

The September 02, 2026 meeting was called to order at 7:00 pm by Town Supervisor Tollisen in the A. James Bold Meeting Room with the following members present:

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

WORKSHOP - BOARD ROOM - 6:15 pm

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

PUBLIC HEARING: DISCUSS ADOPTION OF PROPOSED SWEENEY PDD

Deputy Town Supervisor Catricala: The first item on our agenda this evening is a Public Hearing to discuss the adoption of the proposed Sweeney PDD. Supervisor Tollisen has recused himself from this Public Hearing. Would anyone like to have the Public Hearing Notice read? Hearing from no one, I will open the Public Hearing at 7:02 pm. We have Jason Dell from Lansing Engineering here with us this evening to give us a short presentation on the Sweeney PDD, and to answer any questions of the Board and Public. Jason, if you would come up, thank you.

Jason Dell, Lansing Engineering: Good evening. Jason Dell, engineer with Lansing Engineering here on behalf of the applicant. We are here this evening for the Public Hearing for the proposed Sweeney PDD. A brief overview of the project; the project site is about 28.8 acres located along the north side of Staniak Road. Currently, the property is zoned as part of the M-1 Industrial Zoning District, and a single-family residential development is not a permitted use, so we are here requesting a Planned Development District to allow for the development of single-family homes. The applicant for this PDD is proposing 30 single-family homes with lots sizes minimum about 21,600 sq feet, and the maximum lot size is just shy of 38,000 sq. feet. There will be a 1900 ft. road extending back from Staniak Road that is intended to be dedicated to the Town of Halfmoon and the project will be serviced by municipal water and sewer service by the Saratoga County Sewer District. The proposed Public Benefit for the project, the applicant has agreed to work with the Town of Halfmoon Highway Department in topcoat paving for approximately 2,000 ft. of Staniak Road, and an additional Public Benefit for this project, we are extending the low-pressure force main sanitary sewer past our entrance on Staniak Road to approximately the intersection of Staniak Road and Carey Road, thus giving sanitary sewer service to those residents along there. We are here this evening to answer any questions the Board may have as well as the public.

Deputy Town Supervisor Catricala: Thank you Jason. Does anyone on the Board have questions?

Councilman Wasielewski: Jason, I've heard 200 feet and 2,000 feet. Which is it?

Jason Dell: 2,000 feet.

Councilman Wasielewski: two zero zero zero?

Jason Dell: Correct.

Deputy Town Supervisor Catricala: Anyone else? Anyone online? No one on-line. Are there questions from the public?

Mary Taylor, 107 Staniak Road: My question is with the number of houses that you have planned, the traffic may hinge on the Staniak road through that one entrance. Is it possible for someone to fill me in, in terms of how that is going to be addressed? If each

home has two cars, there's sixty to seventy automobiles coming in and out that driveway area, which is very close to our driveway area. I would like to know the dimensions going across the frontage.

Jason Dell: When we initially laid out the project, we worked with our Traffic Engineers to identify the optimum location for the driveway coming out on Staniak Road to maximize site distance, both looking left and right. We did provide a traffic analysis to the Planning Board as part of the Planning Board referral phase of the project, and that is on file here at the Town. It will be a Town Road, so it will be approximately 28 feet wide, tying into Staniak Road. I don't recall the exact traffic volumes, but the Planning Board and the TDE that looked at the traffic analysis did not have any issue with that.

Mary Taylor: My second question is about six houses up on both sides there is a movement of animals that go straight across, we have deer and we have turkey. My question is would there anything going to be done with the water level or the excavation of that area that would be our boarder, is there going to be backyard fencing or anything planned for that boarder?

Jason Dell: Along the North-Western side, you can see on our rendering the proposed tree line the clearing and grading necessary for the development of those houses will be limited to around those house and the road on the South-Eastern side, you can see the row of trees that's going along the creek channel and up the sides that particular area there will be a deed restricted area so there will be an avenue for wildlife to move back and forth there. As far as drainage, we did provide a conceptual drainage plan to the planning Board as part of the referral phase and as the project develops we will be providing a project specific storm water pollution prevention plan that will ensure the drainage system meets all of the directives per DEC as well as the Town. As far as fencing, in the future, if a homeowner wants to put up a fence, the applicant will not have any control over that.

Mary Taylor: Will there be another opportunity to ask questions?

Jason Dell: Absolutely. There will be detailed project plans available; storm water plans submitted to the Planning Board and for the sub-division portion of this project the Planning Board will have to have a Public Hearing for that as well.

Deputy Town Supervisor Catricala: Thank you. Does anyone else have questions? Anyone on-line? Hearing none, I will close the Public Hearing at 7:10 pm. The Board will table the vote this evening, pending County Referral. Thank you.

PUBLIC HEARING: DISCUSS ADOPTION OF CHANGES TO CURRENT WATER REGULATIONS IN THE TOWN OF HALFMOON

Supervisor Tollisen: The next Public Hearing on our agenda this evening is to discuss adopting changes to the current water regulations in the Town of Halfmoon. Would anyone like the Public Notice read? Hearing from none, I will open the Public Hearing at 7:12 pm. Ms. Murphy would you give us brief overview?

Attorney Murphy: The Town of Halfmoon designated engineers that work with the Water Department have recommended that the regulations we have regarding the materials used for piping for water be upgraded to meet standards that are approved of. They are very minor changes but it is really more about the materials used.

Supervisor Tollisen: Any questions from the Board? Questions from the Public? Anyone online? Hearing none, I will close the Public Hearing at 7:13 pm.

RESOLUTION NO.279-2026

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

RESOLVED, that the Town Board adopts changes to the current water regulation in the Town of Halfmoon.

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 the Abele Park across from Town Hall. Come visit our local farms, crafters, and vendors that will be on hand every week.

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

CAPTAIN COMMUNITY HUMAN SERVICES: CAPTAIN CHS celebrates its' Care Links Volunteers and Participants at the most exciting social event of the year! Care Links presents "An Old Hollywood" Awards Show, Thursday, September 17, 2026 at 4:00 pm at St. Mary's Crescent Church, 86 Churchill Road, Waterford, NY 12188. Dinner, Dancing, Raffles and more! Music provided by Maddalone Entertainment. Tickets are \$55.00 per person. For more information, contact Terra at terra@captaincares.org or call 518-399-3262.

HARVEST FESTIVAL: Halfmoon Celebrations, in conjunction with the Town of Halfmoon hosts Harvest Fest on Saturday, September 26, 2026 from 12:00 pm to 5:00 pm at the Halfmoon Town Park, 162 Route 236, Halfmoon NY. Vendors, Carnival Games; Face Painting, Bounce Houses, Rock Climbing Wall, Balloon Artists, Hayrides, and so much more! For more information, please visit www.halfmooncelebrations.org. See you there!

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) : Next Friday, September 11, 2026 we will be having our ceremony for the 25th anniversary of 911 at 6 pm. Also, on Saturday September 12th will be our annual First Responder's Picnic. All of our fire departments, First Responders, police and ambulance are invited to this event as a thank you for all they do for our community.

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

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

Paul Hotaling (Town Board Member): (1) Chair for Recreation & Character Counts, (2) Ethics Committee, (3) Co- Liaison to Comprehensive Plan Update Committee,

- (4) Chair of Infrastructure & Safety (Water, Highway, Building & Maintenance),
- (5) Liaison to the Information Technology Department.

Councilman Hotaling: EXCUSED

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

Councilman Wasielewski: Mr. Supervisor, you already mentioned the two events I was going to mention. I have nothing further, 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: I have nothing this evening, thank you.

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

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

Lyn Murphy, Esq., (Town Attorney): I have nothing, thank you.

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

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

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

DEPARTMENT REPORTS

DEPARTMENT MANAGER MONTHLY REPORTS (Can be viewed at the Town Clerk's Office) Animal Control; Building and Grounds; Highway; Receiver of Taxes; Senior Express; Town Clerk; Water

CORRESPONDENCE

1. **Received** from the Town of Halfmoon Planning Board, Resolutions passed at the August 24, 2026 meeting.
Received & Filed
2. **Received** notification of adult-use retail dispensary license application for a new establishment from 518 Dispensary, LLC.
Received & Filed
3. **Received** from Louis Bellavia, his letter of resignation from the Town of Halfmoon Water Department as MEO, effective September 5, 2026.
Received & Filed
4. **Received** from PaintCare a letter of recognition that the Town of Halfmoon has collected more than 4,615 gallons of leftover paint for reuse, recycling, and proper disposal.
Received & Filed

OLD BUSINESS

NEW BUSINESS

RESOLUTION NO.270-2026

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

POLL OF THE BOARD

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

RESOLVED, that the Town Board approves the Minutes of the Town Board Meeting of August 19, 2026 as presented.

RESOLUTION NO.271-2026

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

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

RESOLUTION NO.272-2026

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

RESOLVED, that the Town Board schedules a Public Hearing for September 16, 2026, Town Board meeting, in the A. James Bold Room, at 7:00 p.m. or as soon thereafter as their agenda allows, to discuss authorizing an amendment to the Annual Income Percentage of Assessed Valuation Exemption from Taxation.

RESOLUTION NO.273-2026

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

RESOLVED, that the Town Board authorizes Deputy Town Clerk, Sandra McAlonie to sign vouchers for the Town Clerk's Office and the Senior Express while the Town Clerk is out of the office, per the review and approval of the Town Attorney.

RESOLUTION NO.274-2026

Offered by Councilman Wasielewski, seconded by Councilman Connors: Approved by the vote of the Board: Ayes: Tollisen, Catricala, Hotaling-**Excused**, Wasielewski, & Connors.
Resolution Introduced by Personal Computer Tech Mikol

RESOLVED, that the Town Board authorizes the Supervisor to enter into an agreement with MunicipalOne to provide an agenda management system pursuant to the proposal submitted by MunicipalOne dated August 3, 2026, in the not to exceed annual amount of \$7,500.00 with a one-time additional cost for implementation and setup of \$2,500.00 with a possible discount to \$1,500.00 and to authorize the Supervisor to sign the agreement and any documentation necessary to complete the work, subject to the review and approval of the Town Attorney

RESOLUTION NO.275-2026

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

RESOLVED, that the Town Board hereby appoints Louis Bellavia as a Water Maintenance Worker Grade 7, Base \$32.39/hr. effective September 5, 2026.

Superintendent of Water & Building Maintenance Supervisor Tironi: Louis could not be with us this evening as his wife gave birth to their second child.

Councilman Wasielewski: Congratulations!

RESOLUTION NO.276-2026

Offered by Councilman Connors, seconded by Councilman Wasielewski: Approved by the vote of the Board: Ayes: Tollisen, Catricala, Hotaling-**Excused**, Wasielewski, & Connors. **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. (MJ Engineering) to provide engineering services associated with the replacement of the existing water main on Grange Road as part of the current Brookwood Road Water Main Replacement Project consistent with the proposal submitted by MJ Engineering dated August 27, 2026, in the not to exceed amount of \$34,300.00 and to authorize the Supervisor to sign the agreement and any documentation necessary to complete the work, subject to the review and approval of the Town Attorney.

RESOLUTION NO.277-2026

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

RESOLVED, that the Town Board of the Town of Halfmoon solemnly observes the 25th anniversary of September 11, 2001, and reaffirms the enduring commitment of our community to remember, honor, and never forget.

RESOLUTION COMMEMORATING THE 25TH ANNIVERSARY OF THE SEPTEMBER 11, 2001 TRAGEDY

WHEREAS, September 11, 2026 marks the twenty-fifth anniversary of the tragic events of September 11, 2001, when our nation suffered an unprecedented terrorist attack that claimed the lives of thousands of innocent people; and

WHEREAS, on that solemn day, lives were lost at the World Trade Center in New York City, at the Pentagon in Arlington, Virginia, and in a field near Shanksville, Pennsylvania, where the passengers and crew of United Airlines Flight 93 courageously fought to prevent further loss of life; and

WHEREAS, among those who perished were firefighters, police officers, emergency medical personnel, military personnel, airline crews, workers, and civilians who made the ultimate sacrifice while helping others; and

WHEREAS, the events of September 11, 2001 forever changed our nation and left an enduring impact on families, communities, first responders, and generations of Americans; and

WHEREAS, the twenty-fifth anniversary provides an opportunity for our community to remember and honor those who lost their lives, recognize the courage and sacrifice of first responders and other heroes, and extend our deepest sympathies to the families and loved ones who continue to bear the loss; and

WHEREAS, in the aftermath of September 11, Americans came together with extraordinary courage, compassion, and unity, demonstrating the strength and resilience of the American people; and

WHEREAS, it is fitting and appropriate that this governing body join communities

throughout the United States in solemn remembrance of the victims of September 11, 2001, while honoring the heroes and reaffirming our commitment to never forget the sacrifices made that day and in the years that followed;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Halfmoon, hereby commemorates the 25th Anniversary of September 11, 2001 and honors the memory of all those who lost their lives on that tragic day; and

RESOLVED, that the Town Board of the Town of Halfmoon recognizes and expresses its profound gratitude to the firefighters, law enforcement officers, emergency medical personnel, military personnel, volunteers, and all others who demonstrated extraordinary courage and selflessness in response to the attacks; and

RESOLVED, that we remember the families, friends, colleagues, and communities who continue to live with the loss of loved ones and acknowledge the lasting sacrifices made by those who responded to and were affected by the events of September 11, 2001; and

RESOLVED, that the Town Board of the Town of Halfmoon encourages all residents to pause on September 11, 2026, to reflect upon the lives lost, the heroism displayed, and the importance of unity, service, compassion, and resilience; and

RESOLVED, that the Town Board of the Town of Halfmoon solemnly observes the 25th anniversary of September 11, 2001, and reaffirms the enduring commitment of our community to remember, honor, and never forget.

RESOLUTION NO.278-2026

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

RESOLVED, that the Town Board hereby hires Gavin Bouck as a MEO for the Water Department at Grade 5 Base Pay \$28.81/hr., subject to successful completion of pre-employment testing.

Supervisor Tollisen: Gavin, congratulations, welcome aboard!

PUBLIC COMMENT (For discussion of non-agenda items) Hearing none, I will just note that the regularly scheduled meeting of the Town Board for October 7, 2026, will be held on Thursday, October 1st, 2026 at 7:00 pm.to comply with the necessary timeline of the Town Budget process.

NOTICE OF TOWN BOARD MEETING CHANGE: PLEASE MAKE NOTE THAT THE REGULARLY SCHEDULED MEETING OF THE TOWN BOARD FOR OCTOBER 7, 2026 WILL BE HELD THURSDAY, OCTOBER 1, 2026 AT 7:00PM IN THE A. JAMES BOLD MEETING ROOM.

ADJOURN

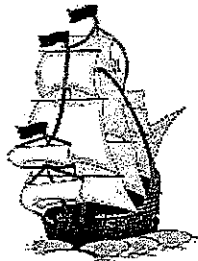
There being no further business to discuss or resolve on a motion by Councilman Connors seconded by Councilman Wasielewski, the meeting was adjourned at 7:17 pm.

Respectfully Submitted,

Kelly L. Catricala Town Clerk

Supervisor
Kevin Tollisen

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



TOWN of HALFMOON

2 HALFMOON TOWN PLAZA
HALFMOON, NY 12065
COUNTY OF SARATOGA

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

DATE: September 2, 2026

TO: Town Board
Town of Halfmoon

FROM: Laurie Sullivan
Comptroller

SUBJECT: Creation of Appropriations

A resolution is necessary to create the following budget amendment of appropriations and revenues in the Special Revenue Fund for engineering fees for on-site quality inspections. These funds are developer's monies held in escrow by the Town in a regular checking account and used for the payment of costs for that particular project. This resolution is necessary to comply with proper accounting procedures as set forth by NYS Department of Audit and Control.

Information Only: The above was derived from the following breakdown of charges to be paid on September 10, 2026, Abstract for engineering and related fees.

DEBIT:	Revenues	25-980	\$24,398.50
	Subsidiary: Home & Community Services		
		25-4-2189.00	\$24,398.50
CREDIT:	Appropriations	25-960	\$24,398.50
	Subsidiary: Engineering Contractors Inspections		
		25-5-1440.40	\$24,398.50

<u>NAME</u>	<u>AMOUNT</u>
Scannell, Coca Cola	\$ 13,050.00
Mott Orchard	\$ 11,348.50
Total	<u>\$ 24,398.50</u>



D I G I T A L G O V E R N M E N T P L A T F O R M

Town of

Halfmoon, New York

Agenda Management Proposal

P R E P A R E D F O R

Doug Mikol, Sandy McAlonie, and Kelly Catricala

August 3, 2026

Agenda Management for the Town of Halfmoon

Halfmoon’s agenda management system is being discontinued by the current vendor. The town is looking for a new system that accounts for the migration of the historical records and provides an easy transition to an ADA-compliant platform.

Municipal One Agenda Management gives the Town Board, Planning Board, and Zoning Board one place to build agendas, attach supporting documents, publish them online, and record minutes, all in a fraction of the time it takes today. Digital submissions with collaborations and workflows ensure that every item has the right documentation and review before it reaches the agenda, so preparation becomes simple and consistent every time.

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There is a clear path off Municode Meetings. Municipal One will import the town's existing PDF agendas, minutes, and packets, and can go back further if Halfmoon wants its historical record consolidated in one place rather than split across systems. We will set up Municipal One templates, configure each board, and provide a turn-key system that’s ready for your first meeting on day one.



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- Two-tier notifications: instant email alerts to staff, board members, and media the moment an agenda publishes, plus a scheduled afternoon notice for the public
- Public subscribers manage their own preferences and can follow one, two, or all three boards
- Real-time minutes with motions, votes, and notes recorded as the meeting happens
- Import of existing agendas, minutes, and packets from Municode Meetings
- Unlimited agendas and meetings across all three boards
- Full setup, staff training, and ongoing support included

Municipal One’s agenda management system has made our packet process more efficient, organized, and transparent. The platform is user-friendly, and their support team has been outstanding.

- Maycie Jaehnig, City Recorder
City of North Bend, Oregon

Pricing

Municipal One Agenda Management	\$7,500 / year
Implementation and setup	\$2,500, reduced to \$1,500 if signed by August 31, 2026

No per-board charges. No meeting limits. No automatic annual price increases.

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SENT VIA EMAIL ONLY

August 27, 2026

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



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

Dear Supervisor Tollisen:

MJ Engineering, Architecture, Landscape Architecture and Land Surveying, P.C. (MJ) is pleased to provide the Town of Halfmoon (Town) with this proposal for engineering services associated with the replacement of the existing water main on Grange Road as part of the current Brookwood Road Water Main Replacement Project. Based on previous discussions with the Town and MJ’s project understanding, the associated Scope of Services are included below.

PROJECT UNDERSTANDING

Based upon previous discussions with the Town, MJ understands the following:

- The existing water main on Grange Road is deteriorating and in need of replacement.
- The Town approved a change order on 8/19/26 to Bellamy Construction Co., under the existing Brookwood Road Water Main Replacement project, to install approximately 750 linear feet of 8-inch HDPE water main on Grange Road to replace the existing water main.
- The Town has requested MJ to provide contract administration and inspection services to complete the additional work on Grange Road.

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

SCOPE OF SERVICES

Task 05: Contract Administration Services

- 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 one (1) additional Contractor’s monthly applications. Payment applications will be prepared and submitted to the Town as needed.
- Conduct up to two (2) additional 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, and Notice of Substantial Completion for the Grange Road section. Notice of Final Completion will be issued for the overall contract inclusive of the work on both Brookwood Road and Grange Road.
- 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 06: Construction Observation Services

MJ will provide up to 160 additional hours of construction observation during critical phases of construction by a NICET Level III inspector in the Town 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 Town right-of-way.
- 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 related 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 will perform the outlined tasks in conjunction with the schedule developed for the Brookwood Road Water Main Replacement project.



FEE

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

Task 05: Contract Administration Services	\$12,700
Task 06: Construction Observation Services*	\$21,600
Total Estimated Fee: \$34,300	

**The fee for construction observation services assumes 160 hours (based on an 4-week construction duration). Construction observations services to be billed as hourly not-to-exceed at \$135/hour.*

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 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.
2. 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. Design, bid, construction phase services for additional water system improvements.

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



Brookwood Road Water Main Replacement
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AUTHORIZATION TO PROCEED

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

Kevin Tollisen, Supervisor
Town of Halfmoon

Date