

The July 02, 2025 meeting was called to order at 7:00 pm by Deputy Town Supervisor Hotaling in the A. James Bold Meeting Room with the following members present:

Kevin J. Tollisen, Supervisor-Excused
Paul L. Hotaling, Deputy Town Supervisor
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 518-371-7410 ext. 2200 or visit our website www.townofhalfmoon-ny.gov.

FARMER’S MARKET: Every Wednesday from 3:00 pm to 6:00 pm outside at Abele Park, across from Town Hall. Come visit our local farms, crafters, and vendors that will be on hand every week.

HALFMOON COMPREHENSIVE PLAN UPDATE PAGE: is live at www.planhalfmoon.com. Visit the website to find out more about the Halfmoon Comprehensive Plan Update.

TOWN OF HALFMOON HISTORICAL BUILDING: Historian Lynda Bryan invites all to visit and view the current display at the Town Hall, which features the Commemoration of the 200th Anniversary of the opening of the Erie Canal.

Join us for a Concert in the Park featuring The Remarkable, Irresistible Erie, Saturday, August 16, 2025 starting at 3 PM at the Halfmoon Town Park, 2 Halfmoon Town Plaza, Halfmoon, NY 12065.

On September 24, 2025, the replica of the Erie Canal Boat the Seneca Chief, will embark on its Bicentennial voyage, commemorating the historic journey from Buffalo to New York Harbor.

On October 15, 2025, the Seneca Chief will be stopping in the Town of Halfmoon at the Crescent Park on the banks of the Mohawk. More information will be coming on this exciting event!

The Historical Building is also open by appointment. Please contact Lynda Bryan, Historian at 518-371-7410 Ext. 2331 or lbryan@townofhalfmoon.org. Volunteers are needed for upcoming events: *200th Anniversary of the Erie Canal and 250th Anniversary of the Revolutionary War*.

CONCERT IN THE PARK: Halfmoon Celebrations Association, Inc. presents Concert in the Park, Featuring the band Country Steel. Friday, July 11th, 2025 6:30 pm to 9:00 pm at the Halfmoon Town Park, 162 Route 236, Halfmoon, NY 12065. This is a free event, however, donations are greatly appreciated. There will be a 50/50 raffle. Bring a lawn chair, blanket, snacks (Alcohol Is prohibited on Town Property), and your dancing shoes! Visit www.halfmooncelebrations.org for more information.

TRAILS AND OPEN SPACE COMMITTEE MEETING: Monday, July 21, 2025 at 7:00 PM.. The Trails and Open Space Committee is a volunteer working group

appointed by the Town Board. Its purpose is to allow for continuing citizen input and advisory commentary for future trail and open space plans or projects for the Town of Halfmoon. Please Visit the Town website at townofhalfmoon-ny.gov for further information.

MOVIE NIGHT IN THE PARK: Halfmoon Celebrations Association Inc. presents Movie Night in the Park, Friday, July 25th, 2025 8:15 pm at the Halfmoon Town Park, 162 Route 236, Halfmoon, NY 12065. This is a free event, however, donations are greatly appreciated. Bring a lawn chair, blanket, snacks (Alcohol is prohibited on Town Property). Visit www.halfmooncelebrations.org for more information.

RED CROSS BLOOD DRIVE: Tuesday August 5, 2025 1 pm – 6 pm at the Halfmoon Town Hall, 2 Halfmoon Town Plaza, Halfmoon, NY 12065.

CONCERT IN THE PARK: Halfmoon Celebrations Association, Inc. presents Concert in the Park, Featuring The British Vinyl Band, Friday, August 8, 2025 6:30 pm to 9:00 pm at the Halfmoon Town Park, 162 Route 236, Halfmoon. This is a free event, however, donations are greatly appreciated. There will be a 50/50 raffle. Bring your lawn chairs, blankets; dinner; snacks, (Alcohol is Prohibited on Town Property) and your dancing shoes and enjoy songs you love from across the Pond 1963-1973. Visit www.halfmooncelebrations.org for more information.

MOVIE NIGHT IN THE PARK: Halfmoon Celebrations Association Inc. presents Movie Night in the Park, Friday, August 22, 2025 8:15 pm at the Halfmoon Town Park, 162 Route 236, Halfmoon, NY 12065. This is a free event; however, donations are greatly appreciated. Bring a lawn chair, blanket, snacks (Alcohol is prohibited on Town Property). Visit www.halfmooncelebrations.org for more information.

ERIE CANAL HISTORY WALK: Saturday, September 6, 2025 at the Crescent Park. Join Town of Halfmoon Historian, Lynda Bryan along with the Town of Halfmoon Open Space & Trails Committee, as we take a walk along the Mohawk River and the old Erie Canal. Meeting place is at the Crescent Park. Golf carts will be available on the NW side of the bridge for the walk.

HALFMOON BUSINESS AND ECONOMIC DEVELOPMENT: Will hold a breakfast Tuesday, September 9, 2025 at 8:00 am in the Halfmoon Senior Pavilion. This gathering provides an opportunity for local businesses to connect, share ideas, and foster growth. All Halfmoon businesses are invited to attend. RSVP by contacting Terri Russell in the Supervisors Office at trussell@townofhalfmoon.org or by calling 518-371-7410 Ext. 2210.

PATRIOT DAY CEREMONY: Thursday, September 11, 2025 6 pm at the Abele Memorial Park. Military and Emergency Services Members will be participating. For further information, please visit www.townofhalfmoon-ny.gov.

TOWN OF HALFMOON'S FIRST RESPONDERS PICNIC: As part of our ongoing appreciation for those who serve and protect our community, the Town of Halfmoon is proud to host a First Responders Picnic, Saturday, September 13, 2025 at the Halfmoon Senior Pavilion. We look forward to celebrating the men and women who are committed to bravery and public safety in Halfmoon with an afternoon of food, fellowship, and a heartfelt Thank you for all that they do!

PAPER SHREDDING DAY: Saturday September 13, 2025 from 9:30 am to 11:30 am at the Town of Halfmoon Highway Garage, located at 322 Route 146, Halfmoon, NY 12065. This is a FREE service to Town Residents, but you are encouraged to bring canned items for donation to a local food pantry with a maximum of 3 bags/boxes to be shredded. Registration not required.

FALL CLEAN-UP: Tuesday, September 16th from 8 am to noon, Friday, September 19th from Noon to 5 pm, and Saturday, September 20th from 8 am to 3 pm, Tuesday, September 23rd from 8 am to noon, Friday, September 26th from

Noon to 5 pm, and Saturday, September 27th from 8 am to 3 pm at the Town of Halfmoon Transfer Station, located at 322 Route 146, Halfmoon, NY 12065.

HARVEST FESTIVAL: Presented by Halfmoon Celebrations Association, Inc. and the Town of Halfmoon. Join us for this two-day fun-filled event, Friday September 19, 2025 festivities beginning with our popular and delicious Chicken Parmesan Dinner from 4:30 pm to 7:00 pm. Enjoy a live music band (To Be Announced) to round out the evening. Delicious treats from the concession stand will be available for purchase and the proceeds benefit the Character Counts Program, and the Halfmoon Celebrations Association. To purchase tickets in advance, please contact Terri Russell, Supervisors Office at trussell@townofhalfmoon.org or call 518-371-7410 Ext. 2210.

Saturday September 20, 2025 join us for part two of the Town of Halfmoon Harvest Festival, starting at noon through 7:30pm. There will be vendors, Crafters, Bounce Houses, Rock Climbing Wall, Juke Box Rebellion Band, (starting at 4 pm) and Fireworks at dusk! The 2025 Town of Halfmoon Harvest Festival promises to be a memorable one!

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) Excused

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

Councilman Hotaling: I would like to thank everyone who works on Character Counts Program for the Town. We have 385 kids attending Summer Camp this year, twelve on scholarship, which means twelve kids got to attend camp that otherwise could not have been able to.

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

Councilman Wasielewski: I have no report this evening, 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: Both baseball and softball are in their summer swing with tournaments, and the boys and girls are winning these tournaments, so congratulations to all the players and coaches that sacrifice their time to represent Halfmoon so well. Thank you.

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

Councilman Catricala: I have nothing this evening, thank you.

Kelly L. Catricala: (Town Clerk)

Town Clerk Catricala: I have no report this evening, thank you.

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

Lyn Murphy, Esq., (Town Attorney)

Attorney Murphy: No report, thank you.

Cathy Drobny, Esq. (Deputy Town Attorney)

I have no report this evening, thank you.

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

DEPARTMENT REPORTS

DEPARTMENT MANAGER MONTHLY REPORTS (Can be viewed at the Town Clerk's Office)

CORRESPONDENCE

1. **Received** from the Halfmoon Planning Board, their receipt of a Special Use Permit Application for the following projects: 1. 110 Button Road Storage Building, 110 Button Road - Site Plan & Special Use (25.081 & 25.082) 2. Harvest Church Addition, 303 Grooms Road - Site Plan & Special Use Permit (25.060 & 25.070) 3. Red Maple Duplexes, 9 & 11 Red Maple Lane - Special Use Permit (25.066)
Received & Filed

2. **Received** from the Town of Halfmoon Planning Board, Resolutions approved at the June 23, 2025 Planning Board meeting.
Received & Filed

OLD BUSINESS

NEW BUSINESS

RESOLUTION NO.187-2025

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

Resolution Introduced by Town Clerk Catricala

RESOLVED, that the Town Board approves the Minutes of the Town Board Meeting of June 18, 2025.

RESOLUTION NO.188-2025

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

Resolution Introduced by Supervisor Tollisen

Resolved that the Town Board hereby appoints Anne Marie Zarelli as sole Assessor effective October 1, 2025 through September 30, 2031, with no change to her current salary for 2025.

Deputy Town Supervisor Hotaling: Anne Marie has done a great job for the Town, and we are glad to have you with us moving forward, and your office has also done a great job for our residents, so thank you!

Councilman Connors: Congratulations.

Councilman Wasielewski: Congratulations.

RESOLUTION NO.189-2025

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

Resolution Introduced by Building, Planning and Development Coordinator Harris

RESOLVED, the Town Board hereby hires Theodore Chesnes as the Planner/Stormwater Management Technician at Grade 7 Base Pay \$64,132.00 effective July 7, 2025, subject to successful completion of pre-employment testing.

Deputy Supervisor: I would like to congratulate Theodore, he had another obligation tonight and could not be with us, but he will attend the next Town Board Meeting.

RESOLUTION NO. 190-2025

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

Resolution Introduced by Building, Planning and Development Coordinator Harris

RESOLVED, that the Town Board hereby authorizes the Supervisor to enter into an agreement with MJ Engineering, Architecture, Landscape Architecture, and Land Surveying, P.C. to provide professional services associated with MS4 technical and regulatory support consistent with proposal No. 964.1333 dated June 5, 2025, in the not to exceed amount of \$40,000.00, billable per hour, and to authorize the Supervisor to sign any documentation necessary to complete the work, subject to the review and approval of the Town Attorney.

RESOLUTION NO.191-2025

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

Resolution Introduced by Superintendent of Water & Building Maintenance Supervisor Tironi

RESOLVED, that the Town Board hereby authorizes the Supervisor to enter into an agreement with MJ Engineering, Architecture, Landscape Architecture, and Land Surveying, P.C. to provide professional services associated with the replacement of the existing water main on Halfmoon Drive/Brookwood Road between the intersection with Harris Road and the New York Power Authority transmission easement consistent with proposal No. 2025220 dated June 24, 2025, in the not to exceed amount of \$177,200.00, and to authorize the Supervisor to sign any documentation necessary to complete the work, subject to the review and approval of the Town Attorney.

RESOLUTION NO.192-2025

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

RESOLVED, that the Town Board authorizes the Supervisor to enter into an agreement with MJ Engineering, Architecture, Landscape Architecture, and Land Surveying, P.C. to provide professional services associated with the replacement of the existing water main on Crescent Vischer Ferry Road between the intersection with Jones Road and NYS Route 9 consistent with proposal No. 2025221 dated June 24, 2025, in the not to exceed amount of \$138,800.00, and to authorize the Supervisor to sign any documentation necessary to complete the work, subject to the review and approval of the Town Attorney.

RESOLUTION NO.193-2025

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

RESOLVED, that the Town Board authorizes the Supervisor to enter into an agreement with MJ Engineering, Architecture, Landscape Architecture, and Land Surveying, P.C. to provide professional services associated with the replacement of the existing water main on Devitt Road, south of the intersection with Brookwood Road and Sunset Boulevard consistent with proposal No. 2025222 dated June 24, 2025, in the not to exceed amount of \$148,200.00, and to authorize the Supervisor to sign any documentation necessary to complete the work, subject to the review and approval of the Town Attorney.

RESOLUTION NO.194-2025

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

RESOLVED, that the Town Board authorizes Troy & Banks, Inc. to provide consulting services for energy procurement and related matters and to request competitive bids for the best possible prices for electric and gas supply at no cost to the Town and authorizes the Town Supervisor to execute any documents necessary to complete this process, subject to the review and approval of the Town Attorney.

RESOLUTION NO.195-2025

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

RESOLVED, that the Town Board authorizes the Supervisor to enter into an agreement with The Precision Group to provide CIPP lining and CCTV work for the Shafer Drive culvert project utilizing the Onondaga County bid #0010984 in the not to exceed amount of \$6,516.50 and to authorize the Supervisor to sign any documentation necessary to complete the work, subject to the review and approval of the Town Attorney.

RESOLUTION NO.196-2025

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

RESOLVED, that the Town Board authorizes the Water Department to purchase a mower in accordance with the proposal dated June 17, 2025 in the not to exceed amount of \$39,439.82 from Grassland Equipment and Irrigation Corp. and to authorize the Town Supervisor to execute any documentation necessary to effectuate the purchase, subject to the review and approval of the Town Attorney.

RESOLUTION NO.197-2025

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

RESOLVED, that the Town Board hereby schedules a Public Hearing for the July 16, 2025, 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 \$1,090,300 of Water Capital Reserve monies for the replacement of the water main located on Devitt Road to Sunset Drive, pursuant to §6-c of the General Municipal Law.

Councilman Connors: I'll make one note that on the agenda, it states Sunset Drive, and it should be Sunset Boulevard.

Deputy Supervisor: Hotaling: Noted, thank you.

RESOLUTION NO.198-2025

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

RESOLVED, that the Town Board authorizes the Supervisor to apply to the Department of Environmental Conservation Water Quality Improvement for a vacuum truck in the not to exceed amount of \$400,000.00 with a match by the Town of \$250,000.00 and to authorize the Supervisor to sign any documentation necessary to complete the grant process, subject to the review and approval of the Town Attorney.

TOWN OF HALFMOON - RESOLUTION #198-2025 DEPARTMENT OF ENVIRONMENTAL CONSERVATION WATER QUALITY IMPROVEMENT PROJECT (WQIP)

The Town of Halfmoon Town Board made a motion to adopt the following Resolution:

WHEREAS, the Town of Halfmoon is applying to the Department of Environmental Conservation Water Quality Improvement Project ("DEC WQIP") for a project entitled "Town of Halfmoon Vacuum Truck Purchase";

WHEREAS, the vacuum truck would be used to remove debris from clogged stormwater catch basins, improving water quality and ensuring that the Town can comply with the updated, more stringent requirements for the Municipal Separate Storm Sewer System (MS4) program;

WHEREAS, the Town of Halfmoon is a regulated MS4 operator that would share the vacuum truck with cooperating MS4 Operators in neighboring municipalities;

WHEREAS, the Department of Environmental Conservation, pursuant to the Water Quality Improvement Project Grant regulations has a local match requirement of 25% of the grant award, pursuant to the grant program, with a maximum grant award of \$400,000;

WHEREAS, the total cost to implement the project is anticipated to be approximately \$650,000 depending on the final quotes obtained for the purchase of the vacuum truck, of which \$400,000 would be eligible for grant assistance and approximately \$250,000 would be contributed by the Town of Halfmoon; and

WHEREAS, the Town of Halfmoon hereby authorizes the application for monies pursuant to the DEC WQIP, and commits to a local cash contribution of up to \$250,000.

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Halfmoon hereby approves and endorses the application for a grant under the Water Quality Improvement Project Grant Program, for a project known as the Town of Halfmoon Vacuum Truck Purchase.

On the vote:	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Supervisor Tollisen				X
Councilman Hotaling	X			
Councilman Wasielewski	X			
Councilman Connors	X			
Councilman Catricala	X			

Adopted: By the Town Board July 2, 2025
I hereby certify that the above resolution was adopted by the Town Board of the Town of Halfmoon at a regularly scheduled Town Board meeting held on July 2, 2025, and is on file in the Town Clerk’s Office.

Kelly L. Catricala, Town Clerk of the Town of Halfmoon

RESOLUTION NO.199-2025

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

RESOLVED, that the Town Board authorizes the Supervisor to apply to the Saratoga County Trails Grant Program for Adirondack chairs to enhance visitor experiences in the Town parks in the not to exceed amount of \$10,000.00 with a match by the Town of \$11,028.00 depending on pricing at the time of purchase and to authorize the Supervisor to sign any documentation necessary to complete the grant process, subject to the review and approval of the Town Attorney.

**TOWN OF HALFMOON - RESOLUTION #199-2025
SARATOGA COUNTY TRAILS GRANT PROGRAM**

The Town of Halfmoon Town Board made a motion to adopt the following Resolution:

WHEREAS, the Town of Halfmoon is applying to the Saratoga County Trails Grant Program (2025) for a project entitled “Lighthouse Park Amenities”;

WHEREAS, the grant would assist the Town with the purchase of Adirondack chairs, to enhance visitor experience at Lighthouse Park, the Lighthouse Park Trail, and the Champlain Canalway Trail;

WHEREAS, the grant program provides a 100% match of the applicant’s contribution to the project costs up to \$10,000;

WHEREAS, the total cost to implement the project is anticipated to be approximately \$21,028, depending on the final quotes obtained for the purchase of the Adirondack chairs;

WHEREAS, the Town of Halfmoon hereby authorizes the application for monies pursuant to the Saratoga County Trails Grant Program and commits to a local match contribution of up to \$11,028;

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Halfmoon hereby approves and endorses the application for a grant under the Saratoga County Trails Grant Program, for a project known as Lighthouse Park Amenities.

On the vote:	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Supervisor Tollisen				X
Councilman Hotaling	X			
Councilman Wasielewski	X			
Councilman Connors	X			
Councilman Catricala	X			

Adopted: By the Town Board July 2, 2025

I hereby certify that the above resolution was adopted by the Town Board of the Town of Halfmoon at a regularly scheduled Town Board meeting held on July 2, 2025, and is on file in the Town Clerk’s Office.

Kelly L. Catricala, Town Clerk for the Town of Halfmoon

RESOLUTION NO.200-2025

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

RESOLVED, that the Town Board authorizes the Supervisor to hire Evolution Construction Services to mill and pave with binder and top the Crescent Park trail along Terminal Road and along the Mohawk utilizing Recreation Fees located in the Special Revenue Fund, consistent with the estimate dated June 23, 2025, in the not to exceed amount of \$170,168.23 as authorized by Saratoga County bid #24-PWPSR-46R and to authorize the Supervisor to sign any documentation necessary to complete the work, subject to the review and approval of the Town Attorney.

RESOLUTION NO.201-2025

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

RESOLVED, that the Town Board authorizing the Supervisor to apply to the Department of State Local Waterfront Revitalization Program to update the Town of Halfmoon Local Waterfront Revitalization Program in the not to exceed amount of \$103,380.00 with a match by the Town of \$34,460.00 and to authorize the Supervisor to sign any documentation necessary to complete the grant process, subject to the review and approval of the Town Attorney.

**TOWN OF HALFMOON - RESOLUTION #201-2025
DEPARTMENT OF STATE LOCAL WATERFRONT REVITALIZATION GRANT
PROGRAM**

The Town of Halfmoon Town Board made a motion to adopt the following Resolution:

WHEREAS, the Town of Halfmoon is applying to the Department of State Local Waterfront Revitalization Program (“DOS LWRP”) for a project entitled “Town of Halfmoon LWRP”;

WHEREAS, LWRP assists eligible entities in defining goals and strategies for their waterfront areas and in implementing those goals;

WHEREAS, The Town of Halfmoon published an LWRP Plan in 2007, but the plan is currently outdated;

WHEREAS, the grant would enable the Town to update their LWRP Plan, in order to protect natural resources, foster economic growth, create a community vision for the waterfront, and access to additional funding opportunities to implement waterfront projects;

WHEREAS, the Department of State, pursuant to the Local Waterfront Revitalization Program Grant regulations requires an applicant to fund 25% of the total project cost, pursuant to the grant program;

WHEREAS, the total cost to implement the project is anticipated to be \$137,840, of which \$103,380 would be eligible for grant assistance and \$34,460 would be contributed by the Town of Halfmoon; and

WHEREAS, the Town of Halfmoon hereby authorizes the application for monies pursuant to the DOS LWRP and commits to a local match contribution of cash and in-kind services, not to exceed 25% of the total project cost;

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Halfmoon hereby approves and endorses the application for a grant under the Local Waterfront Revitalization Program Grant Program, for a project known as the Town of Halfmoon LWRP.

On the vote:	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Supervisor Tollisen				X
Councilman Hotaling	X			
Councilman Wasielewski	X			
Councilman Connors	X			
Councilman Catricala	X			

Adopted: By the Town Board July 2, 2025

I hereby certify that the above resolution was adopted by the Town Board of the Town of Halfmoon at a regularly scheduled Town Board meeting held on July 2, 2025, and is on file in the Town Clerk’s Office.

Kelly L. Catricala, Town clerk of the Town of Halfmoon

RESOLUTION NO.202-2025

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

Attorney Murphy: I should have stated in my report that Supervisor Tollisen is excused for this evening’s meeting, which is why the Deputy Supervisor is conducting the meeting.

ADJOURN

There being no further business to discuss or resolve on a motion by Councilman Wasielewski and seconded by Councilman Connors, the meeting was adjourned at 7:07 pm.

Respectfully Submitted,

Kelly L. Catricala Town Clerk

SENT VIA EMAIL ONLY

June 5, 2025

Mr. Richard Harris
Coordinator – Building, Planning and Development
Town of Halfmoon
2 Halfmoon Town Plaza
Halfmoon, New York 12065
rharris@townofhalfmoon.org



Re: Town of Halfmoon MS4 Technical / Regulatory Support
MJ Project No. 964.1333
Supplemental Proposal for Engineering Services

Dear Mr. Harris:

MJ Engineering, Architecture, Landscape Architecture, and Land Surveying, P.C. (MJ) is pleased to provide the Town of Halfmoon (Town) this proposal for professional services associated with MS4 technical and regulatory support. MJ's project understanding and associated Scope of Services are included below.

PROJECT UNDERSTANDING

Based upon our meeting held on May 28, 2025 with you and Blue Mails from the Saratoga County Intermunicipal Stormwater Management Coalition (Coalition), MJ understands the following:

- The Town is a regulated traditional land use MS4 with town staff providing much of the technical and regulatory support. The Town is in need of external support to ensure continued compliance with the many facets associated with the 2024 MS4 General Permit, GP-0-24-002.
- The Town has requests MJ to provide the necessary support to further the Town's stormwater infrastructure inventory, mapping, and inspections required under the General Permit.

Based upon the above understanding, MJ offers the following Scope of Services for your consideration. The task numbers below correspond to previously authorized tasks under this assignment.

SCOPE OF SERVICES

Task 03: Stormwater System Inventory, Mapping Update and Inspection

MJ will conduct a field inventory of applicable MS4 infrastructure as follows:

1. MJ field staff will access identified locations in the Town to field locate infrastructure. ArcGIS Online and connected tablets will be utilized by MJ field personnel for infrastructure locations, identification, inventorying and inspections to efficiently gather structure attributes and photos in the field.
2. All inspections will be provided on the Survey 123 inspection form integrated into the Town's GIS Mapping that will be available for use in the mapping component as well as for inclusion in the SWMP updates.



3. The MS4 Infrastructure that will be located, inventoried and/or inspected along with the necessary data collected will include:

- a) MS4 outfall locations and dimensions
- b) Interconnection locations and dimensions
- c) Stormwater Management Practice (SMPs)
- d) Conveyance system
 - Type (closed pipe or open drainage)
 - Conveyance description for closed pipes (material, shape, dimensions)
 - Conveyance description for open drainage (channel/ditch lining material, shape, dimensions)
 - Direction of flow
 - Culvert crossing location and dimensions
 - Stormwater structure type (drop inlet, catch basin, or manhole) and number of connections to catch basins and manholes

FEE

MJ proposes to complete the above-listed services for an **hourly not to exceed (HNTE) fee of \$40,000**. Hourly rates indicated in the Master Services Agreement between the Town of Halfmoon and MJ will apply to the work efforts described above. The estimated fee assumes approximately 12-weeks of part-time inspections (2-3 days a week). MJ will notify the Town prior to exceeding the Estimated Fees if required to complete the scope of work.

MJ will invoice the Town monthly based on actual time incurred. The fee assumes there are no significant changes resulting from decisions, conditions and/or events beyond MJ's control.

SUMMARY

Thank you for the opportunity to provide a proposal for this project. We look forward to the opportunity to work with the Town on this project. Please do not hesitate to contact Jenny Lippmann at 518-371-0799 or via email at jlippmann@mjteam.com. If you have questions or require additional information

Sincerely,

Michael D. Panichelli, P.E.
President

Cc: Carrie Dooley
File



AUTHORIZATION TO PROCEED

In accordance with the 2025 Master Services Agreement between MJ and the Town of Halfmoon, I hereby authorize MJ Engineering, Architecture, Landscape Architecture, and Land Surveying, P.C. to proceed with the scope of services as described above.

Printed Name	Title
Signature	Date

DRAFT



June 24, 2025

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

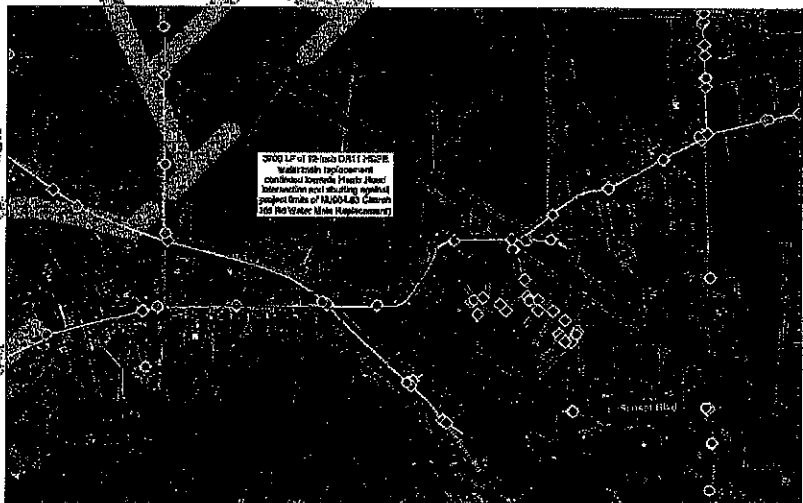
Re: Brookwood Road Water Main Replacement
MJ Proposal No. 2025220 for Engineering Services

Dear Supervisor Tollisen:

M.J. Engineering and Land Surveying, P.C. (MJ) is pleased to provide the Town of Halfmoon (Town) with this proposal for engineering services associated with the replacement of the existing water main on Halfmoon Drive/Brookwood Road (Saratoga County Route 94) between the intersection with Harris Road and New York Power Authority transmission easement. Based on previous discussions with the Town and MJ's project understanding, the associated Scope of Services are included below.

PROJECT UNDERSTANDING

The Town's water distribution currently serves multiple residential parcels in the project area. The Town's water distribution system on Halfmoon Drive/Brookwood Road was constructed over 40 years ago. The water main, hydrants, and valves are aging and the water main has experienced periodic breaks, resulting in disruption of water service to the area residences. To improve the reliability of water supply and increase longevity of the Town's infrastructure, the existing water main is to be replaced. The water system infrastructure in the project area



consists of 12-inch diameter ductile Iron pipe located on the south side of Halfmoon Drive/Brookwood Road (Saratoga County Route 94). The western boundary of the project is the Church Hill Road 12-inch HDPE Watermain Replacement Project (MJ964.83). The eastern boundary of the project is 202 Brookwood Road in the area of the New York Power Authority transmission easement. The project boundary is shown in the adjacent figure.

The proposed project includes installation of approximately 3,700 linear feet of 12-inch DR11 high-density polyethylene (HDPE) water main, seven (7) hydrants, six (6) valves. A total of forty-four (44) water services will be disconnected from the existing water main and reconnected to the new



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



HDPE water main. Existing hydrants and valve assemblies will be removed. The proposed water mains will be installed via horizontal directional drilling. The new water main will connect to an existing 12-inch HDPE water main at the intersection of Church Hill Road (Saratoga County Route 99) and an existing 12-inch ductile iron pipe (DIP) water main at 202 Brookwood Road. The proposed water main will extend across Middletown Road (Saratoga County Route 96) and tie into the existing 12-inch DIP in both directions at this location. The new water main will also be connected to an existing 8-inch PVC water main at Brookwood Estates Road. A tee connection in the existing 12-inch DIP will be installed at 202 Brookwood Road for service to the Brookwood Road Water Storage Tank.

SCOPE OF SERVICES

Task 1: Field Investigation

A. Survey and Mapping

MJ will obtain topographical survey data in support of the project which will include the following:

- Collect topographic survey data through conventional survey over the entirety of the project site. Sufficient data will be collected to prepare mapping with 1-foot contours.
- Establish control points throughout the project corridor. Horizontal datum will be NAD 83 and vertical datum will be NAVD 88.
- Place a utility one call to identify utility owners in the area and request existing record plans and mark outs. Review any existing utility records in possession of the Town.
- Road rights-of-way, property boundaries, existing easements, and zoning setbacks will be shown on the mapping, as defined by tax maps and/or record maps provided by the Town and correlated to any property monumentation recovered during a field survey, and/or surveyed features that correspond to record mapping. MJ will not be completing a formal boundary survey of the project work areas.
- Locate all physical features within the project corridor including, but not limited to curbing, sidewalks, utility poles, culverts, manholes, streetlights, curb cuts, driveways and catch basins. Sanitary and storm structures will depict the elevations of the rims along with inverts and the size and directions of pipes. Underground utilities will be determined from observed surface evidence, record drawings obtained from the Town, and any mark out provided by contacting Dig Safe (Quality Level C).
- Existing electric, gas, and telephone conduits and structures will be shown on the mapping based on record information.
- Compile a base plan in AutoCAD Civil 3D 2024 format with 1' contours at a scale of 1" = 30' utilizing the data collected in the field and correlating utility records.

B. Geotechnical Investigation and Subsurface Condition Report

MJ, through our subconsultant, Atlantic Testing Laboratories, will complete a subsurface exploration and geotechnical investigation to obtain data for use in preparing construction documents associated with the proposed water main installation. The subsurface exploration and geotechnical investigation will include the following:



- Conduct a total of nine (9) soil test borings along the proposed water main alignment to assess the soil properties, groundwater conditions, and presence of rock. The borings will be advanced in approximately 300-foot to 500-foot intervals along the proposed water main alignment to a depth of eight (8) to fifteen (15) feet each, or to practical refusal, whichever is less. If practical refusal is encountered, the material may be cored at selected locations, a minimum of 5 feet using an NX-size core barrel (2-inch core diameter).
- Maintenance and protection of traffic consisting of signs and cones, will be provided during all boring activities along the proposed water main alignment. A flag person will be provided for up to two (2) days to assist with maintenance and protection of traffic in select areas. A highway work permit will also be obtained from the Saratoga County Department of Work for work conducted in the road right-of-way.
- Split spoon samples and standard penetration testing will be performed continuously in the borings to the termination depth. Sampling will be conducted in accordance with ASTM D 1586 – *Standard Test Method for Penetration Test and Split-Barrel Sampling of Soils*.
- Recovery of soil samples from the test borings and visual classification of soils will be performed.
- Bore holes will be backfilled upon completion of drilling. Borings in pavement will be patched at the surface with cold-patch asphalt.
- Prepare a data report including the boring location plan, subsurface investigation and sampling methodology, description of subsurface soil and rock conditions and groundwater conditions, soil boring logs, and laboratory test results.

Task 2: Design Phase Services

A. Preliminary Design

- Conduct a site walkthrough with the Town to review the project area and identify site features, conditions, and/or constraints that will affect the performance of the work to be completed, and as needed to develop design plans for bidding purposes.
- Collect and review available existing information for the water system, including available record mapping and Town GIS mapping.
- Review the results of the topographical survey, mobile mapping, and geotechnical investigation to identify critical features and/or constraints that may affect the design of the project.
- Prepare preliminary design drawings and technical specifications for review and approval by the Town. The drawing set will include preliminary plan sheets for the proposed water main improvements and miscellaneous water and civil details, as applicable.
- Prepare a preliminary engineering report and submit to the Town and involved regulatory agencies for review and comment. The preliminary engineering report is expected to include the following:



- Project overview and background information
- Review of water system hydraulics in the vicinity of the proposed water main improvements
- Discussion of temporary staging areas
- Identification of applicable regulatory permits and approvals
- Outline of drawings and specifications
- Preliminary water main layout plans (no profiles)
- Estimated construction schedule
- Opinion of probable cost

B. Final Design

Following Town approval of the preliminary design drawings, MJ will prepare final bid and contract documents, including construction drawings, contract front-end documents, Division 1 specifications, and technical specifications. The bid and contract documents will include information required for contractors to bid, procure, install, and properly test equipment and components of the project. Design documents will conform to applicable State, County, and Local laws and codes for construction and bidding. It is assumed the work will be bid under one (1) General Construction Contract for the water main improvements. The anticipated plan set will include:

- Title Sheet
- General Notes, Legend and Index
- Existing Conditions and Removals Plan
- Water Main Plan and Profiles
- Work Zone Traffic Control Plans
- Miscellaneous Water and Construction Details

MJ will also prepare a revised opinion of probable construction cost for the water main improvements based on the final documents prior to project bidding to ensure conformance with the project budget.

Task 3: Regulatory Agency Coordination

A. Agency Coordination

- Collect data relative to mapped wetlands and streams, ecological resources, listed threatened and endangered species and cultural resources. Data sources will include, but not be limited to, digital orthoimagery, New York Natural Heritage Program (NYNHP) correspondence for rare species, U.S. Fish and Wildlife Services (USFWS) data and correspondence, New York State Freshwater Wetland and Stream mapping, National Wetland Inventory (NWI) maps, USDA Soil Surveys, and NYS Office of Parks, Recreation and Historic Preservation (NYS OPRHP) data.



- Prepare and submit letters to the NYNHP, USFWS, NYS OPRHP, NYSDEC, and USACOE, as needed, to determine any potential environmental impacts.
- Identify required permits and approvals required for the project based on the responses generated from the agencies contacted and assist the Town in securing the required permits and/or approvals.

B. Permits and Approvals

Based on the results of Task 3.A – Agency Coordination, MJ will prepare the required documentation, including NYS PE-stamped and signed plans, specifications, and required permit application forms to submit to the involved agencies. MJ will incorporate comments provided by the agencies into the contract documents. Based on a preliminary review of the project area and proposed scope of work, it is anticipated that the following permits and approvals will be required.

- **State Environmental Quality Review Act (SEQRA)** – This project appears to be Type II for the purposes of SEQRA pursuant to 617.5(c)(1) – maintenance or repair with no substantial changes to existing structure or 617.5(c)(2) replacement, rehab, or reconstruction in kind on same site. As such, no further action relative to SEQRA is required.
- **Town of Halfmoon Highway Work Permit** - MJ will coordinate with the Town of Halfmoon Highway Department during the preliminary and final design phases for work within Town right-of-way. Plans and details of the work to be completed along Town streets will be submitted for review and approval. Comments provided by the Town will be incorporated into the final design and contract documents.
- **Saratoga County Department of Public Works** - MJ will coordinate with the Saratoga County Department of Public Works (DPW) during the preliminary and final design phases for work within the County Road right-of-way. Plans and details of the work to be completed along County roads will be submitted for review and approval. Comments provided by the County DPW will be incorporated into the final design and contract documents.
- **New York State Department of Health (NYSDOH)** – MJ will assist the Town in obtaining NYSDOH approval of the project. The final contract documents and DOH 348 - Application for Approval of Plans for Public Water Supply Improvement will be submitted to the NYSDOH for review and approval. Comments provided by the NYSDOH will then be incorporated into the final contract documents. Upon completion of the project, MJ will complete, stamp/sign, and submit the Engineer's Certification of Public Water Improvement Project Completion (DOH-5025) to the NYSDOH.
- **New York State Department of Environmental Conservation (NYSDEC)** – It is anticipated that the project will disturb more than 1-acre. As a result, the project will be subject to the NYSDEC Phase 2 Stormwater Regulations and will require coverage under the NYSDEC SPDES General Permit GP-0-25-001. As part of the design effort, MJ will prepare a Stormwater Pollution Prevention Plan (SWPPP) as required by GP-0-25-001. Given the nature of the proposed work which includes replacement/installation of underground linear utilities, the SWPPP will only be required to address erosion and sediment control pursuant to GP-0-25-001 Appendix B Table 1. MJ will prepare an electronic Notice of Intent (eNOI) supporting permit coverage under the General Permit



and will furnish the completed eNOI for signature by the appropriate Client representative. Prior to construction, MJ will submit the eNOI to the NYSDEC requesting permit coverage. MJ assumes that no deviations from the NYSDEC Stormwater Management Design Manual are required.

- **New York Power Authority (NYPA)** - MJ will assist the Town in obtaining approvals for work activities within the NYPA Power Transmission right-of-way. The final contract documents and PA-39 - NYPA Real Estate Permit Application will be submitted to the NYPA for review and approval. Comments provided by the NYPA will be incorporated into the final design and contract documents.

Task 4: Bid Phase Services

- Provide construction documents to the Town in digital (PDF) format.
- Assist the Town in obtaining pricing from the designated contractor based on a previously awarded contract in accordance with General Municipal Law Section 103 (16).
- Notify potential bidders of advertisement publication and provide electronic contract documents (plans and specifications) to prospective bidders and contractor clearinghouses.
- Respond to prospective bidder's questions and prepare addenda to the contract documents, as required, to clarify bidder questions.
- Tabulate and evaluate the bids, review professional and financial references of low bidders and prepare a recommendation letter to the Town for the contract award.

Task 5: Contract Administration Services

- Prepare and issue Notice of Award to the selected Contractor. Compile and review the contractual submittals, including bonds, insurance, and agreement and forward to the Town for execution.
- Coordinate, schedule, and attend a pre-construction conference, and prepare and distribute meeting minutes to attending parties.
- Review and process construction shop drawings and specifications submitted by Contractor for compliance with the design concept.

Respond to construction-related questions raised by the Contractor.

- Process minor design revisions, as required, to adjust the proposed construction to site-specific conditions. Major design changes, due to unforeseen conditions, are not included.
- Review and certify the Contractor's monthly and final payment applications. Payment applications will be prepared and submitted to the Town as needed.
- Conduct up to five (5) bi-weekly progress meetings at the site to assure schedule conformance. Prepare and distribute meeting minutes as needed.
- Receive, review, and prepare change orders as required. Provide the Town with recommendations on the validity of the change orders.



- Conduct a final on-site project review, issue punch list, Notice of Substantial Completion, and Notice of Final Completion for the contract.
- Compile equipment operation and maintenance manuals, start-up reports, warranty information, shop drawings and record plans as provided and developed by the Contractor, into a single final document package for delivery to the Town.

Task 6: Construction Observation Services

MJ will provide up to 480 hours of construction observation during critical phases of construction by a NICET Level III Inspector in the Saratoga County right-of-way. Critical phases will include, but may not be limited to water main and valve connections to the existing water distribution system and system testing and disinfection. It is noted that the level of construction observation may vary and will be dependent upon the contractor's specific work schedule. MJ will provide construction observation on an hourly rate basis such that only the hours spent will be billed, which may result in cost savings to the Town depending on the contractor's schedule.

As part of our construction observation services, MJ will perform the following tasks:

- Full-time Inspection with the Saratoga County right-of-way to fulfill the County's highway work permit requirements.
- Verify that the construction work observed is in conformance with the Contract documents.
- Perform a detailed inspection of materials and items of work required by the Contract documents to support the Contractor's payment request.
- Coordinate the Contractor's construction activities with the Town.
- Inform the Town, in writing, of operations and procedures that may lead to a delay in the construction.
- Maintain a construction observation log describing progress, problems encountered and other pertinent information relative to the project. Any meetings conducted will also be documented.
- Inspect manufactured and shop-fabricated materials to ensure conformance with approved shop drawings.
- Supervise any on-site testing and maintain a log and file of tests and related reports.
- Maintain a set of record documents based upon redline mark-ups provided by the Contractor.

SCHEDULE

MJ is prepared to initiate the work identified in this proposal within 2 weeks of Notice to Proceed. MJ will perform the outlined tasks as follows:

- Task 1:** Field Investigation (Survey/Mapping/Geotechnical) ...July – September 2025
Task 2: Design Phase ServicesOctober – December 2025
Task 3: Regulatory Agency CoordinationJanuary 2026*



Task 4: Bid Phase Services	March-April 2026
Task 5: Contract Administration Services	TBD
Task 6: Construction Observation Services	TBD

**Review periods by agencies may vary.*

Projected start and end dates are subject to change and are based on date from authorization to proceed. As certain aspects of the project are outside of MJ's control (e.g., review agency schedules, actions, and approvals), MJ cannot guarantee completion of the project within these proposed schedules.

FEE

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

Task 01: Field Investigation Services	
• Topographic Survey and Mapping	\$17,200
• Geotechnical Investigation and Subsurface Condition Report	\$17,200
Task 02: Design Phase Services	
• Preliminary Design	\$12,600
• Final Design	\$30,900
Task 03: Regulatory Agency Coordination	\$4,800
Task 04: Bid Phase Services	\$1,900
Task 05: Contract Administration Services	\$27,800
Task 06: Construction Observation Services*	\$64,800
Total Estimated Fee: \$177,200	

**The fee for construction observation services assumes 480 hours (based on a 12-week construction duration) at \$135/hour (County Road ROW). To be billed as hourly not-to-exceed.*

MJ will invoice the Town in accordance with the contract requirements. The fee assumes there are no significant changes resulting from decisions, conditions and/or events beyond MJ's control.

ASSUMPTIONS

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

1. The Town will provide:
 - a. Existing utility and record mapping if available.
 - b. Assistance to obtain access to project site.
 - c. Property lines to be established via tax maps.
 - d. Information regarding private buried and overhead site utilities not managed by public utility sources.



- e. Payment for any fees, including applications, permits and other reviewing authority.
2. Project requires current NYS Prevailing Wage Rates for survey field personnel.
3. Right-of-way survey is not required. Property lines to be established via tax maps. Property boundaries shown on the survey will be approximate, and for orientation purposes only based on tax maps and evidence of possession located in the field. The survey will indicate tax map section, block and lot numbers and will note current owners and street addresses.
4. Contact will be made with UFPO prior to performing the ground survey. Utility identification by UFPO is limited to publicly owned lands only.
5. Geotechnical Investigation excludes rock drilling. If refusal is encountered as soil borings are advanced, rock drilling and NX coring can be provided for an additional fee, under separate authorization.
6. Habitat assessments and archeological investigations (i.e., Phase 1A/1B/2) are assumed not required. If through correspondence with the NYSDEC and NYS OPRHP that this work is required, MJ can provide these services for an additional fee, under separate authorization.
7. Wetlands delineation and permitting through NYSDEC and the USACE and mitigation design are assumed not required. If through correspondence with the NYSDEC and USACE that this work is required, MJ can provide these services for an additional fee, under separate authorization.
8. Preparation of a Storm Water Pollution Prevention Plan (SWPPP) is not included. It is assumed that the total disturbance will be less than 1 acre for each valve replacement or installation area.
9. The Contractor will be required, as part of the construction contract, to prepare record drawings for submission to the Town. Preparation of additional record drawings is not included.
10. No warranty, or guarantee, is expressed, or implied concerning the granting of permits or approvals required, or timelines for review and action, by regulatory agencies.

TASKS NOT INCLUDED IN THIS PROPOSAL

The following efforts are excluded from this scope of services:

1. Underground utility locating.
2. Cultural / archeological investigations.
3. Habitat assessments, wetlands delineation and permitting.
4. Threatened / endangered species investigations.

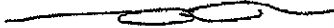


5. Preparation of temporary and/or permanent construction easements.
6. Materials testing and special inspections.
7. Construction survey stakeout and field survey verification.

SUMMARY

Thank you for the opportunity to provide a proposal for this project. We look forward to the opportunity to work with the Town on this project. Please do not hesitate to contact Carrie Dooley at 518-371-0799 or via email at carriedooley@mjteam.com. If you have questions or require additional information.

Sincerely,


Michael D. Panichelli, P.E.
President

Cc: Ca. Dooley
File

AUTHORIZATION TO PROCEED

I hereby authorize M.J. Engineering and Land Surveying, P.C., to proceed with the scope of services as described in this proposal.

Printed Name

Title

Signature

Date



June 24, 2025

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

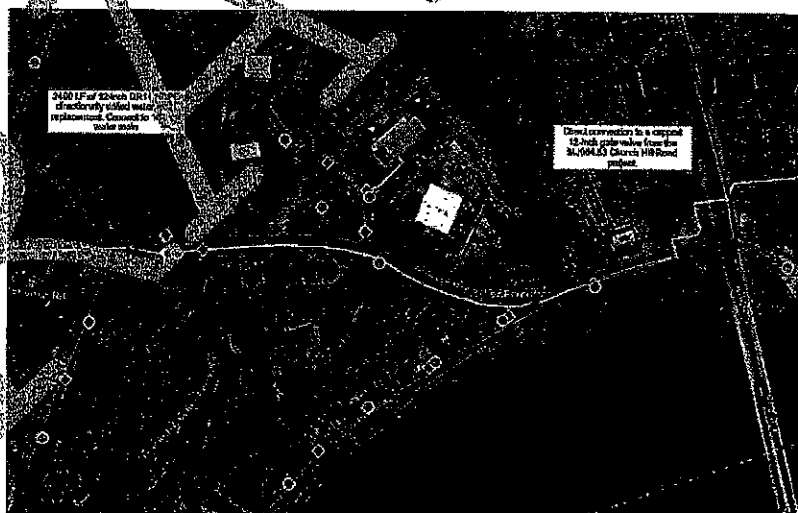
Re: Crescent Vischer Ferry Road Water Main Replacement
MJ Proposal No. 2025221 for Engineering Services

Dear Supervisor Tollisen:

M.J. Engineering and Land Surveying, P.C. (MJ) is pleased to provide the Town of Halfmoon (Town) with this proposal for engineering services associated with the replacement of the existing water main on Crescent Vischer Ferry Road (Saratoga County Route 92) between the intersection with Jones Road and NYS Route 9. Based on previous discussions with the Town and MJ's project understanding, the associated Scope of Services are included below.

PROJECT UNDERSTANDING

The Town's water distribution currently serves multiple industrial parcels in the project area. The Town's water distribution system on Crescent Vischer Ferry Road was constructed over 40 years ago. The water main, hydrants, and valves are aging and the water main has experienced periodic breaks, resulting in disruption of water service to the area residences. To improve the reliability of water supply and increase longevity of the Town's infrastructure, the existing water main is to be replaced. The water system infrastructure in the



project area consists of 12-inch diameter ductile iron pipe located on the south side of Crescent Vischer Ferry Road (Saratoga County Route 92). The western boundary of the project is a connection to an existing 10-inch water main at Jones Road. The eastern boundary of the project is a connection to the Church Hill Road 12-inch HDPE Watermain Replacement Project (Project Number MJ964.83) in the NYS Route 9 right-of-way. The project boundary is shown in the adjacent figure.

The proposed project includes installation of approximately 2,400 linear feet of 12-inch DR11 high-density polyethylene (HDPE) water main, four (4) hydrants, and four (4) valves. A total of six (6) water services will be disconnected from the existing water main and reconnected to the new HDPE water main. Existing hydrants and valve assemblies will be removed. The proposed water main will



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be installed via horizontal directional drilling. The new water main will connect to an existing 10-inch ductile iron pipe (DIP) water main at the Jones Road/ Crescent Vischer Ferry Road Intersection and a tee connection at this intersection will be made to connect an existing 8-inch DIP on Jones Road. The new water main will connect to an existing 12-inch HDPE water main in the Crescent Vischer Ferry Road/NYS Route 9 intersection. The proposed water main will also tie into an existing 8-inch DIP at Canal Road. The new water main will be installed under a culvert crossing on Crescent Vischer Ferry Road.

SCOPE OF SERVICES

Task 1: Field Investigation

A. Survey and Mapping

MJ will obtain topographical survey data in support of the project which will include the following:

- Collect topographic survey data through conventional survey over the entirety of the project site. Sufficient data will be collected to prepare mapping with 1-foot contours.
- Establish control points throughout the project corridor. Horizontal datum will be NAD 83 and vertical datum will be NAVD 88.
- Place a utility one call to identify utility owners in the area and request existing record plans and mark outs. Review any existing utility records in possession of the Town.
- Road rights-of-way, property boundaries, existing easements, and zoning setbacks will be shown on the mapping, as defined by tax maps and/or record maps provided by the Town and correlated to any property monumentation recovered during a field survey, and/or surveyed features that correspond to record mapping. MJ will not be completing a formal boundary survey of the project work areas.
- Locate all physical features within the project corridor including, but not limited to curbing, sidewalks, utility poles, culverts, manholes, streetlights, curb cuts, driveways and catch basins. Sanitary and storm structures will depict the elevations of the rims along with inverts and the size and directions of pipes. Underground utilities will be determined from observed surface evidence, record drawings obtained from the Town, and any mark out provided by contacting Dig Safe (Quality Level C).
- Existing electric, gas, and telephone conduits and structures will be shown on the mapping based on record information.
- Compile a base plan in AutoCAD Civil 3D 2024 format with 1' contours at a scale of 1" = 30' utilizing the data collected in the field and correlating utility records.

B. Geotechnical Investigation and Subsurface Condition Report

MJ, through our subconsultant, Atlantic Testing Laboratories, will complete a subsurface exploration and geotechnical investigation to obtain data for use in preparing construction documents associated with the proposed water main installation. The subsurface exploration and geotechnical investigation will include the following:



- Conduct a total of seven (7) soil test borings along the proposed water main alignment to assess the soil properties, groundwater conditions, and presence of rock. The borings will be advanced in approximately 300-foot to 500-foot intervals along the proposed water main alignment to a depth of eight (8) to fifteen (15) feet each, or to practical refusal, whichever is less. If practical refusal is encountered, the material may be cored at selected locations, a minimum of 5 feet using an NX-size core barrel (2-inch core diameter).
- Maintenance and protection of traffic consisting of signs and cones, will be provided during all boring activities along the proposed water main alignment. A flag person will be provided for up to two (2) days to assist with maintenance and protection of traffic in select areas. A highway work permit will also be obtained from the NYSDOT and/or Saratoga County Department of Work for work conducted in the road right-of-way.
- Split spoon samples and standard penetration testing will be performed continuously in the borings to the termination depth. Sampling will be conducted in accordance with ASTM D 1586 – "Standard Test Method for Penetration Test and Split-Barrel Sampling of Soils".
- Recovery of soil samples from the test borings and visual classification of soils will be performed.
- Bore holes will be backfilled upon completion of drilling. Borings in pavement will be patched at the surface with cold-patch asphalt.
- Prepare a data report including the boring location plan, subsurface investigation and sampling methodology, description of subsurface soil and rock conditions and groundwater conditions, soil boring logs, and laboratory test results.

Task 2: Design Phase Services

A. Preliminary Design

- Conduct a site walkthrough with the Town to review the project area and identify site features, conditions, and/or constraints that will affect the performance of the work to be completed, and as needed to develop design plans for bidding purposes.
- Collect and review available existing information for the water system, including available record mapping and Town GIS mapping.
- Review the results of the topographical survey, mobile mapping, and geotechnical investigation to identify critical features and/or constraints that may affect the design of the project.
- Prepare preliminary design drawings and technical specifications for review and approval by the Town. The drawing set will include preliminary plan sheets for the proposed water main improvements and miscellaneous water and civil details, as applicable.
- Prepare a preliminary engineering report and submit to the Town and involved regulatory agencies for review and comment. The preliminary engineering report is expected to include the following:



- Project overview and background information
- Review of water system hydraulics in the vicinity of the proposed water main improvements
- Discussion of temporary staging areas
- Identification of applicable regulatory permits and approvals
- Outline of drawings and specifications
- Preliminary water main layout plans (no profiles)
- Estimated construction schedule
- Opinion of probable cost

B. Final Design

Following Town approval of the preliminary design drawings, MJ will prepare final bid and contract documents, including construction drawings, contract front-end documents, Division 1 specifications, and technical specifications. The bid and contract documents will include information required for contractors to bid, procure, install, and properly test equipment and components of the project. Design documents will conform to applicable State, County, and Local laws and codes for construction and bidding. It is assumed the work will be bid under one (1) General Construction Contract for the water main improvements. The anticipated plan set will include:

- Title Sheet
- General Notes, Legend and Index
- Existing Conditions and Removals Plan
- Water Main Plan and Profiles
- Work Zone Traffic Control Plans
- Miscellaneous Water and Construction Details

MJ will also prepare a revised opinion of probable construction cost for the water main improvements based on the final documents prior to project bidding to ensure conformance with the project budget.

Task 3: Regulatory Agency Coordination

A. Agency Coordination

- Collect data relative to mapped wetlands and streams, ecological resources, listed threatened and endangered species and cultural resources. Data sources will include, but not be limited to, digital orthoimagery, New York Natural Heritage Program (NYNHP) correspondence for rare species, U.S. Fish and Wildlife Services (USFWS) data and correspondence, New York State Freshwater Wetland and Stream mapping, National Wetland Inventory (NWI) maps, USDA Soil Surveys, and NYS Office of Parks, Recreation and Historic Preservation (NYS OPRHP) data.



- Prepare and submit letters to the NYNHP, USFWS, NYS OPRHP, NYSDEC, and USACOE, as needed, to determine any potential environmental impacts.
- Identify required permits and approvals required for the project based on the responses generated from the agencies contacted and assist the Town in securing the required permits and/or approvals.

B. Permits and Approvals

Based on the results of Task 3.A – Agency Coordination, MJ will prepare the required documentation, including NYS PE-stamped and signed plans, specifications, and required permit application forms to submit to the involved agencies. MJ will incorporate comments provided by the agencies into the contract documents. Based on a preliminary review of the project area and proposed scope of work, it is anticipated that the following permits and approvals will be required.

- **State Environmental Quality Review Act (SEQRA)** – This project appears to be Type II for the purposes of SEQRA pursuant to 617.5(c)(1) maintenance or repair with no substantial changes to existing structure or 617.5(c)(2) replacement, rehab, or reconstruction in kind on same site. As such, no further action relative to SEQRA is required.
- **Town of Halfmoon Highway Work Permit** - MJ will coordinate with the Town of Halfmoon Highway Department during the preliminary and final design phases for work within the Town right-of-way. Plans and details of the work to be completed along Town streets will be submitted for review and approval. Comments provided by the Town will be incorporated into the final design and contract documents.
- **Saratoga County Department of Public Works** - MJ will coordinate with the Saratoga County Department of Public Works (DPW) during the preliminary and final design phases for work within the County Road right-of-way. Plans and details of the work to be completed along County roads will be submitted for review and approval. Comments provided by the County DPW will be incorporated into the final design and contract documents.
- **New York State Department of Transportation (NYSDOT)** - MJ will coordinate with the NYSDOT during the preliminary and final design phases for work within the NYS Route 9 ROW. Plans and details of the work to be completed along NYSDOT roads will be submitted for review and approval. Comments provided by the NYSDOT will be incorporated into the final design and contract documents.
- **New York State Department of Health (NYSDOH)** - MJ will assist the Town in obtaining NYSDOH approval of the project. The final contract documents and DOH 348 - Application for Approval of Plans for Public Water Supply Improvement will be submitted to the NYSDOH for review and approval. Comments provided by the NYSDOH will then be incorporated into the final contract documents. Upon completion of the project, MJ will complete, stamp/sign, and submit the Engineer's Certification of Public Water Improvement Project Completion (DOH-5025) to the NYSDOH.
- **New York State Department of Environmental Conservation (NYSDEC)** – It is anticipated that the project will disturb more than 1-acre. As a result, the project will be subject to the NYSDEC Phase 2 Stormwater Regulations and will require coverage under