

The February 05, 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  
Jeremy W. Connors, Councilman  
Eric A. Catricala, Councilman- EXCUSED  
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](http://www.townofhalfmoon-ny.gov).

**FARMER'S MARKET:** Every Wednesday from 2:00 pm to 5:00 pm inside the Town Hall. 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](http://www.planhalfmoon.com). Visit the website to find out more about the Halfmoon Comprehensive Plan Update, learn about upcoming meetings, review draft documents, get added to email announcements and to share your own comments about the future of Halfmoon.

**HALFMOON SENIOR CENTER FUNDRAISER:** Ham Dinner Fundraiser Thursday, February 6, 2025 4 pm to 6 pm at the Halfmoon Senior Center to benefit the Kowsky family, residents of the Town of Halfmoon, who suffered a great loss due to a house fire. Ham Dinner \$15.00 includes: Ham, Scalloped Potatoes; Veggie; Roll; Dessert, and Drink. Eat-in or Take-out. Tickets available for purchase at the Halfmoon Senior Center, and the Halfmoon Town Clerk's Office. For more information, please contact the Halfmoon Senior Center at 518-371-7410 Ext. 2300.

**HALFMOON HISTORICAL SOCIETY:** Open House, Saturday February 15, 2025 from 10 am to 1 pm. Display featuring the building of the 1950's Route 9 Bridge over the Mohawk River as told by 1955-1959 newspaper articles and pictures.

### **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) Liaison to Comprehensive Plan Update Committee.

**Councilman Hotaling:** Thank you. Today we honored a great man who was part of our Senior Express, who we lost a couple of years ago. He was very dedicated and well loved by our seniors. At the end of last year, we purchased a new minibus for the senior program, and today, we invited his family to join us in dedicating Senior Bus Number Four in memory of Raymond Keller. We had a great turn out, many people spoke about Ray; he is very much missed.

**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:** Thank you Mr. Supervisor. Just going over the totals of our First Responders for the year 2024; 11,118 people in the Town of Halfmoon called 911 for First Responders, whether it was for Ambulance or Fire Fighters. 8500 of the 11,118 were ambulance calls. This speaks to the testament of our volunteer responders, our ambulance corps and law enforcement. Great job by all.

**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. Wow Councilman Wasielewski, those are astonishing numbers. One thing to report, the Halfmoon Baseball League deadline to register is March 1<sup>st</sup> . You can go on to [Halfmoonbaseball.com](http://Halfmoonbaseball.com) and get your young slugger registered.

**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:** EXCUSED.

**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 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

### 1. Town Clerk

**Total Fees Submitted to the Supervisor - \$6,548.63**

### 2. Senior Express

**Total # Rides – 539      Total # Meals – 1,119**

### 3. Building Permits

**Total # Permits – 27      Total # Fees Submitted to the Supervisor – \$8,560.00**

**Fire Inspections - 29      Total # Fees Submitted to the Supervisor - \$3,000.00**

**DEPARTMENT MANAGER MONTHLY REPORTS (Can be viewed at the Town Clerk's Office) Animal Control, Assessor's Office; Buildings and Grounds; Town Clerk's Office; Water Department**

## CORRESPONDENCE

**1. Received** from the Halfmoon Planning Board, Resolutions passed at the January 13, 2025 meeting.

**Received & Filed**

**2. Received** from the Halfmoon Planning Board, Resolutions passed at the January 27, 2025 meeting.

**Received & Filed**

**3. Received** from NYS Division of Building Standards and Codes, their confirmation of electronic submission of the Uniform Code and Energy Code Administration and Enforcement Report by Glenn Hebert, Sr., Code Enforcement Officer for the Town of Halfmoon.

**Received & Filed**

**4. Received** from Scott Houle, his Letter of Resignation as Water Maintenance Worker, effective February 5, 2025.

**Received & Filed**

**5. Received** from the Halfmoon Zoning Board of Appeals, Resolution passed at the February 3, 2025 meeting regarding Area Variance Application for the DeCicco Subdivision, 99 Button Road, Halfmoon, New York.

**Received & Filed**

**6. Received** from the New York State Department of Taxation and Finance, Office of Real Property Tax Services notice of 2025 Tentative Telecommunications Ceilings for the Town of Halfmoon.

**Received & Filed**

## OLD BUSINESS

## NEW BUSINESS

### RESOLUTION NO.73-2025

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

**Resolution Introduced by Resolution Introduced by Town Clerk Catricala**

**RESOLVED**, that the Town Board approves the minutes of the Town Board Meeting of January 15, 2025.

#### **RESOLUTION NO.74-2025**

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

**Resolution Introduced by Personal Computer Tech Mikol**

**RESOLVED**, that the Town Board authorizes the Supervisor to enter into an Agreement with SHI to provide Citrix Universal Hybrid Multi-Cloud services in accordance with the proposal dated 1/9/2025 in the not to exceed amount of \$5,257.00 and to authorize the Supervisor to execute any documents necessary to effectuate the Agreement, subject to the review and approval of the Town Attorney.

#### **RESOLUTION NO. 75-2025**

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

**Resolution Introduced by Personal Computer Tech Mikol**

**RESOLVED**, that the Town Board hereby authorizes the Supervisor to continue the agreement with CivicPlus to provide Municode Meetings Ultimate at a cost not to exceed \$5,159.70 pursuant to invoice #322780 and hereby authorizes the Supervisor to execute any documents necessary to pay the invoice, subject to the review and approval of the Town Attorney.

**Resolution Introduced by Personal Computer Tech Mikol**

#### **RESOLUTION NO.76-2025**

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

**Resolution Introduced by Town Supervisor Tollisen**

**RESOLVED**, that the Town Board hereby authorizes Lyn Murphy to attend the annual Association of Towns meeting in NYC and to pay the necessary fees for attendance and hereby authorizes the Supervisor to execute any documents necessary to effectuate attendance, subject to the review and approval of the Town Attorney.

#### **RESOLUTION NO.77-2025**

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

**Resolution Introduced by Superintendent of Water & Building Maintenance Supervisor Tironi**

**RESOLVED**, that the Town Board authorizes the Water Department to purchase from Admar Construction Equipment & Supplies a 2025 Scissor Lift in the not to exceed amount of \$18,922.50 utilizing a bid from Sourcewell #020923 and to authorize the Town Supervisor to execute any documentation necessary to effectuate the purchases, subject to the review and approval of the Town Attorney.

#### **RESOLUTION NO.78-2025**

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

**Resolution Introduced by Building, Planning Development Coordinator Harris.**

**RESOLVED**, that the Town hereby appoints Michael Morand as an alternate member of the Zoning Board.

**Supervisor Tollisen:** Congratulations Mike and thank you for choosing to serve. You have done a great job on our Comprehensive Plan Committee, and we appreciate you moving into your next role.

**RESOLUTION NO.79-2025**

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

**RESOLVED**, that the Town Board authorizes the Town Clerk's Office to utilize a signature stamp in conformance with the policy as set forth in the Town of Halfmoon Employee manual §VII(N), subject to the review and approval of the Town Attorney.

**RESOLUTION NO.80-2025**

**Offered** by Councilman Wasielewski, seconded by Councilman Hotaling: Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Wasielewski & Connors.  
**Resolution Introduced by Superintendent of Highways Bryans.**

**RESOLVED**, that the Town Board **Resolution** that the Superintendent of Highways has determined that a 2000 Freightliner FL80 Cab and chassis Vin #1FV6JJBB2YHG58595, owned by the Town of Halfmoon, is equipment that should be sold or otherwise disposed of on Auctions International as they are no longer of use to the Town, subject to the review and approval of the Town Attorney.  
**Resolution Introduced by Superintendent of Highways Bryans**

**RESOLUTION**

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

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

**WHEREAS**, the Superintendent of Highways has determined that a 2000 Freightliner FL80 Cab and chassis Vin #1FV6JJBB2YHG58595 currently owned by the Town of Halfmoon should be sold or otherwise disposed of as it is no longer of use to the Town; and

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

**WHEREAS**, the Superintendent of Highways has the training and experience to determine what items should be placed on the Auction website and what items should be otherwise disposed; and

**NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. That the Superintendent of Highways may dispose of a 2000 Freightliner FL80 Cab and chassis Vin #1FV6JJBB2YHG58595 by placing it on Auctions International.

2. That this Resolution shall take effect immediately.

DATED: February 5, 2025

KELLY CATRICALA TOWN CLERK  
TOWN OF HALFMOON

#### **RESOLUTION NO.81-2025**

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

**Resolution Introduced by Town Clerk Catricala.**

**RESOLVED**, that the Town Board hereby approves amending the minutes approved by Resolution No. 59 – 2025 to reflect the agenda and meeting content.

#### **RESOLUTION NO.82-2025**

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

**Resolution Introduced Superintendent of Water & Building Maintenance Supervisor Tironi**

**RESOLVED**, that the Town Board hereby appoints Louis Bellavia as a Laborer for the Water Department at Grade 2 Base Pay \$23.38/hr effective February 24, 2025, subject to successful pre-employment testing

**Supervisor Tollisen:** Louis, welcome aboard!

#### **RESOLUTION NO.83-2025**

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

**Resolution Introduced Superintendent of Water & Building Maintenance Supervisor Tironi**

**RESOLVED**, that the Town Board hereby appoints Scott Houle as Water Maintenance Supervisor immediately at Grade 8, Step 9 \$42.82/hr.

**Supervisor Tollisen:** Congratulations Scott, he is doing a great job for us!

#### **RESOLUTION NO.84-2025**

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

**Resolution Introduced Superintendent of Highways Bryans.**

**RESOLVED**, that the Town Board hereby authorizes the Superintendent of Highways to purchase a salt and salt product on an as needed basis pursuant to the Saratoga County Rock Salt Bid Award #20-PWS-10r and to authorize the Superintendent of Highways to execute any documentation necessary to effectuate the purchase, subject to the review and approval of the Town Attorney.

**PUBLIC COMMENT (for discussion of non-agenda items)** Hearing from no one, The meeting was adjourned.

#### **ADJOURN**

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

**Respectfully Submitted,**

**Kelly L. Catricala Town Clerk**



**RENTAL  
SALES  
SERVICE  
PARTS**

**SALES QUOTE**

Albany Branch  
878 Old Albany Shaker Rd  
Latham, NY, 12110  
Phone: (518) 690-0750

Quote Nbr.: Q014337  
Quote Date: 1/13/2025  
Sales Person: Rich Ewing  
Customer ID: 202577  
Payment Terms:  
Created By: Tonla Ivason  
Requested By: TIM MURPHY/LAURIE(X2222)

ISSUED TO:  
TOWN OF HALFMOON  
111 ROURE 236  
HALFMOON NY 12065

| ITEM   | QTY  | PRICE     | AMOUNT    |
|--|------|-----------|-----------|
| 550-2632: SKYjack SJ3228 E SCISSOR LIFT 26' 32" WIDE Power to Platform Wind rating klt, entrance half height gate, extn deck 3' rails hinged tires non marking lead time 3-4 weeks from MFGSourcewall # 020923 | 1.00 | 17,887.50 | 17,887.50 |
| FRT-E: FREIGHT - EQUIPMENT   | 1.00 | 560.00    | 560.00    |
| FRT-E: Delivery  | 1.00 | 175.00    | 175.00    |
| SHOPMECHANIC: SHOP PDI   | 1.00 | 300.00    | 300.00    |

**NOTE:**

Quote Total: 18,922.50  
Less Discount: 0.00  
Tax Total: 0.00  
Total (USD): 18,922.50

Name Printed \_\_\_\_\_ Date \_\_\_\_\_  
Signature \_\_\_\_\_

*This new equipment quote should be considered an estimate and may be subject to price or rate change prior to final delivery. Pricing and applicable programs will be finalized at the time of delivery. In the event of a price or program change between the quote date and delivery date, ADMAR will accept cancellation requests and will refund deposits. Pricing is for equipment purchase only and does not include applicable taxes, delivery, pickup, fuel, environmental fees, waivers or other charges unless otherwise indicated. Customer shall pay all amounts due before delivery unless otherwise stated and agreed upon in writing.*

**\*PRICING IS SUBJECT TO CHANGE WITHOUT NOTICE DUE TO RAW MATERIAL SURCHARGES AND IMPORT FEES.**



10-5-1680.40



# Invoice

Updated Remittance Address:  
(FOR PAYMENTS ONLY)  
CivicPlus LLC  
PO Box 737311  
Dallas TX 75373-7311

#322780

1/20/2025

PO #

**Bill To**

Laurie Sullivan  
Town of Halfmoon  
2 Halfmoon Town Plaza  
Halfmoon New York 12065

**TOTAL DUE**

**\$5,159.70**

Due Date: 1/19/2025

| Terms  | Due Date  | PO # | Approving Authority |
|--------|-----------|------|---------------------|
| Net 30 | 2/19/2025 |      |                     |

| Qty | Item                              | Start Date | End Date  |
|-----|-----------------------------------|------------|-----------|
| 1   | Municode Meetings Ultimate Annual | 1/20/2025  | 1/19/2026 |

**Total \$5,159.70**

**Due \$5,159.70**

To pay your invoice with a credit card [Click Here](#)

Please submit payment via ACH using the details below. Please send notification of ACH transmission via email to [remittance@civicplus.com](mailto:remittance@civicplus.com). That address is not monitored for other inquiries or notifications. For any other invoice questions or information, please contact us at [accounting@civicplus.com](mailto:accounting@civicplus.com).

Bank Name

JPMorgan Chase

Account Name

CivicPlus LLC

Account Number

910320636

Routing Number

021000021





Pricing Proposal  
Quotation #: 25704967  
Created On: 1/9/2025  
Valid Until: 1/31/2025

## Town of Halfmoon

**Douglas Mikol**  
2 Halfmoon Town Plaza  
Halfmoon, NY 12065  
United States  
Phone: (518) 371-7410  
Fax:  
Email: admin@townofhalfmoon.org

## Inside Account Executive

**Patrick Burdzlak**  
Phone: 732-868-5841  
Fax:  
Email: patrick\_burdzlak@shi.com

All Prices are in US Dollar (USD)

| Product  | Qty | Your Price | Total      |
|--|-----|------------|------------|
| 1 CITRIX UNIVERSAL HYBRID MULTI-CLOUD<br>Citrix Systems - Part#: 6002995<br>Contract Name: OMNIA Partners - IT Solutions<br>Contract #: 2018011-02<br>Coverage Term: 12/31/2024 - 12/30/2025 | 1   | \$5,257.00 | \$5,257.00 |
| Total  |     |            | \$5,257.00 |

## Additional Comments

Please Note: Citrix has a zero returns policy.

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.