

**The January 02, 2014 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  
Walter F. Polak, Councilman  
Paul L. Hotaling, Councilman  
John P. Wasielewski, Councilman  
Daphne V. Jordan, Councilwoman  
Lyn A. Murphy, Town Attorney  
Matthew J. Chauvin, Deputy Attorney  
Lynda A. Bryan, Town Clerk

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 2014.

#### **RESOLUTION NO. 1**

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

**RESOLVED**, that the Town Board appoints Kevin J. Tollisen, Chairperson of the Town Board for the year beginning 1/1/14 through 12/31/14.

*{Resolutions organize the Town of Halfmoon for the year 2014; appoint employees; set salaries/hourly rates, beginning January 1, 2014 (unless otherwise specified) to be paid on a bi-weekly basis (unless otherwise specified).*

#### **RESOLUTIONS 2-20 WILL HAVE A ROLL CALL VOTE AT THE END OF THE READING OF THE ORGANIZATIONAL AGENDA.**

#### **RESOLUTION NO. 2**

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

**Approved by vote of the Board: Ayes: Tollisen, Polak, Hotaling, Wasielewski & Jordan**

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

Bonnie Hatter, Budget Officer, salary \$1,500 (paid in December)  
Walter F. Polak, Deputy Town Supervisor, salary \$1,349

Town Board to serve on committees and/or as liaison for the Town Board for the year 2014

a) Walter Polak; 1) Liaison to Planning Board, 2) Liaison to Zoning Board, 3) Chair of Zoning Review Committee, 4) Chair of Personnel

b) Paul Hotaling; 1) Chair of Parks & Recreation, Infrastructure (Water, Highway, Building & Maintenance), 2) Committee on Not for Profit Organizations and Character Counts, 3) Committee on Baseball/Athletic Organizations

c) John Wasielewski; 1) Chair of Ethics Committee, 2) Chair of Committee on Emergency Services and Public Safety (Emergency Corps, Fire Department, Police, Animal Control), 3) Chair of Committee on Resident Relations

d) Daphne Jordan; 1) Chair of Business and Economic Development, 2) Chair of Insurance (Liability and Medical), 3) Liaison to Open Space and Trails Committee

e) Lynda Bryan; 1) Chair of Senior Programs, 2) Chair of Committee on Historical Archives

Elected Town Officials, salary:

Supervisor, Kevin J. Tollisen, \$49,167

Council: Walter Polak, John Wasielewski, Paul Hotaling, Daphne Jordan, \$11,643 (each)

Justice: Lester Wormuth, Katherine Suchocki - \$29,229 (each)

Town Clerk, Lynda Bryan, Records Access Officer; Records Management Officer- \$50,507

Superintendent of Highways & Transfer Station, John Pingelski, Jr. - \$70,168

Receiver of Taxes, Karen Pingelski, - \$22,952

Lyn A. Murphy, Town Attorney, two-year term, 1/1/12 –12/31/14 - Grade 15, Step 7 - \$95,346

Matthew Chauvin, Deputy Town Attorney, Grade 10, Step 5 - \$39,371

Kimberly Martin, Provisional Principal Clerk, Grade 5 Step 2 - \$18.55/hr.

### **RESOLUTION NO. 3**

**Approved by vote of the Board: Ayes: Tollisen, Polak, Hotaling, Wasielewski & Jordan**

**RESOLVED**, that the Town Board authorizes the Town Board to approve salaries for employees in Supervisor's office.

Nelson Ronsvale, Grant's Coordinator, Grade 8, Step 6 - \$55,477

Bonnie Hatter, Director of Finance, Grade 10 Step 5 - \$62,993

Lisa Perry, Confidential Secretary to the Supervisor, Grade 6 Step 7 - \$23.39/hr.

Terri Russell, Payroll Clerk, Grade 3 Step 6 - \$17.33/hr

Kathy Dougherty, part time Account Clerk Typist, Grade 2 Step 5 - \$15.03/hr.

Carol Cooper, Provisional Employees Services Clerk, Grade 3 Step 5, \$16.74/hr.

### **RESOLUTION NO. 4**

**Approved by vote of the Board: Ayes: Tollisen, Polak, Hotaling, Wasielewski & Jordan**

**RESOLVED**, that the Town Board authorizes the Town Board to approve salaries for employees in Town Clerk's office.

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

Laurie Sullivan Senior Deputy Town Clerk & Deputy Registrar of Vital Statistics, Grade 5 Step 9 - \$48,086

Sharon Phelps, Deputy Town Clerk & Sub-Registrar of Vital Statistics, Grade 3 Step 8 - \$38,939

Lynda Bryan, Registrar of Vital Statistics, salary \$1,500

### **RESOLUTION NO. 5**

**Approved by vote of the Board: Ayes: Tollisen, Polak, Hotaling, Wasielewski & Jordan**

**RESOLVED**, that the Town Board authorizes the Town Board to approve salaries for employees in Town Justice's office:

Marlene A. Carey, Clerk to the Town Justice, Grade 4 Step 8 - \$42,992  
Cathy Leggett, Court Clerk, Grade 3 Step 8 - \$18.65/hr  
Ann Marie Trumball, part-time Court Clerk, Grade 1 Step 1 - \$12.94/hr.  
Thomas Goodwin, part-time Court Officer, Grade 6 Base Pay - \$16.95/hr.  
Jacqueline Bigelow, Court Clerk, Grade 3 Step 7 - \$17.93/hr  
Greg Burke, part-time Court Officer, Grade 6 Step 6 - \$19.56/hr  
Christine Phillips, Clerk to the Town Justice, Grade 4 Step 9 - \$44,711  
Judith Crawford, part-time Clerk, Grade 1 Base Pay - \$12.69/hr  
Dan Kuhn, part-time Court Officer Grade 6 Step 3 - \$17.99/hr  
Jeffrey Decatur, part-time Court Officer Grade 6 Step 5 - \$18.90/hr

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

#### **RESOLUTION NO. 6**

**Approved by vote of the Board: Ayes: Tollisen, Polak, Hotaling, Wasielewski & Jordan**

**Supervisor Tollisen Abstained from voting on the G.A. Bove Fuels portion of the resolution.**

**RESOLVED**, that the Town Board authorizes the Town Board to set salaries for Highway Department employees and approve Highway Department resolutions.

William Bryans, Jr. Deputy Highway Superintendent, Grade 8 Step 6 - \$55,477  
Sandra McBride, Account Clerk, Grade 2 Step 7 - \$17.42/hr

#### **WORKING SUPERVISORS:**

William Suchocki, Grade 7, Step 7 - \$24.99/hr  
Michael Hickok, Grade 7 Step 6 – \$24.15/hr  
Raymond Anuszewski, Grade 7 Step 2 - \$21.77/hr.

#### **AUTOMOTIVE MECHANICS:**

Courtney Maxwell, Grade 6 Step 7 - \$23.29/hr  
Dennis R. Ayotte, Jr., Grade 6 Step 5 - \$21.84/hr.

#### **MEO:**

Thomas Ceremuga, Grade 5 Step 11 - \$25.39/hr  
Janice Espey, Grade 5 Step 7 - \$21.29/hr  
Bruce Betts, Grade 5 Step 7 - \$21.29/hr  
Andrew Jerome, Grade 5 Step 7 - \$21.29/hr  
Derek Pingelski, Grade 5 Step 7 - \$21.29/hr  
Shane Liberty, Grade 5 Step 6 - \$20.57/hr  
Kenneth Robbins, Jr., Grade 5 Step 6 - \$20.57/hr  
Brian Selig, Grade 5 Step 1 - \$18.18/hr.  
Dennis Landry, Jr. Grade 5 Step 2 - \$18.55/hr  
Edward Ceremuga, Jr., Grade 5 Step 6 - \$20.57/hr  
Seren Lambertsen, Grade 5, Step 8 - \$22.14/hr  
Kyle Andrus, Grade 5 Base Pay - \$17.83/hr.  
Kurt Schneider, Grade 5, Step 5 - \$19.88/hr

#### **LABORERS:**

Paul Ucci, Grade 2 Step 2 - \$15.17/hr

MEO to work only when needed at current Grade and Step: James McBride, Grade 5 Step 6 - \$20.57/hr; Gene Morrissey Grade 5 Step 4 - \$19.39/hr

Part-time Highway Laborer to work only when needed at current Grade and Step: Raymond Keller, part time, Grade 3, Step 2 - \$15.10

Authorize Superintendent of Highways to post Town highways for a four-ton load limit, during spring thaw, at his discretion when necessary.

Authorize Superintendent of Highways to post Stop Signs at his discretion when necessary

Authorize Superintendent of Highways to utilize the Asphalt Concrete, Rock Salt and Unleaded Gas bids as awarded by G.A. Bove Fuels, Mechanicville, New York for the year 2014.

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

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

Henry Pelo, part-time Transfer Station attendant, Grade 1 Step 8 - \$15.76; & John C. Porter, part-time Grade 1 Step 6 - \$14.64 /hr to work during transfer station hours as set.

Authorize any highway department employee to work at the Transfer Station when unexpected vacancy occurs at discretion of the caretaker, to be paid current hourly rate

#### **RESOLUTION NO. 7**

**Approved by vote of the Board: Ayes: Tollisen, Polak, Hotaling, Wasielewski & Jordan**

**RESOLVED**, that the Town Board authorizes the Town Board to approve Town employee resolutions:

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

Authorize Town departments to utilize bids awarded by the County of Saratoga and/or State of New York and/or Federal contracts for the year 2014.

All part time employees are employed on strictly a part time basis working 20 hours per week or less depending on the needs of the position or as assigned by the Town Supervisor.

Authorize Town Supervisor to enter into agreement with Saratoga Corporate Care, Saratoga Springs for membership for random drug testing program for 2014, at annual cost of \$100 for administrative costs.

#### **RESOLUTION NO. 8**

**Approved by vote of the Board: Ayes: Tollisen, Polak, Hotaling, Wasielewski & Jordan**

**RESOLVED** that the Town Board authorizes the Town Board to approve wages for employees in Receiver of Taxes office, Assessor's office and Buildings.

Deputy Receiver of Taxes, Kiva Cropsey Grade 3 Step 5 - \$34,952

Jo-Ann Smith, Assessor, Grade 8 Step 3 - \$51,018

Lisa Ackley, Senior Assessment Clerk, Grade 2 Step 2- \$15.17/hr

Amy Phelps, Provisional part-time Data Collector, Grade 2 Step 1 \$13.75/hr. not to exceed 28 hours per week

Assessment Board of Review Member, \$30.00 hourly by payroll.

Harold Robbins, Building Maintenance Mechanic, Grade 5 Step 6 - \$20.57/hr  
James McBride, Sr., Building Maintenance Mechanic, Grade 5 Step 6 - \$20.57/hr  
Brian Zusy, part-time Cleaner, Grade 1 Step 6 - \$14.64/hr

#### **RESOLUTION NO. 9**

**Approved by vote of the Board: Ayes: Tollisen, Polak, Hotaling, Wasielewski & Jordan**

**RESOLVED**, that the Town Board authorizes the Town Board to approve wages for Water Department employees.

Frank Tironi, Superintendent of Water/Director of Sewer & Building Maintenance Supervisor Grade 11 Step 10 - \$85,679 + \$8,843= \$94,522  
Sean McCarthy, Water Maintenance Supervisor, Grade 8 Step 9 - \$29.74/hr  
Scott Houle, Water Maintenance Worker, Grade 7 Step 7 - \$24.99/hr  
Frank Brammer, MEO, Water department Grade 5 Step 8 - \$22.14/hr  
Gene Morrissey, MEO, Water Department, Grade 5 Step 4 - \$19.39/hr  
William Robitaille, Water Plant Operator Grade 7 Step 6 - \$24.15/hr  
Ronald Fellows, Water Department Laborer, Grade 2 Step 6 - \$16.83/hr  
Cindy Jensen, Account Clerk typist, Water department Grade 2 Step 8 - \$18.11/hr

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

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

#### **RESOLUTION NO. 10**

**Approved by vote of the Board: Ayes: Tollisen, Polak, Hotaling, Wasielewski & Jordan**

**RESOLVED**, that the Town Board authorizes the Town Board to approve all Zoning, Planning, Code and various employee and committee appointments, and further resolution authorizing 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.

Raymond Rose, Zoning Board Chairman, \$517.00 annually paid in December.  
Raymond Rose, Zoning Board Member 1/1/14 through 12/31/18  
George Hansen, Zoning Board Member 1/1/10 through 12/31/14  
Allan Tedrow, Zoning Board Vice Chair 1/1/11 through 12/31/15  
Scott Brennan, Zoning Board Member 1/1/12 through 12/31/16  
Jeff Burdyl, Zoning Board Member 1/1/14 through 12/31/17  
Zoning Board Members, \$248.00 Mileage Stipend annually paid in December.  
Richard Harris, Provisional Director of Planning, Grade 9, Step 6, \$59,740;  
Department Manager  
Paul Marlow, Provisional Planning/Storm Water Management Technician, Grade 7  
Step Base, \$43,689  
Lindsay Zepko, Part time Planner \$25.00/hour  
John Ouimet, Planning Board Chairman, \$2,295 annually paid in December.  
J. Marcel Nadeau, Planning Board Member, 1/1/08 through 12/31/14  
John Higgins, Planning Board Member, 1/1/09 through 12/31/15  
Thomas Ruchlicki, Planning Board Member, 1/1/10 through 12/31/16  
Richard Berkowitz, Planning Board member, 1/1/11 through 12/31/17  
Donald Roberts, Planning Vice Chair, 1/1/12 through 12/31/18

John Ouimet, Planning Board Member, 1/1/13 through 12/31/19  
Lois Smith - Law, Planning Board Member, 1/1/14 through 12/31/20  
Robert Partlow, Alternate Planning Board Member, 7/20/13 through 12/31/14  
Margaret Sautter, Alternate Planning Board Member, 7/20/13 through 12/31/14  
Planning Board Members, \$918.00 annually, paid in December  
Mildred Pascuzzi, Senior Typist, Grade 2 Step 6 - \$16.83/hr  
Douglas Mikol, part-time Personal Computer Tech, Grade 13 Step 9 - \$30.31/hr  
Beth Abramson, Animal Control Officer, Grade 4 Step 7 - \$41,338  
Steffen Buck, Director of Code Enforcement & Emergency Coordinator, Grade 9  
Step 7 - \$61,831  
David Milkiewicz, Code Enforcement Officer Grade 6 Step 6 - \$22.60/hr  
John C. Cooper, Jr., Fire/Code Enforcement Officer Grade 7 Step 7 - \$24.99/hr  
Denise Mikol, Senior Typist, Grade 2 Step 9 - \$18.84/hr  
Dr. Barry Constantine & Dr. Harry Miller, Health Officers, salary \$500.00 each.  
Ellen Kennedy, Historian salary, \$2,500.  
Eileen Pettis, Director of Senior Center, Grade 7 Step 7 - \$52,179  
Gale Hayner, part-time clerk, Grade 1 Step 6 - \$14.64/hr  
Michael Buonanno, part-time Clerk, Grade 1 Step 3 - \$13.47/hr

Substitute Senior Express Chauffeurs, to work only as needed, paid hourly rate;  
Julia McHargue, Grade 3 Step 9 - \$18.75/hr; Linda Sabourin, Grade 3 Step 7 -  
\$17.34/hr; Art Hayner, Grade 3, Step 7 - \$17.34/hr; Donald Espey, Grade 3 Step 6 -  
\$16.75, and Highway Department employees to work only in an emergency.  
Raymond Keller, part-time Senior Van Chauffer, Grade 3, Step 2 - \$15.10  
Amanda Smith, full- time Provisional, Recreation Director, Grade 5 Step 6 - \$42,955  
Paul Maiello, Recreation Maintenance Supervisor; Grade 5 Step 8 - \$46,236  
Matt Hickok, Recreation Maintenance Worker, Grade 3 Step 6 - \$17.33/hr Trails  
and Open Space Committee Members: Henrietta O'Grady, Matthew Shea, Sandra  
Rohner, Paul Maiello, Chair, Brian Knowles, Jim Bold and Heather Fisher.  
Cande Barger, Recreation Bus Driver, \$14.07 hourly  
Dennis O'Brien, Recreation Bus Driver, \$10.88 hourly

Appoints to three (3) year terms, John Wasielewski, Chair, Scott Fischer,  
expires 2014, Beverly McBride, expires 2015, to the Ethics Board for the Town of  
Halfmoon for the year 2014, meetings to be held on a per needed basis.

#### **RESOLUTION NO. 11**

**Approved by vote of the Board: Ayes: Tollisen, Polak, Hotaling, Wasielewski &  
Jordan**

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

District:

1 & 6 -	West Crescent Firehouse;
2 & 4 & 13 -	Halfmoon Town Hall
3 & 18-	Hillcrest Fire Company
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 they are to be paid \$200.00, per district, for other than Town  
owned buildings for the year.

#### **RESOLUTION NO. 12**

**Approved by vote of the Board: Ayes: Tollisen, Polak, Hotaling, Wasielewski &  
Jordan**

**RESOLVED**, that the Town Board approves the functions for the Town:

Authorize Supervisor to secure safe deposit box for the Town of Halfmoon at First National Bank of Scotia and authorize its use by the Supervisor, Director of Finance & Payroll Clerk.

Funds under authorization of Town Supervisor, Town Justice Wormuth, Town Justice Suchocki, Town Clerk, Receiver of Taxes and Recreation department to be deposited in First National Bank of Scotia, 1<sup>st</sup> Niagara, and JP Morgan Chase Bank.

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

Authorize that Town Officials collecting money from persons doing business in the Town of Halfmoon 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 Director of Finance for those persons who can prove that it was through no fault of their own that a check was returned for insufficient funds.

2014 Planning Board Fee Schedule (also including PDD and Variance application fees)  
Site Plan = \$.40/SF

Subdivision = \$150/lot; Amendments to approved subdivisions after final approval, including project name changes: Minor Subdivisions (amendments) = \$250; Major Subdivisions (amendments) = \$500 flat fee or \$150/lot of the increased/reduced number of lots, whichever is greater

Special Use Permit = \$250; except for two-family residential (duplex) structures, which require a \$250 base fee plus an additional \$100/dwelling unit

Home Occupation = \$100

Sign = \$100 first sign; \$50 each additional sign

Change of Tenant/Change of Use: Change of Tenant with no Change of Use = \$150; Change of Tenant with a Change of Use or Change of Use only (no Change of Tenant) = \$250

Planned Development District (Town Board): New PDD application = \$2,000; Amendments to existing PDDs, including a name change = \$1,000

Planned Development District Recommendation (Planning Board): New PDD application = \$500; Amendments to existing PDDs, including a name change = \$250

Variance: Residential = \$125; Commercial = \$200

Telecommunications Tower/Antenna Co-location: New tower = \$2,500; Co-location = \$250 (Requires a Local Law amendment to Section 154-6 of the Town Code)

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

COMMERCIAL BUILDING PERMIT FEES WITH 5%)  
INCREASE FOR 2014

Type of Permit	Fee
MINIMUM COMMERCIAL PERMIT FEE	\$233 to \$245
New Commercial Buildings	* (Area) x .75 x (Construction Factor) x .0047 x 1.21
Change of Tenant	\$233 to \$245
Lawn Sprinkler	\$233 to \$245
Electrical Work	\$233 to \$245
Solar Panel	\$233 to \$245
Generator	\$233 to \$245

Demolition	\$233 to \$245
Blasting	\$233 to \$245
Tent/Special Event	\$233 to \$245
Sewer/Septic	\$174 to \$183
Operational Hazard	\$88 to \$92
Soil Disturbance	\$292 to \$307
Mass Gathering	\$350 to \$383
Sign	\$61 Minimum Charge or \$1.21 per sq. foot

RESIDENTIAL BUILDING PERMIT FEES WITH 5% INCREASE FOR 2014

Type of Permit	Fee
MINIMUM RESIDENTIAL FEE	\$58 to \$61
New Homes	*(Area) x 75 x .67 x .0047 x 1.21
Garage	*(Area) x 75 x .20 x .0047 x 1.21
Basement	*(Area) x 75 x .40 x .0047 x 1.21
Addition	\$58 to \$61
Decks	\$58 to \$61
Sheds and Gazebos	\$58to\$61
Lawn Sprinkler	\$58 to \$61
Pool and Hot Tubs	\$58 to \$61
Electrical Work	\$58 to \$61
Car Port and Pole Barn	\$58 to \$61
Furnace Replacement	\$58 to \$61
Solar Panel	\$58 to \$61
Generator	\$58 to \$61
Mobile Home Replacement	\$58 to \$61
Mobile Home Park Sheds	\$6 No Inc
Demolition Permit	\$88 to \$92
Fireplace	\$47 to \$49
Sewer/Septic	\$17 to \$18
Soil Disturbance Permit	\$292 to \$307

\*Fee based on 2002 BOCA  
(Building Officials/Code  
Administrator International)  
"Type of Construction Permit  
Fee Schedule" X 1.21

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

Appoint Department Managers, at no additional compensation: Bonnie Hatter, Director of Finance; Jo Ann Smith, Assessor; Frank Tironi, Superintendent of Water; Beth Abramson, Animal Control, Raymond Rose, Chairman Zoning Board of Appeals; Frank Tironi, Building Maintenance Supervisor; Richard Harris, Director of Planning, Paul Maiello, Recreation Maintenance Supervisor, Nelson Ronsvale, Grants Coordinator, Steffen Buck, Director of Code Enforcement, Amanda Smith, Director of Recreation, Eileen Pettis, Director of Senior Center, Douglas Mikol, Personal Computer Tech.

Authorize Supervisor, Town Board Members, Town Clerk, Deputy Town Clerks, Recreation Director and Assistant Recreation Director, Clerks and Secretary to Supervisor, Director of Code Enforcement, Code Enforcement Officers, Director of Water, Justice/Court Clerks, Assessor, Assistant Assessor, Tax Data Collector, Receiver of Taxes, Deputy Receiver of Taxes, Director of Finance, Finance Dept. Staff, Board of Assessment Review members, Building & Development Administrator, Senior Director, Building Maintenance Worker, Building



Maintenance Mechanic, Recreation dept.: summer secretary, Senior Planner, Planner, Grants Coordinator, Grants Department Staff to voucher for mileage at rate established by the IRS when using personal vehicle for Town business.

All elected officials & all Town employees shall be paid every second Friday for the previous two weeks worked with the first payroll beginning January 1, 2014 that all employees who are paid on an hourly basis turn in their hours every second Monday.

All 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.

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

Authorize Town to join the Association of Towns for 2014.

Authorize the Town to continue with Health Insurance coverage with CDPHP stating that the Towns contract is still in effect until March 31, 2014.

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

The following holidays will be observed by Town of Halfmoon employees for year 2014:

New Year's Day, Tuesday, January 1  
Martin Luther King Day, Monday, January 20  
Presidents Day, Monday, February 17  
Good Friday, Friday, April 18 @ Noon  
Memorial Day, Monday, May 26  
Independence Day, Friday, July 4  
Labor Day, Monday, September 1  
Columbus Day, Monday, October 13  
Veterans Day, Tuesday, November 11  
Thanksgiving Day, Thursday, November 27  
Day after Thanksgiving, Friday, November 28  
Christmas Eve Wednesday, December 24  
Christmas Day, Thursday, December 25  
New Year's Eve, Wednesday, December 31 @ noon

The Town of Halfmoon Benefit Package, which includes Health Insurance policy, is approved for 2014 with changes to be effective 1/1/14; set stipend amount for employees who elect not to benefit from Health Insurance option offered by the Town in 2014 will be \$1000 per year if eligible for family coverage or \$500.00 per year if eligible for single coverage, prorated monthly.

Per Employee Manual, Employee Pager & Cell Phone User:

Town Supervisor	Council
Animal Control Officer	Recreation Maintenance Worker
Confidential Secretary to the Supervisor	Building Maintenance Mechanic
Water Maintenance Supervisor	Highway Superintendent
Recreation Maintenance Supervisor	ComputerTechnicalNetwork Specialist
Deputy Animal Control Officer	Director of Code Enforcement
Director of Code Enforcement	Buildings Laborer
Code Enforcement Officers	Highway Working Supervisors
Highway Account Clerk	Part-time Cleaner
Highway Department Mechanic	Senior Van Drivers
Senior Van Substitute Driver	Water Treatment Plant Operator

Authorize the Supervisor to sign annual renewal permits such as the DEC Stream Disturbance Permit, etc., and authorize 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 and to further authorize the Supervisor to sign annual Nutrition Agreement with Saratoga County, annual contract with Saratoga County Animal Shelter (within budgeted amounts) and to apply for employees through Employment and Training, Workfare, Inmate Labor or any other programs that provide employees not paid with town funds.

The official mailing addresses for the Town are, 2 Halfmoon Town Plaza, Halfmoon, New York, 12065; Receiver of Taxes, address is 2A Halfmoon Town Plaza, Halfmoon, New York 12065; Town Justices, 1 Halfmoon Town Plaza, Halfmoon, New York 12065, Town website: [www.townofhalfmoon.org](http://www.townofhalfmoon.org)

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 Board members and a copy be posted on the Clerk's bulletin board.

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

Set Board meetings in the Town of Halfmoon, to be held at the Town Hall, 2 Halfmoon Town Plaza, as follows:

- a) Town Board meetings held first and third Wednesday of each month at 7:00 pm except: Wednesday, May 7th at 2:00 pm,
- b) Zoning Board of Appeals, first Monday of month at 7:00 pm.
- c) Planning Board, second & fourth Monday of month at 7:00 pm.
- 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) Open Space & Trails Committee: Jan. 13 & Mar. 17 at 7:00 pm.
- h) Zoning Review Committee: 3<sup>rd</sup> Thursday of month

Authorize 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 authorized by resolution of Town Board.

#### **RESOLUTION NO. 13**

**Approved by vote of the Board: Ayes: Tollisen, Polak, Hotaling, Wasielewski & Jordan**

**RESOLVED**, that the Town Board appoints the firm of Clough, Harbour and Associates to provide engineering services to the Town of Halfmoon for the year 2014 on a case by case basis by separate resolutions, or, if a resolution is not required, by written letter agreement with the Supervisor and authorize the Supervisor to enter into contract on behalf of the Town of Halfmoon with Clough, Harbour and Associates, subject to the review and approval of the Town Attorney.

#### **RESOLUTION NO. 14**

**Approved by vote of the Board: Ayes: Tollisen, Polak, Hotaling, Wasielewski & Jordan**

**RESOLVED**, that the Town Board approves Town agreements and contracts and authorize the Supervisor to execute:

CAPTAIN be paid \$86,000, Saratoga Center for the Family be paid \$6,000, Care Links be paid \$11,500, whenever funds are available for 2014, and YMCA Agreement for 2014-2015 be paid \$10,000.

Resolution to authorize entering into Specialized Law Enforcement Service Agreement with the County of Saratoga Office of the Sheriff for a term of one year, in the not to exceed amount of \$201,379 for the year 2014.

## **RESOLUTION NO. 15**

**Approved by vote of the Board: Ayes: Tollisen, Polak, Hotaling, Wasielewski & Jordan**

**RESOLVED**, that the Town Board authorizes the Supervisor to issue recreation fee refunds only when the amount exceeds \$25. Fees in the amount of less than \$25 will not be reimbursed.

## **RESOLUTION NO. 16**

**Approved by vote of the Board: Ayes: Tollisen, Polak, Hotaling, Wasielewski & Jordan**

**RESOLVED**, that the Town Board authorizes the Supervisor to provide an allocation of \$300 per year for clothing and \$100 per year for safety footwear for all full time employees who are mandated by their job descriptions to engage in outdoor field work including: Animal Control, Water Department, Code Enforcement Department, Building Department, and Parks Department. Part time employees who are mandated to engage in outdoor field work may also receive safety footwear, if necessary, every two years. Highway Department and Transfer Station employees will have the same safety footwear allocation of \$100 per year for full time employees and part time employees, if necessary, every two years.

## **RESOLUTION NO. 17**

**Approved by vote of the Board: Ayes: Tollisen, Polak, Hotaling, Wasielewski & Jordan**

**RESOLVED**, that the Town Board authorizes the 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 Supervisor is authorized to offer the employee an increase in salary/rate as determined appropriate by the Town Supervisor.

## **RESOLUTION NO. 18**

**Approved by vote of the Board: Ayes: Tollisen, Polak, Hotaling, Wasielewski & Jordan**

**RESOLVED**, that the Town Board to appoints Lynda Bryan as Records Management Officer (RMO).

## **RESOLUTION NO. 19**

**Approved by vote of the Board: Ayes: Tollisen, Polak, Hotaling, Wasielewski & Jordan**

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

## **RESOLUTION NO. 20**

**Approved by vote of the Board: Ayes: Tollisen, Polak, Hotaling, Wasielewski & Jordan**

**RESOLVED**, that the Town Board appoints the Town Supervisor as the Fair Housing Officer.

**Supervisor Tollisen:** There have been a few changes in the Organizational Minutes. Number one, you will note that Miss Hatter is going to be appointed my Budget Officer at a salary at \$1,500. There was a line item for the Town Supervisor of \$3,000. The other \$1,500 that is not being allotted here will be allotted for security for Town Board meetings, and I am going to say Town Board meetings in such a matter as necessary in the discretion of either Planning Board, Zoning Board, or whatever town meetings are, if we feel security is necessary, there will be security as needed so that is coming out of that part of it. That is one change.

Also, you will note, I have reorganized a lot of the committee's that we have. I have set up a few new committees. Number one, I have set up a Resident Relations Committee, Mr. Wasielewski, I have asked to chair that. That will be forming very soon and will be working on ways to better communicate to residents and better ways to get information to them quicker.

Secondly, I have set up an insurance committee, Miss Jordan has been asked to chair that. The Insurance Committee will be looking at not only medical insurance costs with respect to the town but it will be looking at our liability insurance and putting that out to bid. Also new employee hires, looking at what costs are incurred when new employees come in.

Thirdly, is the Business Economic Development Committee which I am forming, I have asked Miss Jordan to Chair that. I will be working pretty extensively on that. That is going to do two items. Number one, it is going to look at working with our area businesses to maintain their existence and their success in Halfmoon. We don't want them leaving. Number two, ways to attract new businesses to our town, which obviously new business creates jobs, and growth, and identifying areas in town with our Zoning Review Committee and their recommendations where we can attract new businesses and where they should go.

These are really exciting committees that we have formed and I think as we are going, they are going to be excellent additions and hopefully make Halfmoon move forward even more.

## **RESOLUTION NO. 21**

Offered by Councilman Polak, seconded by Councilman Hotaling: Approved by the vote of the Board: Ayes: Polak, Hotaling, Wasielewski & Hayner

**Approved by vote of the Board: Ayes:**

**RESOLVED**, that the Town Board approve Resolutions 2-20 of the Town of Halfmoon Organizational Meeting

## **RESOLUTIONS 2-20 WILL HAVE A ROLL CALL VOTE**

Councilwoman Jordan	Aye
Councilman Wasielewski	Aye
Councilman Polak	Aye
Councilman Hotaling	Aye
Supervisor Tollisen	Aye, with the exception of item #6 pertaining to G.A. Bove Fuels, I am going to abstain from that, but the rest of the resolutions; aye