

The June 04,2025 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-Excused
Jeremy W. Connors, Councilman
Eric A. Catricala, Councilman
Kelly L. Catricala, Town Clerk
Lyn A. Murphy, Town Attorney
Cathy L. Drobny, Deputy Town Attorney

PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE

COMMUNITY EVENTS:

The “BUY A BRICK” Program: for the Halfmoon Veterans Walk of Honor at the Halfmoon Veterans Memorial in the Town Park is now accepting orders. Create a lasting tribute for your veteran. For more information, please call 371-7410 ext. 2200 or visit our website www.townofhalfmoon-ny.gov.

FARMER’S MARKET: Every Wednesday from 3:00 pm to 6:00 pm outside in Abele Park. Come visit our local farms, crafters, and vendors that will be on hand every week.

HALFMOON COMPREHENSIVE PLAN UPDATE PAGE: is live at www.planhalfmoon.com. Visit the website to find out more about the Halfmoon Comprehensive Plan Update.

TOWN OF HALFMOON HISTORICAL BUILDING: Historian Lynda Bryan, has announced that the Halfmoon Historical Building will be open Saturday, June 7th & Wednesday, June 11th 2025 10 am -1:00pm and invites all to visit to view the current displays. The Historical Building is also open by appointment. Please contact Lynda Bryan, Historian at 518-371-7410 Ext. 2331 or lbryan@townofhalfmoon.org. Volunteers Needed for upcoming events: *200th Anniversary of the Erie Canal and 250th Anniversary of the Revolutionary War*.

CONCERT IN THE PARK: Halfmoon Celebrations Association, Inc. presents Concert in the Park, Featuring the band Country Steel. Friday, July 11th, 2025 6:30 pm to 9:00 pm at the Halfmoon Town Park, 162 Route 236, Halfmoon, NY 12065. This is a free event; however, donations are greatly appreciated. There will be a 50/50 raffle. Bring a lawn chair, blanket, snacks (Alcohol Is prohibited on Town Property), and your dancing shoes! Visit www.halfmooncelebrations.org for more information.

MOVIE NIGHT IN THE PARK: Halfmoon Celebrations Association Inc. presents Movie Night in the Park, Friday, July 25th, 2025 8:15 pm at the Halfmoon Town Park, 162 Route 236, Halfmoon, NY 12065. This is a free event; however, donations are greatly appreciated. Bring a lawn chair, blanket, snacks (Alcohol is prohibited on Town Property). Visit www.halfmooncelebrations.org for more information

CONCERT IN THE PARK: Halfmoon Celebrations Association, Inc. presents Concert in the Park, Featuring *The British Vinyl Band*, Friday, August 8, 2025 6:30 pm to 9:00 pm at the Halfmoon Town Park, 162 Route 236, Halfmoon. Bring your lawn chairs, blankets; dinner; snacks, (Alcohol is Prohibited on Town Property) and your dancing shoes and enjoy songs you love from across the Pond 1963-1973. Visit www.halfmooncelebrations.org for more information.

TOWN MEETINGS:

***If a Monday meeting falls on a holiday, the meeting will be held the next day (Tuesday).**

- **Town Board: 1st and 3rd Wednesday of the month at 7:00 PM**
Pre-meeting at 6:15 PM
- **Zoning Board of Appeals: 1st Monday* of the month at 7:00 PM**
Pre-meeting at 6:45 PM
- **Planning Board: 2nd and 4th Monday* of the month at 7:00 PM**
Pre-meeting at 6:15 PM
- **Trails & Open Space Committee: 3rd Monday* of the 3rd month at 7:00 PM,**
unless otherwise announced.

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) Co-Liaison to Comprehensive Plan Update Committee.

Councilman Hotaling: .I have nothing this evening.

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.

Councilman Wasielewski- Excused

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

Councilman Connors: I have nothing this evening.

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.

Councilman Catricala: I have nothing this evening, thank you.

Kelly L. Catricala: (Town Clerk)

Town Clerk Catricala: I have no report this evening, thank you.

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

Lyn Murphy, Esq., (Town Attorney) I would ask for the Board's indulgence to pass a resolution to authorize spending \$750.00 for the Quilts of Valor. The quilters work together to honor our veterans with quilts to honor their service to our country.

RESOLUTION NO.180-2025

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

**Resolution authorizing the Supervisor to enter into an agreement with the Southern Saratoga County Quilters for Quilts of Valor for Veteran's.
Resolution Introduced by Town Supervisor Tollisen**

Resolved that the Town Board hereby authorizes the Supervisor to enter into an agreement with the Southern Saratoga County Quilters for Quilts of Valor for Veteran's who create quilts with the intention of attempting to ease the tension and the impacts of serving our country by providing comfort through awarding a specially made quilt to our Veterans in the not to exceed amount of \$750 and authorizes the Supervisor to execute said agreement, subject to the review and approval of the Town Attorney.

Cathy Drobny, Esq. (Deputy Town Attorney) I have no report, thank you

PUBLIC COMMENT (For Discussion of Agenda Items) No one came forward, no one was online.

DEPARTMENT REPORTS

DEPARTMENT MANAGER MONTHLY REPORTS (Can be viewed at the Town Clerk's Office) Assessor, Buildings and Grounds, Recreation

CORRESPONDENCE

1. Received from the Town of Halfmoon Planning Board, Resolutions approved at the May 12, 2025 meeting.
Received & Filed

2. Received from New York State Department of Transportation, their notification to Town of Halfmoon Highway Superintendent Bill Bryans, of Project in Design Development Traffic Signal Rebuild in which intersection of Route 9 and Route 911P Crescent Vischer Ferry Road/CR99 Church Hill Road in Halfmoon will have Traffic Signals built; replacing the existing Traffic Signal. Anticipated project construction completion will be in 2026 or 2027, with no expectation of significant impact on operations at the intersection.
Received & Filed

OLD BUSINESS

NEW BUSINESS

RESOLUTION NO.175-2025

**Offered by Councilman Connors, seconded by Councilman Catricala: Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Connors, Catricala. Wasielewski - Excused
Resolution Introduced by Town Clerk Catricala**

RESOLVED, that the Town Board approves the Minutes of the Town Board Meeting of May 21, 2025.

RESOLUTION NO.176-2025

**Offered by Councilman Connors, seconded by Councilman Hotaling: Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Connors, Catricala. Wasielewski - Excused
Resolution Introduced by Personal Computer Tech Mikol**

RESOLVED, that the Town Board authorizes the Supervisor to enter into an agreement with Matrix Communications, in the not to exceed amount of \$1,000.00, to implement a Spectrum/Ring Control System as detailed in the proposal dated May 27, 2025, and authorize the Supervisor to execute any documents necessary to effectuate the Agreement, subject to the review and approval of the Town Attorney.

RESOLUTION NO.177-2025

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

Resolution Introduced by Superintendent of Highways Bryans

RESOLVED, that the Town Board authorizes the Supervisor to enter into an agreement with MJ Engineering, Architecture, Landscape Architecture, and Land Surveying, P.C. to provide professional services associated with a proposed crosswalk on Werner Road at its intersection with Cold Springs Drive consistent with proposal No. 2025119 dated March 14, 2025, in the not to exceed amount of \$2,400.00 and to authorize the Supervisor to sign any documentation necessary to complete the work, subject to the review and approval of the Town Attorney

RESOLUTION NO. 178-2025

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

Resolution Introduced by Supervisor Tollisen

RESOLVED, that the Town Board authorizing the Supervisor to enter into an Amended Agreement with Snyder Printer to provide printing services for the 2025 Summer edition of the Halfmoon Navigator in the not to exceed amount of \$7,744.00, subject to the review and approval of the Town Attorney.

RESOLUTION NO.179-2025

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

Resolution Introduced by Comptroller Sullivan

RESOLVED, that the Town Board authorizes the Comptroller to make the attached Creation of Appropriations.

PUBLIC COMMENT (for discussion of non-agenda items) Hearing none, motion to adjourn.

ADJOURN

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 7:03 pm.

Respectfully Submitted,

Kelly L. Catricala Town Clerk

Matrix Communications

Phone: 315.451.4777
Fax: 315.451.4847
17 Technology Place
Syracuse, NY 13057



Quote
No.: 1678
Date: 5/27/2025

Prepared for:

Halfmoon, Town of
2 Halfmoon Town Plaza
Halfmoon, NY 12065 U.S.A.

Prepared by: Valerie Glowacki
Account No.: 4279
Phone: (518) 371-7410

Quantity	Part Number	Description	UOM	Discount	Sell	Total
Implement Spectrum/Ring Central System						
Extract data from NEC system, compile, and input into Ring Central Account.						
Work with Town as needed to obtain further information.						
8.00		Labor - Standard Hourly Rate	HR	\$0.00	\$125.00	\$1,000.00

Your Price: \$1,000.00
Total: \$1,000.00

Prices are firm until 8/25/2025 Terms: Due Upon Receipt

Prepared by: Valerie Glowacki, vglowacki@matrixcommunications.com
NYS Vendor ID#1000044693

Date: 5/27/2025

Accepted by: _____ Date: _____

Disclaimer
NYS Vendor ID#1000044693

Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate.

All agreements contingent upon strikes, accidents, severe weather conditions, or conditions beyond our control.

Additional labor and material not included in this document include, additional support to troubleshoot connectivity issues, poor workmanship issues, that are the result of Customer networks, Local Exchange Carrier, Long Distance, ISP providers.

Circumstances not disclosed in writing to Matrix Communications prior to configuration design, i.e., asbestos contamination, core drilling, special permits, hazardous working conditions, second or third shift working hours, will be billed additional.

Owner to carry fire, tornado and other necessary insurance upon above work. Workmen's Compensation and Public Liability Insurance on the above work to be taken out by Matrix Communications.

SENT VIA EMAIL ONLY

March 14, 2025

Kevin Tollisen, Town Supervisor
Town of Halfmoon
2 Halfmoon Town Hall Plaza
Halfmoon, NY 12065
ktollisen@townofhalfmoon.org



Re: Cold Springs Drive at Werner Road Crosswalk
Town of Halfmoon
MJ Proposal No. 2025119 for Engineering Services

Dear Supervisor Tollisen:

MJ Engineering, Architecture, Landscape Architecture, and Land Surveying, P.C. (MJ) is pleased to provide the Town of Halfmoon (Town) this proposal for professional services associated with a proposed crosswalk on Werner Road at its intersection with Cold Springs Drive (Project). The project will include a safety evaluation of the proposed pedestrian crossing, evaluation of advisory signage on Werner Road, and development of a concept plan for recommended improvements. MJ's project understanding and associated Scope of Services are included below.

PROJECT UNDERSTANDING

Based upon information provided by Bill Bryans via email, MJ understands the following:

- The Town is interested in installing a marked crosswalk with the appropriate advanced warning signage to connect Cold Springs Drive to the Maple Leaf Childcare Center.
- A speed study is currently being conducted by others. The results are not yet available.
- The Town requested an evaluation of appropriate advisory and regulatory signage along Werner Road in the vicinity of the Cold Springs Drive intersection.

Based upon the above understanding, MJ offers the following Scope of Services for your consideration.

SCOPE OF SERVICES

Task 01: Engineering Site Visit & Existing Conditions Analysis

1. MJ will visit the site to observe existing conditions and features adjacent to Werner Road that have potential to affect a crosswalk design.
2. Sight distance to the proposed crosswalk location will be evaluated.
3. Design criteria for Werner Road will be determined as needed to support a review of the crosswalk location. At a minimum, this will include the minimum sight distance for the roadway classification.



21 Corporate Drive
Clifton Park, NY 12065



518.371.0799
mj@mjteam.com
mjteam.com



Fishkill, NY
Levittown, NY
Picatinny, NJ
Melbourne, FL



Task 02: Recommendation Letter and Concept Plan

MJ will complete the following under Task 02:

1. Prepare a summary of the existing condition findings, provide recommendations for pedestrian safety at the proposed crossing and a description of advisory sign requirements. A summary of related guidance will be included, from sources such as the MUTCD, AASHTO, and the NYSDOT Highway Design Manual.
2. Prepare one (1) conceptual plan showing the recommended improvements and sign locations.
3. The Recommendation Letter and Concept Plan will be provided to the Town for review and consideration.

ASSUMPTIONS

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

1. The Town will provide the speed study results to MJ upon receipt to inform this evaluation.
2. Previously collected MJ4D data, images and available orthoimagery will be utilized for the Conceptual Plan.

TASKS NOT INCLUDED IN THIS PROPOSAL

The following efforts are excluded from this scope of services:

1. Topographic or boundary survey
2. Utility location services
3. Cost estimating
4. Pedestrian counts
5. Crash analysis
6. Traffic or pedestrian signal design
7. Preparation of bid plans or documents

SCHEDULE

MJ is prepared to begin work on the project upon receiving notice to proceed and will submit the Recommendation Letter within three (3) weeks.



Werner Road Crosswalk at Cold Springs Drive
March 14, 2025
Page 3 of 3
Proposal No. 2025119

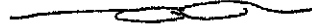
FEE

MJ is proposing to complete Tasks 1 and 2 for a Not to Exceed fee of \$2,400. The effort will be billed to the Town in accordance with the contract requirements under code MJ964.08, Miscellaneous Engineering.

SUMMARY

Thank you for the opportunity to provide a proposal for this project. If the above scope of work is acceptable, please execute and return the Authorization to Proceed below in accordance with the Master Services Agreement between MJ and the Town. We look forward to completing this important safety improvement project for the Town. 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: Bill Bryans
Paula Wait
Laurie Sullivan
Lyn Murphy
File

AUTHORIZATION TO PROCEED

In accordance with the Consultant Master Services Agreement dated **January 1, 2025** between MJ and the Town, I hereby authorize MJ Engineering, Architecture, Landscape Architecture, and Land Surveying, P.C. to proceed with the scope of services as described above.


Kevin Tollisen, Town Supervisor


Date

SNYDER 691 River Street
Troy, NY 12180
P 518-272-8881
F 518-272-8935
PRINTER snyderprinter.com

Town of Halfmoon New York
324 Route 146
2 Halfmoon Town Plaza
Halfmoon, NY 12065

05/29/25
Estimate: 67969

Dear Kate,

We are pleased to provide you with the following quotation:

Description: Navigator Newsletter - 24 Page Self Cover - Summer 2025

Size: 17 x 11 (Flat) - 8.5 x 11 (Finished)

Number of Pages: 24 Page Self Cover

Artwork: Electronic File Supplied (Press Ready PDF)

Bleeds: NO

Proofs: PDF Proof for Approval

Stock: 70# Satin Text - White

Inks: 4 Color Process Throughout

Other: Printing 20 Micron Staccato Screening

Bindery: Fold Signatures

Bindery: Saddle Stitch & Trim to 8.5 x 11

Other: Pack for Mailing (Everyday Door Direct Mail - EDDM)

Other: Process and Mail 14,338 (Residential ONLY) - 3 Zip Codes - 19 Routes

Other: This # may change when we run the lists again the week of 6/16/25.

Other: Postage Additional - \$ 3,069.55 - Approximate

Delivery: 150 to: Supervisor's Office - Town of Halfmoon (Via: Snyder Van)

Delivery: 14,338 to: USPS

Quantity: 14,517

Price: \$7,744.00

Thank you for this opportunity.

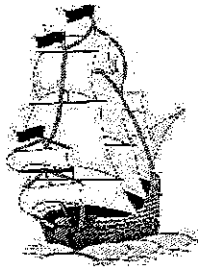
Sincerely,

Dean Snyder

Paper based on current pricing, subject to change. Unless otherwise stated, this proposal is subject to acceptance of the standard printing trade customs, terms and conditions as designated on a separate sheet to be provided upon request.

Supervisor
Kevin Tollisen

Town Board
Paul Hotaling
John Wasielewski
Jeremy W. Connors
Eric Catricala



TOWN of HALFMOON

**2 HALFMOON TOWN PLAZA
HALFMOON, NY 12065
COUNTY OF SARATOGA**

(518) 371-7410 Ext. 2200 · Fax (518) 371-0936

DATE: June 4, 2025

TO: Town Board
Town of Halfmoon

FROM: Laurie Sullivan
Comptroller

SUBJECT: Creation 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:	Revenues	25-980	\$32,227.50
	Subsidiary: Home & Community Services		
		25-4-2189.00	\$32,227.50
CREDIT:	Appropriations	25-960	\$32,227.50
	Subsidiary: Engineering Contractors Inspections		
		25-5-1440.40	\$32,227.50

Information Only: The above was derived from the following breakdown of charges to be paid on June 5, 2025, Abstract for engineering and related fees.

<u>NAME</u>	<u>AMOUNT</u>
Hank's Hollow	\$ 8,457.50
Dawson Senior Center	\$ 18,685.00
Summit Ridge/Tribley	<u>\$ 5,085.00</u>
Total	\$ 32,227.50