

The February 19, 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
Kelly L. Catricala, Town Clerk
Lyn A. Murphy, Town Attorney
Cathy L. Drobny, Deputy Town Attorney

PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE

PUBLIC HEARING: TOWN OF HALFMOON COMPREHENSIVE PLAN UPDATE

Supervisor Tollisen: The first item on our agenda is a Public Hearing for the Town of Halfmoon Comprehensive Plan Update. Would anyone like the Public Hearing Notice read? Hearing from no one, Supervisor Tollisen opened the Public Hearing at 7:02 pm.

Supervisor Tollisen: This has been going for a couple of years, I do want to acknowledge the committee, those who have served on the Comprehensive Plan Committee, please stand. Thank you to the committee people who have served so graciously over these past couple of years, and the hard work you put into it. Thank you to our team at M.J. as well, for correlating and coordinating, and compiling all of this. Our intention at the end of this is to make sure that every single comment, every single survey, every single piece of information that we received will be added to the final Comprehensive Plan Update, and it will be something that we will update regularly and look at yearly as we go forward. From the entire Town Board and I, to all of you committee people who volunteered their time, we thank you very much and appreciate all of you. Are there questions from the Town Board? Are there any questions from the public? Would anyone like to say anything about the Comprehensive Plan? There is no one online. What we have decided to do to make sure that we had plenty of opportunity for the public to give their input; and we have offered plenty of opportunities, but we want to make sure that the public has the opportunity to have one last say if they would like to. Since there are no questions of the Board, or from anyone in the audience tonight, or any one online; there is no one online joining us tonight, I am going to ask the Board that we continue the Public Hearing into the next meeting, March 5, 2025 to give one more final time for the public to add any input either by correspondence written, or by appearing at the Town Board Meeting.

RESOLUTION NO.91-2025

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

RESOLVED, that the Town Board approves the Public Hearing for the Town of Halfmoon Comprehensive Plan Update continue into the Town Board Meeting of March 5, 2025.

Supervisor Tollisen: Ms. Murphy, I believe you have something that you would like to proceed with for the Comprehensive Plan Update as well.

Attorney Murphy: The Board sent out a notice of intent to seek Lead Agency status as it relates to the Comprehensive Plan; more than 30 days have passed, so you can declare yourself Lead Agency at this point in time if you'd like to make a motion.

RESOLUTION NO.92-2025

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

RESOLVED, that the Town Board hereby declares itself Lead Agency status pursuant to SEQRA for the Town of Halfmoon Comprehensive Plan Update.

POLL OF THE BOARD

Councilman Catricala	Aye
Councilman Connors	Aye
Councilman Wasielewski	Aye
Councilman Hotaling	Aye
Supervisor Tollisen	Aye

Supervisor Tollisen: The Public Hearing is Adjourned until next meeting, March 5, 2025. Again, thank you to everyone who has participated in this process.

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 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 <https://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 CELEBRATIONS ASSOCIATION, INC.: Spring Fling Shopping Bazaar to be held Saturday, April 26, 2025 10:00 am to 3:00 pm at the Halfmoon Town Hall, 2 Halfmoon Town Plaza, Halfmoon, NY 12065. Local Vendors and Crafters featuring jewelry, Skin Care, Candy, Homemade Products, and so much more! This is a free event, and light refreshments will be available for purchase to benefit Halfmoon Celebrations Association.

HALFMOON CELEBRATIONS ASSOCIATION, INC.: Easter "Egg"stravaganza, Saturday April 12, 2025 12:00 pm to 4:00 pm at the Halfmoon Town Complex, 2 Halfmoon Town Plaza, Halfmoon, NY 12065. Free, family fun activities: Pictures with the Easter Bunny, Crafts, Face Painting, and so much more! Refreshments will be available for purchase to benefit Halfmoon Celebrations and Character Counts.

TOWN OF HALFMOON RECREATION DEPARTMENT: Hiring Camp Counselors for the Summer Camp Program, running Monday through Friday June 30th through August 8th 2025. Applications accepted beginning February 3, 2025. Applications are available at the Town Hall or on our website at www.townofhalfmoon-ny.gov. For more information, please contact Jim Hayes, Director 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): (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 would like to highlight the Comprehensive Plan. Outstanding work by the committee, we had a very diverse group, we had input for over two years, and everyone stepped it up, and I would just like to say thank you because I am very proud of this document. Also, to our Highway guys, you are killing it, and one of the best parts is that we still have salt in the shed. Hats off to you guys for being prepared. Thank you.

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. I would just like to thank our Emergency Responders. This past weekend's terrible storm that lasted a couple of days did not stop them from responding to multiple, multiple calls all throughout the weekend. Hats off to them, and much thanks!

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: Just another reminder that spring is around the corner, and with that, there are softball and baseball signups, and you can go on to halfmoon softball or halfmoon baseball to sign your athlete up.

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 to add 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 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 Justice Fodera

Total # Cases 137 Total Fees Submitted to the Supervisor - \$18,993.00

2. Town Justice Suchocki

Total # Cases 234 Total Fees Submitted to the Supervisor - \$19,973.00

DEPARTMENT MANAGER MONTHLY REPORTS (Can be viewed at the Town Clerk's Office) Assessor's Office, Building, Planning & Development Department, Highway, Receiver of Taxes, Recreation & Senior Center

CORRESPONDENCE

1. Received from the Town of Clifton Park, their notice that the Town Board passed a resolution to establish a local law establishing a moratorium on Commercial and Industrial Cannabis warehousing, processing and cultivation on Clifton Park. A Public Hearing is scheduled for February 24, 2025. For additional information please contact the Clifton Park Town Clerk at sranze@cliftonpark.org
Received & Filed

2. Received from United States of America Federal Energy Regulatory Commission, Notice of Preliminary Permit Application Accepted for Filing and Soliciting Comments, Motions to Intervene, and Competing Applications regarding a proposing to study the feasibility of the Champlain Canal-Hudson River Lock and Dam C1 Hydroelectric Project on the Champlain Canal, Hudson River in Saratoga and Rensselaer Counties, New York. For more information or obtaining a copy of the application please go to <https://elibrary.ferc.gov/eLibrary/search>. Enter docket number (P-15384) in the docket number field to access the document. For assistance, contact FERC Online Support.
Received & Filed

3. Received from The Town of Halfmoon Planning Board, resolutions passed at the February 10, 2025 Planning Board Meeting.
Received & Filed

OLD BUSINESS

NEW BUSINESS

RESOLUTION NO.85-2025

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

Resolution Introduced by Resolution Introduced by Town Clerk Catricala

RESOLVED, that the Town Board approves the Minutes of the Town Board Meeting of February 5, 2025.

RESOLUTION NO.86-2025

Offered by Councilman Connors, seconded by Councilman Catricala: Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Wasielewski, Connors, & Catricala. Resolution Introduced by Supervisor of Buildings & Grounds Maiello

RESOLVED, that the Town Board hereby acknowledges and accepts \$5,864.00 from New York State through the 2025 NYS Canal System Tourism Infrastructure & Event Grant Program for Crescent Park Amenities and authorizes the Supervisor to sign any necessary documentation to proceed with the project, subject to the review and approval of the Town Attorney.

RESOLUTION NO. 87-2025

Offered by Councilman Hotaling, seconded by Councilman Catricala: Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Wasielewski, Connors, & Catricala. Resolution Introduced by Recreation Director Department of Aging and Youth Hayes

RESOLVED, that the Town Board of the Town of Halfmoon hereby authorizes the Town Supervisor to enter into an agreement with New Country Toyota of Clifton Park for the purchase of a Senior Transport Van in the not to exceed amount of \$37,350.25 in accordance with the previously awarded bid No. 7-2024 and authorizes the Supervisor to execute any and all necessary documents to effectuate the purchase, subject to the review and approval of the Town Attorney.

Supervisor Tollisen: This is a purchase of another Senior Van that will switch out with one of our older vans in the fleet for serving our Seniors.

RESOLUTION NO.88-2025

Offered by Councilman Connors, seconded by Councilman Hotaling: Approved by the vote of the Board: Ayes: Tollisen, Hotaling, Connors, & Catricala. Wasielewski - Abstain 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. (MJ Engineering) to provide engineering services associated with a safety evaluation of a proposed crosswalk on Plant Road at Empire Court and development of design plans for the Town to install the crosswalk consistent with the proposal submitted by MJ Engineering dated February 12, 2025, in the not to exceed amount of \$4,700.00 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.89-2025

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

RESOLVED, that the Town Board of the Town of Halfmoon hereby extends the contract for the disposal privilege for household garbage, construction and demolition materials, collected at the Town of Halfmoon Transfer Station with Casella Waste Management of NY, Inc. and authorizes the Supervisor to execute any and all necessary documents to extend the contract, subject to the review and approval of the Town Attorney

RESOLUTION NO.90-2025

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

RESOLVED, that the Town Board hereby hires Julie Shipp as a Provisional Principal Account Clerk at Grade 5 Base Pay \$27.13/hr. effective immediately, subject to successful completion of pre-employment testing.

Supervisor Tollisen: Julie, welcome aboard! We are glad you are part of our team.

PUBLIC COMMENT (for discussion of non-agenda items) Supervisor Tollisen asked if there was anyone who had public comment on any non-agenda items.

Attorney Murphy: Mr. Supervisor, I sent a resolution, but it went to my drafts in error. This resolution was to affirm the fact that the Town Clerk works a certain number of hours, for reporting purposes for the NYS Retirement System. I have given the actual resolution to the Town Clerk and to the Comptroller's Office, however it did not get on to the agenda due to my error. I would ask the Board to pass a resolution acknowledging the fact that the necessary documentation has been submitted as it relates to retirement.

RESOLUTION NO.93-2025

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

Resolution Introduced by Comptroller Sullivan

RESOLVED, that the Town Board of the Town of Halfmoon hereby establishes the following as standard workdays for the Town Clerk Kelly Catricala and will report the following days worked to the New York State and Local Employee's Retirement System based on the time keeping system records or the record of activities maintained and submitted by those officials to the clerk of this body.

Councilman Wasielewski: On the question that confirms her as a full-time employee.

Attorney Murphy: Correct. Because she is newly appointed, for the first three months, she has to do a timeline, and that needs to be submitted to retirement together with a resolution and a form establishing her day.

Councilman Wasielewski: Understood. I just wanted it on the record. Thank you.

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 7:10 pm.

Respectfully Submitted,

Kelly L. Catricala Town Clerk

SENT VIA EMAIL ONLY

February 12, 2025

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

Re: Plant Road Crosswalk
Town of Halfmoon
MJ Proposal No. 2025073 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 Plant Road at Empire Court (Project). The project will include a safety evaluation of the proposed pedestrian crossing and development of design plans for the Town to install the crosswalk. MJ's project understanding and associated Scope of Services are included below.

PROJECT UNDERSTANDING

Based upon information provided by Bill Bryans during a February 6, 2025 phone conversation, MJ understands the following:

- The Orchard Pointe housing development on the west side of Plant Road has recently expanded to Empire Court, which is on the east side of Plant Road. Residents living on both the east and west sides of Plant Road will be required to pick up their mail at a shared mailbox structure, which will create regular pedestrian traffic across Plant Road.
- The Town is interested in installing a marked crosswalk with the appropriate advanced warning signage.
- The Town is aware that the Homeowner's Association (HOA) intends to construct a sidewalk to connect Empire Court to the mailbox structure after the crosswalk is installed.

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 Plant Road that have potential to affect a crosswalk design.
2. Sight distance to the proposed crosswalk location will be measured.

 21 Corporate Drive
Clifton Park, NY 12065

 518.371.0799
mj@mjteam.com
mjteam.com

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



3. Design criteria for Plant 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.

Task 02: Recommendation Letter and Design Plans

MJ will complete the following under Task 02:

1. Prepare a brief summary of the findings and provide recommendations for pedestrian safety at the proposed crossing. 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. The location of a future sidewalk to connect the mailboxes to Plant Road will be considered, but it is understood that the HOA would be responsible for that sidewalk.
3. The Recommendation Letter and Concept Plan will be provided to the Town for review and concurrence with the crosswalk location.
4. Upon completion of the Town's review, MJ will address comments and provide a plan with sufficient detail for the Town to construct the crosswalk and install the required signage.

ASSUMPTIONS

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

1. Design Plans will not be progressed to elicit contractor bids, Town forces will perform the work.
2. Previously collected MJ4D data / Images 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.

FEE


MJ is proposing to complete Tasks 1 and 2 for a Not to Exceed fee of \$4,700, to be billed under MJ964.08, Miscellaneous Engineering.

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.

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: Lyn Murphy
Bill Bryans
Paula Wait
Laurie Sullivan
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.

Printed Name

Title

Signature

Date