

## TOWN BOARD ORGANIZATIONAL MEETING MINUTES

January 7, 2026

**TOWN BOARD WORKSHOP – Board Room – 6:15 pm**

**RESOLUTION NO. 1-2026**

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

**RESOLVED**, that the Town Board of the Town of Halfmoon appoints Kevin J. Tollisen, Chairperson of the Town Board for the year beginning 1/1/26 through 12/31/26. *{Resolutions organize the Town of Halfmoon for the year 2026; appoint employees; set salaries/hourly rates, beginning January 1, 2026 (unless otherwise specified) to be paid on a bi-weekly basis (unless otherwise specified).}*

**RESOLUTIONS 2-54 WILL HAVE A ROLL CALL VOTE AT THE END OF THE READING OF THE ORGANIZATIONAL AGENDA.**

**RESOLUTION NO. 2-2026**

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

**RESOLVED**, to authorize the Town Board to approve the following wages for elected and appointed Town officials, Supervisors appointments, and operational responsibility for the Town.

**Elected Town Officials:**

Supervisor, Kevin J. Tollisen, - \$72,223

Town Board Members: Jeremy Connors, John Wasielewski, Paul Hotaling, Eric Catricala, - \$27,929 (each)

Town Justice: Katherine Suchocki and Joseph Fodera, - \$48,689 (each)

Town Clerk, Kelly L. Catricala, Records Access Officer; Records Management Officer and Senior Van Services - \$80,347

Superintendent of Highways, Administrator for the Transfer Station, William Bryans, Jr. - \$117,916

Receiver of Taxes, Dana Cunniff - \$67,015

**Appointed Employees:**

Eric Catricala, Deputy Town Supervisor, salary - \$3,878

Laurie Sullivan, Budget Officer - \$3,000 stipend

Sandy McAlonie, Registrar of Vital Statistics Stipend - \$1,500

Lyn A. Murphy, Town Attorney 1/1/26 – 12/31/26, Grade 18 Step 10 - \$203,340

Cathy L. Drobny, part-time Deputy Town Attorney, Grade 10 Step 7 - \$48,902

Laurie Sullivan, Town Comptroller, Grade 14 Step 1, Salary - \$111,321

Terri Russell, Confidential Secretary to the Supervisor, Grade 8 Step 5 - \$80,664

Michael Hickok, Deputy Highway Superintendent, Grade 8 Step 7 - \$86,160

Kiva Cropsey, Deputy Receiver of Taxes, Grade 4 Step 8 - \$70,111

Lynda Bryan, Historian - \$8,500

Dr. Harry Miller, Health Officer, Stipend - \$500.00

Richard Harris, Zoning Enforcement Officer - \$1,500 Stipend

Paul Buckley, Lead Emergency Management Coordinator - \$3,000 Stipend

Glenn Hebert, 2<sup>nd</sup> Emergency Management Coordinator - \$2,000 Stipend

Paula Wait, Deputy Comptroller, Grade 11 Base Pay – \$90,171  
Sandy McAlonie, Deputy Town Clerk and Registrar of Vital Statistics, Grade 3 Step 6 - \$61,027  
Lisa Szozda, Deputy Town Clerk and Deputy Registrar of Vital Statistics, Grade 3, Step 2 - \$55,366  
Kristine Coulombe, Deputy Town Clerk and Sub Registrar of Vital Statistics, Grade 3, Step 1 - \$54,349

Human Resources Coordinator, Carol Cooper as American with Disabilities Coordinator, at no additional compensation.

Human Resources Coordinator, Carol Cooper as the Title VI Coordinator, at no additional compensation.

Jacqueline Bigelow, Clerk to the Town Justice, Grade 4 Step 8- \$70,111  
Brittany Quigan, Clerk to the Town Justice, Grade 4 Step 2 - \$59,293

#### **Committees and/Liaisons as appointed by the Town Supervisor for 2026**

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

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

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

**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.

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

**Lynda Bryan (Historian):** Senior Center Liaison

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

**Lyn Murphy, Esq., (Town Attorney)** Attorney for the Comprehensive Plan Update Committee

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

#### **RESOLUTION NO. 3-2026**

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

**RESOLVED** that the Town Board of the Town of Halfmoon hereby authorizes the following contracts, policies, and procedures for the Town Supervisor's Office:

A. A contract with Kate Jeanson for coordination and promotion of Town events in the not to exceed amount of \$21,500.00

B. Authorize the Town Supervisor, without Town Board approval, to purchase materials at a cost not to exceed \$19,999 subject to the review and approval of the Town Attorney.

C. Authorize the Town Supervisor to sign an Occupational Medicine Services Agreement with Saratoga Hospital for the random drug testing program, per the fees and services outlined in Schedule A of the Agreement.

D. Authorize Town Supervisor or Comptroller to open any and all Bank/statement savings/checking accounts /money markets/certificate of deposit/treasuries for Town of Halfmoon financing.

E. Authorize Town Supervisor to utilize signature stamps for the signing of documents, pursuant to signature stamp use policy.

F. Authorize the Town Supervisor to sign annual renewal permits such as but not limited to the DEC Stream Disturbance Permit, etc., and authorize the Town Supervisor to apply for financial funding and reimbursement for the Youth/Recreation and the Senior Programs, including but not limited to documents necessary for planned trips, entertainment, special events, permits, applications or reimbursements and other required documents that may occur throughout the year.

G. Authorize the Town Supervisor to sign annual contracts in their budgeted amount as follows: Nutrition Agreement with Saratoga County, Saratoga County Animal Shelter, Saratoga County Office of the Sheriff, CAPTAIN Community Human Services, MACSC, Clifton Park-Halfmoon VFW Post #1498, Saratoga Center for the Family, Halfmoon Celebrations, Capital District YMCA, Halfmoon Baseball, Halfmoon Softball, U. S. Dept. of Agriculture, Wildlife Services USDA/APHIS/Wildlife Services, subject to the review and approval of the Town Attorney.

H. Authorize the Town Supervisor to apply for employees through Employment and Training, Workfare, Inmate Labor, or any other programs that provide employees not paid with town funds.

I. Authorizing the Town Supervisor to execute credit applications on behalf of the Town of Halfmoon, subject to the review and approval of the Town Attorney.

J. Authorizing the Town Supervisor to utilize the following method for determining salaries for current Town employees who receive promotions: Employees who receive a promotional appointment to a job title with a higher salary grade will move to the higher salary grade at the base step. If the base step does not result in a salary increase, then the Town Supervisor is authorized to offer the employee an increase in salary/rate as determined appropriate by the Town Supervisor.

K. Authorizing the Town Board to appoint the Town Supervisor as the Fair Housing Officer, and FOIL Appeal Officer, at no additional compensation.

L. Authorizing the Town Board to appoint the Town Supervisor as the Minority and Women-Owned Business Enterprises Liaison and further authorizes said Town Supervisor to effectuate any and all necessary documents to carry out the role of Minority and Women-Owned Business Enterprises Liaison and Affirmative Action Officer.

M. Authorize the Supervisor to pay dues and costs associated with membership with the Capital Region Chamber of Commerce, Mohawk Towpath Byway, and Saratoga Economic Development Corporation (SEDC).

N. Authorize the Town Supervisor to execute annual contracts for Alarm & Suppression, Inc., Midstate Heating & Cooling, SRI Fire Sprinkler, LLC and Fire, Security & Sound, Inc. (FS&S), General Control Systems Integration Service (GCS), Energy Management Technologies, subject to the review and approval of the Town Attorney.

O. Authorize the hiring of seasonal employees for the 2026 season starting April 1, 2026 through September 30, 2026, per the review and approval of the Town Supervisor.

P. Authorize the Town Supervisor, Highway Superintendent and Town Board to execute the annual 284 Agreement submitted by the Highway Superintendent.

Q. Authorize the Town Supervisor to enter into a contract with Josh Fitzpatrick to act as the Public Information Officer for the Town of Halfmoon in the not to exceed amount of \$30,000 per year.

#### **RESOLUTION NO. 4-2026**

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

**RESOLVED** that the Town Board of the Town of Halfmoon hereby authorizes the following salaries, policies and/or procedures for the Legal, Grant Department and Water Department:

Carrie Milano, Principal Clerk, Grade 5 Step 4 - \$31.19

A. Resolution appointing Barton & Loguidice for Grant Writing and related services and authorizing the Town Supervisor to sign said agreement in an amount not to exceed the budgeted amount allotted in 2026.

#### **RESOLUTION NO. 5-2026**

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

**RESOLVED**, authorizing the Town Board to approve the following salaries, policies, and procedures for the Town Comptroller's Office:

Carol Cooper, Human Resources Coordinator, Grade 7 Step 4- \$73,259  
Julie Shipp, Principal Account Clerk at Grade 5 Step 1 \$29.35/hr.

A. Authorizes the Town Comptroller and/or the Deputy Town Comptroller to make necessary budget transfers that do not increase the overall budget and report the transfers to the Town Board in the Comptroller's report.

B. Authorize the Town Comptroller to pay utility bills and postage, medical insurance premiums as necessary to meet due date specifications and avoid late charge payments.

C. Authorize the Town Comptroller to maintain a general Fixed Asset inventory of all equipment, land, or buildings purchased over \$500.00 and for financial reporting purposes only purchases over \$5,000; all dispositions of fixed assets shall be authorized by resolution of Town Board.

#### **RESOLUTION NO. 6-2026**

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

**RESOLVED**, authorizing the Town Board to approve the following salaries, policies, and procedures for the Town Clerk's Office:

A. Each Deputy Town Clerk is hereby designated as Record Access Officers & Record Management Officer.

B. Town Clerk's Office is open Monday through Friday 8:00 AM - 4:00 PM and extended hours on Wednesdays until 6:00 PM

C. Authorize the Town Clerk's Office to utilize a signature stamp in conformance with the policy as set forth in the Town of Halfmoon Employee manual §VII(N), subject to review and approval of the Town Attorney.

MEO:

Janice Espey, Grade 5 Step 9 - \$36.73

SENIOR VAN:

Christina Bombard, part-time Clerk, Grade 1 Step 6 - \$25.96  
Cynthia Durivage, part-time Clerk, Grade 1 Step 2 - \$23.57

SENIOR EXPRESS CHAUFFEURS, to work only as needed, paid hourly rate.

Denise Lapointe, full-time, Grade 3 Step 6 - \$29.23  
Dominick Mantello, part-time, Grade 3 Step 6 - \$28.39  
Paul Lajuenesse, part-time, Grade 3 Step 6 - \$28.39  
James T. Williams, Sr. part-time, Grade 3 Step 3 - \$26.24  
Wayne Schmerhorn, part-time, Grade 3 Step 3 - \$26.24  
Gary Krause, part-time, Grade 3 Step 2 - \$25.76  
Ronald Vermilyea, part-time, Grade 3 Step 1 - \$25.29  
Any authorized town employee to work as Substitute Senior Express Chauffeurs as needed or as required in an emergency.

**RESOLUTION NO. 7-2026**

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

**RESOLVED**, authorizing the Town Board to approve the following salaries, policies, and procedures for the Town Justice's Office:

Charles Sherman, part-time Court Officer, Grade 6 Step 6 - \$31.62  
Christopher M. Canova, part-time Court Officer, Grade 6 Step 5 - \$30.61  
Tammy Martineau, full time Court Clerk at Grade 3 Step 6 - \$29.23  
Robert D. Bush, part-time Guard, Grade 6 Step 5 - \$30.61  
Robert McCrea, part-time Guard, Grade 6 Step 5 - \$30.61  
Patricia Finigan, full-time Court Clerk at Grade 3 Step 4 - \$27.65  
Ryan Smith, part-time Court Guard, Grade 6, Step 1 \$28.14.  
La Shay Adamson, part-time Court Clerk at Grade 1, Base Pay - \$22.72

A. Authorizing Town Justices to employ part-time court reporters to take/transcribe minutes of hearings or trials that in the Town Justice's opinion are deemed necessary; charges set at court reporter's current session & page charge.

**RESOLUTION NO. 8-2026**

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

Connors-Excused

**RESOLVED**, authorizing the Town Board to approve the following salaries, policies, and procedures for the Highway Department:

Donna Mikol, Senior Typist, Grade 2 Step 12 - \$34.20

WORKING SUPERVISORS:

William Suchocki, Grade 7 Step 10 - \$43.34  
Kenneth Robbins, Jr., Grade 7 Step 6 - \$37.12  
Brian Selig, Grade 7 Step 4 - \$35.09  
Bruce Betts, Grade 7 Step 7 - \$38.36

AUTOMOTIVE MECHANICS:

Dennis R. Ayotte, Jr., Grade 6 Step 8 - \$37.91  
Kyle Messier, Grade 6 Step 5 - \$34.20

MEOS:

Edward Ceremuga, Jr., Grade 5 Step 9 - \$36.73  
Benjamin Cuttita, Grade 5 Step 4 - \$31.19  
Gary Rogers, part-time, Grade 5 Step 6 - \$30.15  
Danny Hoyt, Grade 5 Step 4 - \$31.19  
Justin Stephenson, Grade 5 Step 3 - \$30.47  
Nicholas June, Grade 5, Step 2 - \$29.91  
Brendon Senac, Grade 5, Step 2 - \$29.91  
Jeffrey White, Grade 5, Step 1 \$29.35  
Gary Lussier, Grade 5, Step 1 \$29.35  
Mathew Ayotte, Grade 5, Step 1 - \$29.35

LABORERS:

Michael Sidoti, part-time Transfer Station Attendant, Grade 2 Step 6 - \$27.02  
Brady Cooper, Laborer, Grade 2 Step 5 - \$27.75  
Jay Kline, part time Transfer Station Attendant, Grade 2 Step 2 - \$24.53  
Austin Gerardi, Laborer, Grade 2 Step 2 \$26.00  
Michael Coulombe, Laborer, Grade 2 Step 1 \$25.53  
Connor Lundquist, Laborer, Grade 2 Base Pay - \$25.06

The Superintendent of Highways is hereby authorized to have current employees work in the Highway Department when needed at current Title, Grade and Step, subject to the review and approval of the Town Attorney.

A. Authorize Superintendent of Highways to post on Town highways during spring thaw or when the Superintendent of Highways determines posting is required.

B. Authorize Superintendent of Highways to post Stop Signs when the Superintendent of Highways determines posting is required.

C. Authorize Superintendent of Highways to purchase, without Town Board approval, materials for the Department not to exceed \$19,999, at one time; any purchases over \$5,000 are subject to review and approval of Town Supervisor and Town Attorney.

D. Authorize the Deputy Highway Superintendent or Working Supervisor with the most seniority to sign highway department vouchers in the absence of the Superintendent of Highways.

E. Authorize any Highway Department employee to work at the Transfer Station when an unexpected vacancy occurs at the discretion of the Superintendent of Highways, to be paid current Title, Grade and Step.

F. Authorize the Highway Department to perform work and services for the Mechanicville School District for the reimbursement/rental rates as set forth by the Federal Emergency Management Act and/or New York State Department of Transportation.

G. Authorize the Highway Department to utilize the reimbursement/rental rates as set forth by Federal Emergency Management Act and/or New York State Department of Transportation when determining the appropriate value of work performed.

H. Authorize the Superintendent of Highways, Deputy Superintendent of Highways and Working Supervisors to act as Code Enforcement Officers for the purpose of enforcing chapter 120 of the Code of Halfmoon, at no additional compensation.

I. Authorize the Superintendent of Highways to enter into an agreement with the New York State Department of Transportation (NYSDOT) to provide liquid anti icing, salt brine from the NYSDOT Highway Maintenance

Facility for the purpose of snow and ice control within the Town of Halfmoon and its area of responsibility in exchange for the town providing an equivalent amount of road salt and further, authorizes the Town Highway Superintendent to execute said agreement, subject to the review and approval of the Town Attorney.

J. Authorize the Superintendent of Highways to execute any documents necessary to apply for the annual Highway Work Permit for Non-Utility Work from the New York State Department of Transportation, subject to the review and approval of the Town Attorney.

K. Authorize the Superintendent of Highways to enter into an agreement with JGS Recycling & Hauling, Inc. to pick up/reclaim Freon from the Town of Halfmoon Transfer Station and hereby authorizes the Superintendent of Highways to execute any documents necessary to effectuate said agreement, subject to the review and approval of the Town Attorney.

#### **RESOLUTION NO. 9-2026**

##### **Offered by**

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

**RESOLVED**, authorizing the Town Board to approve the following salaries, policies, and procedures for the Assessor's Office:

AnneMarie Zarelli, Sole Assessor, Grade 8 Step 5 - \$80,664

Laura Weeks, Provisional Deputy Assessor, Grade 6 Step 3 - \$68,125

Urmila Singh, Full Time Town Property Tax Data Collector Grade 2 Step 5 - \$27.75

#### **RESOLUTION NO. 10-2026**

##### **Offered by**

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

**RESOLVED**, authorizing the Town Board to approve the following salaries, policies and procedures for the Building and Maintenance Department:

Gaither Espey, Building Maintenance Helper, Grade 2 – Step 6 - \$28.66

William Fortney, Building Maintenance Mechanic, Grade 5 Step 6 - \$32.99

Brian Zusy, Part-Time Cleaner, Grade 1 Step 3 - \$24.01

Shane Liberty, Building Maintenance Mechanic Grade 5 Step 2 - \$33.79

#### **RESOLUTION NO. 11-2026**

##### **Offered by**

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

**RESOLVED**, authorizing the Town Board to approve the following salaries, policies, and procedures for the Water Department:

authorizing the Town Board to approve the following salaries, policies, and procedures for the Water Department:

Frank Tironi, Superintendent of Water & Building Maintenance Supervisor, Grade 11 Step 12 \$133,110 + \$11,784

Sean McCarthy, Water Maintenance Supervisor, Grade 8 Step 11 - \$48.89

Scott Houle, Water Maintenance Supervisor, Grade 8, Step 10 \$46.64.

Frank Brammer, MEO, Grade 5 Step 11 - \$40.32

Christian McMahon, Water Distribution Systems Operator, Grade 7 Step 4 - \$35.09

Austin Krom, MEO, Grade 5 Step 2 - \$29.91

Louis Bellavia, MEO, Grade 5 Step 1 \$29.35

Logan Fletcher, Laborer, Grade 2 Step 1 - \$25.53

A. Authorize the Superintendent of Water to purchase, without the Town Board's approval, materials for the Water Department, not to exceed \$19,999, at one time; any purchases over \$5,000 are subject to review and approval of Town Supervisor and Town Attorney.

B. Authorize the Water Maintenance Supervisor/Water Maintenance Worker to sign water department vouchers in the absence of the Superintendent of Water.

C. Adopts an on-call policy for qualified members of the Water Department, as determined by the Water and Building Maintenance Supervisor, subject to the review and approval of the Town Attorney.

#### **RESOLUTION NO. 12-2026**

##### **Offered by**

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

**RESOLVED**, authorizing the Town Board to approve the following salaries, policies and procedures for the Building, Planning and Development Department:

Richard Harris, Building, Planning and Development Coordinator, Grade 13 Step 6 - \$118,191

Sandy McBride, Account Clerk, Grade 2 Step 9 - \$31.88

Sharon Devane, Senior Clerk, - Grade 2 Step 7 - \$29.60

Glenn Hebert, Sr. Code Enforcement Officer Grade 7 Step 4 - \$35.09

Paul Buckley, Assistant Building, Planning and Development Coordinator, Grade 11, Step 1 \$91,905

Mark Charbonneau, Code Enforcement Officer, Grade 6 Step 1 \$31.43

Theodore Chesnes, Provisional Planning/Storm Water Management Technician, Grade 7 Base Pay - \$67,632

Joseph Manfred, Provisional Code Enforcement Officer, Grade 6 Base Pay - \$30.85

#### **RESOLUTION NO. 13-2026**

##### **Offered by**

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

**RESOLVED**, authorizing the Town Board to approve the following salaries, policies, and procedures for the Recreation Department:

James Hayes, IV, full-time Recreation Director Department of Aging and Youth, Grade 10, Step 2 - \$85,648

Jennifer Harrell, full-time Recreation Leader, Grade 2 Step 4 - \$27.11

Lindsay Jordon, full-time Clerk, Grade 1 Base \$24.33

A. Authorizing the Town Board to approve Recreation fees for the full day program in the amount of \$500.00 for the 1st child, \$450.00 for each additional child, due to the increasing costs the Town incurs to run the program. Non-Resident Fees are double the cost of Resident Fees.

B. Authorizing the Town Board to approve Recreation Fees for the Wrap Program for the A.M. Wrap Program in the amount of \$225.00 and the P.M. Wrap Program in the amount of \$275.00 . The fees will be double for non-residents.

C. Authorizing the Town Board to permit the Recreation Director Department of Aging and Youth to allow non-residents to register in the event that the Recreation program does not fill to capacity by the June deadline. The non-

residents will be called in the order they appear on the waiting list and will be charged double the full day program per camper rate for the full day program.

D. Authorizing the Recreation Director Department of Aging and Youth to recommend for hiring up to 150 employees to assist in the functioning of the various Recreation programs and events offered by the Town of Halfmoon, subject to the review and final approval of the Town Supervisor.

E. Authorizing the Town Board to provide a Winter Recreation Program to Town residents at a rate of \$175.00 per child.

#### **RESOLUTION NO. 14-2026**

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

**RESOLVED**, authorizing the Town Board to approve the following salaries, policies and procedures for the Parks and Town Property Department:

Paul Maiello, Supervisor of Buildings & Grounds, Grade 10 Step 6 - \$94,614  
Matthew Hickok, Recreation Maintenance Supervisor, Grade 7 Step 4 - \$35.09  
Derek Messier, MEO, Grade 5 Step 2- \$29.91  
Shawn Brady, Laborer, Grade 1 Step 2- \$25.25  
Travis Weaver, Laborer, Grade 1 Step 2- \$25.25  
Anthony Leto, Laborer, Grade 1 Step 2- \$25.25  
Michael Castracani, Laborer, Grade 1 Step 1 - \$24.79  
Nicholas Castracani, Laborer, Grade 1 Base Pay - \$24.33

A. Park Rentals for the Town of Halfmoon:

Pavilion at Town Hall -	\$250
Clubhouse in Town Park -	\$250
Lighthouse Park -	\$250
Gazebo -	No Fee

All dates must be pre-approved and arranged by the Town Supervisor's Office or Supervisor's designee. All rental fees shall be paid in either cash, money order or a credit/debit card.

B. Resolution waiving the above Park Rental fees for Not-For-Profit Organizations and Town sponsored associated events for 2026, per the review and approval of the Town Supervisor.

C. Resolution authorizing the Supervisor of Building and Grounds to purchase, without the approval of the Town Supervisor, materials for the department in the not to exceed amount of \$2,500.00. Any purchase made by the Supervisor of Buildings and Grounds between \$2,500.00 and \$4,999.00 will be subject to review and approval of the Town Supervisor.

#### **RESOLUTION NO. 15-2026**

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

**RESOLVED**, authorizing the Town Board to approve the following salaries, policies, and procedures for the Information Technology Department:

Douglas Mikol, part-time Personal Computer Tech, - Grade 13 Step 11 - \$49.27

A. Resolution authorizing the Town of Halfmoon to enter into a Customer Care Agreement with ABS Solutions, LLC, to provide support services to the Information Technology Department and authorize the Town Supervisor to sign any document necessary to effectuate the Agreement.

## **RESOLUTION NO. 16-2026**

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

**RESOLVED**, authorizing the Town Board to approve the following salaries, policies, and procedures for the Animal Control Department:

Victoria Hanna, Animal Control Officer, Grade 4 Step 5 - \$63,290

A. Resolution authorizing the Town of Halfmoon to continue animal control services related contract with the Town of Clifton Park Animal Control on a case by case and as needed basis; and further authorize the Town Supervisor to sign said Agreement on behalf of the Town; said amount not to exceed the budgeted amount allotted in 2026.

B. Permit fees for the Halfmoon Scentral Bark Dog Park be set at the per annum rate of \$30.00 for residents of Halfmoon and \$45.00 for non-residents.

## **RESOLUTION NO. 17-2026**

**Offered by**

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

**RESOLVED**, authorizing the Town Board to approve the following salaries, policies, and procedures for the Senior Center:

Sharon Malinoski, part-time Clerk, Grade 1 Step 5 - \$25.14  
Deborah Keyoskey, part-time Clerk, Grade 1 Step 4 - \$24.57

A. Any Town employee working at the Senior Center must report to work or account for the appropriate time if the Senior Center is closed but Town Offices remain open.

## **RESOLUTION NO. 18-2026**

**Offered by**

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

**RESOLVED**, authorizing the Town Board to approve authorizing the Town Board to approve the following salaries, policies and procedures for the Receiver of Taxes Department:

Anna Lopez-Negrete part-time Account Clerk Typist, Grade 2 Step 2 - \$24.53

## **RESOLUTION NO. 19-2026**

**Offered by**

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

**RESOLVED**, authorizing the Town Board to approve the following Town employee resolutions:

A. Authorize Town Departments to utilize contracts awarded by the Federal General Services Administration, New York State's Office of General Services, any County in New York State, or any other government contracts as set forth in Sections 103 and 104 of the General Municipal Law.

B. Funds under authorization of Town Supervisor, Town Comptroller, Town Justice Fodera, Town Justice Suchocki, Town Clerk, Receiver of Taxes and Department of Aging and Youth to be deposited in Key Bank.

C. Authorize that Town Officials collecting money from persons doing business in the Town of Halfmoon to charge \$20.00 for any check returned for insufficient funds, in accordance with Section 5-328 of the General Obligations Law, and that any person having had a check which was returned for insufficient funds shall be required to remit any further payments only in the form of cash or by certified or cashier's check, and that such fee may only be waived by the Comptroller for those persons who can prove that it was through no fault of their own that a check was returned for insufficient funds.

D. Authorize the Town Supervisor, Town Board Members, Town Clerk, Deputy Town Clerks, Highway Department Employees, Recreation Director Department of Aging and Youth and Clerks and Confidential Secretary to the Supervisor, Coordinator of Building Planning, and Development, Code Enforcement Officers, Superintendent of Water, Justice/Court Clerks, Assessor, Valuation Assistant, Tax Data Collector, Receiver of Taxes, Deputy Receiver of Taxes, Comptroller Office, Board of Assessment Review members, Senior Director, Building Maintenance Worker, Building Maintenance Mechanic, Department of Aging and Youth Summer Secretary, Zoning Enforcement Officer, Sr. Planning/Storm Water Management Technician, Grants Department staff and any and all other employees necessary to utilize town vehicles for town business.

E. Employees must receive prior written approval from the Town Supervisor regarding the use of personal vehicles. If written approval is granted, the employee will be paid via voucher for mileage at the rate established by the IRS.

F. All elected Town officials & all Town employees shall be paid every second Friday for the previous two weeks worked with the first payroll beginning January 1, 2026. All employees must approve their timecards every second Monday.

G. All Town employees required to punch to record time worked shall punch in and out using the software provided by the Town to maintain accurate work records. No employee shall be allowed to punch in or out for another employee.

H. Authorize the Town to join the Association of Towns for 2026.

I. Authorize the Town to continue Health Insurance coverage with CDPHP and Highmark stating that the Towns contract is still in effect until November 30, 2026, MetLife Dental effective until November 30, 2026, and CDPHP Medicare effective until December 31, 2026, and to authorize the Supervisor to sign any and all necessary contracts per the review and approval of the Town Attorney.

J. Authorize the Town Board to opt out of the Paid Family Leave Act.

K. Authorize the amendments to the Town Employee Manual as approved by the Town Board.

L. The Town of Halfmoon Benefit Package, which includes the Health Insurance policy, is approved for 2026 with changes to be effective 1/1/2026; set stipend amount for employees who elect not to benefit from Health Insurance option offered by the Town in 2026 will be \$4,000 per year if eligible for family coverage or \$1,600 per year if eligible for single coverage, prorated monthly.

M. The official mailing addresses for the Town: 2 Halfmoon Town Plaza, Halfmoon, New York, 12065; Receiver of Taxes, address is 2A Halfmoon Town Plaza, Halfmoon, New York 12065; Town Justices, 1 Halfmoon Town Plaza, Halfmoon, New York 12065, Town website: [www.townofhalfmoon-ny.gov](http://www.townofhalfmoon-ny.gov).

N. Roberts Rules of Order is the guide for all town meetings except as may be otherwise decided by the Town Board. The Town Clerk shall eliminate the reading of the previous Town Board minutes, but a copy of the minutes shall be given to all Town Board Members and a copy be posted on the Town Clerk's bulletin board.

O. The official newspaper for the Town is the Daily Gazette, official notices to be published in the paper. The Town Supervisor may also designate the Times Union as an acceptable publication in specific instances as needed.

## **RESOLUTION NO. 20-2026**

### **Offered by**

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

**RESOLVED**, authorizing the Town Board to approve the following appointments as Department Managers at no additional Compensation:

Laurie Sullivan, Comptroller

AnneMarie Zarelli, Assessor

Frank Tironi, Superintendent of Water and Building and Maintenance Supervisor

Victoria Hanna, Animal Control

Paul Maiello, Supervisor of Buildings and Grounds

James Hayes, Recreation Director Department of Aging and Youth

Douglas Mikol, Information Technology

Richard M. Harris, Coordinator of Building, Planning & Development (all departments in Planning and Zoning operate as one single department)

## **RESOLUTION NO. 21-2026**

### **Offered by**

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

**RESOLVED**, authorizing the Town Board to approve the following appointments and payments for the Planning Board:

Donald Roberts, Planning Board Chairman	\$3,061 annually, paid in December.
J. Marcel Nadeau, Planning Board Member	1/1/22 through 12/31/28
Richard Berkowitz, Planning Board Member	1/1/25 through 12/31/31
Donald Roberts, Planning Board Member	1/1/26 through 12/31/32
Thomas Werner, Planning Board Member	1/1/20 through 12/31/26
Thomas J. Koval, Planning Board Member	1/1/21 through 12/31/27
Charles Lucia, Planning Board Member	1/1/23 through 12/31/29
Laurie Barton, Planning Board Member	1/17/24 through 12/31/30
Allison Pingelski, Alt. Planning Board Member	1/1/25 through 12/31/26
Joseph Landy, Alt Planning Board Member	1/1/26 through 12/31/27

Planning Board Members, \$1,229 annually, paid in December, provided they attend at least 60% of the meetings throughout the year.

A. Alternate Planning Board Members, \$580 annually, paid in December, provided they attended at least 60% of the meetings throughout the year.

## **RESOLUTION NO. 22-2026**

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

Connors-Excused

**RESOLVED**, authorizing the Town Board to approve the following appointments and payments for the Zoning Board:

Debbie Curto, Zoning Board Chairman, \$696 annually, paid in December	
Kevin Koval      Zoning Board Member	1/1/24 through 12/31/28
Debbie Curto      Zoning Board Member	1/1/25 through 12/31/29
David Maxfield      Zoning Board Member	8/21/22 through 12/31/26
Leonard Micelli      Zoning Board Member	1/1/23 through 12/31/27
Michael Morand      Zoning Board Member	1/1/2026 through 12/31/2030

Zoning Board Members, \$337 annually, paid in December, provided they attend at least 60% of the meetings throughout the year.

A. Alternate Zoning Board of Appeals Members, \$163.50 annually, paid in December, provided they attended at least 60% of the meetings throughout the year.

#### **RESOLUTION NO. 23-2026**

##### **Offered by**

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

**RESOLVED**, authorizing the Town Board to approve the following appointments for the Board of Assessment Review

Audrey Almela	10/1/22 through 9/30/27 - Chairman
Joann Kehn	10/1/24 through 9/30/29
Jo-Ann Ellison	10/1/25 through 9/30/30
Nancy Houle	10/1/23 through 9/30/28

Assessment Board of Review Members, \$30.00 hourly to be paid by payroll.

#### **RESOLUTION NO. 24-2026**

##### **Offered by**

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

**RESOLVED**, authorizing the Town Board to approve the following appointments for the Trails & Open Space Committee:

William Herman, Chairman  
 John Mitchell  
 Henrietta O'Grady  
 Therese Dolen  
 Matthew Wilson  
 Beth Offenbacker  
 Paul Maiello shall be a non-voting member  
 Eric Catricala, Committee Liaison

#### **RESOLUTION NO. 25-2026**

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

**RESOLVED**, authorizing the Town Board to approve the following appointments for the Ethics Board:

Tracy Bullett	1/1/2026 - 12/31/2030- CHAIRMAN
Judy Dahoda	1/1/2026 - 12/31/2030
Stephanie Cournoyer	1/1/2026 – 12/31/2030

Chris Walton 1/1/2025 -1 2/31/2027

**RESOLUTION NO. 26-2026**

**Offered by**

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

**RESOLVED,**

that the Town Board hereby recognizes April 9, 2026, as yellow Ribbon Day to honor and celebrate active-duty troops and their families.

**RESOLUTION NO. 27-2026**

**Offered by**

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

**RESOLVED, authorizing the Town Board to approve the following Town Polling Locations:**

**District:**

1 & 6 -	West Crescent Firehouse
2 & 4 & 13 -	Halfmoon Town Hall
3 & 18-	Hillcrest Fire House
5 & 12 -	Halfmoon-Waterford Firehouse
7 & 17 -	Town Hall Foyer
8 & 9 & 10 & 15 -	American Legion Post #1450
11 & 14 & 16 & 19	Halfmoon Senior Center

and further resolved that the owners of said buildings/real property, other than the Town of Halfmoon, are to be paid \$200.00 per district for the year.

**RESOLUTION NO. 28-2026**

**Offered**

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

**RESOLVED, approving the following holidays will be observed by Town of Halfmoon employees for year 2026:**

New Year's Day,	Thursday, January 1
Martin Luther King Day,	Monday, January 19
Presidents Day,	Monday, February 16
Good Friday,	Friday, April 3 @ NOON
Memorial Day,	Monday, May 25
Juneteenth,	Friday, June 19
Independence Day,	Friday, July 3
Labor Day,	Monday, September 7
Columbus Day,	Monday, October 12
Veterans Day,	Wednesday, November 11
Thanksgiving Day,	Thursday, November 26
Day after Thanksgiving,	Friday, November 27
Christmas Eve,	Thursday, December 24
Christmas Day,	Friday, December 25
New Year's Eve,	Thursday, December 31 @ NOON

**RESOLUTION NO. 29-2026**

**Offered**

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

**RESOLVED**, , per Employee Manual authorizing the following employees to use Employee Cell Phones:

Animal Control Officer	Senior Van Chauffer
Confidential Secretary to the Supervisor	Part time Senior Van Chauffer
Water Maintenance Supervisor	Recreation Maintenance Supervisor
Building Maintenance Mechanic	Superintendent of Highways
Code Enforcement Officer	Deputy Highway Superintendent
Senior Code Enforcement	Fire/Code Enforcement Officer
Personal Computer Technician	

**RESOLUTION NO. 30-2026**

**Offered**

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

**RESOLVED**, authorizing the Town Board to set the Town Board meetings in the Town of Halfmoon to be held at 2 Halfmoon Town Plaza, as follows:

- a) Town Board meetings are held on the first and third Wednesday of each month at 7:00 pm except: Wednesday, May 6th at 2:00 pm. or if a holiday falls on a Wednesday. Pre-meetings shall be held forty-five minutes before the scheduled meeting.
- b) Zoning Board of Appeals, first Monday of month at 7:00 pm. Pre-meetings shall be held fifteen minutes before the scheduled meeting (If the Holiday falls on Monday meeting will be held on the next day, Tuesday). There will be no meeting in July.
- c) Planning Board Meeting: 2nd & 4th Monday of the month at 7:00 pm. May, July, August and December will only have one meeting held on May 11<sup>th</sup>, July 27<sup>th</sup>, August 24<sup>th</sup>, and December 14<sup>th</sup>. Pre-meetings shall be held 30 minutes before the scheduled meeting (If the Holiday falls on a Monday, the meeting will be held on the next day, Tuesday).
- d) Board of Assessment Review, fourth Tuesday in May.
- e) Senior Center Business Meeting: 1<sup>st</sup> Wednesday of month at 1:00 pm.
- f) Halfmoon Historical Society: To be announced
- g) Trails & Open Space Committee: Meetings held on the 3<sup>rd</sup> Monday of the 3<sup>rd</sup> month at 7:00 pm unless otherwise announced. If the Holiday falls on that Monday, the meeting will be held on the next day, Tuesday. The proposed dates are 1/20, 4/20, 6/15, and 10/19/2026.

**RESOLUTION NO. 31-2026**

**Offered**

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

**RESOLVED**, that the Town Board approve the following fees for the Town:

**Water Rates for April / October Billing**

**Base Rates:**

**\$5.60 per 1,000 gallons, first 70,000 gallons, then \$6.60 per 1000 gallons for any usage from 71,000 and above.**

**Commercial User:** \$6.60 per 1,000 gallons

**Outside Users:** \$8.10 per 1,000 gallons

**District Extension Fee:** \$2000.00/EDU

**Final Reading for Closings:** \$25.00

**31a. Resolution** that the Town Board hereby authorizes a modification to section VII(C)(1) of the Town of Halfmoon Water Rules, Regulations, and Construction Standards to increase the Water District Extension fee to \$2,000.00, subject to the review and approval of the Town Attorney.

### **Transfer Station Fee Schedule**

- (1) Punch Card** \$30.00 for ten (10) punches
- (2) Fee for Spring/Fall Cleanup (Town Residents Only, No Contractors or Businesses)**
  - \$5.00 per car, per load
  - \$10.00 per truck, per load
  - \$10.00 per trailer, per load
  - U-Haul type vehicles will be priced accordingly.
  - \$50Fee per Mattress

### **Building, Planning & Development Department**

#### **2026 PLANNING & ZONING-RELATED APPLICATION FEES**

**Minimum Application Fee** (if not otherwise indicated below): \$290

**Site Plan:** \$.50/SF of construction (new or added). For renewal of a previously approved Site Plan, if there are no significant changes and review by the Town Engineer is not warranted, the fee is \$290.

**Site Plan (Multi-Family):** \$290/unit

**Site Plan (Commercial Solar Array):** \$290/MW

**Minor Subdivision** (4 lots or less): \$190/lot; \$290 flat fee for amendments after Final Approval.

**Major Subdivision** (5 lots or greater): \$290/lot; \$600 flat fee for amendments or \$290/lot of the increased/reduced number of lots, whichever is greater.

**Special Use Permit:** \$355; except for two-family residential (duplex) structures, which require a \$355 base fee plus an additional \$355/duplex building.

**Home Occupation:** \$100

**Signs:** \$110 1<sup>st</sup> sign; \$55 each additional. (2 sided-signs, with identical copy, shall be treated as 1 sign).

**Change of Use or Tenant:** \$290

**Planned Development District (Town Board):** New PDD: \$2,825; Amendments: \$1,800

**Planned Development District Recommendation (Planning Board):** New PDD: \$1,275; Amendments: \$825

**Planned Development District Renewal (Town Board):** Renewal of a PDD: \$375

**Mobile Home Park (Town Board):** New: \$2,825; Amendment/Expansion: \$1,800

**Mobile Home Park Recommendation (Planning Board):** New: \$1,275; Amendment: \$825

**Telecommunications Tower/Antenna Co-location:** New tower: \$2,825; Co-location or use of an existing structure that is deemed a Telecommunications Tower (building, steeple, etc.): \$395

**Zoning Compliance Letter:** Non-Residential: \$80; Residential: \$55

**Missed Appearances:** If two missed appearances before the Planning Board or ZBA, the application shall be considered withdrawn and a new application fee required.

**Zoning Board of Appeals:**

**Area Variance:** Residential: \$190; Commercial/Non-Residential: \$375

**Use Variance:** For a Residential use on a Commercial/Non-Residential zoned property: \$375  
For a Commercial/Non-Residential on Residential zoned property: \$675

**Extension/Enlargement/Restoration of a Pre-Existing, Non-Conforming Use: \$375  
Stormwater:**

- A. **Soil Disturbance Permit (includes Notice of Intent/SWPPP Acceptance Form):**
  - i. **Application Fee:** Residential: Minor Subdivision = \$500 flat fee  
Major Subdivision = \$900 flat fee or \$125/lot, whichever is greater  
Commercial: \$300/acre disturbed
  - ii. **Lawn Stabilization Security Deposit/Bond (pursuant to Sec. 165-42.G):**  
1 to 5 acres = \$10,000; Greater than 5 acres to 10 acres = \$20,000;  
Greater than 10 acres to 30 acres = \$30,000; Greater than 30 acres = \$50,000
- B. **Notice of Termination: \$350**

**Refunds:** Refunds of application fees shall be at a rate of 50%, provided the project has not been heard at a Planning Board or ZBA meeting. All refund requests must be made in writing or by email to the Coordinator prior to the Board meeting date on which the application is scheduled to 1<sup>st</sup> appear.

## **Building, Planning & Development Department 2026 COMMERCIAL BUILDING PERMIT FEES +**

<b>Type of Permit</b>	<b>Fee</b>
MINIMUM COMMERCIAL PERMIT FEE (unless otherwise listed):	\$350
New Commercial Buildings, Additions & Accessory Structures:	
(Area) x 75 x (Construction Factor) x .0047 x 1.76*+	
Change of Tenant Certificate of Occupancy	
- Renovations <50% of total building SF:	\$350
- Renovations ≥50% of total building SF:	(Area) x 75 x (Construction Factor) x .0047 x 1.76*+
- No Renovations that Require a Building Permit:	See "Annual Fire Inspection" rates below
Lawn Sprinkler:	\$350
Electrical Work:	\$350
Solar Panel (rooftop)	\$350
Generator:	\$350
Roof Replacement:	\$350
Demolition:	
- 5,000 SF or less:	\$350
- Greater than 5,000 SF:	\$550
Blasting:	\$550
Tent (seasonal/non-Special Event Permit)	\$350
Special Event Permit (with or without tent):	\$150
Sewer:	\$50
Septic:	\$350
Operational Hazard:	\$350
Mass Gathering (over 500 occupants):	\$550
Fireworks:	\$200
Sign (whichever is greater):	\$100 Minimum or \$1.50/SF
Flood Plain Development:	\$350
Solar Array requiring Planning Board approval:	1% of the cost of construction (labor + material) or \$15,000/MW, whichever is greater
Building Permit Inspection Failure:	\$100 per additional inspection after the 2nd failure
Unsafe Building Structure Placard Removal	\$500 plus \$250/year after 1 <sup>st</sup> year until placard removed by the Building Inspector/Code Enforcement
Annual Fire Inspection & Fire Inspection Failure (per additional inspection after 2 <sup>nd</sup> failure) **	
- 5,000 SF & under	\$50
- 5,001 SF to 10,000 SF	\$100
- 10,000 SF to 25,000 SF	\$300
- 25,001 SF & greater	\$500
Stop Work Order:	\$750 each placard installation

Refunds: Refunds for permit fees shall be at a rate of 50%, provided no construction or inspections have occurred. All refund requests must be made in writing or by email to the Building Inspector prior to the expiration date of the permit.

\* Square footage (SF) calculation shall be determined by the Building Inspector.

\*\* All checks for fire inspections shall be made payable to the Town of Halfmoon within 30 days of the inspection date. Failure to receive payment within 60 days of the inspection date shall result in the fee + 50%. Failure to receive payment within 90 days shall result in the issuance of an appearance ticket.

- + For renewal of a previously-approved permit, requiring no further technical review by a Building Inspector, the fee shall be 50% of the original fee or the Minimum fee, whichever is greater; however, for a third permit renewal (fourth permit issued), and each successive renewal after, the fee shall be 100% of the applicable fee rate for the current year.

#### **2026 GEIS FEES per Equivalent Dwelling Unit (EDU) \***

Water	\$2,144.00
Culverts	\$95.00
Traffic	\$1,387.00
GEIS Preparation	\$39.00
Open Space	\$599.00

TOTAL per EDU = \$4,264.00

\* These fees represent the full GEIS fee by category. Some projects may be approved with a credit to be applied against one or more of the categories listed. Therefore, the GEIS for a specific project may be less than the above amounts due to application of such approved credit(s).

#### **Building, Planning & Development Department 2026 RESIDENTIAL BUILDING PERMIT FEES +**

Type of Permit	Fee
MINIMUM Residential Fee (unless otherwise listed):	\$125
New Home	(Area) x 75 x .67 x .0047 x 1.76*
Detached Accessory Structure (garage, shed, gazebo, car port, pole barn & similar structures, as determined by the Building Inspector/Code Enforcement Officer):	
Over 144 SF: (Minimum \$125)	(Area) x 75 x .40 x .0047 x
1.76*	
144 & less	\$75
Basement (Minimum (\$125)	(Area) x 75 x .40 x .0047 x 1.76*
Addition (Minimum \$125; includes attached accessory structures)	(Area) x 75 x .67 x .0047 x 1.76*
Deck	\$125
Lawn Sprinkler	\$75
In-Ground Pool	\$250
Above-Ground Pool and Hot Tub	\$125
Electrical Work	\$100
Furnace Replacement	\$100
Generator	\$100
Roof Replacement	\$100
Mobile Home Replacement	\$200
Mobile Home Park Shed	\$35
Mobile Home Park Annual License & Inspection	
- MHP < 50 homes	\$175/Park + \$12.00/lot
- MHP ≥ 50 homes	\$275/Park + \$12.00/lot
Blasting	\$550
Demolition Permit	\$150
Fireplace	\$75
Sewer	\$25
Septic	\$125
Solar Panel (for onsite use only)	\$125
Flood Plain Development	\$125
Building Permit Inspection Failure	\$100/per additional inspection after 2nd failure
Unsafe Building Structure Placard Removal	\$375 plus \$150/year after 1 <sup>st</sup> year until removed by
	the Building Inspector/Code Enforcement
Stop Work Order	\$500 each placard installation

Refunds: Refunds for permit fees shall be at a rate of 50%, provided no construction or inspections have occurred. All refund requests must be made in writing or by email to the Building Inspector prior to the expiration date of the permit.

- \* Square footage (SF) calculation shall be determined by the Building Inspector.
- + For renewal of a previously-approved permit, requiring no further technical review by a Building Inspector, the fee shall be 50% of the original fee or the Minimum fee, whichever is greater; however, for a third permit renewal (fourth permit issued), and each successive renewal after, the fee shall be 100% of the applicable fee rate for the current year.

#### **RESOLUTION NO. 32-2026**

**Offered**

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

**RESOLVED,**

authorizing the Town Board to appoint MJ Engineering as needed to provide engineering services to the Town of Halfmoon, on a case-by-case basis by separate resolutions, or, if a resolution is not required, by written letter agreement with the Town Supervisor and authorize the Town Supervisor to enter into contract on behalf of the Town of Halfmoon, subject to the review and approval of the Town Attorney.

A. Authorizing the Town Board to appoint MJ Engineering and Land Surveying, P.C. as needed to provide engineering services to the Town of Halfmoon, including but not limited to Geographic Information System Maintenance, and the Town's Water System Hydraulic Model on a case by case basis by separate resolutions or, if a resolution is not required, by written letter agreement with the Town Supervisor and authorize the Town Supervisor to enter into a contract on behalf of the Town of Halfmoon, subject to the review and approval of the Town Attorney.

**RESOLUTION NO. 33-2026**

**Offered**

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

**RESOLVED,**

authorizing the Town Supervisor to provide an allocation of \$400 per year for clothing and for safety footwear for all full time employees who are mandated by their job descriptions to engage in outdoor field work including approval from their Department Manager: Animal Control, Water Department, Building, Planning and Development Department, Building Maintenance Department, Assessors Office, Parks Department, Storm Water Management Technician, and Coordinator of Building, Planning and Development, Full time Senior Van Driver, and Recreation Department. All purchases except footwear and pants shall be embroidered with the Town of Halfmoon insignia unless written authorization is received from the Department Manager to waive placement of the insignia. Any employee who purchases clothing and/or safety equipment in exceedance of the \$400 shall be responsible for reimbursing the Town in the amount of the exceedance.

Part-time employees who are mandated to engage in outdoor field work may also receive safety footwear, if necessary, every two years, upon prior approval of the Town Supervisor.

Highway Department and Transfer Station employees will have an allocation in the not to exceed amount of \$200.00 per year for full-time employees for a pair of safety footwear; part-time employees, if necessary, every two years, upon prior approval of the Superintendent of Highways and the Town Supervisor.

**RESOLUTION NO. 34-2026**

**Offered**

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

**RESOLVED,** authorizing the Town Board to adopt the Records Retention and Disposition Schedule MU-1, Section 185.11, 8NYCRR (Appendix H).

**RESOLUTION NO. 35-2026**

**Offered**

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

**RESOLVED**, that the Town of Halfmoon remain as a Purple Heart community in honor of all the men and women who have received the Purple Heart award that served and continue to serve in our Military.

**RESOLUTION NO. 36-2026**

**Offered**

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

**RESOLVED**,

that the Town Board hereby adopts Final Budget for the year 2026 and authorizes the spending of total Appropriations \$23,121,592 with estimated revenues of \$17,232,621.

**RESOLUTION NO. 37-2026**

**Offered**

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

**RESOLVED**, that the Town Board authorizes the Highway and/or Parks Departments to perform any and all necessary repairs, improvements or upgrades to cemeteries in the Town of Halfmoon, subject to the review and approval of the Town Attorney.

**RESOLUTION NO. 38-2026**

**Offered**

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

**RESOLVED**,

that the Town Board hereby appoints the following Engineering Firms to conduct Traffic Studies for the Town of Halfmoon at the expense of the applying party through use of the escrow system: Creighton Manning, Barton & Loguidice, Greenman-Pedersen, Inc., Chazen Companies, MJ Engineering, VHB, WSP USA Corp, CHA, Lansing Engineering, and authorize the Supervisor to execute any documents necessary to complete the Traffic Studies.

**RESOLUTION NO. 39-2026**

**Offered**

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

**RESOLVED**, that the Town Board hereby approves the expenditure for Historical Markers for the Town of Halfmoon in the not to exceed annual amount of \$6,000 using Recreation Fees from the Special Revenue Fund, subject to the review and approval of the Town Supervisor.

**RESOLUTION NO. 40-2026**

**Offered**

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

**RESOLVED**, that the licensing fee for the Vending, Hawking and Peddling of Goods, Wares, and Merchandise and Soliciting orders shall be set at the per annum rate of \$250.00 per license issued and if the license shall have more than one person to whom or vehicle for which it is desired to have a license issued, there shall be an additional fee of \$20.00 for each license.

**RESOLUTION NO. 41-2026**

**Offered**

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

**RESOLVED**, that the Town Board hereby authorizes the Supervisor to enter into an agreement with the Halfmoon Senior Citizens Association to provide assistance with the daily operations and programs of the Halfmoon Senior Center for a term effective April 1, 2026, through March 31, 2027, and authorizes the Supervisor to execute said agreement, subject to the review and approval of the Town Attorney.

**RESOLUTION NO. 42-2026**

**Offered**

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

**RESOLVED**, that the Town Board approves applying for Federal, State, Local and any other grants and for the town and authorizes the Supervisor to sign for said grant applications, subject to the review and approval of the Town Attorney.

**RESOLUTION NO. 43-2026**

**Offered**

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

**RESOLVED**, that the Town Board authorizes the Town Supervisor to sign Proclamations and Resolutions honoring individuals and their achievements.

**RESOLUTION NO. 44-2026**

**Offered**

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

**RESOLVED**, that the Town Board authorizes Town Departments to utilize Sourcewell and HGAC buy to obtain bids/pricing/contracts pursuant to §103 of the General Municipal Law, in compliance with the Town of Halfmoon Purchasing Policy and subject to the review and approval of the Town Attorney. Each individual Agreement for purchase shall be approved by the Town Board, subject to the review and approval of the Town Attorney.

**RESOLUTION NO. 45-2026**

**Offered**

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

**RESOLVED**, that the Town Board hereby approves the updated Comprehensive Emergency Management Plan that reflects the current Fire Department Chiefs upon the recommendation of the Building, Planning Development Coordinator Harris.

**RESOLUTION NO. 46-2026**

**Offered**

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

**RESOLVED**, that the Town Board hereby appoints, the Clifton Park Town Attorney to represent the Town of Halfmoon pursuant to New York State Town Law §65 in situations where a conflict/situation exists that prohibits the Town of Halfmoon Town Attorney or Deputy Town Attorney from representing the Town. No additional compensation will be provided to the Town of Clifton Park Town attorney for the representation, and no employer/employee relationship shall be created during the representation with the understanding that the Town of Halfmoon Attorney may be appointed to represent the Town of Clifton Park should Clifton Park's Town Attorney's Office have a conflict/situation that prohibits them from representing the Town of Clifton Park.

**RESOLUTION NO. 47-2026**

**Offered**

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

**RESOLVED**, that the Town Board authorizes the Town Attorney to execute any legal documents if the Town Supervisor and Deputy Town Supervisor are unavailable.

**RESOLUTION NO. 48-2026**

**Offered**

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

**RESOLVED**, that the Town Board hereby waives all fees associated with any and all permits necessary for Halfmoon Fire Departments, subject to the review and approval of the Town Attorney.

**RESOLUTION NO. 49-2026**

**Offered**

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

**RESOLVED**, that the Town Board authorizes the Supervisor to enter into an agreement with Auctions International whereby Auctions International will conduct auction(s) of Town owned vehicles and/or equipment that is no longer of use to the Town at no cost to the Town and authorizes the Supervisor to execute any documents necessary to effectuate the Agreement, subject to the review and approval of the Town Attorney.

**RESOLUTION NO. 50-2026**

**Offered**

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

**RESOLVED**, that the Town Board hereby waives any and all fees for building permits and/or inspections related to municipal projects, subject to the review and approval of the Town Attorney.

**RESOLUTION NO. 51-2026**

**Offered**

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

**RESOLVED**, appointing Barton & Loguidice to act as the Town Engineers in instances where MJ Engineering and Land Surveying, P.C. has a conflict which prohibits them from representing the Town and authorize the Town Supervisor to execute any agreement necessary, subject to the review and approval of the Town Attorney.

**RESOLUTION NO. 52-2026**

**Offered**

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

**RESOLVED**, that the Town Board authorizes the Supervisor to enter into an Agreement with the Clifton Park & Halfmoon Emergency Corps., Inc. to provide emergency medical services and advanced life support care on a 24 hour per day, 7 days a week basis and to authorize the Supervisor to execute any documents necessary to enter into the Agreement, subject to the review and approval of the Town Attorney.

**RESOLUTION NO. 53-2026**

**Offered**

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

**RESOLVED**, that the Town Board hereby authorizes the Supervisor to enter into agreements with Town Employees to pay for the education and training necessary to obtain a Commercial Driver's License on the condition that the Town Employee commits to remaining a Town Employee for a period of 5 years after obtaining his Commercial Driver's License, and hereby authorizes the Supervisor to execute said agreements, subject to the review and approval of the Town Attorney.

**RESOLUTION NO. 54-2026**

**Offered**

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

**RESOLVED**, that the Town Board authorizes the Supervisor to enter into Intermunicipal Agreements with municipalities to provide mutual assistance to one another as necessary, subject to the review and approval of the Town Attorney.

**POLL OF THE BOARD**

Councilman Catricala

Aye

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

**Respectfully Submitted,**

**Kelly L. Catricala, Town Clerk**