BUDGET WORKSHOP - BOARD ROOM - 6:15 pm
The October 21, 2026 Budget Workshop was opened at 6:15 pm with the following members present:

Kevin J. Tollisen, Supervisor
Eric A. Catricala, Deputy Town Supervisor
Jeremy W. Connors, Councilman-**Excused**
Paul L. Hotaling, Councilman
John P. Wasielewski, Councilman
Kelly L. Catricala, Town Clerk
Lyn A. Murphy, Town Attorney-**Excused**
Cathy L. Drobny, Deputy Town Attorney

BUDGET HIGHLIGHTS

Supervisor Tollisen: This is the 48th consecutive year there is no General Fund Town Tax to be levied against the residents of the Town of Halfmoon. With respect to the general highlight and water funds, there is a five percent raise slated for all Town employees; the fiscal and financial reasons for the decision are designed to compensate employees for their service, hard work and dedication, and to help with the current situation of the economy. It is intended that the Town remain competitive with wages and that the Town maintains the best possible people for our employment.

The Town has made substantial investments to continue to grow Town reserves. In the year 2025, the Town earned just over 1.6 million dollars in interest on our monies, and even with falling interest rates, by end of 2026 it is projected that the interest earnings will be about 1.4 million dollars. The Town continues to invest its funds for long-term stability and fiscal health and to make as much money for the Town taxpayers as possible.

The Highway portion of the budget increased about $182,190.00 ; which is about a 3.5 % increase from the previous year. Highway Tax will be increased just slightly, it will obviously be under the NYS Property Tax Cap threshold, it is about a $14.00 per year difference per household based on an average household. We will continue to use the Highway Fund Tax to invest in roads and infrastructure; we continue to be very aggressive in these investments in roads and infrastructure, and continue to pave as many roads as possible during the given year. In addition, we take care of other amenities on the roads such as drainage and will continue also with respect to the Water Department, to replace old waterlines. The Water Rate will remain the same in 2027 as it did in 2026. Which is 560/thousand gallons. It is projected that there will be no increase for debt retirement to the Town residents that will continue at $156/equivalent domestic unit. Net result if all goes as we expect it to, we will have additional monies left over to put into the Capital Reserve Accounts at the end of 2027.

Overall budget for the Town has increased 1.7 million over the 2026 budget, again the increases are due to inflation driving up costs for essential services, but we, fortunately been very conservative with our budget and continue to protect our fund balances and protect for long-term stability for the Town of Halfmoon. We have numerous residents that continue to use services that are provided by the Town, for instance we have 850 seniors at our Senior Center that we provide recreational and educational programs, we have nutrition programs that are available; we are actually one of the few Towns that deliver meals to our seniors on a daily basis. We also have a senior van service to provide rides to medical appointments, grocery shopping and other vital appointments.

The Summer Recreation Program had just under 360 children this past summer which is a trademark and hallmark of the Town of Halfmoon. This is something the Town's people love, and we will continue to do. We are looking to potentially reinstate the Tot Program; it has been several years since we had a Tot Program in the Town of Halfmoon, but we are looking to reinstate that potentially in 2027. We also continue to partner with a number of non-for-profit organizations to support Halfmoon children, Halfmoon seniors, Halfmoon families. These include the Mechanicville Area Community Services, Captain, YMCA, Care links. The Town also has a food pantry that is located here at Town Hall where we regularly send out food to families in need, as well as a food pantry at the Senior Center.

Realistically looking at 2026, we will finish the budget year in good financial shape. Looking into 2027 obviously there is uncertainty in the national economy, but we will continue to monitor those things. Our budgets are pretty fiscally conservative; what that means is while we have projected numbers, we will continue to monitor those and adjust during the year as we need to do so. We continue to pursue State and Federal grants, and as the Board is aware, we just received a $90,000.00 grant towards a $125,000.00 new bus for our senior transport program. We also have some economic development grants we have received and other grants that we have received , and we will continue to pursue grants where possible.

The good news is that we continue to show good financial and fiscal strength. Our bond rating as everyone is aware went from an AA to an AA+ bond rating and that is due to our strong economy, we have a broad, diverse statical area with on-going industrial ,residential, and commercial development Town wide. The double A plus rating focuses on monitoring budget performance, good financial management policies and practices, strong budgetary performance anchored by good sales tax collection and sizeable reserves.

Overall, the Town, if I can say so, is in good financial shape, it is in good fiscal health, and the 2027 budget reflects all of that, and continues to push the Town forward, invest in our future, invest in our infrastructure, and provide the best possible for our Town residents.

Are there any questions? Hearing from no one, I will close the Budget Workshop at 6:27 pm.

The October 21, 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-**Excused**
Paul L. Hotaling, Councilman
John P. Wasielewski, Councilman
Kelly L. Catricala, Town Clerk
Lyn A. Murphy, Town Attorney-**Excused**
Cathy L. Drobny, Deputy Town Attorney

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

PUBLIC HEARING: DISCUSS AUTHORIZING AN EXPENDITURE FROM THE WATER FUND CAPITAL RESERVE MONIES FOR THE DESIGN, CONSTRUCTION, AND INSTALLATION OF A WATERMAIN ON BELLEARD LANE IN THE TOWN OF HALFMOON, SUBJECT TO PERMISSIVE REFERENDUM.

Supervisor Tollisen: Would anyone like the public notice read? Anyone online? Hearing from no one, I will open the Public Hearing at 7:04 pm .The Town of

Halfmoon has been very proactive in extending water lines throughout the Town and extending water lines throughout areas that may otherwise not be served. The goal of it is for all Town residents to have municipal water. We believe that with the water projects going on right now, that potentially we can piggy-back off of those and do Belleard Lane, which is off of Dunsbach Road in the Exit 8 area of the Town of Halfmoon, and get that finally completed for the residents whoa re in desperate need of the water. This is something they have been pleading with the town for some time; for many years actually. We believe this is something we can do, obviously this is subject to Permissive Referendum, so are there any questions of the Board? Any questions from the Public? Hearing from no one, I will close the Public Hearing at 7:07 pm. Is there a motion from the Board?

RESOLUTION NO.319-2026

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

RESOLVED, that the Town Board adopts authorizing an expenditure from the Water Fund Capital Reserve Monies for the design, construction, and installation of a watermain on Belleard Lane in the Town of Halfmoon, subject to Permissive Referendum.

POLL OF THE BOARD

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

PRESENTATION: HALFMOON HERO

Supervisor Tollisen: The next item on our agenda is a presentation, something we love doing at our Town Board Meetings; to honor someone who has actually gone above and beyond and made a difference in our community. It is called the Halfmoon Hero Award, and it is given out to honor people who have made a commitment to the community far and above, and made a difference. We have someone in our audience tonight; someone submitted their name for Halfmoon Hero, and we believe that this person is certainly fitting of this award. This is an award we give proudly and this is a proclamation that Christine Ozkan has been recognized as a Halfmoon Hero by the Town Board of the Town of Halfmoon. Chris has a caring spirit, she has generously given her time and talents and she has an unwavering commitment to the community. Chris has a wonderful talent as a craft instructor, generous support of the Blue Star Mothers and heartfelt dedication into making hats for babies and children in need throughout Saratoga County. She does not do this for praise, or for any appreciation; she does this because she loves her community, it is her passion, her desire and Chris, you do amazing things. Your kindness goes above and beyond, your creativity, your willingness to always help others. I can tell you that the chair you painted for the Blue Star Mothers -WOW! What a tremendous talent, and the willingness to do this to benefit others. You did a lot of that fundraising yourself at

various events. You are definitely an inspiration to others and you are worthy of this award as a Halfmoon Hero. I do need a resolution from the Town Board please.

RESOLUTION NO.320-2026

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

RESOLVED, that the Town Board recognizes Christine Ozkan as a Halfmoon Hero for her commitment to the community and love of helping others.

Supervisor Tollisen: Chris on behalf of the Town Board of the Town of Halfmoon, congratulations on being a Halfmoon Hero, thank you for the great work that you do, thank you for your sense of community and love for helping others.

COMMUNITY EVENTS:

The "BUY A BRICK" Program: for the Halfmoon Veterans Walk of Honor at the Halfmoon Veterans Memorial in the Town Park is now accepting orders. Create a lasting tribute for your veteran. For more information, please call 518-371-7410 ext. 2200 or visit our website www.townofhalfmoon-ny.gov.

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

TOWN OF HALFMOON HISTORICAL BUILDING: The Historical Building is open by appointment. Please contact Lynda Bryan, Historian at 518-371-7410 Ext. 2331 or lbryan@townofhalfmoon.org. Volunteers are needed and welcomed!

TRUNK OR TREAT: Saturday, October 24th from 5 pm to 7 pm at the Halfmoon Town Park at 162 Route 236, Halfmoon. Trick or Treaters will stay in the car and drive around the decorated Halfmoon Town Park. For more information contact Jim Hayes at 518-371-7410 extension 2272.

MILLER'S BBQ : Wednesday, October 28th from 2pm-5pm at the Farmers' Market. Cost is $20. Tickets are available at the Town Clerk's Office or Recreation Department.

CORPUS CHRISTI FALL FESTIVAL 2026: Saturday, November 7th from 9 am to 4:30 pm and Sunday, November 8th from 9 am to 1 pm. Come join the Corpus Christi Community as they celebrate their annual craft fair and bake sale.

HALFMOON SENIOR CITIZENS ASSOCIATION: will be hosting their Annual Bazaar/Bake Sale on Saturday, November 14th from 9am-2pm. Miller's BBQ will also be there with a choice of Chicken ($20) or 1/2 rack of ribs for ($22). Please stop by and shop for some treasures.

THANKSGIVING FOOD DRIVE: Donations will be collected through Saturday, November 21st. Donation boxes are located in the entrance of the Town Hall and Recreation Office. Items needed: Instant Potatoes; Stuffing Mix; Dessert Mix; Canned Cranberries; Muffin Mix; Gravy/Gravy Mix; Soup/Soup Mix and canned vegetables. Donations will be made into baskets and delivered to local seniors & families in need.

LETTERS TO SANTA: November 23rd through December 16th. Children can mail letters to Santa and receive a response and a special surprise! A self-addressed stamped legal-size envelope must be included for Santa to mail your child their special gift. Santa's mailbox will be outside the front door of the Halfmoon Town Hall. For more information contact: James Hayes, Director, Halfmoon Recreation at 518-371-7410 Ext. 2272.

JINGLE BELL BASH: Saturday, December 5th from 12:00 pm to 4:00 pm at the Halfmoon Town Hall and Justice Building. Family Fun filled day for the kids with pictures with Santa & Mrs. Claus, Sleigh Rides; Craft Making; Balloon Artist; Face Painting & so much more! Refreshments will be available for purchase to benefit the Halfmoon Character Counts & Halfmoon Celebrations Events.

AN EVENING WITH MRS. CLAUS: Friday, December 11th, 6:00 pm to 7:30 pm at the Town Hall. Limited to 50 children under the ages 5 to10. Reservations begin November 27th by emailing your name, number of children you would like to bring, and each child's age to halfmooncelebrations@gmail.com *Reservations cannot be confirmed without this information.* Please contact Halfmoon Celebrations Association, Inc. at www.halfmooncelebrations.org for additional information.

MARKETPLACE ON CANDY CANE LANE: Saturday, December 12th from 10:00 am to 3:00 pm for all of your holiday shopping from local vendors and crafters at the Town Hall! So many vendors will be on hand with exciting gift ideas for you! Light refreshments will be available for purchase. There will be a raffle to raise funds for Halfmoon Celebrations Association, Inc. to help with continuing the free events for all to enjoy! Please contact Halfmoon Celebrations Association, Inc. at www.halfmooncelebrations.org for additional information.

TOWN MEETINGS:
*If a Monday meeting falls on a holiday, the meeting will be held the next day (Tuesday).

- Town Board: 1st and 3rd Wednesday of the month at 7:00 PM
  Pre-meeting at 6:15 PM
- Zoning Board of Appeals: 1st Monday* of the month at 7:00 PM
  Pre-meeting at 6:45 PM
- Planning Board: 2nd and 4th Monday* of the month at 7:00 PM
  Pre-meeting at 6:15 PM
- Trails & Open Space Committee: 3rd Monday* of the 3rd month at 7:00 PM, unless otherwise announced.

REPORTS OF BOARD MEMBERS AND TOWN ATTORNEY

Kevin J. Tollisen (Town Supervisor)

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. I would like to highlight the Veteran's Ceremony we had here on Saturday. Including my fellow Town Board Member Mr. Wasielewski, I would like to congratulate four incredible people for the efforts they gave, for what they have given up for the love of our country. Their families stood right behind them. I just wanted to personally say thank you.

Councilman Wasielewski: Thank you Paul.
Councilman Catricala: I will second that motion.
Councilman Wasielewski: Thank you.

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 just like to remind the residents that October is fire prevention month, and every department in Town has open events, many community events. It is also getting cooler out, and I would like to remind residents to have their heating systems and chimneys checked to make sure they are operating safely. 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: Excused

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): Excused

Cathy Drobny, Esq. (Deputy Town Attorney): I have nothing, 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 Justice Fodera

Total # Cases 181 Total Fees Submitted to the Supervisor - $25,888.00

2. Town Justice Suchocki

Total # Cases 126 Total Fees Submitted to the Supervisor - $20,968.00

3. Town Clerk

Total Fees Submitted to the Supervisor - $11,817.56

4. Senior Express

Total # Rides – 623 Total # Meals – 805

5. Building Permits

Total # Permits - 91 Total Fees Submitted to the Supervisor - $35,680.00
Fire Inspections - 75 Total Fees Submitted to the Supervisor - $10,100.00

DEPARTMENT MANAGER MONTHLY REPORTS (Can be viewed at the Town Clerk's Office) Animal Control, Assessor; Building, Planning & Code; Buildings & Grounds; Recreation & Senior Center, Water Department

CORRESPONDENCE

1. Received from NYS Department of State filing of Local Law 7-2026.
Received & Filed

2. Received from Saigon Spring Vietnamese Restaurant Corp. Notice for providing 30-Day Advance Notice for Liquor, Wine, Beer & Cider.
Received & Filed

3. Received Notice of Application from the Town of Malta from Cellco Partnership d/b/a Verizon Wireless.
Received & Filed

4. Received from Douglas W. Mikol, letter of resignation effective immediately as part-time Personal Computer Tech for the Town of Halfmoon.
Received & Filed

5. Received from the Town of Halfmoon Planning Board, Resolutions passed at the September 28, 2026 meeting.
Received & Filed

6. Received from NYS Department of State filing of Local Law 8-2026.
Received & Filed

7. Received from Verizon New York Inc. filing of Petition for confirmation of a cable television franchise with the Town of Halfmoon with the New York Public Service Commission.
Received & Filed

8. Received from Sharon Phelps, her Letter of Resignation effective October 06, 2026 as an Account Clerk for the Town of Halfmoon.
Received & Filed

9. Received from John & Marian Milczarek, 16 English Road, their thanks to Halfmoon Highway Superintendent Bill Bryans and team for the work they did on English Road.
Received & Filed

10. Received from June O'toole, 2 Cooks Court, Halfmoon, a thank you to the Senior Express for the necessary rides provided to her to get to doctor's appointments that she otherwise would not be able to get to. She also expressed that the kindness and efficiency of the drivers and dispatchers is appreciated. June was kind enough to make a generous donation to the Senior Express.
Received & Filed

11. Received from the Town of Halfmoon Planning Board, their resolutions approved/denied at the October 13, 2026 Planning Board Meeting.
Received & Filed

12. Received from the Halfmoon Fire District #1, their adopted 2027 budget.
Received & Filed

13. Received from the Comptroller's Office, the 2027 Preliminary Budget, filed in the Town Clerk's Office.
Received & Filed

OLD BUSINESS

NEW BUSINESS

RESOLUTION NO.308-2026

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

RESOLVED, that the Town Board approves the Town Board Executive Session Meeting Minutes of October 1, 2026.

POLL OF THE BOARD

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

RESOLUTION NO.309-2026

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

RESOLVED, that the Town Board approves the Town Board Meeting Minutes of October 1, 2026 as presented.

RESOLUTION NO.310-2026

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

RESOLVED, the Town Board hereby approves disposing of two computers as the computers are no longer of use to the Town and that the Town's Asset Inventory list will be updated to reflect that the HP Pro Desk 400 fixed asset #CE-15-0030 and the HP Elite Desk 800GISFF fixed asset #CE-15015 are no longer assets of the Town, subject to the review and approval of the Town Attorney.

RESOLUTION NO.311-2026

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

RESOLVED, the Town Board hereby appoints Michael DeWein to the Trails and Open Space Committee.

Supervisor Tollisen: I will make note that this was a recommendation of the Trails and Open Space Committee.

RESOLUTION NO.312-2026

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

RESOLVED, that the Town Board hereby schedules a Public Hearing for the November 4, 2026, Town Board meeting, in the A. James Bold Room, at 7:00 p.m. or as soon thereafter as their agenda allows, to discuss authorizing an expenditure of $59,000.00 from the General Fund Capital Reserve for Traffic Improvements, monies for traffic improvements at Route 236 and Guideboard road, expenditures pursuant to §6-c of the General Municipal Law, subject to permissive referendum.

RESOLUTION NO.313-2026

Offered by Councilman Hotaling, seconded by Councilman Catricala: Approved by the vote of the Board: Ayes: Tollisen, Catricala, Hotaling, Wasielewski, & Connors-Excused
Resolution Introduced by Sole Assessor Zarelli

RESOLVED, that the Town Board hereby schedules a Public Hearing for the November 4, 2026, Town Board meeting, in the A. James Bold Room, at 7:00 p.m. or as soon thereafter as their agenda allows, to discuss authorizing full property tax exemption for certain 100% permanent and total service-disabled veterans, subject to the review and approval of the Town Attorney.

RESOLUTION NO.314-2026

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

RESOLVED, that the Town Board hereby authorizes scheduling a Public Hearing for the Town of Halfmoon 2027 Preliminary Budget for November 4, 2026 at 7:00 pm in the A. James Bold Meeting Room or as soon as the agenda allows.

RESOLUTION NO.315-2026

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

RESOLVED, that the Town Board hereby authorizes the Supervisor to provide the Southern Saratoga County Quilters for Quilts of Valor for Veteran's, who create quilts with the intention of attempting to ease the tension and the impacts of serving our country by providing comfort through awarding a specially made quilt to our Veterans, support in the not to exceed amount of $1000.00, subject to the review and approval of the Town Attorney.

RESOLUTION NO.316-2026

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

RESOLVED, that the Town Board approves the Comptroller's Report for September, 2026.

RESOLUTION NO.317-2026

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

RESOLVED, that the Town Board authorizes the Water Department to purchase hydrants and valves from Core and Main, LLP, in the not to exceed amount of $175,494.64, consistent with resolution 135-2026 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.318-2026

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

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

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

ADJOURN
There being no further business to discuss or resolve on a motion by Councilman Wasielewski seconded by Councilman Catricala, the meeting was adjourned at 7:17 pm.

Respectfully Submitted,

Kelly L. Catricala Town Clerk

Supervisor
Kevin Tollisen

Town Board
Paul Hotaling
John Wasielewski
Jeremy W. Connors
Eric Catricala

TOWN of HALFMOON

2 HALFMOON TOWN PLAZA
HALFMOON, NY 12065
COUNTY OF SARATOGA

(518) 371-7410 Ext. 2200 · Fax (518) 371-0936

DATE: October 1, 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 October 8, 2026, Abstract for engineering and related fees.

DEBIT:	Revenues	25-980		$12,659.00
	Subsidiary: Home & Community Services			
		25-4-2189.00	$12,659.00	
CREDIT:	Appropriations	25-960		$12,659.00
	Subsidiary: Engineering Contractors Inspections			
		25-5-1440.40	$12,659.00	

NAME	AMOUNT
Creekview Estates	$ 1,001.00
One Four Six Marketplace	$ 11,658.00
Total	$ 12,659.00

VIA EMAIL ONLY

September 23, 2026

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

Re: Brookwood Road Water Main Replacement
MJ Project No. 964.139
Supplemental Proposal No. 2 for Engineering Services

Dear Supervisor Tollisen:

Based on previous conversations with the Town of Halfmoon (Town) and Bellamy Construction (Bellamy), construction work for the Brookwood Road Water Main Replacement Project experienced delays thereby resulting in an extended construction duration and need for supplemental full-time construction inspection (CI) services. A summary of the project progress and delays follows:

- Bellamy mobilized the week of 06/08/2026 and construction activities were projected to take approximately 12 weeks.
- Construction activities exceeded the 12-week projection due to slowdowns related to thirty (30) additional utility locates for undocumented storm sewer infrastructure, two (2) utility repairs for undocumented utilities that were damaged, and modifications to the Middletown Road intersection with an additional crossing, valves, and connection.
- Bellamy is projected to achieve final completion by 10/31/2026.

MJ is currently providing full-time CI based on the original contract executed with the Town on 07/07/2025. The original contract included 480 hours of full-time CI, which was an estimate based on an assumed 12-week construction duration. Supplemental No. 1 was also executed on 09/02/2026, for the addition of the Grange Road water main replacement. This supplemental increased the total number of hours for full-time CI for the original project area and Grange Road to 640 hours. As of 09/11/2026, the budgeted number of CI hours was expended.

Based on the extended construction duration and projected completion date, an additional 280 hours of full-time CI services is projected. At the current CI rate of $135/hr, the supplemental CI services equate to $37,800. CI is only provided when Bellamy is actively working onsite, and the additional CI work continues to be billed on an hourly not-to-exceed basis, consistent with the contract. Should the construction duration vary (shorter/longer) from that estimated, only the hours actually spent will be billed. It should be noted that the contract administration services budget included in the original proposal and Supplemental No. 1, appears sufficient to carry the project through completion.

Following your approval and signature below, we will consider the contract formally modified for the additional construction phase support services. If you have any questions or need additional information, please feel free to contact me at 518-371-0799.

Sincerely,

Michael D. Panichelli, P.E.
President

/cld

21 Corporate Drive
Clifton Park, NY 12065

518.371.0799
mj@mjteam.com
mjteam.com

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

AUTHORIZATION TO PROCEED

In accordance with the Agreement dated July 7, 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.

Kevin Tollisen, Town Supervisor

Date

VIA EMAIL ONLY

September 23, 2026

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

Re: Devitt Road / Sunset Drive Water Main Replacement
MJ Project No. 964.141
Supplemental Proposal No. 1 for Engineering Services

Dear Supervisor Tollisen:

Based on previous conversations with the Town of Halfmoon (Town) and Bellamy Construction (Bellamy), construction work for the Devitt Road – Sunset Boulevard Water Main Replacement Project experienced delays, thereby resulting in an extended construction duration and need for supplemental construction inspection (CI) services. A summary of the project progress and delays follows:

- Bellamy mobilized the week of 07/06/2026 and construction activities were projected to take approximately 10 weeks.
- Construction activities exceeded the 10-week projection due to slowdowns related to twenty-five (25) additional utility locates for undocumented fiber lines and drilling equipment issues.
- Bellamy is projected to achieve final completion by 10/31/2026.

MJ is currently providing full-time CI based on the original contract executed with the Town on 07/07/2025. The original contract included 400 hours of full-time CI, which was an estimate based on an assumed 10-week construction duration. As of 09/11/2026, the budgeted number of CI hours was expended.

Based on the extended construction duration and projected completion date, an additional 280 hours of full-time CI services is projected. At the current CI rate of $135/hr, the supplemental CI services equate to $37,800. CI is only provided when Bellamy is actively working onsite, and the additional CI work continues to be billed on an hourly not-to-exceed basis, consistent with the contract. Should the construction duration vary (shorter/longer) from that estimated, only the hours actually spent will be billed. It should be noted that the contract administration services budget included in the original proposal appears sufficient to carry the project through completion.

Following your approval and signature below, we will consider the contract formally modified for the additional construction phase support services. If you have any questions or need additional information, please feel free to contact me at 518-371-0799.

Sincerely,

Michael D. Panichelli, P.E.
President

/cdd

21 Corporate Drive
Clifton Park, NY 12065

518.371.0799
mj@mjteam.com
mjteam.com

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

AUTHORIZATION TO PROCEED

In accordance with the Agreement dated July 7, 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.

_____ _____

Kevin Tollisen, Town Supervisor Date

Cyncon Equipment, LLC
7494 West Henrietta Road
P.O. BOX 30
Rush, NY 14543

Estimate

10656

Bill To: 3545
Town of Halfmoon
2 Halfmoon Town Plaza
Halfmoon, NY 12065

Ship To: 3545
Town of Halfmoon Highway Dept.
322 Route 46
Halfmoon, NY 12065

Date	Ship Via	F.O.B.	Terms
09/04/2026	Customer Pick Up		Net 30

Purchase Order Number	Required Date	Sales Person	Description
	09/04/2026	Emma Miles	S23038

Quantity Required	Shipped	B.O.	Item Number	Description	Unit Price	Amount

Repairs to Envirosight RCX90 Camera head SN:5613229.

Camera Complaint: Camera head loses air quickly.

Tech Diagnosis: Found air to be leaking from all around the glass and around the edges of the casing. Unfortunately we cant get the lens cover parts for this current round window lens as it has been discontinued, and upgraded to a newer model. The software version of this camera is out of date and will need an update. All other camera components will need to be brought to Cyncon for a software update in order to be compatible with the camera head.

***Estimate includes the cost of the software updates to the following peices, to be brought to Cyncon.
Elevator, Cable Reel, Controller and Crawler

1	E-561-3120-02-AO	FRONT COVER ASSY	3623.03	3623.03
10.000	LABOR - TECH JR	LABOR PER HOUR - TECH JR	170.00	1700.00

Please note that we try to issue an accurate quote based on diagnosis of visible repairs needed and equipment tests. Unfortunately, sometimes upon our final check after performing work quoted, other issuesmay manifest themselves. In those cases, you may notice a difference in the final invoice if the amount is minimal or we will issue a final quote for larger amounts.

Order Subtotal	5323.03
Misc Hardware/Materials	159.69
Order Total	5482.72

Thank You

1271

Don Brown Bus Sales Inc

Name: Bill Bryans
Phone: (518) 362-4742
Sales Manager:
Sales Person: Jarred Brown
DMS Number:



N 2026 Chevrolet Express Commercial Cutaway 4500 Van 159"

Stock: TN008878
VIN: 1HA6GUB74RN008878
Odometer: 798
Color: Summit White / Medium Pewter
Engine: 8 Cylinder Engine
Transmission: Automatic
MPG:
Style: Commercial Vehicles

Finance

Term	48 mo.	60 mo.	72 mo.
$ 0.00 Cash Down	$ 2,980.33	$ 2,475.34	$ 2,140.46
$ 10,000.00 Cash Down	$ 2,735.39	$ 2,271.90	$ 1,964.54
$ 20,000.00 Cash Down	$ 2,490.44	$ 2,068.46	$ 1,788.62

Lease

Term	36 mo.	60 mo.
Miles/Yr	12,000 mi.	12,000 mi.
$ 0.00 Customer Cash	$ 1,740.44	$ 1,763.47

* All payments and terms subject to credit approval

FINANCE DETAILS

Retail Price	$ 125,995.00
Discount	($ 4,495.00)
NET SELLING PRICE	$ 121,500.00
Doc Fee	$ 175.00
TOTAL FEES	$ 175.00
SALES SUB TOTAL	$ 121,500.00
TOTAL AMOUNT DUE	$ 121,675.00

YOU'RE SAVING $4,495.00
$4,495.00 off MSRP

Sourcewell Contract # 032624-OLA
Customer Sourcewell Acc # 8204

X
Customer Signature

X
Sales Signature

Don Brown Bus Sales Inc

Name: Bill Bryans
Phone: (518) 362-4742
Sales Manager:
Sales Person: Jarred Brown
DMS Number: 1012



New 2027 Ford E-Series Cutaway
Stock: 926-50232
VIN: 1FDFE4FN2TDD34724
Odometer:
Color: White
Engine:
Transmission: Automatic
MPG:
Style:

Finance

Term	48 mo.	60 mo.	72 mo.
$ 0.00 Cash Down	$ 3,081.73	$ 2,559.56	$ 2,213.29
$ 10,000.00 Cash Down	$ 2,836.79	$ 2,356.13	$ 2,037.37
$ 20,000.00 Cash Down	$ 2,591.85	$ 2,152.69	$ 1,861.45

Lease

Term	36 mo.	60 mo.
Miles/Yr	12,000 mi.	12,000 mi.
$ 0.00 Customer Cash	$ 1,963.31	$ 1,823.44

* All payments and terms subject to credit approval

FINANCE DETAILS

Retail Price	$ 129,995.00
Discount	($ 4,355.00)
NET SELLING PRICE	$ 125,640.00
Doc Fee	$ 175.00
TOTAL FEES	$ 175.00
SALES SUB TOTAL	$ 125,640.00
TOTAL AMOUNT DUE	$ 125,815.00

YOU'RE SAVING $4,355.00
$4,355.00 off MSRP

Sourcewell Contract # 032824-OLA
Customer Sourcewell Acc #8204

X
Customer Signature

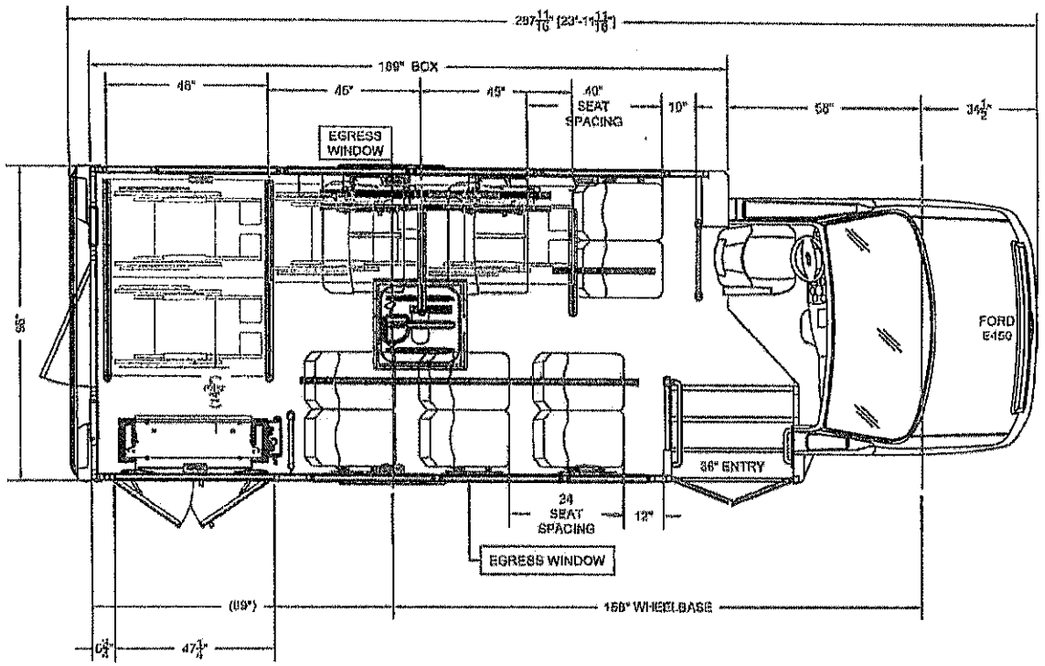
X
Sales Signature

CONFIDENTIAL AND PROPRIETARY
1 PAGE 1 IS FOR CAD'S USE. ANY ADDITIONAL PRINTS ARE FOR PRODUCTION USE ONLY.

SIGNATURE

DATE APPROVED BY (PRINT)

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VIEW: FLOOR PLAN

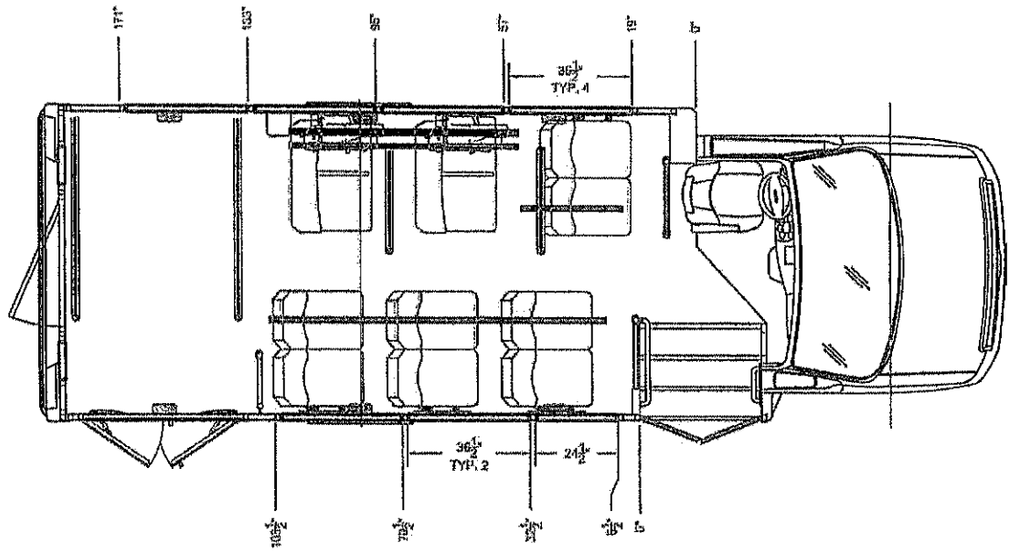
SALESPERSON		DEALER/COMPANY			CLIENT	COPYRIGHTED	DRAWN BY	DRAWING NUMBER		
M. SEBAST		DBBS			TRANSIT	6/12/2026	RANDY HAUPERT	HLE 920-50232		
MAKE	E450	MODEL	HLE-24 TRANSIT BUS	DESCRIPTION	156/168; 12 PASSENGER; 4 WHEELCHAIR;	REVISION	Rel	PAGE	1 OF 3	

REVIEW AND APPROVAL
1 PAGE 1 IS FOR SALES USE. ANY ADDITIONAL PRINTS ARE FOR PRODUCTION USE ONLY.

SIGNATURE

DATE APPROVED BY (PRINT)

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VIEW: ELECTRICAL

SALESPERSON		DEALER/COMPANY			CLIENT	COPYRIGHTED	DRAWN BY	DRAWING NUMBER		
M. SEBAST		DBBS			TRANSIT	5/12/2026	RANDY HAUPERT	HLE 928-50232		
MAKE	E450	MODEL	HLE-24 TRANSIT BUS	DESCRIPTION	160/160; 12 PASSENGER; 4 WHEELCHAIR;	REVISION	Rel	PAGE	3 OF 3	

WARRANTY			
HLE 5 Year / 100,000 Mile Limited Warranty		ST	1
CHASSIS			
Front Mud Flaps, pair		O	1
Rear Mud Flaps, Pair		ST	1
OEM Running Board on Driver Side - Ford Only		O	1
Reroute Chassis Exhaust Tailpipe to Driverside Rear Corner		ST	1
Heat Shield/Guard Between Exhaust and Fuel Tank - Ford Only		O	1
PRODUCTION NOTE: FUEL TANK HEAT SHIELD BETWEEN EXHAUST AND FUEL TANK EVERYWHERE EXHAUST IS WITHIN 8" OF FUEL TANK		O	1
Front End Alignment		O	1
Exterior Mirror Set, Remote/Heated - Ford		O	1
Powdercoated Steel Rear Bumper with Filler Panel		ST	1
Stainless Steel Wheel Insert, set of 4 for (16") Wheels (front & rear)		O	1
Aluminum Rear Fender Flares		ST	1
PRODUCTION NOTE: DRIVESHAFT LOOPS AT EVERY BREAK POINT		O	1
EXTERIOR PAINT & GRAPHICS			
ALL FIBERGLASS/COMPOSITE EXTERIOR		ST	1
EXTERIOR LIGHTS			
DOT Exterior LED Lighting and Reflectors		ST	1
Recessed Mount LED Entry Door Exterior Light		O	1
LED Rear Center Mount Brake Light, 6" Oval		ST	1
LED Mid-Ship Turn / Marker Lights		O	1
Independent RED Brake & AMBER Turn Signal Lights		ST	1
LED Light in Engine Area		ST	1
INTERIOR SIDEWALL/REARWALL/CEILING			
Powdercoat Body Structure		ST	1
Cove Flooring on Sidewall to Seat Track - Flooring Covering		ST	1
Driver Area:	Gray Padded Vinyl	ST	1
Sidewall:	Gray FRP Anti-Microbial	ST	1
Rearwall:	Gray FRP Anti-Microbial	ST	1
Ceiling:	Gray FRP Anti-Microbial	ST	1
Carpeted Rear Wall Only	GRAY OR CHARCOAL? GRAY	O	1
******INTERIOR OPTIONS PRICED PER FOOT (BODY MODEL LENGTH)******			
Carpeted Ceiling Only	GRAY OR CHARCOAL? GRAY	O	24
DOORS / HATCH / WINDOWS			
Passenger Door Electric (STANDARD); Interior Light; (1) Step Light		ST	1
Passenger Door 36" ROUGH OPENING (STANDARD)		ST	1
Steel Entry Door Portal with Step Well		ST	1
Rear Door, (2) Windows - Standard Left Hand Hinge - Must Include Interlock Option		O	1
Twin Windows On Each Side of Rear Door		O	1
Roof Hatch - Emergency Exit Hatch w/ Pre-Wire · BLACK/WHITE/GRAY: WHITE		O	1
Solid/Fixed Windows Glass Windows - Lippert Supplied, Each		ST	1
FLOORING			
Standard Flooring:	Altro Storm (Gray)	ST	1
Sub-Floor - PerformMAX 500 Panel Flooring		ST	1

Foldaway Seat, Double AM Benchback		O	2
PASSENGER SEAT FABRICS			
Seat Cover - Level 1		O	1
SEAT OPTIONS			
Anti-Vandal Grab Handle, N/A with HB Seats, Black - Each LOCATION:	AISLE	O	5
Black US Armrest - Each LOCATION:	AISLE	O	6
SEAT BELTS			
Seat Belt, Non-Retractable - Per Position		ST	12
FREEDMAN SEATING UPHOLSTERY COLOR			
Driver / Co-Pilot Seats:	OEM - NO ACTION TAKEN	99	1
Passenger Seats:	LEVEL 1: OXEN GRAY VINYL #62000672	99	12
SEAT OPTIONS			
PARATRANSIT OPTIONS			
WHEELCHAIR LIFT DOOR			
Double W/C Doors w/ Windows, (1) LED Interior Light, (1) LED 4" Exterior Grommet Light, Gas Shocks, Warning Light and Buzzer in Driver Area		O	1
Additional LED 4" Exterior Grommet Light		O	1
Door Hold-Open Strap, Each - In Addition to Gas Shock		O	2
PURCHASING / PRODUCTION NOTE: WHEELCHAIR DOOR EXTERIOR LATCH — NON-LOCKING ONLY		O	1
BRAUN LIFTS			
Braun Century NCL917-2 800# Lift (34"x54") With Timbren Rear Only Suspension Kit and Installed Braun Seat Belt		O	1
IS THE LIFT IN THE FRONT OR REAR OF THE UNIT?	REAR	99	1
LIFTS CANNOT BE INSTALLED AS A FRONT LIFT WITH A 138/139" WB BUS.		99	
WHEELCHAIR SECUREMENT KITS AND ACCESSORIES			
L-TRACK STYLE SECUREMENTS			
Q STRAINT SECUREMENT			
Q-8100-A1-L - 4 QRT Deluxe Retractors with L-Track Fittings (Q8-6200-L) & Wall Mount Retractable Comb-Lap/Shldr Belt (Q8-6326-A1)		O	4
Q-Straint Belt Cutter with Velcro - Shipped Loose		O	1
Q5-8522 Q Straint Belt Storage Pouch, Nylon		O	2
PRODUCTION NOTE: INSTALL Q STRAINT POUCHES REAR OR SIDE WALL		O	1
PRODUCTION NOTE: REAR WC TRACK AS CLOSE TO SIDE WALL AS POSSIBLE MUST MAINTAIN APPROXIMATELY 16 INCHES IN BETWEEN LIFT AND TIE DOWN POSITIONS / TRACK		O	1
ACCESSORIES			
Priority Seating Sign **Required for ADA Compliance for Fixed-Route Systems**		O	1
Additional International Symbol of Accessibility Decal (1 Decal with Lift is Standard) - Each		O	1
SAFETY OPTIONS			
5 Lb Fire Extinguisher		ST	1
16 Unit First Aid Kit		ST	1
Emergency Triangle Kit		ST	1
Back-Up Alarm SAE Type C 97 db(A)		ST	1
LCD Combo Rearview Mirror/Monitor Backup Camera Kit		ST	1
Interior Flat Mirror, 6" x 16" (N/A ON DUAL DOOR CHASSIS)		O	1
Yellow "Standee" Line		O	1
Decal "Watch Your Step" - At Entry Steps and Additional at Raised Floor If Equipped		ST	1

TOWN OF HALFMOON

BELLEARD LANE WATERMAIN REPLACEMENT

MJ Project Number:
964.140

Rough Order of Magnitude (ROM) Estimate

Engineering
Architecture
Landscape Architecture
and Land Surveying, P.C.

21 Corporate Drive, Clifton Park, NY 12065

September 2026

TOWN OF HALFMOON
BELLEARD LANE WATERMAIN REPLACEMENT

Rough Order of Magnitude (ROM) Estimate
SUMMARY SHEET

Phase Report: Rough Order of Magnitude (ROM) Estimate
Prepared By: MJ Engineering, Architecture, Landscape Architecture, and Land Surveying, P.C.
MJ PN: 964.140

CONSTRUCTION CONTRACT			
CSI Division	**DIVISION TITLE**		**TOTAL**
010000	General Requirements	$	25,600.00
020000	Existing Conditions	$	12,000.00
310000	Earthwork	$	1,750.00
320000	Exterior Improvements	$	600.00
330000	Utilities	$	148,840.00
	SUB TOTAL ESTIMATE	**$**	**188,790**
	DESIGN CONTINGENCY : 10.00%	$	18,879.00
	SUB TOTAL W/ MARKUPS	**$**	**207,669**
	ENGINEERING, LEGAL, FISCAL, ADMIN:	$	20,200.00
	CONSTRUCTION OBSERVATION:	$	27,000.00
	TOTAL CONSTRUCTION COST ESTIMATE	**$**	**255,000**

Notes:
1. Cost estimate is as of September 2026 and is based on Crescent Vischer Ferry Project bid prices. Costs for equipment and materials are subject to change based on market conditions.

2. The fee for construction observation services assumes 200 hours (based on a 5-week construction duration). Construction observation services to be billed as hourly not-to-exceed at $135/hour.

Project: BELLEARD LANE WATERMAIN REPLACEMENT
Client: TOWN OF HALFMOON
Project Phase: Rough Order of Magnitude (ROM) Estimate
Prepared By: MJ Engineering, Architecture, Landscape Architecture, and Land Surveying, P.C.
MJ PN: 964.140

DETAILED ESTIMATE

Construction Contract

	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL AMOUNT
010000	**General Requirements**				
	Mobilization and Demobilization	1	LS	$ 14,000.00	$ 14,000
	Town Road Traffic Control	1	LS	$ 10,000.00	$ 10,000
	Record Documentation	1	LS	$ 1,600.00	$ 1,600
020000	**Existing Conditions**				
	Test Pit	12	EA	$ 1,000.00	$ 12,000
310000	**Earthwork**				
	Stormwater Erosion and Sediment Control	1	LS	$ 1,750.00	$ 1,750
320000	**Exterior Improvements**				
	Topsoil and Seeding	30	SY	$ 20.00	$ 600
330000	**Utilities**				
	8" DR11 HDPE (Drilled via HDD)	860	LF	$ 84.00	$ 72,240
	Connection to Existing 8" Water Main at Dunsbach Rd	1	LS	$ 12,500.00	$ 12,500
	Fire Hydrant & Valve Assembly (Installation Only)	2	EA	$ 8,400.00	$ 16,800
	8" Gate Valve (Installation Only)	1	EA	$ 2,000.00	$ 2,000
	1" Water Service Installation (Same Side)	3	EA	$ 3,500.00	$ 10,500
	1" Water Service Installation (Opposite Side)	4	EA	$ 7,500.00	$ 30,000
	Miscellaneous MJ Fittings and Bends	1	LS	$ 2,500.00	$ 2,500
	Water Main Activation	1	LS	$ 2,300.00	$ 2,300
TOTAL DIRECT COST					**$ 188,790**

SENT VIA EMAIL

September 25, 2026

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

RE: Upper Newtown Road Realignment & Right-of-Way
Town of Halfmoon, Saratoga County, New York
MJ Proposal No. 964.84 for Professional Survey Services

Dear Supervisor Tollisen:

MJ Engineering, Architecture, Landscape Architecture, and Land Surveying, P.C. (MJ) is pleased to submit this proposal to the Town of Halfmoon (Town) for professional survey services for topographic and right-of-way boundary mapping of the Upper Newtown Road (CR-86) area at the intersection with NY Route 146.

BACKGROUND

The Town is advancing a concept to convert the signalized NY Route 146 / NY Route 236 three-leg intersection into a multi-lane roundabout, that includes installation of a proposed Fellows Road Extension constructed as a Town-owned road across the New Country Toyota of Clifton Park property to serve as the fourth leg to the intersection. Once the proposed Fellows Road Extension is open and operational, the existing Upper Newtown Road intersection at NY Route 146 would be closed and the Upper Newtown Road right-of-way transferred from Saratoga County to the Town.

Under the roundabout project, the Town will transfer a portion of the newly acquired Upper Newtown Road to New Country Toyota, and in exchange, New Country Toyota will transfer the land required for the installation of the new Fellows Road Extension connection to the new proposed roundabout intersection.

The improvements and intended property transfers are shown on MJ's Concept Plans dated July 23, 2026 (Sheets GNP-01 through GNP-04) and are described in MJ's Concept Traffic Analysis and HSIP Benefit-Cost Ratio Analysis Memo dated July 31, 2026.

The existing highway boundaries shown on the Concept Plans are currently depicted at a tax-map level accuracy. The proposed survey will provide the topographic base mapping and right-of-way determination necessary to advance the maps and legal descriptions needed for the requested right-of-way transfers. As agreed upon with the Town, the survey limits are confined to the Upper Newtown Road area for this proposal.

The associated scope of services, proposal assumptions and fees for the services requested above are as follows:

SCOPE OF SERVICES

The survey limits will encompass the Upper Newtown Road (CR-86) area from NY Route 146 to the Fellows Road intersection as shown on the Project Site map.

Task 1: Topographic Survey and Mapping

MJ will perform the following:

1. Establish a minimum of two (2) horizontal control points and two (2) benchmarks within the project boundary to serve as project control. Horizontal survey control will be referenced to the New York State Plane Coordinate System, East Zone, on the North American Datum of 1983 (NAD83), elevations will be referenced to the North American Vertical Datum of 1988 (NAVD88). The location of the control points will be positioned with the intent that they can be utilized throughout the life of the project.
2. Prepare baseline control tie sheets.
3. Coordinate, prepare, and submit a design-ticket request to document site utilities. Site utilities will be investigated and documented based on visual identification and in conjunction with any information received from the design-ticket request (utility as-built information) that will be incorporated into the project base mapping deliverable with the label Record.
4. 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): 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**).
5. Conduct a topographic survey of the above referenced project site. Site features located will typically include, but not be limited to, roads, buildings, driveways, parking areas, visible utilities, drainage structures, traffic signal equipment, signs, pavement markings, curb lines, walkways, tree lines, fences, streams/ponds, and pavement limits. Spot elevations will be collected at an interval sufficient to generate one-foot contours for the site. Project base mapping will be prepared in Microstation format at a suitable scale.

Task 2: Right-of-Way Survey and Mapping

MJ will perform the following:

1. Compilation of record research at appropriate agencies to obtain current deeds of record and maps for the subject parcels, and adjoining highways and properties. Research is anticipated to include deeds and maps on file with the office of the Saratoga County Clerk and the Town of Halfmoon, NYSDOT Region 1 highway right-of-way and

acquisition maps for NY Route 146, and Saratoga County Highway Department records for Upper Newtown Road (CR-86).

2. Field reconnaissance and survey to locate existing evidence of occupation and monumentation along boundary lines.
3. Prepare office computations and analysis to reconcile record boundary information to the physical evidence located and prepare a boundary determination of the existing highway boundaries of Upper Newtown Road, and Fellows Road, and of the New Country Toyota of Clifton Park property and adjoining parcels within the survey limits.
4. Map any visual evidence of easements observed during the field survey, recovered property markers, and any lot line defects, while correlating easements and/or rights-of-way (ROW) identified in the current deed of record within the survey limits to the record property boundary.
5. Notify the Town should any lot line discrepancies be discovered.
6. Prepare right of way acquisition / transfer maps and descriptions.

DELIVERABLES

A survey map signed and sealed by a Professional Land Surveyor, licensed to practice in the State of New York and certified to the Town of Halfmoon. Mapping will be delivered in PDF format. Hard copies will be made available upon request. A topographic 3D surface model (TIN / DTM) will also be included with the base mapping.

Right-of-way maps and associated legal boundary descriptions as listed in **Task 2**, signed and sealed by a Professional Land Surveyor licensed to practice in the State of New York.

PROPOSAL ASSUMPTIONS

This proposal has been prepared with the following assumptions:

1. **The Town will provide the following**:
   a. Any mapping or any right-of-way boundary record information, if available.
   b. Underground utility record plans for on-site utilities, if available.
   c. Request through New Country Toyota's Engineer of Record, any existing survey mapping, right-of-way and utility information for the New Country Toyota of Clifton Park property that has been prepared for its pending site plan application.
   d. Coordination of access for MJ field staff onto the New Country Toyota of Clifton Park property and any adjoining private parcels within the survey limits.
2. **MJ has assumed the following**:
   a. The project survey area is approximately 2 (+/-) acres.

b. Two (2) Right-of-Way Acquisition and/or Transfer Maps will be required.

c. The survey limits are based on the Upper Newtown Road area identified with the Town, and the right of way transfer areas are based on the Concept plans dated July 23, 2026 (Sheet GNP-03). Any changes requested to the concept layout after the start of field survey activities may require additional survey effort, and an additional fee will be requested for that effort.

d. MJ field employees will be granted free and clear access to all areas where entry is required to complete the fieldwork.

e. A minimum of forty-eight (48) hours' notice is required in order to mobilize to the project site.

3. **Not Required/Included:**

a. Lot consolidation, easement, or subdivision mapping.

b. Survey of the NY Route 146 / NY Route 236 intersection, the existing Fellows Road corridor, and the New Country Toyota of Clifton Park parking lot improvement areas.

c. ALTA/NSPS Land Title Survey.

d. Construction survey services.

e. Wetland boundary delineation services.

f. Location of any soil borings.

g. Work zone traffic control.

h. Setting and/or marking of property boundary monumentation.

i. Services required to resolve any found or disclosed boundary discrepancies.

j. Subsurface utility designation (ASCE QLB) and test pits (ASCE QLA).

k. Engineering services are not included in this proposal but can be provided upon request under a separate proposal.

4. **Fee Structure**:

a. If additional control points are requested beyond the stated quantity in this proposal or existing control points need to be reset due to disturbance, an additional fee will be requested for that effort.

b. Payment of NYS Prevailing Wage Rates for survey services does apply.

c. Work is not to be performed during overtime hours, holidays, or weekends. If work is required during these times, extra costs incurred by MJ will be paid by the Town.

5. **Contractual**:

   a. Survey services not explicitly included in the above-referenced Scope of Services are excluded.

SCHEDULE

Upon receipt of notice to proceed, MJ is prepared to coordinate the schedule and begin the project. MJ will work with the Town to coordinate logistics of field activities in support of the project.

FEE

MJ proposes completing the above-listed scope of services for the following Lump Sum fee of **$17,000**. Additional scope of services, if requested, that is not specified in or arising out of this proposal will be completed under a separate or supplemental agreement.

If work is expected or estimated to continue beyond the original estimated Lump Sum fee limit, a supplemental fee proposal will be prepared by MJ and submitted to the Town for that work. The estimated fee assumes no significant changes resulting from decisions, conditions and/or events beyond MJ's control.

SUMMARY

We look forward to the opportunity to work with the Town to meet the goals of this important project. Please do not hesitate to contact me or Corey Reid (creid@mjteam.com) at (518) 371-0799 Ext. 316 with any questions related to this proposal, we are immediately available to discuss.

Sincerely,

Brian J. Cooper

Brian J. Cooper, P.E.
Principal | Sr. Vice President of Transportation Engineering

Cc: file

AUTHORIZATION TO PROCEED

In accordance with the Consultant Agreement between MJ and the Client, 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 of Authorized Representative	Date

PROJECT SITE

