

The October 01, 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, Deputy Town Supervisor
John P. Wasielewski, Councilman
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 518-371-7410 ext. 2200 or visit our website www.townofhalfmoon-ny.gov.

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

THANKSGIVING FOOD DRIVE: Beginning Monday September 22, 2025 through November 21, 2025 donations will be collected and made into baskets and delivered to local seniors and families in need. Items needed are: Instant Potatoes, Stuffing Mix; Dessert Mix; Canned Cranberries and Vegetables; Soup/Soup Mix; Gravy/Gravy Mix. For more information, please contact Jim Hayes, Recreation Director at 518-371-7410 Ext. 2272.

TOWN OF HALFMOON HISTORICAL BUILDING: Historian Lynda Bryan invites all to visit and view the current display at the Town Hall, which features the Commemoration of the 200th Anniversary of the opening of the Erie Canal.

On October 15, 2025, the Seneca Chief will be stopping in the Town of Halfmoon at the Crescent Park on the banks of the Mohawk. More information will be coming on this exciting event!

The Historical Building is also open by appointment. Please contact Lynda Bryan, Historian at 518-371-7410 Ext. 2331 or lbryan@townofhalfmoon.org. Volunteers are needed for upcoming events: *200th Anniversary of the Erie Canal and 250th Anniversary of the Revolutionary War*.

SONS OF THE AMERICAN LEGION SQUADRON 1450: Will be having a Breakfast Buffet on Sunday, October 19, 2025 8:00 am to 11:30 am. Adults \$12.00, Children (Under 12) \$3.00 and buffet includes: Scrambled Eggs, Home Fries, Pancakes, Bacon, Sausage, Toast, Coffee and Orange Juice. Please contact the American Legion Post#1450 275 Grooms Road, Halfmoon at 518-371-4463 for more information.

DUCK HUNTING VISCHER FERRY NATURE PRESERVE: The Preserve in Clifton Park will be officially closed to recreational users but open for duck hunters in designated areas from October 13th to October 19th, 2025. Hunters must register prior to entering the preserve at the Clifton Park Town Clerk's Office at the corner of Clifton Park Center & Vischer Ferry Roads. Hunters must show their driver's license, hunting license, duck stamp, and vehicle registration. Any questions, please call the Clifton Park Town Clerk's office at 518-371-6681 during business hours Monday - Friday 9:00 am to 5:00 pm and Thursdays until 7 pm.

TRUNK OR TREAT: Saturday, October 25, 2025 4:00 pm to 6:00 pm at the Halfmoon Town Park, 162 Route 236 , Halfmoon. Local businesses and community groups will provide Treats from decorated trunks. Trick or Treaters will stay in the car and drive around the decorated park. Dress up in your favorite costume and join us for Halloween Family Fun! For more information contact: Jim Hayes, Director Halfmoon Recreation 518-371-7410 Ext. 2272.

TRAILS AND OPEN SPACE COMMITTEE MEETING: Monday, October 27, 2025 at 7:00 PM.. The Trails and Open Space Committee is a volunteer working group appointed by the Town Board. Its purpose is to allow for continuing citizen input and advisory commentary for future trail and open space plans or projects for the Town of Halfmoon. Please Visit the Town website at townofhalfmoon-ny.gov for further 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)

Supervisor Tollisen: Thank you to our Comptroller and her team for the submission of the Tentative Town Budget for 2026. The Town Budget is a fully balanced budget as it is every year in the Town of Halfmoon. I'm very proud of the job that has been done to submit this for the Town Board's review. It is available for public view as well.

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 no report this evening, thank you Mr. Supervisor.

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: No report this evening, Thank you Mr. Supervisor.

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: Thank you Mr. Supervisor, the Halfmoon Baseball will be doing their 2026 travel try-outs that will be held at the Halfmoon Town Park on October 11th at 10 am to 11:30 am with two sessions. Please go to halfmoonbaseball.com for additional information. That is all I have, thank you.

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): 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 have no report this evening, thank you.

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

PUBLIC COMMENT (For discussion of agenda items) No one came forward.

DEPARTMENT REPORTS

DEPARTMENT MANAGER MONTHLY REPORTS (Can be viewed at the Town Clerk's Office) Buildings & Grounds, Senior Express, Water Department

CORRESPONDENCE

1. **Received** from Town of Halfmoon Planning Board, their resolutions passed at the September 8, 2025 Planning Board Meeting.

Received & Filed

2. **Received** from Town of Clifton Park their Notice of Proposed Zoning Amendment- Definition of "Short-Term Rental" (Chapter 208)

Received & Filed

3. **Received** from Halfmoon Fire District #1 (Hillcrest), their Notice of Public Hearing on the Proposed 2026 District Budget.

Received & Filed

4. **Received** from from Halfmoon Planning Board their Resolutions passed at the September 22, 2025 Planning Board Meeting.

Received & Filed

5. **Received** from the Clifton Park-Halfmoon Fire District #1 their proposed 2026 budget and Notice of Public Hearing for the Proposed 2026 Fire District Budget, to be held Thursday, October 23, 2025 at 7:00 pm at the firehouse located at 38 Old Route 146 in Clifton Park.

Received & Filed

6. **Received** from the Halfmoon-Waterford Fire District #1 their proposed 2026 Fire District Budget, and Notice of Public Hearing to be held on Monday, October 20, 2025 at 6:00 pm. The hearing will be held at the Firehouse located at 315 Middletown Road, Waterford, NY 12188.

Received & Filed

7. **Received** from West Crescent Fire District, their proposed 2026 Fire District Budget and Notice of Public Hearing on the proposed budget, to be held on Thursday October 23, 2025 at 7:00 pm at the West Crescent Fire Station, 1440 Crescent Road, Clifton Park, NY 12065.

Received & Filed

8. **Received** from the Comptroller, Laurie Sullivan, the filing of the 2026 Tentative Town of Halfmoon Budget documentation and transmitted to the Town Board.

Received & Filed

9. **Received** from the NYS Department of Public Service, their notification from NYSEG, who proposes to increase its electric delivery charges and close certain walk-in offices.

On October 7, 8, and 16, 2025 the Commission will hold a series of in-person public statement hearings as well as two virtual public hearings on October 21, 2025 to seek input and comments from the community regarding the proposed rate increases. For further information, please visit www.dps.ny.gov.

Received & Filed

OLD BUSINESS

NEW BUSINESS

RESOLUTION NO.264-2025

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

Resolution Introduced by Town Clerk Catricala

RESOLVED, that the Town Board approves the Minutes of the Town Board Meeting of September 17, 2025.

RESOLUTION NO.265-2025

Offered by Councilman Connors, seconded by Councilman Catricala: 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 authorizes the Town Clerk's Office to send a letter to the New York State Department of Transportation requesting that a street light be added on Route 236 at the intersection with Betts Road.

RESOLUTION NO.266-2025

Offered by Councilman Connors, seconded by Councilman Hotaling: Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Wasielewski, Connors, & Catricala
Resolution Introduced by Superintendent of Water and Building Maintenance Supervisor Tironi

RESOLVED, 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 the extension Of the water main on Ushers Road between the intersection with Tabor Road and Carey Road, consistent with the proposal submitted by MJ Engineering dated September 25, 2025, in the not to exceed amount of \$418,000.00 with a total project amount to be determined after bidding the detailed engineering, cash advances to be utilized from the Water or the General fund 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. 267-2025

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

Resolution Introduced by Personal Computer Tech Mikol

RESOLVED, that the Town Board hereby authorizes the Supervisor to enter into an agreement with ABS Solutions, LLC, to provide fiber patch cables and support pursuant to proposal No. 46205 dated 8/25/2025 in the not to exceed amount of \$277.00 and further authorizes the Supervisor to execute said agreement, subject to the review and approval of the Town Attorney.

RESOLUTION NO.268-2025

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

Resolution Introduced by Superintendent of Highways Bryans

RESOLVED, that the Town Board authorizes the Superintendent of Highways to purchase a 2025 Felling Trailer pursuant to Sourcewell Contract 092022-FTS in the not to exceed amount of \$17,188.00 from Tracey Road consistent with the proposal dated 9/16/2025 and to authorize the Town Supervisor to execute any documentation necessary to effectuate the purchase, subject to the review and approval of the Town Attorney.

RESOLUTION NO.269-2025

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

Resolution Introduced by Town Supervisor Tollisen

RESOLVED, that the Town Board hereby recognizes Andy Gilpin for his dedication and service as the Executive Director of Captain Community Human Services.

Supervisor Tollisen: I would just like to say from the Town Board's perspective that Andy Gilpin is truly a gentleman. He has been a fantastic director at Captain and has done a remarkable job. He is a true friend to the community, going above and beyond, and he wears his emotions on his sleeve a lot. You could not ask for a more dedicated person to have led Captain. Congratulations to Andy on his service, we do wish him well on his health. We will do a framed resolution of this to provide to Andy with our thanks.

RESOLUTION NO.270-2025

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

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)

Lynda Bryan, Halfmoon Town Historian: Lynda Bryan, 1 Parr Way Halfmoon. As far as the Historian goes, there are a lot of cool things happening. Right now we are in the middle of the 200th anniversary of the Erie Canal opening, and they have made a replica of the original boat, The Seneca Chief, which came from Buffalo and trailed all through the Erie Canal in 1825 to NY Harbor. The replica left Buffalo on

September 24th and it is making its way down here. On October 14th they will be in Schenectady and then travelling to Halfmoon before hitting Waterford. Probably around 12-12:30 pm they will be at the Crescent Park, and we have lunch planned as well as other festivities, along with a great big Halfmoon welcome! This coincides with the 250th of the Revolutionary War, and last night I was given a schedule which I will leave with you, on October 11th, and 12th, there will be a scheduled series of events for the Saratoga Siege Weekend, and that will entail the Saratoga Battlefield, Phillip Schuyler's House, the monument, and they will end all the events on Sunday the 12th with a free event where the Navy Band will be playing at SPAC! Gates open at 1:00 pm and the concert will start at 2:00 pm. Thank you, I hope you all can attend.

ADJOURN

There being no further business to discuss or resolve on a motion by Councilman Connors and seconded by Councilman Wasielewski, the meeting was adjourned at 7:08 pm.

Respectfully Submitted,

Kelly L. Catricala Town Clerk



September 25, 2025

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

Re: Ushers Road Water Main Extension
MJ Proposal No. 2025393 for Engineering Services

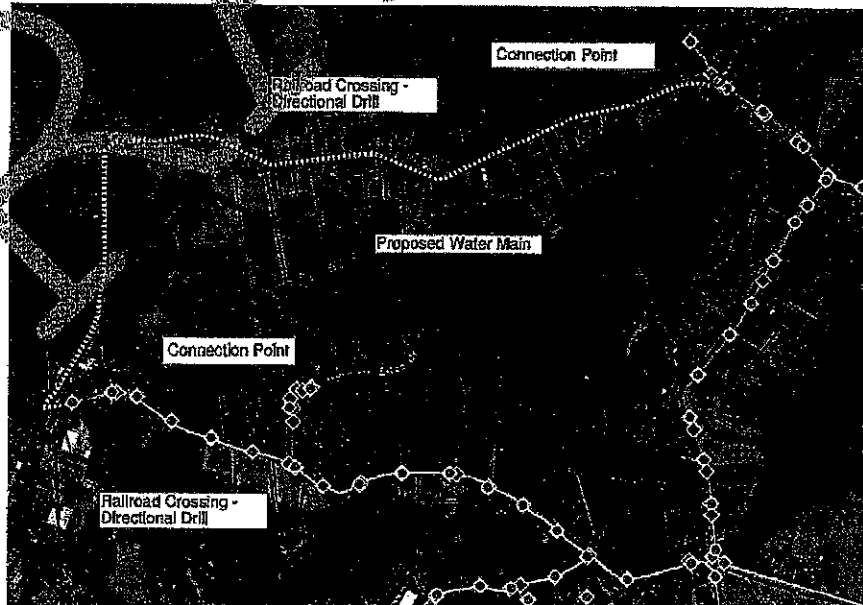
Dear Supervisor Tollisen:

MJ Engineering, Architecture, Landscape Architecture, and Land Surveying, P.C. (MJ) is pleased to provide the Town of Halfmoon (Town) with this proposal for engineering services associated with the extension of water main on Ushers Road between the intersection with Tabor Road and Cary Road. Based on previous discussions with the Town and MJ's project understanding, the associated Scope of Services are included below.

PROJECT UNDERSTANDING

The existing water distribution in the northern section of town currently terminates at the western end of Tabor Road, east of the Town of Halfmoon / Town of Clifton Park boundary. Another existing water main is located on Cary Road which conveys water from the Town's Goon Crossing Pump Station south into the Town's distribution system. With increased industrial development along Ushers Road, a water main extension is needed to connect these end points. The proposed water main connection will complete a loop which will also improve system hydraulics, increase redundancy, and provide alternate direction of flow.

The proposed project includes installation of approximately 11,000 linear feet of 12-inch DR11 high-density polyethylene (HDPE) water main, twenty-two (22) hydrants, and eleven (11) valves. A total of fifty-two (52) 1-inch water services will be installed from the new HDPE water main to serve the properties in this area. The proposed water main will be installed via horizontal directional drilling.



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Clifton Park, NY 12065



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mjteam.com



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



The new water main will connect to an existing 12-inch ductile iron pipe (DIP) water main east of the Tabor Road/Ushers Road Intersection. A tee and valve cluster will be installed at this intersection for a potential connection with the Clifton Park Water Authority if needed in the future. The new water main will connect to an existing 16-inch DIP water main in the Ushers Road/Cary Road Intersection. The new water main will be installed under the existing Canadian Pacific railroad and the Dwaas Kill at multiple locations on Ushers Road. The project boundary is shown in the adjacent figure.

SCOPE OF SERVICES

Task 01: Field Investigation

A. Topographic Survey and Mapping

MJ will obtain topographical survey data in support of the project which will include the following:

- Collect topographic survey data through conventional survey over the entirety of the project site. Sufficient data will be collected to prepare mapping with 1-foot contours.
- Establish control points and benchmarks throughout the project corridor to serve as project control. The horizontal datum will be referenced to the New York State Plane Coordinate System, East Zone on the North American Datum of 1983 (NAD83). The vertical datum will be referenced to the North American Vertical Datum of 1988 (NAVD88).
- Coordinate, prepare, and submit a design-ticket request for the project to document project site utilities. Project site utilities will be investigated on-site and documented based on visual identification and in conjunction with any information received from the design-ticket request (utility as built information) that will be incorporated into the project base mapping deliverable with the label Record Plan Only (RPO).
- Road rights-of-way, property boundaries, existing easements, and zoning setbacks will be shown on the base mapping, as defined by tax maps and/or record maps provided by the Town and correlated to any property monumentation recovered during a field survey, and/or surveyed features that correspond to record mapping. MJ will not be completing a formal boundary survey of the project work areas.
- Locate physical features within the project corridor including, but not limited to curbing, sidewalks, utility poles, culverts, manholes, streetlights, curb cuts, driveways and catch basins. Sanitary and storm structures will depict the elevations of the rims along with inverts and the size and directions of pipes. Underground utilities will be determined from observed surface evidence, record drawings obtained from the Town, and any mark out provided by contacting Dig Safe (Quality Level C).
- Existing electric, gas, and telephone conduits and structures will be shown on the mapping based on record information.
- Compile a base plan in AutoCAD Civil 3D 2024 format with 1' contours at a scale of 1" = 30' utilizing the data collected in the field and correlating utility records.



B. Geotechnical Investigation and Subsurface Condition Report

MJ, through our subconsultant, Atlantic Testing Laboratories, will complete a subsurface exploration and geotechnical investigation to obtain data for use in preparing construction documents associated with the proposed water main installation. The subsurface exploration and geotechnical investigation will include the following:

- Conduct a total of twenty-two (22) soil test borings along the proposed water main alignment to assess the soil properties, groundwater conditions, and presence of rock. The borings will be advanced in approximately 500-foot intervals along the proposed water main alignment to a depth of eight (8) to twenty (20) feet each, or to practical refusal, whichever is less. If practical refusal is encountered, the material may be cored at selected locations, a minimum of 5 feet using an NX-size core barrel (2-inch core diameter).
- Maintenance and protection of traffic consisting of signs and cones, will be provided during all boring activities along the proposed water main alignment. A highway work permit will also be obtained from the Town as needed for work conducted in the road right-of-way.
- Split spoon samples and Standard Penetration Testing will be performed continuously in the borings to the termination depth. Sampling will be conducted in accordance with ASTM D 1586 – *Standard Test Method for Penetration Test and Split-Barrel Sampling of Soils*.
- Recovery of soil samples from the test borings and visual classification of soils will be performed.
- Bore holes will be backfilled upon completion of drilling. Borings in pavement will be patched at the surface with cold-patch asphalt.
- Prepare a data report including the boring location plan, subsurface investigation and sampling methodology, description of subsurface soil and rock conditions and groundwater conditions, soil boring logs, and laboratory test results.

C. Wetland Delineation

- Conduct a full wetland delineation (data collection, boundary flagging, GPS mapping) along the approximately 2-mile project area on Ushers Road, including approximately 50-feet on either side of Ushers Road. Services include the collection of data regarding vegetation, soils, and hydrogeology at each wetland identified along the interceptor routing in accordance with criteria set forth in the 1987 Corps of Engineers Wetland Delineation Manual and the 2012 Interim Regional Supplement to the Corps of Engineers Manual: Northcentral and Northeastern Region.
- Prepare a Wetland and Stream Delineation Report which outlines the delineation procedures and the number, size, and characteristics of any wetlands identified along the preferred water main route. The report will also include a preliminary assessment of the potential jurisdictional status of all delineated wetlands.



Task 02: Design Phase Services

A. Preliminary Design

- Conduct a site walkthrough with the Town to review the project area and identify site features, conditions, and/or constraints that will affect the performance of the work to be completed, and as needed to develop design plans for bidding purposes.
- Collect and review available existing information for the water system, including available record mapping and Town GIS mapping.
- Review the results of the topographical survey, mobile mapping, and geotechnical investigation to identify critical features and/or constraints that may affect the design of the project.
- Prepare preliminary design drawings and technical specification outline for review and approval by the Town. The drawing set will include preliminary plan sheets for the proposed water main improvements and miscellaneous water and civil details, as applicable.
- Prepare a preliminary engineering report and submit to the Town and involved regulatory agencies for review and comment. The preliminary engineering report is expected to include the following:
 - Project overview and background information
 - Review of water system hydraulics in the vicinity of the proposed water main improvements
 - Discussion of temporary staging areas
 - Identification of applicable regulatory permits and approvals
 - Outline of drawings and specifications
 - Preliminary water main layout plans (no profiles)
 - Estimated construction schedule
 - Opinion of probable cost

B. Final Design

Following Town approval of the preliminary design drawings, MJ will prepare final bid and contract documents, including construction drawings, contract front-end documents, Division 1 specifications, and technical specifications. The bid and contract documents will include information required for contractors to bid, procure, install, and properly test equipment and components of the project. Design documents will conform to applicable State, County, and Local laws and codes for construction and bidding. It is assumed the work will be bid under one (1) General Construction Contract for the water main improvements. The anticipated plan set will include.

- Title Sheet
- General Notes, Legend, and Index



- Existing Conditions and Removals Plan
- Water Main Plan and Profiles
- Work Zone Traffic Control Plans
- Miscellaneous Water and Construction Details

MJ will also prepare a revised opinion of probable construction cost for the water main improvements based on the final documents prior to project bidding to ensure conformance with the project budget.

Task 03: Regulatory Agency Coordination

A. Agency Coordination

- Collect data relative to mapped wetlands and streams, ecological resources, listed threatened and endangered species and cultural resources. Data sources will include, but not be limited to, digital orthoimagery, New York Natural Heritage Program (NYNHP) correspondence for rare species, U.S. Fish and Wildlife Services (USFWS) data and correspondence, New York State Freshwater Wetland and Stream mapping, National Wetland Inventory (NWI) maps, USDA Soil Surveys, and NYS Office of Parks, Recreation and Historic Preservation (NYS OPRHP) data.
- Based on the results of the preliminary screening, prepare and submit coordination letters as needed to the NYNHP, USFWS, NYS OPRHP, NYSDEC, and USACOE.
- Identify required permits and approvals required for the project based on the responses generated from the agencies contacted and assist the Town in securing the required permits and/or approvals.

B. Permits and Approvals

Based on the results of Task 3 - Agency Coordination, MJ will prepare the required documentation, including NYS PE-stamped and signed plans, specifications, and required permit application forms to submit to the involved agencies. MJ will incorporate comments provided by the agencies into the contract documents. Based on a preliminary review of the project area and proposed scope of work, it is anticipated that the following permits and approvals will be required.

- **New York State Department of Health (NYSDOH)** - MJ will assist the Town in obtaining NYSDOH approval of the project. The final contract documents and DOH 348 - Application for Approval of Plans for Public Water Supply Improvement will be submitted to the NYSDOH for review and approval. Comments provided by the NYSDOH will then be incorporated into the final contract documents. Upon completion of the project, MJ will complete, stamp/sign, and submit the Engineer's Certification of Public Water Improvement Project Completion (DOH-5025) to the NYSDOH.
- **Town of Halfmoon Highway Work Permit** - MJ will coordinate with the Town of Halfmoon Highway Department during the preliminary and final design phases for work within the Town right-of-way along the project corridor. Plans and details of the work to be completed along Town roads will be submitted for review and approval. Comments provided by the Town will be incorporated into the final design and contract documents.



- **New York State Department of Environmental Conservation (NYSDEC)**

- **Freshwater Wetlands:** The NYSDEC Environmental Resource Mapper (ERM) indicates there are previously mapped surface waters in the vicinity of the project area, including the Dwaas Kill, Cooley Kill, Anthony Kill and associated wetlands. Horizontal directional drilling will be utilized to avoid any disturbance to these surface waters and their buffer areas. Bore pits will be strategically placed outside of surface waters and their buffer areas. In the event a bore pit must be placed within a wetland buffer area, an application will be submitted to NYSDEC for coverage under the Freshwater Wetlands General Permit GP-25-003, which authorizes the use of directional drilling in wetland adjacent areas for utility line replacement. NYSDEC has ten (10) days to review and respond to that application, and upon their approval, a Notice of Intent (NOI) is filed, and the project can begin.
- **Canadian Pacific Kansas City (CPKC) Railroad Crossing Permit/Approval** - MJ will assist the Town in obtaining a CPKC Utility permit application for directional drilling at two (2) Delaware & Hudson railway crossings. The final contract documents and required permit fee of \$3,000 will be submitted to CPKC (via Jones Lang LaSalle, Inc. (JLL)) for review and approval. Comments provided by the JLL/CPKC will then be incorporated into the final contract documents.
- **State Environmental Quality Review Act (SEQRA)** - This project appears to be a Type II Action under 6 NYCRR Part 617.5(c)(1) - "extension of utility distributions facilities including gas, electric, telephone, cable, water and sewer connections to render service in approved subdivisions or in connection with any action on this list;". Accordingly, MJ will prepare a Short Environmental Assessment Form (SEAF) for the project file, and no further coordination under SEQRA will be necessary.

Task 04: Bid Phase Services

- Provide construction documents to the Town in digital (PDF) format.
- Assist the Town in obtaining pricing from the designated contractor based on a previously awarded contract in accordance with General Municipal Law Section 103 (16).
- Notify potential bidders of advertisement publication and provide electronic contract documents (plans and specifications) to prospective bidders and contractor clearinghouses.
- Respond to prospective bidder's questions and prepare addenda to the contract documents, as required, to clarify bidder questions.
- Tabulate and evaluate the bids, review professional and financial references of low bidders, and prepare a recommendation letter to the Town for the contract award.

Task 05: Contract Administration Services

- Prepare and issue Notice of Award to the selected Contractor. Compile and review the contractual submittals, including bonds, insurance, and agreement and forward to the Town for execution.



- Coordinate, schedule, and attend a pre-construction conference, and prepare and distribute meeting minutes to attending parties.
- Review and process construction shop drawings and specifications submitted by Contractor for compliance with the design concept.
- Respond to construction-related questions raised by the Contractor.
- Process minor design revisions, as required, to adjust the proposed construction to site-specific conditions. Major design changes, due to unforeseen conditions, are not included.
- Review and certify the Contractor's monthly and final payment applications. Payment applications will be prepared and submitted to the Town as needed.
- Conduct up to fourteen (14) bi-weekly progress meetings at the site to assure schedule conformance. Prepare and distribute meeting minutes as needed.
- Receive, review, and prepare change orders as required. Provide the Town with recommendations on the validity of the change orders.
- Conduct a final on-site project review, issue punch list, Notice of Substantial Completion, and Notice of Final Completion for the contract.
- Compile equipment operation and maintenance manuals, start-up reports, warranty information, shop drawings, and record plans as provided and developed by the Contractor, into a single final document package for delivery to the Town.

Task 06: Construction Observation Services

MJ will provide up to 1,120 hours of construction observation during critical phases of construction by a NICET Level III Inspector in the Town road right-of-way. Critical phases will include, but may not be limited to water main, valve, hydrant, and water service installation, connections to the existing water distribution system and system testing and disinfection. It is noted that the level of construction observation may vary and will be dependent upon the contractor's specific work schedule. MJ will provide construction observation on an hourly rate basis such that only the hours spent will be billed, which may result in cost savings to the Town depending on the contractor's schedule.

As part of our construction observation services, MJ will perform the following tasks:

- Full-time inspection with the road right-of-way.
- Verify that the construction work observed is in conformance with the Contract documents.
- Perform a detailed inspection of materials and items of work required by the Contract documents to support the Contractor's payment request.
- Coordinate the Contractor's construction activities with the Town.
- Inform the Town, in writing, of operations and procedures that may lead to a delay in the construction.



- Maintain a construction observation log describing progress, problems encountered and other pertinent information related to the project. Any meetings conducted will also be documented.
- Inspect manufactured and shop-fabricated materials to ensure conformance with approved shop drawings.
- Supervise any on-site testing and maintain a log and file of tests and related reports.
- Maintain a set of record documents based upon redline mark-ups provided by the Contractor.

SCHEDULE

MJ is prepared to initiate the work identified in this proposal within 2 weeks of Notice to Proceed. MJ will perform the outlined tasks as follows:

Task 01: Field Investigation (Survey/Geotechnical/Wetlands)	October 2025 – March 2026
Task 02: Design Phase Services	January 2026 – August 2026
Task 03: Regulatory Agency Coordination	September – December 2026*
Task 04: Bid Phase Services	January 2027
Task 05: Contract Administration Services	TBD
Task 06: Construction Observation Services	TBD

**Review periods by agencies may vary*

Projected start and end dates are subject to change and are based on date from authorization to proceed. As certain aspects of the project are outside of MJ's control (e.g., review agency schedules, actions, and approvals), MJ cannot guarantee completion of the project within these proposed schedules.

FEE

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

Task 01: Field Investigation Services	
• Topographic Survey and Mapping	\$54,700
• Geotechnical Investigation and Subsurface Condition Report	\$23,500
• Wetland Delineation and Report	\$5,900
Task 02: Design Phase Services	
• Preliminary Design	\$23,000
• Final Design	\$79,600
Task 03: Regulatory Agency Coordination	\$15,300
Task 04: Bid Phase Services	\$3,400
Task 05: Contract Administration Services	\$49,100
Task 06: Construction Observation Services*	\$163,500
Total Estimated Fee: \$418,000	



**The fee for construction observation services assumes 1,120 hours (based on a 28-week construction duration) at the 2027 Project Rate of \$146/hour. Effort will be billed based on hours required to be worked based on contractor schedule on a hourly not-to-exceed basis.*

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. The Town will provide:
 - a. Existing utility and record mapping if available.
 - b. Assistance to obtain access to project site.
 - c. Property lines to be established via tax maps.
 - d. Information regarding private buried and overhead site utilities not managed by public utility sources.
 - e. Payment for any fees, including applications, permits and other reviewing authority.
2. Project requires current NYS Prevailing Wage Rates for survey and geotechnical field personnel.
3. Right-of-way survey is not required. Property lines to be established via tax maps. Property boundaries shown on the survey will be approximate, and for orientation purposes only based on tax maps and evidence of possession located in the field. The survey will indicate tax map section, block and lot numbers and will note current owners and street addresses.
4. Contact will be made with UFPO prior to performing the ground survey. Utility identification by UFPO is limited to publicly owned lands only.
5. Geotechnical investigation excludes rock drilling. If refusal is encountered as soil borings are advanced, rock drilling and NX coring can be provided for an additional fee, under separate authorization.
6. Traffic control during the geotechnical investigation will include only temporary cones and signage. Flaggers, handheld signs, and manual interventions are not included.
7. Disturbance will be less than 1 acre with the use of directional drilling of the proposed water main. As such, preparation of a Stormwater Pollution Prevention Plan (SWPPP) is not required.
8. Habitat assessments and archeological investigations (i.e., Phase 1A/1B/2) are assumed not required. If through correspondence with the NYSDEC and NYS OPRHP that this work is required, MJ can provide these services for an additional fee, under separate authorization.
9. Individual permitting, beyond the scope of general permitting in Task 3.B, with NYSDEC and USACE is assumed not required. If through correspondence with the NYSDEC and USACE it is determined further permitting is required, MJ can provide these services for an additional fee, under separate authorization.
10. A site visit with representatives from the USACE and the NYSDEC to obtain agency



concurrence with the surveyed wetland/stream boundaries and a determination of the extent of their jurisdiction over the delineated wetlands will not be required.

11. Proposal fee includes a Canadian Pacific Kansas City (CPKC) Railway right-of-way processing fee of \$3,000. Additional fees imposed by CPKC Railway/Delaware & Hudson Railway, or other subsidiaries, for review of design documents are not included.
12. CPKC services for construction observation or flagging will not be required to obtain a CPKC Utility Permit.
13. Construction phases field test for settlement monitoring of ground surface and subsurface (settlement plates) in area of Delaware & Hudson Railway will not be required to obtain a CPKC Utility Permit.
14. The Contractor will be required, as part of the construction contract, to prepare record drawings for submission to the Town. Preparation of additional record drawings is not included.
15. No warranty, or guarantee, is expressed, or implied concerning the granting of permits or approvals required, or timelines for review and action, by regulatory agencies.

TASKS NOT INCLUDED IN THIS PROPOSAL


The following efforts are excluded from this scope of services:

1. Underground utility locating.
 2. Cultural / archeological investigations.
 3. Threatened / endangered species investigations.
 4. Preparation of temporary and/or permanent construction easements.
 5. Materials testing and special inspections.
 6. Construction survey stakeout and field survey verification.
- CPKC construction phase services (i.e., flagging, construction phase testing)

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 MJ Engineering, Architecture, Landscape Architecture, and Land Surveying, P.C. to proceed with the scope of services as described above.

Printed Name

Title

Signature

Date

DRAFT



ABS Solutions, LLC
52 Corporate Circle
Suite 105

Albany, NY 12203

Phone: (518) 608-5805 Fax: (518) 608-5808

Proposal

Date	Proposal #
8/25/2025	46205

Name / Address
Town of Halfmoon Douglas Mikol 2 Halfmoon Town Plaza Halfmoon, NY 12065

Ship To
Town of Halfmoon Douglas Mikol 2 Halfmoon Town Plaza Halfmoon, NY 12065

P.O. No.	Terms	Project
	Net 30	Fiber Patch Cables + Couplers

Description	Qty	Rate	Total
PEPPM Wholesaler Technology Catalog - 542242 - 001			
Tripp Lite Duplex / Simplex Multimode Fiber Coupler Adapter SC/SC	6	16.00	96.00
Tripp Lite 1M 10Gb Duplex Multimode 50/125 OM3 Fiber Cable LC/SC Aqua 3ft	6	16.00	96.00
Tripp Lite 10Gb Duplex Multimode 50/125 OM3 - LSZH Fiber Patch Cable (LC/LC) Aqua 1M (3-ft)	4	15.00	60.00
50/125 LSZH AQUA PATCH			
Shipping	1	25.00	25.00
* Pricing valid for 14 days from date of proposal. * All orders are final. No returns, exchanges or cancellations will be honored. * Installation and configuration not included. * Shipping included within this proposal is considered an estimate and actual shipping costs may vary. Customer will be invoiced for actual shipping costs upon delivery.			

Thank you for your business.

Subtotal \$277.00

I agree to invest in the products/services listed above. Please sign and fax to (518) 608.5808

Sales Tax (0.0%) \$0.00

Signature _____

Total \$277.00



QUOTATION

6803 Manlius Center Road, East Syracuse, NY 13057 phone (315) 437-1471 fax (315) 437-4041

TO:

Customer

Address

City, State, Zip Code

Contact Person

Phone Number

Date of Quotation

Salesman Name

TOWN OF HALF MOON

Fax Number

9/16/2025

Quotation Price Good Through

MATT BRAYMAN

Stock #	New or Used	Description	Price:
FF-14 IT I		2025 FELLING FT-14 IT-1 TRAILER	
		4' ADDITIONAL DECK LENGTH	
		NO STATIONARY DECK	
		COUNTERWEIGHT IN HITCH AREA	
		DECK IN 2" WHITE OAK	
		21.5" LOADED , 23.5" UNLOADED	
		102" OD 83.5" ID	
		(8) 5/8" STRAIGHT D-RINGS	
		ELECTRIC,FSA(FWD SELF ADJ) ON ALL AXLES	
		7K DROP AXLES	
		36" SPREAD SPRING SUSPENSION	
		(4) 215/75R 17.5H,8 BOLT(17.5x6.75) PLATE WHEEL	
		5' CENTER OF COUPLER TO HEADBOARD LENGTH	
		2.5" ADJ LUNETTE EYE/PIN TIE HITCH	
		APPROX. ADJ HITCH RANGE 14.5" - 23.5"	
		12K W/ SPRING LOADED DROP LEG,SIDE WIND JACK	
		7 POLE RV PLUG	
		LED,4 TAIL LIGHT SYSTEM, SEALED WIRING HARNESS	
		FELLING BLACK W/ WHITE DECAL	
		3/8" SAFETY CHAINS, GRADE 70	
		DOCUMENT HOLDER	
		TOOLBOX,LARGE 37"x28"x13" LOCKABLE COVER	
		GVWR : 16,000lbs	
		Contract # 092022-FTS	
		SOURCEWELL PRICING LIST LESS 12%	
		LIST PRICE \$ 17,188.00 LESS 12% = \$ 15,125.44	
		FREIGHT IN \$ 1,395.00	
		PDI \$ 550.00	
		TOTAL COST TO CUSTOMER \$ 17,070.44	
Description of Trade-In (Year, Make, Lienholder, Amount owed on unit, Gross Trade-in allowance)			
0	0	0	\$0

DETAILS OF PROPOSED TRANSACTION:

CASH PRICE	\$0
-TRADE-IN (see above)	\$0
NET PRICE	\$0
SALES TAX (If applicable)	\$0
FET ON NET (if applic.)	\$0
TOTAL PRICE	\$0

TERMS AVAILABLE:

12mos @	=
24mos @	=
36mos @	=
48mos @	=
60mos @	=

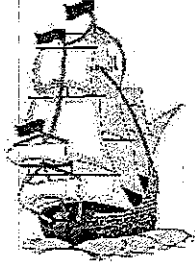
WE APPRECIATE THIS OPPORTUNITY TO QUOTE YOU. I ASSURE YOU THAT YOUR ORDER WILL BE MOST APPRECIATED AND HANDLED IN A PROMPT AND CAREFUL MANNER. PLEASE FEEL FREE TO CALL ME WHEN I CAN BE OF SERVICE..

Sales Representative

Thank You

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: October 1, 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.

Information Only: The above was derived from the following breakdown of charges to be paid on October 9, 2025, Abstract for engineering and related fees.

DEBIT:	Revenues	25-980	\$18,482.00
	Subsidiary: Home & Community Services		
		25-4-2189.00	\$18,482.00
CREDIT:	Appropriations	25-960	\$18,482.00
	Subsidiary: Engineering Contractors Inspections		
		25-5-1440.40	\$18,482.00

<u>NAME</u>	<u>AMOUNT</u>
Architectural Glass & Metal	\$ 338.00
Northway 8 Golf Center	\$ 2,329.00
One Four Six Marketplace	\$ 958.00
Prestige Petroleum Gas Station	\$ 1,183.00
Scannell Properties Warehouse	\$ 2,923.00
Eastpointe Subdivision	\$ 3,300.00
Mott Orchard	\$ 7,451.00
Total	\$ 18,482.00

The following creation is necessary in the Landfill Post-Closure Care Capital Fund per Resolution No. 255-2025 approved on 09/17/2025, authorizing MJ Engineering, Architecture, Landscape Architecture, and Land Surveying, P.C. to perform annual Environmental Monitoring Services at the Town Landfill site in accordance with NYSDEC approved Post-Closure Monitoring & Maintenance per the operations manual in the not to exceed of \$9,500. This creation will set up one year of funding in Post-Closure Care Capital Fund. Monies from the Post-Closure Care Reserve Fund will fund these expenditures.

DEBIT:	Appropriated Reserves	40-511	\$9,500
CREDIT:	Appropriations	40-960	\$9,500
	Subsidiary: PC Landfill Capital Outlay		
	40-5-8160.20		\$9,500