

The November 20, 2024 meeting was called to order at 7:00 pm by Town Supervisor Tollisen in the A. James Bold Meeting Room with the following members present:

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

**PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE**

**COMMUNITY EVENTS:**

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

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

**HALFMOON COMPREHENSIVE PLAN UPDATE PAGE:** is live at <https://www.planhalfmoon.com>. Visit the website to find out more about the Halfmoon Comprehensive Plan Update, learn about upcoming meetings, review draft documents, get added to email announcements and to share your own comments about the future of Halfmoon.

**HALFMOON HISTORICAL SOCIETY:** Building will be open Saturday, November 16th from 10:00 am to 1:00 pm.

**THANKSGIVING FOOD DRIVE:** The Town of Halfmoon will be accepting food donations for baskets to be delivered to local seniors and families in need. Donations will be collected until Friday, November 22nd at the Halfmoon Town Hall. Items needed are: Instant Potatoes, Stuffing Mix; Dessert Mix; Canned Cranberries; Gravy/Gravy Mix, and Canned Vegetables. If you would like to help or if you need a Holiday Basket, please contact the Supervisor's Office at 518-371-7410 Ext. 2210.

**HOLIDAY MEMORIES MEMORIAL TREE LIGHTING CEREMONY:** Sunday, December 1st at 5:00 pm at the Abele Memorial Park, Harris Road. Remembering our departed loved ones for the holiday season. Applications will be available in mid-October. Please contact Halfmoon Celebrations Association, Inc. at [www.halfmooncelebrations.org](http://www.halfmooncelebrations.org) for additional information.

**LETTERS TO SANTA:** Begins Monday, December 2nd. Drop off your letter to Santa at the Town Hall in the "Special" Mailbox just for letters to Santa. You can mail your letter to Santa until Monday December 16th, so don't wait too long to tell Santa how good you were this year!

**JINGLE BELL BASH:** Saturday, December 7th from 12:00 pm to 4:00 pm at the Town Complex. Fun filled day for the kids with pictures with Santa & Mrs. Claus, Sleigh Rides; Craft Making; Balloon Artist; Face Painting & so much more!

**AN EVENING WITH MRS. CLAUS:** Friday, December 13th at 6:00 pm at the Town Hall. Limited to 50 children under the age of 10. Reservations begin early

December. Please contact Halfmoon Celebrations Association, Inc. at [www.halfmooncelebrations.org](http://www.halfmooncelebrations.org) for additional information.

**MARKETPLACE ON CANDY CANE LANE:** Saturday, December 14th from 10:00 am to 4:00 pm for all of your holiday shopping at the Town Hall! So many vendors will be on hand with exciting gift ideas for you!

**TOWN MEETINGS:**

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

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

**REPORTS OF BOARD MEMBERS AND TOWN ATTORNEY**

**Kevin J. Tollisen (Town Supervisor)**

**Paul Hotaling (Deputy Town Supervisor):** (1) Chair of Personnel Committee (2) Ethics Committee, (3) Chair of Infrastructure & Safety (Water, Highway, Building & Maintenance) (4) Co-Chair for Character Counts, (5) Liaison to Comprehensive Plan Update Committee.

2024 has been a very busy time for the Town of Halfmoon. The Highway Department has repaved 10 miles of road, 1440 ton of blacktop hauled, and maintained over 118 miles of road. 3100 ton of salt was used to maintain our roads this year. Great job! Bill, please let your staff know we appreciate them very much! This weekend, we will be meeting at 10am to put the Thanksgiving food baskets together and delivering to our Halfmoon residents in need. Everyone is welcome to join us if you can.

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

I have no report this evening, thank you Mr. Supervisor.

**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

Thank you, Mr. Supervisor. With the impending weather coming in, we are getting rain, but in the higher elevations, there will be obviously snow. If you have elderly neighbors, please check in on them, if snow hits here, which will cause some power outages, I do know the Utilities are prepared!

**Eric Catricala: (Town Board Member):** (1) Co-Liaison to Planning Board, (2) Co-Chair of Business and Economic Development Committee (3) Chair for Parks and Athletic Organizations, (4) Chair for Recreation (5) Co-Chair for Character Counts, (6) Liaison to Trails and Open Space Committee.

Thank you. I had the chance to look over the approved budget, and for all our Department Heads and everyone involved in putting this budget together, it really is a balancing act of getting everything done, keeping up with our equipment, and

keeping fiscally responsible with the taxpayers' dollars, it truly is an artform, and I appreciate it. Thank you.

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

I have no report this evening, thank you,

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

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

I have no report this evening, thank you.

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

I have no report this evening, thank you.

**Supervisor Tollisen:** The Tree Lighting is on Sunday, December 1<sup>st</sup> at 5 pm. We are maxed out at 70 memorial trees, this event kicks off the holiday season, and we hope to see everyone there.

**PUBLIC COMMENT (For Discussion of Agenda Items) No one came forward.**

**DEPARTMENT REPORTS**

**1. Town Clerk**

**Total Fees Submitted to the Supervisor - \$6,966.48**

**2. Senior Express**

**Total # Rides – 614      Total # Meals – 1,105**

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

**CORRESPONDENCE**

**1. Received** from the Town of Malta, their notification that they have received an application from Cellco Partnership, d/b/a Verizon Wireless for approval to add a small cell antenna and equipment to an existing National Grid utility pole located near 106 Old Post Road in the Town of Malta.

**Received & Filed**

**2. Received** from the Town Planning Board, Resolutions approved at their October 28, 2024 meeting.

**Received & Filed**

**3. Received** from Laurie Sullivan, her resignation as Deputy Comptroller for the Town of Halfmoon, effective November 30, 2024.

**Received & Filed**

**4. Received** from the Halfmoon Planning Board, their receipt of Special Use Permit Applications for the following projects:

1. Prestige Petroleum Gas Service Station, 436 & 438 Rt. 146 - Site Plan & Special Use (drive-thru) (24.183 & 24.184)
2. Cannabis Central, 1520 Crescent - Vischer Ferry Road - Site Plan, Special Use Permit & Sign (24.149, 24.150 & 24.151)

3. Rockwood Subdivision, 1460A Crescent - Vischer Ferry Road - Minor Subdivision & Special Use (24.128 & 24.129)
4. TriCity Associates Duplex #1, Hudson River Road (SBL 280.-1-22.4) - Special Use Permit (24.166)
5. TriCity Associates Duplex #2, Hudson River Road (SBL 280.-1-22.1) - Special Use Permit (24.167)

**Received & Filed**

**5.Received** from William Bryans, Town of Halfmoon Superintendent of Highways, notice of the Highway Department returning to winter hours starting November 25, 2024 Monday through Friday 7 am to 3 pm.

**Received & Filed**

**6.Received** from Halfmoon Fire District #1, their notice of Annual Fire District Election.

**Received & Filed**

**7.Received** from the Halfmoon-Waterford Fire District No.1, their notice of Commissioners Election on December 10, 2024 from 6:00 pm to 9:00 pm at the Firehouse located at 315 Middletown Road, Waterford NY 12188.

**Received & Filed**

**8.Received** from the West Crescent Fire District, their notice of Annual Election to take place on December 10, 2024 6:00 pm to 9:00pm at the West Crescent Firehouse located at 1440 Crescent Road, Clifton Park NY 12065

**Received & Filed**

**OLD BUSINESS**

**RESOLUTION NO.333-2024**

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

**Resolution Introduced by Comptroller Hatter**

**RESOLVED**, that the Preliminary Budget as presented, is hereby adopted as the 2025 Budget for the Town of Halfmoon.

**NEW BUSINESS**

**RESOLUTION NO.334 -2024**

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

**Resolution Introduced by Town Clerk Catricala**

**RESOLVED**, that the Town Board approves the minutes of the Town Board Meeting of November 06, 2024.

**RESOLUTION NO.335 -2024**

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

**Resolution Introduced by Supervisor Tollisen**

**RESOLVED**, that the Town Board hereby appoints Laurie Sullivan as Comptroller effective November 30, 2024, at Grade 14/Base \$102,628 prorated.

**Deputy Supervisor Hotaling:** I'd like to comment. As we are losing one Comptroller, we are gaining another, who will do a great job. She has been a great employee over the years, and it's great to see her step up to the next level.

**Supervisor Tollisen:** So, I think Laurie has been here longer than all of you. She started with the Town when she was 15 years of age. She has the experience and knowledge, and she is very meticulous, and she is well suited for the job. Congratulations Laurie!

**Deputy Supervisor Hotaling:** We would like to wish our former Comptroller Hatter, the very best on her retirement.

**Supervisor Tollisen:** Today was Bonnie's retirement party, it was a good day, and she has a few days left with us. I am very confident in the great group we have; we reorganized the office over the past several months, and Bonnie is leaving the office in very capable hands. Congratulations Bonnie!

#### **RESOLUTION NO.336-2024**

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

**RESOLVED**, that the Town Board authorizes the Receiver of Taxes to waive returned check fees for residents who are in good standing and were affected by the merging of banks into Broadview, subject to the review and approval of the Town Attorney.

#### **RESOLUTION NO.337-2024**

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

**RESOLVED**, that the Town Board authorizes the Supervisor to enter into an agreement with Creighton Manning Engineering, LLP to prepare the application for funding for right-of-way, construction, construction support and construction inspection at the intersection of Route 236 and Guideboard Road consistent with the proposal submitted by Creighton Manning dated November 4, 2024, at no cost to the Town and authorize the Supervisor to sign any documentation necessary to complete the work, subject to the review and approval of the Town Attorney.

#### **RESOLUTION NO.338-2024**

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

**RESOLVED**, that the Town Board hereby authorizes the Supervisor to enter into an agreement with Quadient Leasing for a Government Product Lease with Postage Meter Rental in the not to exceed amount of \$77.00 per month and authorizes the Supervisor to execute said agreement, subject to the review and approval of the Town Attorney.

**RESOLUTION NO.339-2024**

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

**Resolution Introduced by Superintendent of Highways Bryans**

**RESOLVED**, that the Town Board hires Scott Lohr as a Highway Department MEO at Grade 5 Base Pay \$26.24/hr., subject to successful completion of pre-employment testing.

**Supervisor Tollisen:** Welcome aboard Scott!

**RESOLUTION NO.340-2024**

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

**Resolution Introduced by Town Supervisor Kevin Tollisen**

**RESOLVED**, that the Town Board authorizes the Supervisor to apply for and to execute any documents associated with the NYS Canal System Tourism Infrastructure and Events Grant in the amount of \$5,865.00 for the upgrading/replacing of picnic tables, benches, grills and bike racks at Crescent Park with a 100% match by the Town, subject to the review and approval of the Town Attorney.

**RESOLUTION NO.341-2024**

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

**Resolution Introduced by Personal Computer Tech Mikol**

**RESOLVED**, the Supervisor to enter into an agreement with BigDrop, Inc. to provide website design and development pursuant to the proposal submitted by BigDrop dated May 9, 2024, in the not to exceed amount of \$19,800.00 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.

**Supervisor Tollisen:** We want to make sure that this if for \$19,800.00, right?

**Attorney Murphy:** Yes, that is correct.

**RESOLUTION NO.342-2024**

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

**Resolution Introduced by Comptroller Hatter**

**RESOLVED**, that the Town Board hereby approves Comptroller's Report for October 2024.

**RESOLUTION NO.343-2024**

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

**Resolution Introduced by Personal Computer Tech Mikol**

**RESOLVED**, that the Town Board hereby authorizes the Supervisor to enter into an agreement with Spectrum Enterprise to provide phone and internet services pursuant to the proposal submitted by Spectrum Enterprise on November 20, 2024, in the not to exceed monthly amount of \$5,536.30 with a one-time additional cost for phone equipment of \$2,538.00 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.344-2024**

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

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

**PUBLIC COMMENT (for discussion of non-agenda items)** Hearing from no one, Supervisor Tollisen wished everyone a Happy Thanksgiving, and asked for a motion to adjourn.

**ADJOURN**

**There being no further business to discuss or resolve on a motion by Councilman Connors and seconded by Councilman Wasielewski ,the meeting was adjourned at 7:09 pm.**

**Respectfully Submitted,**

**Kelly L. Catricala Town Clerk**

November 4, 2024

Mr. Richard M. Harris, Coordinator – Building, Planning & Development  
Town of Halfmoon  
via email: rharris@townofhalfmoon.org



RE: Route 236 and Guideboard Road Intersection Improvement Project

Dear Mr. Harris:

Funding is currently available through the Transportation Improvement Program (TIP) to support transportation-related projects that reduce vehicle emissions or traffic congestion. The Town is well-positioned to obtain funding for construction, inspection, and right-of-way services as the Route 236/Guideboard Road project is already funded for preliminary and final design.

Creighton Manning Engineering, LLP (CM) is interested in working with the Town to prepare the application for funding for right-of-way, construction, construction support and construction inspection. We have worked successfully with local municipalities to prepare applications for funding for projects under the TIP, CMAQ, Safe Routes to School (SRTS), and Highway Safety Improvement Program (HSIP) and have extensive experience seeing projects through to completion. The firm is thoroughly familiar with the types of improvements and projects eligible for funding under this solicitation and has local and recent construction costs for similar improvements, which will strengthen the Town's application.

**EXPERIENCE WITH SIMILAR TYPES OF PROJECTS**

Creighton Manning has a comprehensive understanding of the TIP. We have assisted several municipalities with developing applications to secure State and Federal funding for projects throughout the Capital Region. Representative projects Creighton Manning has completed funding applications and subsequent design for intersection improvement projects are summarized below. In addition to our capabilities to successfully complete the funding application, Creighton Manning has completed the design and inspection of many Federally funded projects involving a roundabout. The firm has designed and inspected 19 roundabouts in New York. This experience includes the following local projects:

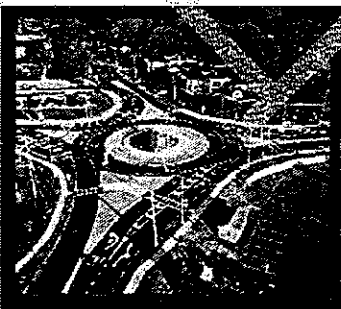
**Route 236 and Guideboard Road Intersection Improvement, PIN 1762.50, Town of Halfmoon, Saratoga County, NY.** Creighton Manning is providing preliminary and final design services for this roundabout project at the Guideboard Road/Route 236 intersection. The scope of work also includes the design of an additional through lane along Route 236 from Guideboard Road to Route 9.



**US Route 4 Improvements**

*Town of North Greenbush, Rensselaer County, NY*

Creighton Manning was responsible for planning, preliminary and final design, traffic engineering, survey and right-of-way mapping and acquisition, and construction inspection for this \$9.6 million Federal Aid project. The scope of work entailed the design of a new roundabout at the Route 4 and Williams Road/ Glenmore Road intersection, over a mile of pedestrian improvements along Route 4, and new traffic signals at the Route 4 intersections with Bloomingrove Road and Winter Street Extension. *Awarded amount: \$4,100,000 in TAP/CMAQ funding.*



**US Route 9W and Feura Bush Road Roundabout**

*Town of Bethlehem, Albany County, NY*

This project involved the design of a two-lane roundabout at the Route 9W/Feura Bush Road/Glenmont Road intersection and 1,300 feet of sidewalk along Route 9W, and 2,800 feet of sidewalk along Glenmont Road. This Federal Aid project was funded through the CMAQ and Safe Routes to School (SRTS) programs. Services provided by Creighton Manning include traffic operations and safety analysis, roundabout and sidewalk design, public engagement, utility relocation coordination, storm water pollution prevention design and permitting, survey and mapping, and construction inspection. *Awarded amount: \$4,500,000, which included a water and a sewer betterment.*

**PROPOSED STAFFING WITH CURRENT WORKLOAD**



Staff	Current Projects	Availability as of Nov 2024
<i>Tony Christian, PE Project Manager</i>	Guideboard & Route 236 Roundabout Design – 20% NYSDOT Region 8 PSAP – 10% Freemans Bridge Road Multi-Use Path – 10% Albany DRI Streetscape Design – 5%	55%
<i>Matt Van Wie, PE Project Engineer</i>	Guideboard & Route 236 Roundabout Design – 15% NYSDOT US Route 6 Annsville Circle – 10% City of Rye Sidewalks - 10% Miscellaneous Projects – 15%	50%
<i>Brian Jones Construction Manager</i>	Lafa Projects – 35%	65%
<i>RK Hite Right-of-Way</i>	Miscellaneous Projects – 35%	65%

RK Hite & Co., Inc. is the premiere Right-of-Way and Real Estate Acquisition firm in New York State. They have a thorough knowledge of the Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970, the NYS Eminent Domain Procedure Law of 1977 and the FHWA and NYSDOT guidance documents and procedure manuals for the acquisition of real property for Transportation projects. RK Hite Inc. has performed ROW service on more than 150 Locally Administered Federal Aid transportation projects and will be responsible for appraisals and ROW acquisition if required for this project.

**FAMILIARITY WITH FEDERAL AND STATE REQUIREMENTS**

Creighton Manning has been on the LDSA list for many years and is very familiar with the Federal and State requirements associated with Lafa projects. This includes NEPA and SEQRA, NYSDOT Highway Design Manual, and the NYSDOT Local Projects Manual (LPM). While the voluminous LPM can be intimidating to the local municipalities, we have developed a streamlined user’s manual that ensures the required process is followed. We also have extensive NYSDOT design experience, so we are very familiar with the latest roundabout design standards. Roundabout design has evolved since the early implementation in the Capital Region and Creighton Manning has maintained our roundabout design expertise and knows the current standards and requirements for roundabouts and how to inspect them.

**ORGANIZATION AND FINANCIAL RESPONSIBILITY**

CM is a locally owned civil engineering and land surveying firm organized as a limited liability partnership. We have been in business continuously for 59 years and have successfully met all our financial responsibilities to our staff, subconsultants, and clients. Our accounting system was developed to effectively process locally administered Federal aid projects, including project audits through NYSDOT and FHWA. CM is committed to implementing design solutions that meet the project objectives, are within the budget, and delivered on time.

**LOGISTICS AND FAMILIARITY WITH PROJECT AREA**

Creighton Manning is a local firm, so all staff resources are located near the project site and the Town offices, which will facilitate coordination and communication. Creighton Manning is very familiar with the project area through our current roundabout design project for the Town. Our involvement with the design of the roundabout gives us unmatched familiarity with the project when it comes time for construction.

We look forward to working with the Town to secure funding to improve mobility at this important intersection. If you have any questions regarding our experience and qualifications, please contact me at (518)689-1880 or achristian@cmellp.com.

Respectfully submitted,  
*Creighton Manning Engineering, LLP*

  
 Tony Christian, PE  
 Project Manager

## PROJECT APPROACH

CM will assist the Town in the development of an application for funding consistent with the application guidance and eligibility criteria. CM will provide the following services to the Town:

1. Coordination with the Town, NYSDOT, and the County;
2. Conceptual layout of improvements to evaluate right-of-way needs;
3. Development of project schedule;
4. Cost estimating; and
5. Application assistance.

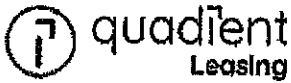
All documents related to the application will be completed by Creighton Manning for the Town prior to the deadline of December 6, 2024. Creighton Manning will be available to join Town staff at the Town's offices while documents are uploaded to assist with the submission or meet via Teams, whichever the Town prefers.

Upon award of a grant, Creighton Manning has the capability and experience required to perform the construction support and construction inspection of the project under the *Procedures for Locally Administered Federal Aid Projects* to ensure the requirements of the Federal funding are met.

Creighton Manning has more than 30 local inspectors with experience on NYSDOT and/or federally funded intersection construction projects, including roundabouts. The team includes inspectors who possess the following certifications and training:

- OSHA 10-hour Construction Safety & Health Training
- American Concrete Institute (ACI) Concrete Field Testing Technician – Grade I for concrete field testing and inspection
- Nuclear Density Gauge Technician and Radiation Safety Officer (RSO)/HazMat Training for concrete paving and earthwork compaction
- NorthEast Transportation Technician Certification Program (NETTCP) Soils and Aggregate Inspector or NYSDOT Earthwork Inspectors Training for geotechnical construction and earthwork inspection
- NETTCP HMA Paving Certification
- NYSDEC Erosion and Sediment Control Training and qualified for SPDES permit inspections
- Formal Training in Work Zone Traffic Control (WZTC)

Creighton Manning has directly applicable experience inspecting intersection reconstruction projects on State and County roads. We will prepare a Quality Management Plan to ensure the work of the contractor is performed in accordance with the applicable standards, specifications, and approved plans. We will coordinate a pre-construction meeting with the Town, NYSDOT, and the contractor, monitor the contractor's work focusing on work zone traffic control and safety, prepare contractor payment requisitions, and maintain an Engineer's Diary as per MURK.



**Government Product Lease Agreement  
with Postage Meter Rental Agreement**

GSA Contract # 47QSM20D00QV

**Section (A) Office Information**

Office Number 620	Office Name Metroland Business Machines	Phone # (516) 452-2800	Date 10/31/2024
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**Section (B) Billing Information**

Company Name	Halfmoon Town Court		
DBA			
Billing Address	One Halfmoon Town Plaza		
City State Zip+4	Halfmoon	NY	12065
Contact Name	Jacqueline Bigelow	Phone	(616) 371-2592
Contact Title	Clerk to the Justice	Fax	
Email Address	jbigelow@nycourts.gov		PO #

**Section (C) Installation Information (if different from billing information)**

Company Name	Halfmoon Town Court		
Installation Address	One Halfmoon Town Plaza		
City State Zip+4	Halfmoon	NY	12065
Contact Name	Jacqueline Bigelow	Phone	(510) 371-2892
Contact Title	Clerk to the Justice	Fax	
Email Address	jbigelow@nycourts.gov		
Main Post Office		PO 6-Digit Zip Code	

**Section (D) Products**

Qty	Model / Part Number	Description (Include Serial Number, if applicable)
1	IX3-P5	IX-3 Series Base w/1b Integrated Weigh Platform, Moistener & Catch Tray

**Section (E) Lease Payment Information & Lease Payment Schedule**

<b>Tax Status:</b> <input type="checkbox"/> Taxable <input checked="" type="checkbox"/> Tax Exempt Certificate attached	<b>Number of Months</b>		<b>Monthly Payment (Plus applicable taxes)</b>
	First	63	\$77.00
<b>Billing Frequency:</b> <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Annually	<b>Current Lease Number:</b>		N3 2051250
	<input type="checkbox"/> ACH (Customer to submit authorization form)		
<b>Billing Method:</b> <input checked="" type="checkbox"/> Standard <input type="checkbox"/> Arrears			

**Section (F) Postage Meter & Postage Funding Information**

Meter Model: IX3A1	Machine Model: IX3-P5
<b>Postage Funding Method:</b> <input checked="" type="checkbox"/> Bill Me <input type="checkbox"/> Prepay by Check <input type="checkbox"/> ACH Debit (submit customer authorization form) <input type="checkbox"/> OMAS <input type="checkbox"/> CPU (include authorization form)	
<b>Agency Code:</b> 510 Agency Code	
<b>Postage Funding Account:</b> <input checked="" type="checkbox"/> POC <input type="checkbox"/> TMS <input type="checkbox"/> New <input checked="" type="checkbox"/> Existing Existing Account Number: 817181B	

**Service Products (Check all that apply)**

<input checked="" type="checkbox"/> Online Postal Rates Meter™ App (SP10)
<input type="checkbox"/> Online Postal Expense Manager (Meter™ App (SP20/NeoStats)
<input type="checkbox"/> Online E-Services with Electronic Return Receipt (Meter™ App (SP35)
<input type="checkbox"/> NeoShip PLUS (EP70PLUS)
<input type="checkbox"/> NeoShip Install & User Guide (EP70GUIDES)
<input type="checkbox"/> 4G/5G Cell Service
<input checked="" type="checkbox"/> Maintenance
<input checked="" type="checkbox"/> Installation/Training <input type="checkbox"/> Software Support for premise (non-cloud) solutions

**Section (G) Approval**

Existing customers who currently fund the Postage account by ACH Debit will not be converted to the Postage Funding Account unless initial here \_\_\_\_\_.

This document consists of a Government Product Lease Agreement with Quadient Leasing USA, Inc.; and a Postage Meter Rental Agreement, and Online Services and Software Agreement with Quadient, Inc.; and a Postage Funding Account Agreement with Quadient Finance USA, Inc. Your signature constitutes an offer to enter into such agreements, and acknowledges that you have received, read, and agree to all applicable terms and conditions (version Government-Equipment-Lease-Terms-USPS-Dealer-V11-2023), which are also available at <https://quadienterms.com/Government-Equipment-Lease-Terms-USPS-Dealer-V11-2023>, and that you are authorized to sign the agreements on behalf of the customer identified above. The applicable agreements will become binding on the companies identified above only after an authorized individual accepts your offer by signing below, or when the equipment is shipped to you.

Guided by Quadient, Inc.'s Sustainable Design and Responsible Manufacturing Policy, our Products may contain reused components. For more information visit <https://www.quadient.com/about-us/sustainable-design-and-manufacturing>.

Authorized Signature \_\_\_\_\_ Purchase Order Required for GSA Contract Leases \_\_\_\_\_ Print Name and Title \_\_\_\_\_ Date Accepted \_\_\_\_\_

Accepted by Quadient Inc. and its Affiliates \_\_\_\_\_ Date Accepted \_\_\_\_\_



**SERVICE ORDER**

THIS SERVICE ORDER ("Service Order"), is executed and effective upon the date of the signature set forth in the signature block below ("Effective Date") and is by and between Charter Communications Operating, LLC on behalf of those operating subsidiaries providing the Service(s) hereunder ("Spectrum") and Customer (as shown below) and is governed by and subject to the Spectrum Enterprise Commercial Terms of Service posted to the Spectrum Enterprise website, <https://enterprise.spectrum.com/> (or successor url) or, if applicable, an existing services agreement mutually executed by the parties (each, as appropriate, a "Service Agreement"). Except as specifically modified herein, all other terms and conditions of the Service Agreement shall remain unamended and in full force and effect.

Spectrum Enterprise Contact Information	
Contact: Michael Littlejohn	
Telephone: 508 868-5332	
Email: michael.littlejohn@charter.com	

Customer Information		
Customer Name TOWN OF HALFMOON	Order # 14538984	
Address 2 HALFMOON TOWN PLZ CLIFTON PARK NY 12065		
Telephone (518) 371-7410	Email: admin@townofhalfmoon.org	
Contact Name Douglas Mikol	Telephone (518) 371-7410	Email: admin@townofhalfmoon.org
Billing Address 2 HALFMOON TOWN PLZ CLIFTON PARK NY 12065		
Billing Contact Name Laurie Sullivan	Telephone (518) 371-7410	Email: lsullivan@townofhalfmoon.org

NEW AND REVISED SERVICES AT 8 Brookwood Dr , Clifton Park NY 12065				
Service Description	Order Term	Quantity	Monthly Recurring Charge(s)	Total Monthly Recurring Charge(s)
Cradlepoint E100-4G	36 Months	1	\$25.00	\$25.00
Wireless Internet Unlimited Select	36 Months	1	\$40.00	\$40.00
Dedicated Fiber Internet 100Mbps	36 Months	1	\$475.00	\$475.00
DDoS Protection 100Mbps	36 Months	1	\$350.00	\$350.00
Enterprise Network Edge Up To 100 Mbps	36 Months	1	\$120.00	\$120.00
<b>TOTAL*</b>				<b>\$1,010.00</b>



NEW AND REVISED SERVICES AT 2 Town Hall Plz , Clifton Park NY 12065				
Service Description	Order Term	Quantity	Monthly Recurring Charge(s)	Total Monthly Recurring Charge(s)
Enterprise Network Edge Up To 200 Mbps	36 Months	1	\$160.00	\$160.00
Dedicated Fiber Internet 200Mbps	36 Months	1	\$699.00	\$699.00
Wireless Internet Unlimited Select	36 Months	1	\$40.00	\$40.00
Cradlepoint E100 - 4G	36 Months	1	\$25.00	\$25.00
DDoS Protection 500Mbps	36 Months	1	\$450.00	\$450.00
<b>TOTAL*</b>				\$1,374.00

NEW AND REVISED SERVICES AT 322 Route 146 , Halfmoon NY 12065				
Service Description	Order Term	Quantity	Monthly Recurring Charge(s)	Total Monthly Recurring Charge(s)
5 Static IP Addresses	36 Months	1	\$0.00	\$0.00
Wireless Internet Unlimited Select	36 Months	1	\$40.00	\$40.00
Cradlepoint E100 - 4G	36 Months	1	\$25.00	\$25.00
Enterprise Network Edge Up To 100 Mbps	36 Months	1	\$120.00	\$120.00
DDoS Protection 100Mbps	36 Months	1	\$350.00	\$350.00
Dedicated Fiber Internet 100Mbps	36 Months	1	\$475.00	\$475.00
<b>TOTAL*</b>				\$1,010.00

NEW AND REVISED SERVICES AT 231 Cary Rd , Mechanicville NY 12118				
Service Description	Order Term	Quantity	Monthly Recurring Charge(s)	Total Monthly Recurring Charge(s)
Dedicated Fiber Internet 50Mbps	36 Months	1	\$385.00	\$385.00
Enterprise Network Edge Up To 100 Mbps	36 Months	1	\$120.00	\$120.00
Wireless Internet Unlimited Select	36 Months	1	\$40.00	\$40.00
Cradlepoint E100 - 4G	36 Months	1	\$25.00	\$25.00
<b>TOTAL*</b>				\$570.00



NEW AND REVISED SERVICES AT 8 Brookwood Dr Unit UC, Clifton Park NY 12065				
Service Description	Order Term	Quantity	Monthly Recurring Charge(s)	Total Monthly Recurring Charge(s)
Unified Communications with RingCentral Advanced Seat	36 Months	6	\$18.99	\$113.94
<b>TOTAL*</b>				\$113.94

NEW AND REVISED SERVICES AT 322 Route 146 Unit UC, Halfmoon NY 12065				
Service Description	Order Term	Quantity	Monthly Recurring Charge(s)	Total Monthly Recurring Charge(s)
Unified Communications with RingCentral Advanced Seat	36 Months	6	\$18.99	\$113.94
<b>TOTAL*</b>				\$113.94

NEW AND REVISED SERVICES AT 2 Town Hall Plz Unit UC, Clifton Park NY 12065				
Service Description	Order Term	Quantity	Monthly Recurring Charge(s)	Total Monthly Recurring Charge(s)
Unified Communications with RingCentral Advanced Seat	36 Months	58	\$18.99	\$1,101.42
Unified Communications with RingCentral Ltd Extension Seat	36 Months	12	\$19.50	\$243.00
<b>TOTAL*</b>				\$1,344.42

ONE TIME CHARGE(S) AT 8 Brookwood Dr , Clifton Park NY 12065			
Service Description	Quantity	One Time Charge(s)	Total One Time Charge(s)
Wireless Internet Setup - Indoor	1	\$0.00	\$0.00
DDoS Protection Setup	1	\$0.00	\$0.00
Enterprise Network Edge Installation	1	\$0.00	\$0.00
Dedicated Fiber Internet Install	1	\$0.00	\$0.00
<b>TOTAL*</b>			\$0.00

ONE TIME CHARGE(S) AT 2 Town Hall Plz , Clifton Park NY 12065			
Service Description	Quantity	One Time Charge(s)	Total One Time Charge(s)
DDoS Protection Setup	1	\$0.00	\$0.00
Wireless Internet Setup - Indoor	1	\$0.00	\$0.00
<b>TOTAL*</b>			\$0.00



ONE TIME CHARGE(S) AT 8 Brookwood Dr Unit UC, Clifton Park NY 12065			
Service Description	Quantity	One Time Charge(s)	Total One Time Charge(s)
2024 - Free - Poly Edge E220	5	\$0.00	\$0.00
Cisco ATA192 - UC with RingCentral	1	\$144.00	\$144.00
<b>TOTAL*</b>			\$144.00

ONE TIME CHARGE(S) AT 2 Town Hall Plz Unit UC, Clifton Park NY 12065			
Service Description	Quantity	One Time Charge(s)	Total One Time Charge(s)
Cisco ATA192 - UC with RingCentral	2	\$144.00	\$288.00
Poly Edge E350 - Purchase - UC with RingCentral	7	\$234.00	\$1,638.00
2024 - Free - Poly Edge E220	56	\$0.00	\$0.00
<b>TOTAL*</b>			\$1,926.00

ONE TIME CHARGE(S) AT 322 Route 146 Unit UC, Halfmoon NY, 12065			
Service Description	Quantity	One Time Charge(s)	Total One Time Charge(s)
2024 - Free - Poly Edge E220	5	\$0.00	\$0.00
Cisco ATA192 - UC with RingCentral	1	\$144.00	\$144.00
Poly Rove 20 + B1 Base - Purchase	1	\$324.00	\$324.00
<b>TOTAL*</b>			\$468.00

ONE TIME CHARGE(S) AT 231 Cary Rd , Mechanicville NY 12118			
Service Description	Quantity	One Time Charge(s)	Total One Time Charge(s)
Wireless Internet Setup - Indoor	1	\$0.00	\$0.00
Dedicated Fiber Internet Install	1	\$0.00	\$0.00
Enterprise Network Edge Installation	1	\$0.00	\$0.00
<b>TOTAL*</b>			\$0.00

ONE TIME CHARGE(S) AT 322 Route 146 , Halfmoon NY 12065			
Service Description	Quantity	One Time Charge(s)	Total One Time Charge(s)
Dedicated Fiber Internet Install	1	\$0.00	\$0.00
DDoS Protection Setup	1	\$0.00	\$0.00
Enterprise Network Edge Installation	1	\$0.00	\$0.00
<b>TOTAL*</b>			\$0.00

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1. TOTAL CHARGE(S). TOTAL MONTHLY RECURRING CHARGES AND TOTAL ONE-TIME CHARGES ARE DUE IN ACCORDANCE WITH THE MONTHLY INVOICE.
2. TAXES. PLUS APPLICABLE TAXES, FEES, AND SURCHARGES AS PRESENTED ON THE RESPECTIVE INVOICE(S).
3. SPECIAL TERMS.

**Wireless Internet Service Overage Rates.** If Customer purchases a Wireless Internet Service plan with a monthly Data Allowance, plans with the same monthly Data Allowance will participate in the same Data Pool. In addition to monthly recurring charges associated with a Wireless Internet Service plan with monthly Data Allowance, overage charges may apply if Customer's data usage in a given calendar month exceeds the monthly Data Allowance/Data Pool, as applicable. Overage charges are applied in arrears at a rate of \$8.00 per GB of data usage in excess of the plan's monthly Data Allowance/Data Pool, as applicable. Wireless Internet Service plans with unlimited data do not have overage charges or data-pooling. See the Wireless Internet Access Service attachment of the Service Agreement for additional information.

By signing below, the signatory represents they are duly authorized to execute this Service Order.

<b>CUSTOMER SIGNATURE</b>
Signature: _____
Printed Name: _____
Title: _____
Date: _____

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## SPECTRUM SERVICE PROPOSAL FOR TOWN OF HALFMOON

These prices will remain in effect throughout the initial Order Term, subject to the following contingencies:

- ▶ final engineering, design and site visits; and
- ▶ complete Terms & Conditions as provided in our service contract

Options for Spectrum Services Based on a 36 Month Term

	SERVICE	QTY/ SVC. GAP	NRC**	MRC*
DFI \$950 ELAN \$625	2 Town Hall Plaza Dedicated Fiber Internet (DFI) Access & Block of 5 Usable Statics	200M Symmetrical	\$250	\$699
	DDoS Protection Service		\$1000	\$450
	with our Enterprise Network Edge SDWAN		\$300	\$180
	Wireless Internet Unlimited Cradlepoint E100		\$250	\$65
\$404.95 PRI	Unified Communications with Ring Central	58		(\$18.99 per)
	Advanced Standard Seats			\$1,101.42
\$500+ on T1 with Third Party Other Spend on current phone equipment	UC Limited Extension	18		(\$13.50 per) \$243.00
ELAN \$525	322 Route 146 Dedicated Fiber Internet Access & Block of 5 Usable Statics	100M Symmetrical	\$250	\$475
	DDoS Protection Service		\$1000	\$350
	with our Enterprise Network Edge SDWAN		\$300	\$120
	Wireless Internet Unlimited Cradlepoint E100		\$250	\$65
	Unified Communications with Ring Central	6		(\$18.99 per)
	Advanced Standard Seats			\$113.94
ELAN \$525	B Brookwood Dr Dedicated Fiber Internet Access & Block of 5 Usable Statics	100M Symmetrical	\$250	\$475
	DDoS Protection Service		\$1000	\$350
	with our Enterprise Network Edge SDWAN		\$300	\$120
	Wireless Internet Unlimited Cradlepoint E100		\$250	\$65
	Unified Communications with Ring Central	6		(\$18.99 per)
	Advanced Standard Seats			\$113.94

Coax Internet Modem \$110	231 Cary Rd	Dedicated Fiber Internet Access & Block of 5 Usable Statics	50M Symmetrical	\$250	\$385
		with our Enterprise Network Edge SDWAN		\$300	\$120
		Wireless Internet Unlimited Creditpoint E100		\$260	\$65
Current Voice/Data Spectrum only spend: \$3140 Plus T1 and other expenses we would replace/eliminate while also upgrading the network		This is instead of not additional to your current data and voice spend with us as well as third party			\$3964.00 All In on Data \$1672.30 All In on Voice Together \$5,636.30 Monthly
		Poly Edge E350 Phones	7	(\$234 per)	\$1638
		Cisco ATA192	1	(\$144 per)	\$576
		Poly Edge E220 Phones	65	\$0 (Free through this month)	\$324
		Poly/B1 Base + (1) Base 20 Handset	1		\$324
				One-time cost for phone equipment:	\$2,538

MRC\* - Monthly Recurring Charge. Discounted all-in option  
NRC\*\* Non-Recurring Charge/One Time Charges for Installation and Configuration (Waived)  
There will be a one time charge for the purchase of the phone upfront - we can also spread that cost over 36 months if preferred

All locations remote, available up to 10 - can do that as/when ever needed

For our Enterprise Network Edge Solution

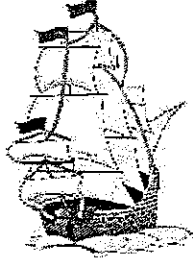
This quote includes the equipment, the full management 24-7-365 with co-management capabilities in the portal with all licensing and maintenance for the full term, end to end support on all services/equipment, our industry leading service level agreement, which include guaranteed meantime to repair anything within 4 hours - including any needed equipment replacements.

No upfront costs required.

This new deployment is instead of not additional to your current network design and billing, it will be a full replacement that will be tested and put over before any new billing begins. Once the new billing begins and the current invoice structure updates, we will set up a detailed call with our client services team for a full billing review to make sure everything is streamlined going forward. We have already placed in a ticket for a merged parent account of the portal for once the change takes place.

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: November 20, 2024  
TO: Town Board  
Town of Halfmoon  
FROM: Bonnie Hatter  
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.

DEBIT:	Revenues	25-980	\$9,600.50
	Subsidiary: Home & Community Services		
	25-4-2189.00		\$9,600.50
CREDIT:	Appropriations	25-960	\$9,600.50
	Subsidiary: Engineering Contractors Inspections		
	25-5-1440.40		\$9,600.50

Information Only: The above was derived from the following breakdown of charges to be paid on November 21, 2024, Abstract for engineering and related fees.

<u>NAME</u>	<u>AMOUNT</u>
Creekview Estates	\$445.50
Chelsea Place	\$ 1,935.00
Davey's Realty Office	\$495.00
Davey's Realty Warehouse	\$660.00
Devoe's Orchard Cell Tower	\$1,320.00
DCG Development Building	\$495.00
Fairways of Halfmoon Parking	\$495.00
1-4-6 Marketplace PDD	\$2,140.00
Shea Point PDD	\$190.00
329 Rt 146 Office	\$600.00
1572 Rt 9 Brank Bank Site	\$660.00
Tricity Basic SWPPP Review	\$165.00
Total	\$9,600.50

A resolution is necessary to increase appropriations within the Capital Projects Fund for the Outdoor Recreation Area project from interest earned due to additional purchases over the original project scope.

DEBIT:	Revenues	35-980	\$1,275
	Subsidiary	Interest & Earnings	
		35-4-2401.10	\$1,275
CREDIT:	Appropriations	35-960	\$1,275
	Subsidiary:	Special Recreation Facilities- Outdoor Recreation Area	
		35-5-7180.20	\$1,275