

**The April 15, 2026 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  
Eric A. Catricala, Deputy Town Supervisor  
Jeremy W. Connors, Councilman  
Paul L. Hotaling, Councilman  
John P. Wasielewski, Councilman  
Kelly L. Catricala, Town Clerk  
Lyn A. Murphy, Town Attorney  
Cathy L. Drobny, Deputy Town Attorney

**WORKSHOP - BOARD ROOM - 6:15 pm**

**PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**

**PRESENTATION: HONORING MADISON MCGILL, RECIPIENT OF THE 2025 DONOVAN AYOTTE AWARD.**

**Supervisor Tollisen:** Welcome to our fire service members that are here with us this evening. The first item on our agenda is a presentation, we have already presented the Donovan Ayotte Firefighter of the Year Award at one of our fire banquets, but we always want to do a special ceremony here at the Town Hall as well so that we can commemorate this special award and to install the recipient's name on the plaque in the lobby. Every year the Donovan Ayotte Firefighter of the Year Award is a very special and unique award to the Town of Halfmoon. It is an award that is given to someone who goes above and beyond and excels in fire services, someone who loves our community more than self, and puts in that extra effort. I would like to say thank you to All of our firefighters and all those involved in fire services and our first responders from the Town of Halfmoon, you all do a great job for us, and we greatly appreciate each and every one of you; the time and effort you put in; we know that it is not easy. You attend many Town events; the kids love it, the parents love it, and you just go above and beyond and it makes for a great community day. We also know that you go through hours upon hours of training to benefit our community. So, from the Town of Halfmoon, thank you to all of you for the great job you do! The recipient of the 2025 Donovan Ayotte Firefighter of the Year Award goes to Madison McGill.

**PROCLAMATION of the DONOVAN AYOTTE**  
**FIREFIGHTER OF THE YEAR AWARD**  
**to MADISON MCGILL**

**Whereas**, on October 21, 2020, pursuant to Town Board resolution #271-2020, the Town Board of the Town of Halfmoon created the "Donovan Ayotte Firefighter of the Year Award" in recognition of the extraordinary service and dedication of Donovan Ayotte as a firefighter, town employee, and model example for others to follow; and

**Whereas**, this award is established as a benchmark for extraordinary service for a firefighter in our community who excels "above and beyond" in fire services and makes our community a better place because of his or her extraordinary talents, service, and dedication; and

**Whereas**, Madison McGill, Hillcrest Fire Department Halfmoon Fire District No. 1, is a person who exemplifies the very characteristics of life, service and character of Donovan Ayotte; and

**Whereas**, Madison has been active and involved with the fire department, joining in 2025, she has consistently pushed herself to improve, approaching every challenge with determination and focus; and

**Whereas**, Madison demonstrates her confidence and commitment to learning is clearly reflected in her desire to be the best quickly achieving her BEFO/IFO certifications; and

**Whereas**, Madison displays a strong foundation in firefighting knowledge and skills, continuing her training by advancing into Firefighter Survival, showing both resilience and a commitment to safety and preparedness; and

**Whereas**, Madison has taken on the challenge of completing Firefighter II, further proving her drive to grow, excel, and serve the department at the highest level; and

**Whereas**, Madison consistently demonstrates professionalism and a strong work ethic, earning the respect of both her peers and officers alike. Her dedication to duty is evident in her willingness to step up whenever needed, training on her own time to put in the work, and place the safety and well-being of others above herself; and

**Whereas**, Madison's genuine compassion and desire to help her community embodies the selfless service and integrity that defines the Captain Donovan R. Ayotte Firefighter of the year award;

NOW THEREFORE, it is hereby resolved as follows:

1. That the Town Board of the Town of Halfmoon, based upon recommendation by the evaluation committee, bestows the 2025 "Donovan Ayotte Firefighter of the Year Award" to Madison McGill.

2. That this award is being presented in grateful recognition and sincere appreciation for the accomplishments and model example of Madison McGill to our community; and

3. That a framed copy of this Proclamation be presented to Madison McGill to commemorate this award and this special day set aside for her and the legacy of Donovan Ayotte.

Signed and certified this 15<sup>th</sup> day of April, 2026.

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KEVIN J. TOLLISEN, SUPERVISOR  
Town of Halfmoon

**RESOLUTION NO.177-2026**

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

**RESOLVED**, that the Town Board based upon recommendation by the evaluation committee, bestows the 2025 "Donovan Ayotte Firefighter of the Year Award" to Madison McGill.

## 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: 2 EXCITING UPCOMING EVENTS**

**TAVERN NIGHT:** Join Halfmoon Town Historian, Lynda Bryan on Thursday, April 23rd at 4:30 pm at the Halfmoon Senior Center, 287 Lower New Town Road, Halfmoon, NY 12188, as we travel back in time to enjoy an 18th Century inspired feast featuring a 3-course meal and a spirited conversation between Mrs. Elizabeth Peebles and Mrs. John Flynn who opened their homes as a tavern during the Revolutionary War. Hear them speak about the soldiers marching past their front doors and the prestigious guests that stayed at their establishments. Tickets are \$15.00 and will go on sale Tuesday, March 17th 2026 at the Senior Center.

**TWO TOWNS ONE BOOK EVENT:** Liz Moore, author of the 2026 Community Read "God of the Woods" will join us for a special evening on April 28th, 2026 at the Shen High School West at 7:00 pm. Go to [friendsofthelibrary.org](http://friendsofthelibrary.org) to register.

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.

## **2026 SPRING CLEANUP DATES – at the Halfmoon Transfer Station**

Residents Only, No Contractors or Businesses. 2026 Permit Sticker is required and can be obtained at the Town Clerk's Office. Dates: April 21st, 24th, 25th, 28th May 1st and 2nd. Hours of operation: Tues. 8am-12pm Friday 12pm-5pm Sat. 8am-3pm Fees: \$5 per Carload, \$10 per Truck/Van, \$10 per Trailer/U-Haul

**HALFMOON CELEBRATIONS ASSOCIATION, INC. IN CONJUNCTION WITH THE TOWN OF HALFMOON SPRING FLING:** Join us on Saturday, April 25, 2026 at the Halfmoon Town Complex, 2 Halfmoon Town Plaza, Harris Road 10:00 am to 3:00 pm for a Shopping Bazaar that features local vendors & crafters who will offer many items for your shopping pleasure! Jewelry, Skin Care, Candy, Candles, Custom Made Items, and so much more. Free reusable shopping bag to the first 50 shoppers! Light refreshments are available for purchase. For more information, please visit [www.halfmooncelebrations.org](http://www.halfmooncelebrations.org).

**CARE LINKS INTERACTIVE SENIOR RESOURCE FAIR:** Hosted by Care Links, Friday, May 1, 2026 from 10:00 am to 2:00 pm at the Clifton Park Center, 22 Clifton Country Road, Clifton Park, NY2065. Local businesses and organizations will be present to share resources they offer as well as members of the Care Links Team will be available to answer questions about serving the needs of senior citizens in Southern Saratoga County. This is a free community event, and there will be special drawings! For more information, please contact Program Manager, Terra Maddalone-Ristau at 518-399-3262.

**AMERICAN RED CROSS BLOOD DRIVE:** Thursday, May 7, 2026 1:00 pm to 6:00 pm at the Halfmoon Town Hall, 2 Halfmoon Town Plaza, in the A. James Bold Meeting Room. To schedule your appointment, please call 1-800-Red Cross or [redcrossblood.org](http://redcrossblood.org) and use Sponsor Code: halfmoontownhall.

**SUNSET CINEMA:** Halfmoon Celebrations Association, Inc. in conjunction with the Town of Halfmoon presents Sunset Cinema, Friday June 26, 2026 at the Halfmoon Town Park, 162 Route 236 in Halfmoon. Movie begins at dusk (approx. 8:30 pm), with free popcorn & water for all while supplies last. This is a free event, so bring your lawn chairs and blankets and enjoy an animated family movie where a crew of reformed mischief makers tries to adjust to life on the straight and narrow, until an all-female crime squad drags them out of retirement for "one last mission". Visit [www.halfmooncelebrations.org](http://www.halfmooncelebrations.org) for more information.

**TOWN OF HALFMOON SUMMER CAMP 2026:** June 29th-August 7th, 2026 9:00am-3:00pm. Resident registration opens Online only April 27, 2026. In office registration is available by appointment only beginning May 11, 2026. Non-Resident Registration June 8, 2026 based on availability. Hiring Summer Camp Counselors. Please check the Town of Halfmoon website for more information at [www.townofhalfmoon-ny.gov](http://www.townofhalfmoon-ny.gov) or call 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)**

**Eric Catricala: (Deputy Town Supervisor):** (1) Chair of Personnel Committee, (2) Co-Liaison to Planning Board, (3) Co-Chair of Business and Economic Development Committee, (4) Chair for Parks and Athletics Organizations, (5) Liaison to Trails & Open Space Committee.

**Councilman Catricala:** Thank you, I have nothing this evening.

**Paul Hotaling (Town Board Member):** (1) Chair for Recreation & Character Counts, (2) Ethics Committee, (3) Co-Liaison to Comprehensive Plan Update Committee, (4) Chair of Infrastructure & Safety (Water, Highway, Building & Maintenance), (5) Liaison to the Information Technology Department.

**Councilman Hotaling:** Thank you. The Recreation Department is accepting applications for Summer Rec help.

**John Wasielewski (Town Board Member):** (1) Co-Liaison to Planning Board, (2) Chair of Committee of Emergency Services & Public Safety, (3) Liaison to Animal Control and related services.

**Councilman Wasielewski:** Thank you Mr. Supervisor, I would like to mention that NYS DEC outdoor burning ban remains in effect until May 15, 2026; that mean no outdoor burning until May 15<sup>th</sup>. Thank you.

**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, Highway Superintendent Bill Bryans celebrated his crew's hard work at he Highway Department throughout the winter. The team killed it keeping the roads clean and safe for our residents. Again, our sincere thanks to all of them for their hard work.

**Councilman Wasielewski:** Here here.

**Kelly L. Catricala: (Town Clerk):** No report, thank you.

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

**Lyn Murphy, Esq., (Town Attorney):** At this time, I respectfully request that the Board to pass a resolution to schedule a Public Hearing on May 20, 2026 regarding a moratorium on asphalt, concrete cement plants and pesticide manufacturing.

#### **RESOLUTION NO.178-2026**

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

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

**RESOLVED**, that the Town Board approves scheduling a Public Hearing on May 20, 2026 regarding establishing a moratorium on asphalt, concrete cement plants and pesticide manufacturing.

#### **POLL OF THE BOARD**

<b>Councilman Catricala</b>	<b>Aye</b>
<b>Councilman Hotaling</b>	<b>Aye</b>
<b>Councilman Wasielewski</b>	<b>Aye</b>
<b>Councilman Connors</b>	<b>Aye</b>
<b>Supervisor Tollisen</b>	<b>Aye</b>

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

**PUBLIC COMMENT (For discussion of agenda items)** No one came forward, no one online.

**Supervisor Tollisen:** Department Reports and Department Manager Reports; our Department Managers meet with me and the entire team monthly to provide reports of what is going on in their departments each month, and those reports are available always for review in the Town Clerk's Office.

#### **DEPARTMENT REPORTS**

##### **1. Town Clerk**

**Total Fees Submitted to the Supervisor - \$6,768.63**

**2. Senior Express**

**Total # Rides - 616      Total # Meals - 961**

**3. Town Justice Suchocki**

**Total # Cases 206    Total Fees Submitted to the Supervisor - \$22,390.00**

**4. Town Justice Fodera**

**Total # Cases 191    Total Fees Submitted to the Supervisor - \$23,033.00**

**5. Building Permits**

**Total # Permits - 77    Total Fees Submitted to the Supervisor - \$57,761.82**  
**Fire Inspections - 39    Total Fees Submitted to the Supervisor - \$ 2,200.00**

**DEPARTMENT MANAGER MONTHLY REPORTS (Can be viewed at the Town Clerk's Office) Animal Control, Assessor's Office, Building, Planning & Development, Recreation & Senior Center, Town Clerk**

**CORRESPONDENCE**

- 1. Received** from the Town of Clifton Park Planning Department, their notice that the Town Board passed a resolution to establish a local law establishing a moratorium on Tier II & Tier III solar energy applications in Clifton Park. The Public Hearing on this is scheduled for May 5, 2026 at 7:05 pm. Comments in advance of the Public Hearing regarding this action can be sent directly to the Town Supervisor, Phil Barrett at [pbarrett@cliftonpark.org](mailto:pbarrett@cliftonpark.org) or to the remaining Town Board members through the Town Clerk at [cfantini@cliftonpark.org](mailto:cfantini@cliftonpark.org).
- 2. Received** from Logan Fletcher, his letter of resignation as Laborer in the Water Department, to accept the new title of MEO in the Water Department, effective May 02, 2026.
- 3. Received** from GF Haven, LLC, 1516 Route 9 Halfmoon, NY 12065, their notification for providing a 30-day advanced notice waiver request to sell liquor, wine, beer & cider.

**OLD BUSINESS**

**NEW BUSINESS**

**RESOLUTION NO.163-2026**

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

**Resolution Introduced by Town Clerk Catricala**

**RESOLVED**, that the Town Board approves the Minutes of the Town Board Meeting of April 01, 2026 as presented.

**RESOLUTION NO.164-2026**

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

**RESOLVED**, that the Town Board authorizes the Supervisor to enter into an Agreement with Omnia Partners to utilize their services as a national procurement platform for purchases and to authorize the Town Supervisor to execute any documentation necessary to effectuate the agreement, subject to the review and approval of the Town Attorney.

**RESOLUTION NO.165-2026**

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

**RESOLVED**, that the Town Board hereby appoints Logan Fletcher as a MEO Grade 5, Base \$28.81/hr. effective May 2, 2026.

**Supervisor Tollisen:** Logan is here with us this evening, congratulations Logan!

**RESOLUTION NO.166-2026**

**Offered** by Councilman Wasielewski, seconded by Councilman Catricala: Approved by the vote of the Board: Ayes: Tollisen, Catricala, Hotaling, Wasielewski, & Connors.  
**Resolution Introduced by Building, Planning & Development Coordinator Harris**

**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 creating an updated Town Fire Districts Map consistent with the proposal submitted by MJ Engineering dated March 3, 2026, in the not to exceed amount of \$2,000.00, 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.167-2026**

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

**RESOLVED**, that the Town Board authorizes the Water Department to purchase 8 specialized repair clamps from Core and Main in the not to exceed amount of \$13,203.30, consistent with the bid proposal dated 4/3/2026, paid for with the bond proceeds for the Church Hill Road Water Main Replacement Project 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.168-2026**

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

**RESOLVED**, that the Town Board awards the bid for the Devitt Road and Sunset Boulevard Water Main Replacement project to Bellamy Construction Company, Inc. in the not to exceed amount of \$811,800.00 and authorizing the Supervisor to execute any documentation necessary to effectuate the purchase, subject to the review and approval of the Town Attorney.

**Councilman Hotaling:** Yes, I would like that thank everyone at the water plant, our engineers; this has been a long-time project and glad to see it coming.

**RESOLUTION NO.169-2026**

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

**RESOLVED**, that the Town Board awards the bid for the Brookwood Road Water Main Replacement project to Bellamy Construction Company, Inc. in the not to exceed amount of \$1,175,300.00 and authorizing the Supervisor to execute any documentation necessary to effectuate the purchase, subject to the review and approval of the Town Attorney.

**RESOLUTION NO.170-2026**

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

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

**RESOLVED**, that the Town Board authorizes the Supervisor to enter into an agreement with MJ Engineering, Architecture, Landscape Architecture, and Land Surveying, P.C. to provide professional services associated with the intersection of Woodin Road and Grooms Road consistent with the proposal submitted by MJ Engineering dated March 12, 2026, in the not to exceed amount of \$121,500.00, 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.171-2026**

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

**RESOLVED**, that the Town Board authorizes the Water Department to purchase a Valvemaster valve exerciser from Team EJP in the not to exceed amount of \$10,450.00, consistent with the bid proposal dated 4/6/2026, paid for with the bond proceeds for the Church Hill Road Water Main Replacement Project 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.

**Councilman Wasielewski:** On the motion, will this give us the most fit valves in town? What does this do?

**Superintendent of Water & Building Maintenance Supervisor Tironi:** The exerciser opens and closes the valves in the system.

**Councilman Wasielewski:** So, this removes the manual part of it? It is safer. Understood, thank you.

**RESOLUTION NO.172-2026** **Offered** by Councilman Wasielewski, seconded by Councilman Connors: Approved by the vote of the Board: Ayes: Tollisen, Catricala, Hotaling, Wasielewski, & Connors.

**Resolution Introduced by Comptroller Sullivan**

**RESOLVED**, that the Town Board acknowledges that the required audit was conducted by the Comptroller's office in compliance with Section 2019-a of the Uniform Justice Court Act for the Justice Court records for fiscal year ending December 31, 2025.

**RESOLUTION NO.173-2026**

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

**Resolution Introduced by Comptroller Sullivan**

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

**RESOLUTION NO.174-2026**

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

**Resolution Introduced by Comptroller Sullivan**

**RESOLVED**, that the Town Board approves the Comptroller's Report for December 2025.

**RESOLUTION NO.175-2026**

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

**Resolution Introduced by Comptroller Sullivan**

**RESOLVED**, that the Town Board approves the Comptroller's Report for January, February and March 2026.

**RESOLUTION NO.176-2026**

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

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

**RESOLVED**, that the Town Board hereby schedules a Public Hearing for the May 6, 2026, Town Board meeting, in the A. James Bold Room, at 2:00 p.m. or as soon thereafter as their agenda allows, to discuss expending \$675,000.00 from the General Fund Traffic Improvement Capital Reserve fund for traffic improvements on Woodin Road, subject to permissive referendum.

**PUBLIC COMMENT (For discussion of non-agenda items)** No one came forward, no one was online.

**ADJOURN**

There being no further business to discuss or resolve on a motion by Councilman Hotaling seconded by Councilman Catricala, the meeting was adjourned at 7:22 pm.

Respectfully Submitted,

Kelly L. Catricala Town Clerk



**MASTER INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENT**

This Master Intergovernmental Cooperative Purchasing Agreement (this "**Agreement**") is entered into by and between those certain government agencies that execute a Lead Public Agency Certificate (f/k/a a Principal Procurement Agency Certificate) (such agencies "**Lead Public Agencies**" and f/k/a Principal Procurement Agencies) with OMNIA Partners, Public Sector, Inc., a Delaware corporation f/k/a National Intergovernmental Purchasing Alliance Company; Communities Program Management, LLC, a California limited liability company d/b/a U.S. Communities, and/or NCPA LLC, a Texas limited liability company d/b/a National Cooperative Purchasing Alliance (collectively, "**OMNIA Partners**"), in its capacity as the cooperative administrator, to be appended and made a part hereof and such other agencies ("**Participating Public Agencies**"), as defined in each Master Agreement (as defined below), who register to participate in the cooperative purchasing programs administered by OMNIA Partners and its affiliates and subsidiaries (collectively, the "**OMNIA Partners Parties**") by either making purchases using the Master Agreement, registering on the OMNIA Partners website ([www.omniapartners.com/publicsector](http://www.omniapartners.com/publicsector) or any successor website), or by executing a copy of this Agreement.

**RECITALS**

**WHEREAS**, after a competitive solicitation and selection process by Lead Public Agencies in compliance with their own policies, procedures, rules and regulations, a number of suppliers have entered into "**Master Agreements**" (herein so called) to provide a variety of goods, products and services ("**Products**") to the applicable Lead Public Agency and the Participating Public Agencies;

**WHEREAS**, Master Agreements are made available by Lead Public Agencies through the OMNIA Partners Parties and provide that Participating Public Agencies may purchase Products on the same terms, conditions and pricing as the Lead Public Agency, subject to any applicable federal and/or local purchasing ordinances and the laws of the State of purchase; and

**WHEREAS**, in addition to Master Agreements, the OMNIA Partners Parties may from time to time offer Participating Public Agencies the opportunity to acquire Products through other group purchasing agreements.

**NOW, THEREFORE,** in consideration of the mutual promises contained in this Agreement, and of the mutual benefits to result, the parties hereby agree as follows:

1. Each party will facilitate the cooperative procurement of Products.
2. The Participating Public Agencies shall procure Products in accordance with and subject to the relevant federal, state and local statutes, ordinances, rules and regulations that govern Participating Public Agency's procurement practices. The Participating Public Agencies hereby acknowledge and agree that it is the intent of the parties that all provisions of this Agreement and that Lead Public Agencies' participation in the program described herein comply with all applicable laws, including but not limited to the requirements of 42 C.F.R. § 1001.952(j), as may be amended from time to time. The Participating Public Agencies further acknowledge and agree that they are solely responsible for their compliance with all applicable "safe harbor" regulations, including but not limited to any and all obligations to fully and accurately report discounts and incentives.
3. Each party acknowledges and agrees that OMNIA Partners, in its capacity as the cooperative administrator, has the right to receive Master Agreement sales information for Participating Public Agencies to try to ensure suppliers provide accurate and transparent contract pricing and sales reporting and OMNIA Partners reserves the right to conduct Master Agreement price verifications with suppliers and supplier audits using Lead Public Agencies and Participating Public Agencies sales information for purchases under Master Agreements. Participating Public Agency agrees to provide OMNIA Partners reasonable information related to purchases under Master Agreements upon request from OMNIA Partners in connection with such price verifications and/or audits of suppliers. Nothing herein shall require OMNIA Partners to conduct such price verifications or audits or be responsible for any supplier's accuracy in pricing or reporting.
4. The Participating Public Agency represents and warrants that the Participating Public Agency is not a hospital or other healthcare provider and is not purchasing Products on behalf of a hospital or healthcare provider; provided that the foregoing shall not prohibit Participating Public Agency from furnishing health care services so long as the furnishing of health care services is not in furtherance of a primary purpose of the Participating Public Agency.
5. The cooperative use of Master Agreements shall be in accordance with the terms and conditions of the Master Agreements, except as modification of those terms and conditions is otherwise required by applicable federal, state or local law, policies or procedures.
6. The Lead Public Agencies will make available, upon reasonable request, Master Agreement information which may assist in improving the procurement of Products by the Participating Public Agencies.

7. The Participating Public Agency agrees the OMNIA Partners Parties may provide access to group purchasing organization ("GPO") agreements directly or indirectly by enrolling the Participating Public Agency in another GPO's purchasing program, provided that the purchase of Products through the OMNIA Partners Parties or any other GPO shall be at the Participating Public Agency's sole discretion.

8. The Participating Public Agencies (each a "Procuring Party") that procure Products through any Master Agreement or GPO Product supply agreement (each a "GPO Contract") will make timely payments to the distributor, manufacturer or other vendor (collectively, "Supplier") for Products received in accordance with the terms and conditions of the Master Agreement or GPO Contract, as applicable. Payment for Products and inspections and acceptance of Products ordered by the Procuring Party shall be the exclusive obligation of such Procuring Party. Disputes between Procuring Party and any Supplier shall be resolved in accordance with the law and venue rules of the State of purchase unless otherwise agreed to by the Procuring Party and Supplier. The Participating Public Agency acknowledges and agrees that the OMNIA Partners Parties may market all Master Agreements available through Lead Public Agencies to such Participating Public Agency and its employees and representatives.

9. The Procuring Party shall not use this Agreement as a method for obtaining additional concessions or reduced prices for purchase of similar products or services outside of the Master Agreement. Master Agreements may be structured with not-to-exceed pricing, in which cases the Supplier may offer the Procuring Party and the Procuring Party may accept lower pricing or additional concessions for purchase of Products through a Master Agreement.

10. The Procuring Party shall be responsible for the ordering of Products under this Agreement. A non-procuring party shall not be liable in any fashion for any violation by a Procuring Party, and, to the extent permitted by applicable law, the Procuring Party shall hold non-procuring party harmless from any liability that may arise from the acts or omissions of the Procuring Party.

11. WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, THE OMNIA PARTNERS PARTIES EXPRESSLY DISCLAIM ALL EXPRESS OR IMPLIED REPRESENTATIONS AND WARRANTIES REGARDING ANY PRODUCT, MASTER AGREEMENT AND GPO CONTRACT. THE OMNIA PARTNERS PARTIES SHALL NOT BE LIABLE IN ANY WAY FOR ANY SPECIAL, INCIDENTAL, INDIRECT, CONSEQUENTIAL, EXEMPLARY, PUNITIVE, OR RELIANCE DAMAGES, EVEN IF THE OMNIA PARTNERS PARTIES ARE ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. FURTHER, THE PROCURING PARTY ACKNOWLEDGES AND AGREES THAT THE OMNIA PARTNERS PARTIES SHALL HAVE NO LIABILITY FOR ANY ACT OR OMISSION BY A SUPPLIER OR OTHER PARTY UNDER A MASTER AGREEMENT OR GPO CONTRACT.

12. This Agreement shall remain in effect until termination by either party giving thirty (30) days' written notice to the other party. The provisions of Paragraphs 6 - 10 hereof shall survive any such termination.

13. This Agreement shall take effect upon (i) execution of the Lead Public Agency Certificate, or (ii) registration on the OMNIA Partners website or the execution of this Agreement by a Participating Public Agency, as applicable.

14. This Agreement may be executed in counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same Agreement. The exchange of copies of this Agreement and of signature pages by facsimile, or by .pdf or similar electronic transmission, will constitute effective execution and delivery of this Agreement as to the parties and may be used in lieu of the original Agreement for all purposes. Signatures of the parties transmitted by facsimile, or by .pdf or similar electronic transmission, will be deemed to be their original signatures for any purpose whatsoever.

DRAFT



March 3, 2026

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

Re: Town Fire Districts Map Update  
**MJ Proposal No. 2026107 for GIS Mapping Services**

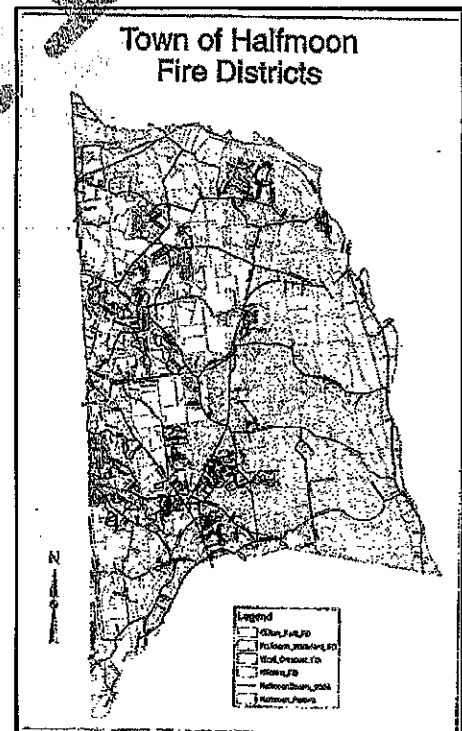
Dear Supervisor Tollisen:

MJ Engineering, Architecture, Landscape Architecture, and Land Surveying, P.C. (MJ) is pleased to provide the Town of Halfmoon (Town) this proposal for GIS mapping services associated with creating an updated Town fire districts map. Based on previous discussions with the Town, MJ's project understanding, and associated Scope of Services are included below.

### **PROJECT UNDERSTANDING**

The Town currently has a fire districts map last updated circa 2010; shown in the image to the right. The map illustrates the boundaries of the four fire districts located within the Town. The Town only has the map graphic and does not have the supporting GIS files.

The Town is seeking to create an updated fire districts map which depicts the current boundaries of the districts which have undergone changes since the previous map was published. The Town also requests the current GIS tax parcels and roads layers be added to the new map.



### **SCOPE OF SERVICES**

#### **Task 01: GIS Mapping**

MJ will set up a GIS mapping project in ArcGIS Pro and compile the publicly available reference layers for the map backdrop (tax parcels and road labels). MJ will digitize and create a GIS layer for the fire district boundaries based on what is shown in the Town's existing fire districts map as a starting point.

MJ will provide a draft map to the Town's Planning Department for their and the Fire Districts' review. After all comments are received, MJ will update the fire district boundaries accordingly and produce a final map.

MJ will provide a PDF of the map for the Town's use. MJ will also add the fire district boundaries GIS layer that was created to the Town's ArcGIS Online web map.



21 Corporate Drive  
Clifton Park, NY 12065



518.371.0799  
mj@mjteam.com  
mjteam.com



Fishkill, NY  
Levittown, NY  
Saranac Lake, NY  
Pocantiny, NJ



## **SCHEDULE**

---

MJ is prepared to initiate the work identified in this proposal within 2 weeks of Notice to Proceed. MJ will produce a draft map in one week thereafter. After receipt of final comments on the draft map, MJ will produce a final map in one week thereafter.

## **FEE**

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MJ proposes to complete Task 01 for a lump sum fee of \$2,000. MJ will invoice the Town in accordance with the contract requirements.

## **ASSUMPTIONS**

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

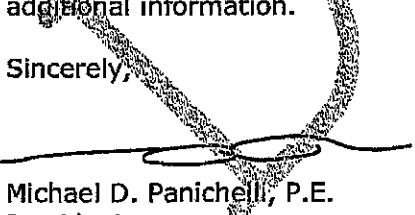
1. Upon Notice to Proceed, the Town will inform MJ of the preferred size for the finished map sheet (for example 24x36) so that MJ can design the map layout and text sizes accordingly. Creating multiple map layouts of different sizes is not included as part of this scope of work.
2. MJ will utilize a publicly available GIS roads layer maintained by NYS ITS for this mapping effort. MJ will cross reference this layer with as-builts of recently dedicated Town roads to check that it includes new development. MJ will not perform any field visits as part of this scope of work.
3. When the mapping is completed, MJ will provide the Town with a PDF of the final map sheet and add the newly created fire districts GIS layer to the Town's ArcGIS Online web map. No other deliverables will be provided as part of this scope of work.

## **SUMMARY**

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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 Service Agreement between MJ and the Town. Please do not hesitate to contact Michael Pianka at 518-371-0799 or via email at [mpianka@mjteam.com](mailto:mpianka@mjteam.com) if you have questions or require additional information.

Sincerely,

  
Michael D. Panichelli, P.E.  
President

Cc:

M. Pianka  
File



**AUTHORIZATION TO PROCEED**

---

In accordance with the Consultant Master Services Agreement dated January 1, 2026, between MJ and the Town of Halfmoon, I hereby authorize MJ Engineering, Architecture, Landscape Architecture, and Land Surveying, P.C. to proceed with the scope of services as described above.

---

Supervisor Kevin Tollisen  
Town of Halfmoon

Date

DRAFT



Bid Proposal for Town of Halfmoon Romac

TOWN OF HALFMOON  
Job Location: Watervliet, NY  
Bid Date: 04/03/2026 03:00 am  
Core & Main Bid #: 4847210

Core & Main  
14 Arch St  
Watervliet, NY 12189  
Phone: 5182736300  
Fax: 5182730238

Seq#	Qty	Description	Units	Price	Ext Price
10	2	ALPHA-XL-9.40 & CPLG 9.05-9.40 OD	EA	795.66	1,591.32
20	2	ALPHA-XL-11.45 10 CPLG 11.10-11.45 OD	EA	1,009.99	2,019.98
30	2	ALPHA-XL-13.60 12 CPLG 13.20-13.60 OD	EA	1,189.09	2,378.18
40	2	ALPHA XL-17.85 16 CPLG 17.40-17.85 OD 266-178517401211	EA	3,606.91	7,213.82
				<b>Sub Total</b>	<b>13,203.30</b>
				Tax	0.00
				<b>Total</b>	<b>13,203.30</b>

UNLESS OTHERWISE SPECIFIED HEREIN, PRICES QUOTED ARE VALID IF ACCEPTED BY CUSTOMER AND PRODUCTS ARE RELEASED BY CUSTOMER FOR MANUFACTURE WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THIS QUOTATION. CORE & MAIN LP RESERVES THE RIGHT TO INCREASE PRICES TO ADDRESS FACTORS, INCLUDING BUT NOT LIMITED TO, GOVERNMENT REGULATIONS, TARIFFS, TRANSPORTATION, FUEL AND RAW MATERIAL COSTS. DELIVERY WILL COMMENCE BASED UPON MANUFACTURER LEAD TIMES. ANY MATERIAL DELIVERIES DELAYED BEYOND MANUFACTURER LEAD TIMES MAY BE SUBJECT TO PRICE INCREASES AND/OR APPLICABLE STORAGE FEES. THIS BID PROPOSAL IS CONTINGENT UPON BUYER'S ACCEPTANCE OF SELLER'S TERMS AND CONDITIONS OF SALE, AS MODIFIED FROM TIME TO TIME, WHICH CAN BE FOUND AT: <https://coreandmain.com/terms-of-sale/>

THIS BID MAY INCLUDE GLOBALLY SOURCED (IMPORTED) MATERIALS THAT ARE SUBJECT TO CHANGING TARIFFS. PRICES ARE SUBJECT TO CHANGE DUE TO POTENTIAL ADDITIONAL TARIFFS IMPOSED BY THE U.S. GOVERNMENT. IF IMPOSED, PRICES WILL INCREASE BY THE SAME PERCENTAGE AND WILL BE EFFECTIVE ON THE DATE THAT THE NEW TARIFFS ARE IMPLEMENTED. THESE ITEMS SHOULD BE PURCHASED WITH HASTE TO AVOID ANY ADDITIONAL RISING TARIFF COSTS.

DRAFT



April 8, 2026

Frank Tironi, Jr.  
Director of Water  
Town of Halfmoon Water Department  
2 Halfmoon Town Plaza  
Halfmoon, NY 12065

**RE: DEVITT ROAD AND SUNSET BOULEVARD WATER MAIN REPLACEMENT  
RECOMMENDATION OF AWARD  
BID SPEC 2-2026  
MJ PROJECT No. 964.141**

Dear Mr. Tironi:

Bids for the Devitt Road and Sunset Boulevard Water Main Replacement project were received by the Town of Halfmoon (Town) on April 8, 2026. A summary of the bid results is provided below:

<b>Bid Results: Devitt Road and Sunset Boulevard Water Main Replacement</b>	
<b>Contractor</b>	<b>Total Lump Sum Bid Amount</b>
<b>Bellamy Construction Company, Inc.</b>	<b>\$811,800.00</b>
Keller & Sons Construction Corp	\$864,808.00
Birdsall Excavation and Construction LLC	\$1,438,450.00

Based on the bid results, Bellamy Construction Company, Inc. (Bellamy), located in Scotia, NY, is the apparent low bidder for the Devitt Road and Sunset Boulevard Water Main Replacement project. MJ Engineering, Architecture, Landscape Architecture, and Land Surveying, P.C. (MJ) has reviewed Bellamy's bid in detail to assess the validity of their bid prices, experience, and references. MJ has worked with Bellamy previously and has no concerns with their qualifications, work experience, or professionalism.

We therefore recommend awarding the Devitt Road and Sunset Boulevard Water Main Replacement project to Bellamy in the amount of \$811,800.00.

Should you have any questions or concerns, please do not hesitate to contact me at (518) 371-0799 ext. (410).

Sincerely,

Mackenzie Klaben  
Design Engineer

**SENT VIA EMAIL ONLY**

March 12, 2026



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

[ktollisen@townofhalfmoon.org](mailto:ktollisen@townofhalfmoon.org)

Re: Woodin Road Southbound Right Turn Lane at Grooms Road (CR 91)  
Halfmoon, NY 12065  
**MJ Proposal No. 2026079 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 professional engineering services associated with the intersection of Woodin Road and Grooms Road (CR 91).

### **PROJECT UNDERSTANDING**

Based upon our involvement with the project area and per the Town's request for a proposal, MJ understands the following:

- In January 2024, MJ completed a TAP/CMAQ application for the Town that included improvements at the I-87 Exit 8A interchange, including the intersection of Grooms Road (CR 91) and Woodin Road.
- In June 2024, NYSDOT announced the recipients of the TAP/CMAQ funding, of which the I-87 Exit 8A project was not included.
- During a February 6, 2026, meeting at Town Hall, Supervisor Tollisen requested MJ to begin initial considerations for the effort to add a southbound right turn lane on Woodin Road at its intersection with Grooms Road (CR 91) and assess the associated project costs.
- On February 23, 2026, Richard Harris stated the Town intends to move forward with this concept and requested MJ to provide a scope and fee to progress the effort, including preparation of a draft design, wetlands delineation, consultation with Saratoga County & NYSDOT, and any other regulatory (SEQR, permitting, etc.) for the requirements to move forward with this investigation.
- In March 2026, MJ communicated with NYSDOT and Saratoga County Department of Public Works (email correspondence attached). Both agencies indicated initial support for the proposed project.



 21 Corporate Drive  
Clifton Park, NY 12065

 518.371.0799  
[mj@mjteam.com](mailto:mj@mjteam.com)  
[mjteam.com](http://mjteam.com)

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



## PROJECT OBJECTIVE

Construct a southbound right turn lane on Woodin Road that will eliminate the current YIELD condition, bring the southbound right turn movements into the intersection so they are controlled by the existing traffic signal, provide sufficient storage for the vehicles intending to turn right to bypass the stopped queue of southbound vehicles proceeding left or through, resulting in reduced delays for vehicles southbound on Woodin Road.

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

## SCOPE OF SERVICES

### Task 01: Survey and Mapping

MJ will complete survey and mapping of the project site. The tasks to be completed include:

#### Topographic Survey and Mapping:

1. Establish two (2) horizontal control points and two (2) benchmarks to serve as survey control. Survey control will be referenced to the New York State Plane Coordinate System, East Zone, on the North American Datum of 1983 (NAD83) and the North American Vertical Datum of 1988 (NAVD88). Control points, benchmarks, and baselines will be included in the mapping file.
2. Conduct a topographic survey within the approximate survey limits necessary for the design phase. Refer to **Figure No: 1** for the approximate survey limits. Site features located typically include, but are not limited to, roads, buildings, driveways, visible utilities, curb lines, walkways, trees greater than 3 inch diameter at breast height (DBH), fences, streams/ponds, recreational equipment, and pavement limits.
3. Collect spot elevations at an interval sufficient to provide 1-foot contours within the approximate survey limits.
4. Coordinate, prepare, and submit a design-ticket request for the project to document site utilities. 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 base mapping.
5. Map project utilities in accordance with ASCE Quality Level C (QLC) Standards. The quality level definitions will be provided in the general notes section of the plans.  
**Quality Level C (QLC):** is the third highest degree of accuracy. The information shown on the plans has been obtained by surveying and plotting visible above-ground utility features and by using professional judgment in correlating this information to existing utility company records (shown as QLC).
6. Prepare topographic survey mapping in the OpenRoads CAD format at a suitable scale. Mapping will be developed in accordance with the standards set forth in the New York State Department of Transportation (NYSDOT) Land Survey Standards and Procedures Manual.



### **Right-of-Way (ROW) Survey and Mapping:**

1. Compile and review record documents to ascertain the limits of the ROW within the project limits. Record research is anticipated to include deeds and maps on file with the office of the Saratoga County Clerk, as well as at the Town of Halfmoon. Research will be conducted for all parcels within the approximate survey limits and adjoining highways.
2. Conduct field reconnaissance and field survey of the project site to identify potential sources of information including natural and man-made monuments and lines of possession that may serve as indicators of the ROW.
3. Perform office computations and analysis to reconcile record boundary information with the physical evidence located, resulting in boundary determination. MJ will determine existing ROW limits and establish approximate side property lines within the survey limits.
4. Prepare ROW mapping in a CAD format showing property and highway boundary lines and any visual evidence of easements observed during the field survey. Property markers recovered and any defects in the lot lines will be shown in the base mapping.
5. Notify the Town of Halfmoon of lot line discrepancies, if discovered.

### **Wetland Delineation:**

1. Ambient Environmental, Inc. (WBE) will provide professional wetland delineation services in accordance with current federal guidelines, specifically the NYSDEC Wetland Delineation Manual and the USACE 1987 Wetland Delineation Manual and the Northcentral and Northeast Region Supplement.
2. Ambient Environmental will produce a Wetland Delineation Report suitable for use in securing State or Federal wetland disturbance permitting, if required.

### **Task 02: Detailed Design and Contract Documents**

The tasks to be completed include:

#### **1. Develop Design Criteria:**

- a. Establish project-specific design criteria.
- b. Based on the project design criteria, identify all existing non-standard features that are within and immediately adjacent to the project limits.

#### **2. Design effort:**

- a. The project will be designed based on NYSDOT standard specifications and details.
- b. Utilize the traffic volume data that was collected as part of the 2024 TAP/CMAQ application to perform a capacity analysis of the proposed lane configuration.
- c. Prepare a traffic memo that provides the data used and summary of the traffic analysis.



- d. Upon completion of the analysis, provide a traffic signal design, required signal timings and an intersection layout that will meet the project objective.
  - e. Prepare an intersection plan, traffic signal plan, roadway typical sections and project details required to bid and construct the project. Roadway profiles are not required nor included in the design.
  - f. Identify proposed pedestrian facilities in the design along with anticipated existing ROW limits, grading, drainage modifications, signage, pavement markings, and erosion control measures.
  - g. Perform an environmental screening of the project area. Identify and document environmental design constraints and required mitigation measures to the Town of Halfmoon.
  - h. Assist the Town of Halfmoon in complying with SEQRA (6 NYCRR Part 617).
  - i. Prepare the Environmental Assessment Form and a negative/positive declaration, as required.
  - j. Document the results of SEQRA processing in a memo and will include documentation of the final SEQRA determination.
  - k. Prepare a 75% progress design plan submission for review by the Town, NYSDOT and the Saratoga County Department of Public Works (DPW).
  - l. Prepare 100% plan submission and a final bid package after incorporating the comments from the 75% plan.
  - m. Prepare a Work Zone Traffic Control (WZTC) plan, utilizing NYSDOT standards, to safely route vehicles and pedestrians through the work zone during construction. Investigate the option for a closure and/or nighttime work to be able to facilitate work outside of the peak traffic hours and provide minimal disruption to the travelling public. The intended project staging, and work zone restrictions will be identified within the contract documents.
  - n. Identify utility ownership within the project area and coordinate with the respective utility owners if any relocations are required.
  - o. Assist the Town in preparing any necessary arrangements with utility companies.
  - p. Prepare a Maintenance Jurisdiction Table defining the municipality and/or agency that owns and maintains which areas within the construction limits.
- 3. Cost Estimating:**
- a. Develop one (1) cost estimate for the 75% submission.
  - b. Provide one (1) update for the 100% plan submission.
- 4. Permits and Approvals:**
- a. Determine permits necessary to construct the Improvements.



- b. Prepare the permit applications.
- c. Assist the Town in obtaining the required permits.

**5. Right-of-Way Acquisition:**

- a. If the proposed improvements cannot be fully constructed within the public right-of-way, MJ will present to the Town of Halfmoon the types of ROW acquisitions required and the anticipated acquisition limits. **Note:** at this proposal level, we are not expecting any ROW acquisitions for the project.
- b. If acquisitions are required, the ROW mapping, incidental, and acquisition processes will be proposed under a supplemental agreement to this proposal by a sub-consultant that specializes in ROW acquisitions. MJ will not proceed with any right-of-way acquisition activities without the required authorization from the Town of Halfmoon.

**6. Contract Documents:**

- a. Prepare bid plans, specifications, and front-end bid package. MJ will submit the contract documents to the Town of Halfmoon for approval. The package will include:
  - Project Manual, including Special Notes and Special Specifications
  - Plans
  - A list of supplemental information available to bidders (i.e., subsurface exploration logs, record as-built plans, etc.)
  - Tabulated bid sheets in PDF and Excel format

**Task 03: Advertisement, Bid Opening and Award**

The tasks to be completed include:

**1. Advertisement**

MJ will prepare the advertisement for bids to be placed in the NYS Contract Reporter and any other newspaper or publication identified by the Town. MJ will submit the ads, as well as the draft resolution to be passed at a Town Board meeting, to the Town for review and will revise to reflect comments generated by that review. Upon approval by the Town, the Town will place the advertisements. A three (3) week advertisement period is assumed.

**2. Bid Opening**

The Town will hold the public bid opening.

**3. Bid Analysis**

MJ will analyze the bid results. The analysis will include:

- Verifying the low bidder



- Ensuring receipt of all required bid documents (non-collusive bid certifications, debarment history certification, etc.)
- Organizing the low bid into fiscal shares, if necessary
- Determining whether the low bid is unbalanced
- For pay items bid more than 25% over the Engineers Estimate:
  - Checking accuracy of quantity calculations
  - Determining appropriateness of price bid for work in the item
  - Determining whether the low bidder is qualified to perform the work
- The bid analysis will be provided to the Town for their records.

#### **4. Award**

MJ will provide an award recommendation package to the Town and NYSDEC for review. Once the Town passes the resolution to award the contract, MJ will send a notice of award and agreement to the selected low bidder.

#### **5. Pre-Construction Meeting**

Following the award process, MJ will schedule and conduct one (1) preconstruction meeting. All materials will be submitted to meeting attendees within ten (10) business days of the meeting date. MJ will prepare the meeting minutes.

#### **Task 04: Construction Support**

Provide design responses to unanticipated or changed field conditions, analyze and participate in proposed design changes, and interpret design plans, as needed. Work under this section will always be in response to a specific assignment from the Town under one of the tasks below:

- Unanticipated and/or varying field conditions or changes in construction procedures, MJ will conduct on-site field reconnaissance and, where required, prepare Field Change Sheets modifying pertinent contract plan sheets.
- Analyze and make recommendations on the implementation of changes proposed by the Town or the construction contractor. This includes the Work Zone Traffic Control Plan.
- Interpret and clarify design concepts, plans and specifications.
- Review and approve shop drawings for construction.
- Review and provide responses to Requests for Information (RFIs) received.

#### **Task 05: Construction Inspection**

As the project has the potential to have significant implications to the traveling public, full-time construction inspection services are proposed. MJ will provide the following:



- Conduct on-site meetings with the contractor and prepare and distribute minutes of such meetings.
- Assess work zone traffic control setups (signage, cones, barrels, barrier, etc.) daily or as needed to ensure closures are appropriate and traffic is moving as smoothly as possible. In short term detours are required, signage and traffic conditions along the detour route will be monitored.
- Keep records in accordance with the directions of the NYSDOT Manual of Uniform Recordkeeping (MURK).
- Prepare inspection records utilizing the APPIA program or approved equivalent.
- Perform the inspection services to determine general conformance with the contract documents. The contractor is ultimately responsible for the quality and timeliness of the constructed project.
- Review submissions for general approval for NYSDOT source and material compliance.
- Prepare a letter identifying all punch list items and coordinate the list with the contractor, Town of Halfmoon, Saratoga County DPW, and/or NYSDOT. The punch list will identify observed discrepancies, deficiencies and incomplete items for the contractor to address.
- Use reasonable care and diligence and exercise best efforts to see that such discrepancies, deficiencies and incomplete items are promptly remedied, and will monitor and inspect such work items until they are satisfactorily completed.

#### **ASSUMPTIONS IN THIS PROPOSAL**

The following assumptions apply in developing this scope of work.

1. The Town will:
  - a. Provide existing maps, right-of-way boundary record information, or underground utility record plans, if available.
  - b. Prepare and issue a Right-of-Entry Notification Letter to property owners within the approximate survey limits and provide these letters to MJ.
  - c. Review and provide comments on submitted materials within 10 (ten) business days.
  - d. Be designated as the Lead Agency. Project is an unlisted action.
2. Field crew personnel labor effort is subject to current New York State Department of Labor (NYSDOL) Prevailing Wage rates.
3. Task 05 Construction Inspection
  - a) One (1) Full-time Inspector (NICET III) for the duration of the project estimated at 40 hours a week for 12 weeks of construction.
  - b) No overtime or weekend hours are anticipated or included in this proposal.



- c) Contractor's construction schedule will determine the effort needed to inspect the project. Additional hours would be required to complete the project if the contractor's schedule exceeds the estimate.

#### **TASKS NOT INCLUDED IN THIS PROPOSAL**

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The following tasks are not included. A supplementary proposal can be provided for any of the services listed below, if requested.

1. Lot consolidation, easement or subdivision mapping.
2. An ALTA/NSPS Land Title Survey.
3. A complete boundary survey of all adjoining parcels.
4. ROW acquisition mapping, incidental and acquisition phase services.
5. Setting new and/or marking existing boundary markers.
6. Preparation of easements / right of way descriptions to any private entity, public agency/government or other parties.
7. Construction survey services.
8. Environmental screenings / preliminary investigations / Phase I Environmental Site Assessment or preparation of an environmental impact statement.
9. Geotechnical Investigations for structures or retaining walls.
10. Visual simulations.
11. Threatened and Endangered Species survey.
12. Cultural Resource Survey (Phase 1, 2 or 3).
13. Regulated wetland permitting.
14. Public engagement and public meetings.
15. Construction material testing.
16. Design of a new traffic signal.

#### **SCHEDULE**

---

MJ is prepared to commence the above services within three (3) weeks from the Town of Halfmoon's authorization to proceed. A detailed schedule will be provided after authorization to proceed is received; a general baseline schedule is provided below and is based on the assumed notice date. Data collection will be scheduled and adjusted accordingly based on favorable weather conditions.

Construction is expected to take place in the Spring of 2027 due to the long lead times to obtain



permits. ROW acquisition requirements are unknown at this time and have the potential to impact this schedule, if required.

<b>Task</b>	<b>Description</b>	<b>Schedule</b>
<b>01</b>	Topo Survey and ROW Mapping	Completed 6 weeks after authorization
<b>02</b>	Detailed Design and Contract Documents: 75% Design Bid Documents	Completed 10 weeks after Task 01 Completed 8 weeks after receipt of Town comments
<b>03</b>	Advertise, Bid and Award	TBD (tentative for September 2026)
<b>04</b>	Construction Support	TBD (tentative for April 2027 through June 2027)
<b>05</b>	Construction Inspection	TBD (tentative for April 2027 through June 2027)

**FEE**

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

<b>Task</b>	<b>Description</b>	<b>Fee</b>	<b>Bill Method</b>
<b>Task 01</b>	Topographic Survey and ROW Mapping	\$17,000	Lump Sum
<b>Task 02</b>	Detailed Design and Contract Documents	\$33,000	Lump Sum
<b>Task 03</b>	Advertising, Bid Opening and Award	\$3,500	Lump Sum
<b>Task 04</b>	Construction Support	\$8,000	Lump Sum
<b>Task 05</b>	Construction Inspection*	\$60,000	Not to Exceed
	<b>Total Estimated Fee:</b>	<b>\$121,500</b>	

\* One (1) Full-time Inspector at a rate of \$125.00 per hour for 480 Total Hours

MJ will not exceed the listed fees without prior written approval from the Town. MJ will invoice the Town on a monthly basis based on the percentage of work completed. 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 the Town of Halfmoon with a proposal for this project. If the above scope of work is acceptable, please notify MJ and we will provide you with a formal contract for review and execution. We look forward to continuing working with the Town of Halfmoon on this project. In the event there are any questions concerning our suggested approach and scope of services, please do not hesitate to contact this office at (518) 371-0799 or contact Mark Pyskadlo directly at mpyskadlo@mjteam.com.



Woodin Road Southbound Right Turn Lane at Grooms Road (CR 91)  
Proposal 2026079  
March 12, 2026  
Page 10 of 10

Sincerely,

A blue ink handwritten signature, appearing to be 'Michael D. Panichelli', written in a cursive style.

Michael D. Panichelli, P.E.  
President

cc: MJ Proposal 2026079 file

DRAFT



## Mark Pyskadlo

---

**From:** Fenley, Michael (DOT) <Michael.Fenley@dot.ny.gov>  
**Sent:** Monday, March 9, 2026 2:55 PM  
**To:** Mark Pyskadlo  
**Cc:** Lisa Wallin; Brian J. Cooper; dot.sm.R01.permits; Kircher, Kelley L (DOT)  
**Subject:** RE: Woodin Road SB Right Turn Lane at Grooms Road, Signal #107, Saratoga County  
**Attachments:** Concept Plan\_Woodin RT Turn Lane\_2026 02 23.pdf

Mark,

Thanks for involving us early on. Our initial thoughts are the following:

- 1) The existing southbound Woodin Road right turn is a yield controlled slip ramp (as is northbound). This intersection has Miovision, which would help with detection zones (FYI).
- 2) Do you have recent volumes to indicate the storage length as proposed is long enough during AM/PM Peaks?
- 3) Do you have LOS analyses under existing and proposed conditions for the intersection? Same to consider with the Exit 8A signal (on and off ramp run on one controller). Operational considerations would need to include the Exit 8A signal(s) as the two currently have an interconnect with Grooms and Woodin.
- 4) For the Exit 8A signal, Phases 2 and 6 (Grooms Road Through movement) are on min recall.
- 5) Maintenance of the stamped concrete, pavement, and pavement markings will need to be verified and confirmed by Town and County (not NYSDOT)

Thanks,  
Mike

**MICHAEL W. FENLEY, P.E.**  
Regional Traffic Engineer – Capital Region

New York State Department of Transportation  
50 Wolf Road, Albany, NY 12232  
518-457-5283 (O) | 518-949-5212 (C) | [Michael.Fenley@dot.ny.gov](mailto:Michael.Fenley@dot.ny.gov)

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**From:** Mark Pyskadlo <mpyskadlo@mjteam.com>  
**Sent:** Thursday, February 26, 2026 10:30 AM  
**To:** Reynolds, Dan (DOT) <Dan.Reynolds@dot.ny.gov>; Fenley, Michael (DOT) <Michael.Fenley@dot.ny.gov>  
**Cc:** Lisa Wallin <lwallin@mjteam.com>; Brian J. Cooper <bcooper@mjteam.com>  
**Subject:** Woodin Road SB Right Turn Lane at Grooms Road, Signal #107, Saratoga County

*ATTENTION: This e-mail came from an external source. Do not open attachments or click on links from unknown senders or unexpected emails.*

Dan & Mike:

A few years ago MJ prepared a TAP/CMAQ funding application on behalf of the Town of Halfmoon to improve the delays along Grooms Road at the I-87 Exit 8A and Woodin intersections. The project was not selected for funding.

The Town of Halfmoon recently requested MJ to look into adding a SB right turn lane on Woodin Road at Grooms Road. The Town would be funding the project as a HWP.

We developed the attached conceptual design. I'm requesting some feedback on the concept plan and would like to schedule a Teams call in the near future to discuss.

Additional relevant items:

- Proposed SB RTA would overlap with the existing EB to NB LTA
- Our span analysis of the existing signal shows it is near capacity, so we propose adding a 5-section head with RTA and right turn ONLY sign mounted to the pole in the SW corner.
- Does the signal at I-87 Exit 8A have any phases on recall (need detection repairs)?
- Truck apron on Woodin is proposed as shown to deter passenger vehicles from using, but allowing the SU-40 design vehicle to complete a right turn from SB Woodin to WB Grooms (similar to what was installed at the I-87 Exit 6 off ramps)
- Will require coordination with Saratoga County DPW, as Grooms Road is a county highway (CR 91).

Please take a look and tell me your thoughts. I'll follow up next week if I don't hear from you.

Regards,



**Mark Pyskadlo, PE, PTOE**  
Traffic Engineering Manager

[mpyskadlo@miteam.com](mailto:mpyskadlo@miteam.com)

518.371.0799, ext. 424

21 Corporate Drive  
Clifton Park, NY 12065

**Mark Pyskadlo**

---

**From:** Chad Cooke <CCooke@saratogacountyny.gov>  
**Sent:** Monday, March 9, 2026 1:42 PM  
**To:** Mark Pyskadlo  
**Cc:** Lisa Wallin; Brian J. Cooper  
**Subject:** RE: Proposed Southbound right turn lane on Woodin Road at the intersection with Grooms Road (CR 91), MJ Proposal 2026079

Hi Mark-

The County would generally be an interested party only for the proposed improvements. As you noted, NYSDOT owns the signal and given its close proximity to the interchange, they are going to control decisions related to intersection changes as well.

For what it is worth, County DPW would certainly support the project.

Thanks,  
Chad



Chad M. Cooke, P.E., M.P.A.  
Commissioner  
Department of Public Works  
Phone: 518.885.2235  
Email: [ccooke@saratogacountyny.gov](mailto:ccooke@saratogacountyny.gov)  
3654 Galway Road  
Ballston Spa, NY 12020  
[saratogacountyny.gov](http://saratogacountyny.gov)

**From:** Mark Pyskadlo <mpyskadlo@mjteam.com>  
**Sent:** Monday, March 9, 2026 1:28 PM  
**To:** Chad Cooke <CCooke@saratogacountyny.gov>  
**Cc:** Lisa Wallin <lwallin@mjteam.com>; Brian J. Cooper <bcooper@mjteam.com>  
**Subject:** Proposed Southbound right turn lane on Woodin Road at the intersection with Grooms Road (CR 91), MJ Proposal 2026079

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Chad:

A few years ago MJ prepared a TAP/CMAQ funding application on behalf of the Town of Halfmoon to improve the vehicle delays along Grooms Road at the I-87 Exit 8A and Woodin intersections. You provided a letter of support for the project, however NYSDOT did not select it for funding.

The Town of Halfmoon recently requested MJ to look into adding a SB right turn lane on Woodin Road at Grooms Road (CR 91). The Town would be funding the project as a Highway Work Permit.

We developed the attached conceptual design and I'm requesting some feedback on the concept plan. Is this project something the County would support? What would Saratoga County require for approval?

Additional relevant items:

- Proposed SB Right Turn Arrow (RTA) would overlap with the existing EB to NB Left Turn Arrow (LTA)
- Our span analysis of the existing signal shows it is near capacity, so we propose adding a 5-section head with RTA and right turn ONLY sign mounted to the pole in the SW corner.
- Truck apron on Woodin is proposed as shown to deter passenger vehicles from using, but allowing the SU-40 design vehicle to complete a right turn from SB Woodin to WB Grooms (similar to what was installed at the I-87 Exit 6 off ramps)
- Project would require coordination and approval from NYSDOT, as the traffic signal is owned/operated/maintained by NYSDOT.

Please take a look and tell me your thoughts. I'll follow up next week if I don't hear from you.

Sincerely,



[mjteam.com](http://mjteam.com)

**Mark Pyskadlo, PE, PTOE**  
Traffic Engineering Manager

[mpyskadlo@mjteam.com](mailto:mpyskadlo@mjteam.com)

518.371.0799, ext. 424

21 Corporate Drive  
Clifton Park, NY 12065

ROUND LAKE CASH SALES  
198 USHERS ROAD  
ROUND LAKE, NY

12151

TEAM EJP Round Lake NY  
Everett J. Prescott Inc.  
32 Prescott Street  
P.O. Box 600  
Gardiner, ME  
04345

Telephone: 518-877-6737

Bid expires on 05/06/26  
Page 1

4/06/26 Bid ID: 5594923 VALVE EXERCISER

Quantity	Sell Per	Description	Unit Price	Extended Price
1	EA	98003 VALVEMASTER VALVE EXERCISER	10,450.00	10,450.00

**DRAFT**

Subtotal: 10,450.00  
Tax: 731.50  
Bid Total: 11,181.50

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

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DATE: April 15, 2026  
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 April 23, 2026, Abstract for engineering and related fees.

DEBIT:	Revenues	25-980	\$10,593.00
	Subsidiary: Home & Community Services		
		25-4-2189.00	\$10,593.00
CREDIT:	Appropriations	25-960	\$10,593.00
	Subsidiary: Engineering Contractors Inspections		
		25-5-1440.40	\$10,593.00

<u>NAME</u>	<u>AMOUNT</u>
Al Argam Center	\$ 200.00
GF Haven	\$ 609.00
Halfmoon Solar	\$ 783.00
Next Generation Storage	\$ 435.00
Prestige Petroleum Gas	\$ 300.00
Red Maples Duplexes	\$ 870.00
Rybaltowski Subdivision	\$ 448.00
Scannell - Coca Cola CI	\$ 5,162.00
Toyota of Clifton Park	\$ 1,218.00
World of Cars LLC	\$ 568.00
Total	\$ 10,593.00

A resolution is necessary to increase appropriations within the Special Revenue fund from Recreation Fees in the not to exceed amount of \$100,152.00, per resolution 158-2026, dated 04/01/2026, for the paving of a portion of the Town Park Trails.

DEBIT:	Unappropriated Fund Balance	25-911	\$100,152.00
CREDIT:	Appropriations	25-960	\$100,152.00
	Subsidiary: Special Recreation Facilities-Town Park Trail		
	25-5-7180.22	\$100,152.00	