warnings posted by the Town's Facebook page, the CDC, Saratoga County Public Health and be aware of everything that is around you and stay healthy.

PUBLIC COMMENT (for discussion of non-agenda items) No one came forward

There being no further business to discuss or resolve, on a motion by Councilman Wasielewski and seconded by Councilman Catricala, the meeting was adjourned at 7:16 pm.

Respectfully Submitted,

Lynda A. Bryan, Town Clerk