

# TOWN BOARD MEETING MINUTES

December 16, 2025

7:00 PM

A. James Bold Meeting Room

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## WORKSHOP - Board Room - 6:15 PM

## 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](http://www.townofhalfmoon-ny.gov).

**FARMER'S MARKET:** Every Wednesday from 2:00 pm to 5:00 pm in the Town Hall. Come visit our local farms, crafters, and vendors that will be on hand every week.

**TOWN OF HALFMOON HISTORICAL BUILDING:** The Historical Building is open by appointment. Please contact Lynda Bryan, Historian at 518-371-7410 Ext. 2331 or [lbryan@townofhalfmoon.org](mailto:lbryan@townofhalfmoon.org). Volunteers are needed for upcoming events: 250th Anniversary of the Revolutionary War, more information to come.

**LETTERS TO SANTA:** Through December 17th 2025 Santa's Mailbox will be outside the front door of the Halfmoon Town Hall. Children who drop off their letters will receive a response from Santa, and a special surprise just for them! A self-addressed, stamped legal envelope must be included for the child to receive their special gift! For more information, please contact Jim Hayes, Director, Halfmoon Recreation at 518-371-7410 Ext. 2272.

## 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)**

- a. Chair of Personnel Committee
- b. Ethics Committee
- c. Co-Liaison to Comprehensive Plan Update Committee
- d. Chair of Infrastructure & Safety (Water, Highway, Building & Maintenance)
- e. Co-Chair for Character Counts

**John Wasielewski (Town Board Member)**

- a. Liaison to Planning Board
- b. Chair of Committee of Emergency Services & Public Safety
- c. Liaison to Animal Control and related services

**Jeremy Connors (Town Board Member)**

- a. Liaison to Zoning Board
- b. Chair of Business and Economic Development Committee
- c. Chair for Not-for-Profit Organizations
- d. Liaison to Comprehensive Plan Update Committee

**Eric Catricala (Town Board Member)**

- a. Co-Liaison to Planning Board
- b. Co-Chair of Business and Economic Development Committee
- c. Chair for Parks and Athletics Organizations
- d. Chair for Recreation
- e. Co-Chair for Character Counts
- f. Liaison to Trails & Open Space Committee

**Kelly L. Catricala (Town Clerk)**

**Dana Cunniff (Receiver of Taxes)**

- a. Chair of Committee on Resident Relations

**Lyn Murphy, Esq. (Town Attorney)**

**Cathy Drobny, Esq. (Deputy Town Attorney)**

**PUBLIC COMMENT (For discussion of agenda items)**

**DEPARTMENT REPORTS**

**1. Town Justice Suchocki**

**Total # Cases 101    Total Fees Submitted to the Supervisor - \$12,194.00**

**2. Town Justice Fodera**

**Total # Cases 142    Total Fees Submitted to the Supervisor - \$13,973.00**

**3. Town Clerk**

**Total Fees Submitted to the Supervisor - \$8,053.21**

**4. Senior Express**

**Total # Rides 498    Total # Meals 704**

**DEPARTMENT MANAGER MONTHLY REPORTS**

**CORRESPONDENCE**

1. **Received** from NYS Department of Transportation, their notification of Traffic Signal Rebuild that is in the preliminary design phase of development. The Halfmoon locations

of the Traffic Signal Rebuild are as follows:

Rt. 9 Halfmoon Parkway and Rt. 911P Crescent Vischer Ferry Road CR 99 Churchill Road-Town of Halfmoon, Saratoga County.

2. **Received** from the Town of Clifton Park, their Notice of Application for Site Plan, Subdivision or SUP that within 500 ft. for #2025-053 Woodin Road Timber Harvest, SBL:278.-1-7.1 Applicant: Eugene Kim,
3. **Received** from Saratoga County Water Authority, their notice of Public Hearing on SCWA'S proposal to increase the municipal water rate by 1.5% per the subject contract on December 29, 2025, at the Saratoga County Board of Supervisors small meeting room, Bldg. 1, 40 McMaster Street, Ballston Spa, N.Y. For further information, please contact the SCWA at 518-761-2058.
4. **Received** from the Town of Halfmoon Planning Board, their resolutions passed at the December 8, 2025 Planning Board Meeting.
5. **Received** from the residents of Bishop Hubbard Senior Apartments, a card of thanks for the Holiday Food Baskets that were delivered by the Town of Halfmoon employees and volunteers.
6. **Received** from Halfmoon Seniors Barbara Perry, Marie Johnson, and Rita Reynolds, a card of thanks for the Thanksgiving dinner held at the Halfmoon Senior Center for the members of the Center.
7. **Received** from the Family of Harvey Hayner, a card of appreciation and thanks for the dedication of the Town of Halfmoon Tree to Harvey, at the Holiday Memories Tree Lighting Ceremony that was held on Sunday November 30, 2025.
8. **Received** from Dana Gores, her letter of resignation effective December 15, 2025 as Court Clerk for the Town of Halfmoon.
9. **Received** from the Halfmoon Fire District #1 the 2025 Fire Commissioner Election Ballot Certification for the Annual Fire District Election of the Halfmoon Fire District #1.
10. **Received** from the West Crescent Fire District, their official results of the 2025 Fire Commissioners Election.
11. **Received** from the Halfmoon-Waterford Fire District, their results for the Annual Election for Commissioner.
12. **Received** from the Halfmoon Planning Board, receipt of Special Use Permit Application for the following:

Mi Mexico Lindo Storage & Sign, 213 Fellows Road-Change Use Tenant, Special Use Permit & Sign (25.131, 25.132 & 25.169)

13. **Received** from the Halfmoon Zoning Board of Appeals, their resolutions passed at the December 1, 2025 Zoning Board of Appeals Meeting.

## **OLD BUSINESS**

## **NEW BUSINESS**

322. **Resolution** to approve Town Board Meeting Minutes of December 3, 2025.  
**Resolution Introduced by Town Clerk Catricala**

323. **Resolution** to hire MJ Engineering, Architecture, Landscape Architecture, and Land Surveying, P.C.

**Resolution** authorizing the Supervisor to increase the not to exceed amount as detailed in resolution 360-2024 to \$30,000 from \$25,000 pursuant to the agreement with MJ Engineering, Architecture, Landscape Architecture, and Land Surveying, P.C. to provide professional services associated with MS4 technical and regulatory support consistent with the proposal submitted by MJ Engineering dated December 4, 2024, 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 Introduced by Building, Planning Development Coordinator Harris.**

324. **Resolution** that the Town Board approves the Comptroller's Report for November, 2025.

325. **Resolution** scheduling a Public Hearing for January 21, 2026.

**Resolution** that the Town Board hereby schedules a Public Hearing for the January 21, 2026, Town Board meeting, in the A. James Bold Room, at 7:00 p.m. or as soon thereafter as their agenda allows, to discuss adoption of changes to the current water regulations.

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

326. **Resolution** to authorize the Supervisor to purchase three (3) engineered steel pavilions from Romtec utilizing funds located in the Special Revenue Fund for the purchase and installation.

**Resolution** pursuant to Sourcewell contract # 052725-RMT, in the not to exceed amount of \$252,013.00 and to have the Town install the pavilions and pour concrete pads at an additional cost of \$11,645.00 for necessary supplies for a total project cost of \$263,658.00, said monies to come from the Recreation Fees located in the Special Revenue Fund, and to authorize the Supervisor to sign any and all documentation needed to proceed with this project, subject to the review and approval of the Town Attorney. that the Town Board hereby authorizes the Town Supervisor to purchase three engineered steel pavilions from Romtec.

**Resolution Introduced by Supervisor of Buildings & Grounds Maiello**

327. **Resolution** to authorize the Supervisor to enter into an Agreement with CDW-Government, Inc. and Laserfiche.

**Resolution** that the Town Board authorizes the Supervisor to enter into an Agreement with CDW-Government, Inc. and Laserfiche for equipment, software, and hosting and support services for the Laserfiche project in the not to exceed amount of \$71,561.90 with an annual fee of \$27,461.000 for hosting and support in accordance with proposal dated November 30, 2025, and authorizes the Supervisor to execute any documentation necessary to effectuate the Agreements, subject to the review and approval of the Town Attorney.

**Resolution Introduced by Personal Computer Tech Mikol**

**328. Resolution** that the Town Board authorizes the Comptroller to make the attached Creation of Appropriations.

**Resolution introduced by Comptroller Sullivan**

**PUBLIC COMMENT (For discussion of non-agenda items)**

**ADJOURN**