TOWN BOARD MEETING-DRAFT AGENDA

December 02, 2026
7:00 PM
A. James Bold Meeting Room

AGENDA

WORKSHOP - Board Room - 6:15 PM

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

PUBLIC HEARING: TABLED FROM TOWN BOARD MEETING NOVEMBER 18, 2026 TO DISCUSS AUTHORIZING AN AMENDMENT TO THE CODE OF THE TOWN OF HALFMOON REGARDING REGULATIONS RELATING TO BATTERY ENERGY STORAGE SYSTEMS (BESS)

COMMUNITY EVENTS

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

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

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

LEARN TO SKI/SNOWBOARD: Brought to you by Halfmoon Recreation. Saturday Mornings starting January 2, 2027 Six Consecutive Weeks (Excluding Holiday -1/18/2027) Participants must provide your own transportation. Lessons held from 9:30 am -11:00am. Ski Pass is valid 9:00am-1:00pm Everyone ages 8 & up are welcome to participate. Registrations forms are available at the Recreation Office. After 11/29/2026 add $35.00 to prices listed on registration form. For more information contact Jim Hayes, Halfmoon Recreation Director 518-371-7410 ext. 2272 or jhayes@townofhalfmoon-ny.gov

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

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

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

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

CELEBRATING 250 YEARS OF HOLIDAY MAGIC: Walking Through the Decades will take place on December 18th and 19th from 5 pm to 8 pm at the Town Hall, 2 Halfmoon Town Plaza, Halfmoon, NY 12065. Immerse yourself in Christmas Past and join us for an unforgettable event that will include toy making, tree decorating, wagon rides, smore pit, and so much more!

RED CROSS BLOOD DRIVE: DECEMBER 22, 2026 from 1 pm to 6 pm in the A. James Bold Room at the Town Hall, 2 Halfmoon Town Plaza, Halfmoon, NY 12065. To schedule an appointment, call 1-800-RedCross or go to redcrossblood.org and enter sponsor code:halfmoontownhall.

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

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

REPORTS OF BOARD MEMBERS AND TOWN ATTORNEY

Kevin J. Tollisen (Town Supervisor)

Eric Catricala (Deputy Town Supervisor)

a. Chair of Personnel Committee
b. Co-Liaison to Planning Board
c. Co-Chair of Business and Economic Development Committee
d. Chair for Parks and Athletics Organizations
e. Liaison to Trails & Open Space Committee

Paul Hotaling (Town Board Member)

a. Chair for Recreation & Character Counts
b. Ethics Committee
c. Co-Liaison to Comprehensive Plan Update Committee
d. Chair of Infrastructure & Safety (Water, Highway, Building & Maintenance)
e. Liaison to the Information Technology Department

John Wasielewski (Town Board Member)

a. Co-Liaison to Planning Board
b. Chair of Committee of Emergency Services & Public Safety
c. Liaison to Animal Control and related services

Jeremy Connors (Town Board Member)

a. Liaison to Zoning Board
b. Chair of Business and Economic Development Committee
c. Chair for Not-for-Profit Organizations
d. Liaison to Comprehensive Plan Update Committee

Kelly L. Catricala (Town Clerk)

Dana Cunniff (Receiver of Taxes)

a. Chair of Committee on Resident Relations

Lyn Murphy, Esq. (Town Attorney)

Cathy Drobny, Esq. (Deputy Town Attorney)

PUBLIC COMMENT (For discussion of agenda items)

DEPARTMENT REPORTS

DEPARTMENT MANAGER MONTHLY REPORTS

CORRESPONDENCE

1. **Received** from the Town of Halfmoon Planning Board, their resolutions passed at the November 23, 2026 Planning Board Meeting.

OLD BUSINESS

NEW BUSINESS

351. Resolution that the Town Board approves the Town Board Meeting Minutes of November 18th, 2026 as presented.
Resolution Introduced by Town Clerk Catricala

352. **Resolution** that the Town Board accepts the Town Clerk's Certificate of No Filing for using Water Fund Capital Reserve Monies for the design, construction and installation of a watermain on Belleard Lane in the Town of Halfmoon.
Introduced by Town Clerk Catricala

353. Resolution authorizing the Town Supervisor to sign Change Order #1.

Resolution that the Supervisor is hereby authorized to sign Change Order #1 to adjust the substantial completion date for the Crescent Vischer Ferry Road Water Main Roeplacement Project from November 30, 2026, to March 12, 2027, and the final payment date from December 31, 2026 to June 7, 2027, to account for delays caused by permitting and bid delays, as prepared and recommended by the engineers for this Project subject to the review and approval of the Town Attorney.
Resolution Introduced by Superintendent of Water and Buildings Maintenance Supervisor Tironi

354. Resolution authorizing the Town Supervisor to sign Change Order #2.

Resolution that the Supervisor is hereby authorized to sign Change Order #2 to adjust the total amount for the Vischer Ferry Road Water Main Replacement Project to increase the cost by $282,789.00 to account for the installation of an additional 860 linear feet of 8" HDPE water main and appurtenances along Belleard Lane as prepared and recommended by the engineers for this Project subject to the review and approval of the Town Attorney.
Resolution Introduced by Superintendent of Water and Buildings Maintenance Supervisor Tironi

355. Resolution to hire MJ Engineering, Architecture, Landscape Architecture, and Land Surveying, P.C.

Resolution authorizing the Supervisor to enter into a supplemental agreement with MJ Engineering, Architecture, Landscape Architecture, and Land Surveying, P.C. to add engineering services associated with the Belleard Lane water main extension, as part of the current Crescent Visher Ferry Road Water Main Replacement Project in the not to exceed amount of $47,200, and to authorize the Supervisor to sign the supplemental agreement and any documentation necessary to complete the work, subject to the review and approval of the Town Attorney.
Resolution Introduced by Superintendent of Water & Building Maintenance Supervisor Tironi

356. Resolution that the Town Board hereby authorizes the purchase of 7 12 inch valves in the not to exceed amount of $23,662.10 from Core & Main.

Resolution that the Town Board authorizes the Water Department to purchase 7 12 inch valves from Core and Main in the not to exceed amount of $23,662.10, consistent with the bid proposal dated 11/17/2026 and to authorize the Town Supervisor to execute any documentation necessary to effectuate the purchases, subject to the review and approval of the Town Attorney.
Resolution Introduced by Superintendent of Water & Building Maintenance Supervisor Tironi

357. Resolution scheduling a Public Hearing for December 16,2026.

Resolution that the Town Board hereby schedules a Public Hearing for the December 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 expending $58,000.00 from the General Fund Traffic Improvement Capital Reserve fund to match the federal funds for the Halfmoon Roadway Departure Safety action Project, subject to permissive referendum
Resolution Introduced by Superintendent of Highways Bryans.

358. Resolution that the Town Board authorizes the Comptroller to make the attached Creation of Appropriations.
Resolution Introduced by Comptroller Sullivan

PUBLIC COMMENT (For discussion of non-agenda items)

ADJOURN

CHANGE ORDER NO.: 1

Owner:	Town of Halfmoon	Owner's Project No.:	Bid Spec 4-2026
Engineer:	MJ	Engineer's Project No.:	964.140
Contractor:	Bellamy Construction Company	Contractor's Project No.:	
Project:	Crescent Vischer Ferry Road WM Replacement		
Contract Name:	1- General Construction		

Date Issued: November 12, 2026 Effective Date of Change Order: November 12, 2026

The Contract is modified as follows upon execution of this Change Order:

Description: This no-cost Change Order adjusts the Contract Times to account for anticipated delays with obtaining the NYSDOT Highway Work Permit, and this project going out to Bid later than initially planned for. The substantial and final completion dates have been adjusted to reflect a reasonable schedule to complete this project.

Attachments: Construction Schedule prepared by Bellamy Construction Company

Change in Contract Price	Change in Contract Times
Original Contract Price: $ 928,060.00	Original Contract Times: Substantial Completion: November 30, 2026 Ready for final payment: December 31, 2026
[Increase] [Decrease] from previously approved Change Orders No. 1 to No. _ $ N/A	[Increase] [Decrease] from previously approved Change Orders No.1 to No. __ : Substantial Completion: N/A Ready for final payment: **N/A**
Contract Price prior to this Change Order: $ 928,060.00	Contract Times prior to this Change Order: Substantial Completion: November 30, 2026 Ready for final payment: December 31, 2026
[Increase] [Decrease] this Change Order: $ 0.00	**[Increase]** {Deerease) this Change Order: Substantial Completion: March 12, 2027 Ready for final payment: June 7, 2027
Contract Price incorporating this Change Order: $ 928,060.00	Contract Times with all approved Change Orders: Substantial Completion: March 12, 2027 Ready for final payment: June 7, 2027

Recommended by Engineer	_Authorized by Owner
By: □□	
Title: Design Engineer	
Date: November 12, 2026	
Accepted by Contractor	Approved by Funding Agency (if applicable)
By:	N/A
Title: □	N/A
Date: 11/19/26	N/A

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Bellamy Construction
Crescent Vischer Ferry Rd

ID	Task Mod	Task Name	Duration	Start	Finish	Resource Names
1		**Water Main Replacement**				
2		Mobilization	1 day	Wed 10/28/26	Wed 10/28/26	
3		Layout	1 day	Fri 10/30/26	Fri 10/30/26	
4		Pre Construction Video	1 day	Fri 10/30/26	Fri 10/30/26	
5		Utility Locating	5 days	Fri 10/30/26	Thu 11/5/26	
6		Parts Delivery	1 day	Mon 11/2/26	Mon 11/2/26	
7		Pipe Fusing 12" HDPE	5 days	Fri 10/30/26	Thu 11/5/26	
8		**A23+45-19+50**				
9		Drill Out Pre Ream 23+45-19+50	2 days	Mon 11/9/26	Tue 11/10/26	
10		Pull back 23+45-19+50	1 day	Wed 11/11/26	Wed 11/11/26	
11		Tie in to existing @ 23+45	2 days	Thu 11/12/26	Fri 11/13/26	
12		Tie in 17+80	1 day	Mon 11/16/26	Mon 11/16/26	
13		**A19+50-14+50**				
14		Utility Locate	1 day	Tue 11/17/26	Tue 11/17/26	
15		Drill Out Pre Ream 19+50-14+50	2 days	Wed 11/18/26	Thu 11/19/26	
16		Pull Back 19+50-14+50	1 day	Fri 11/20/26	Fri 11/20/26	
17		Install Hydrant 17+75	1 day	Mon 11/23/26	Mon 11/23/26	
18		**A14+50-9+50**				
19		Utility Locate	1 day	Tue 11/24/26	Tue 11/24/26	
20		Drill Out Pre Ream 14+50-9+50	2 days	Mon 11/30/26	Tue 12/1/26	
21		Pull Back 14+50-9+50	1 day	Wed 12/2/26	Wed 12/2/26	
22		Install hydrant @ 12+50	1 day	Thu 12/3/26	Thu 12/3/26	
23		Install valve and tee @ 9+25	2 days	Fri 12/4/26	Mon 12/7/26	
24		**A9+50-4+50**				
25		Utility Locate 9+50-4+50	1 day	Tue 12/8/26	Tue 12/8/26	
26		Drill out pre ream9+50-4+50	2 days	Wed 12/9/26	Thu 12/10/26	
27		Pull back 9+50-4+50	1 day	Fri 12/11/26	Fri 12/11/26	
28		Install Hydrant @7+50	1 day	Mon 12/14/26	Mon 12/14/26	
29		Tie in @9+85	1 day	Tue 12/15/26	Tue 12/15/26	
30		Tie in @ 5+00	1 day	Wed 12/16/26	Wed 12/16/26	
31		**A4+50-0+00**				
32		Utility Locate	1 day	Thu 12/17/26	Thu 12/17/26	
33		Drill out Pre Ream 4+50-0+00	2 days	Fri 12/18/26	Mon 12/21/26	
34		Pull Back 4+50-0+00	1 day	Tue 12/22/26	Tue 12/22/26	

Qtr 1, 2023: Jan | Feb | Mar
Qtr 2, 2023: Apr | May

Project: 2020_AllJobs_Updated_
Date: Wed 11/11/26

Task	Project Summary	Manual Task	Start-only	Deadline	
Split	Inactive Task	Duration-only	Finish-only	Progress	
Milestone	Inactive Milestone	Manual Summary Rollup	External Tasks	Manual Progress	
Summary	Inactive Summary	Manual Summary	External Milestone		

Bellamy Construction
Crescent Vischer Ferry Rd

ID	Task Mod	Task Name	Duration	Start	Finish	Resource Names
35		Tie in @ 0+00	1 day	Wed 12/23/26	Wed 12/23/26	
36		Install Hydrant @2+75	1 day	Mon 12/28/26	Mon 12/28/26	
37		Install Valves and Tee @ 0+75	2 days	Tue 12/29/26	Wed 12/30/26	
38		Tie into existing @ 0+00	1 day	Wed 12/30/26	Wed 12/30/26	
39		Tie in @ 3+20	1 day	Mon 1/4/27	Mon 1/4/27	
40		Test and Chlorinate	2 days	Tue 1/5/27	Wed 1/6/27	
41		Install Water Services	7 days	Thu 1/7/27	Fri 1/15/27	
42		**C0+00-C1+19**				
43		Road Crossing/Tie in	3 days	Mon 1/18/27	Wed 1/20/27	
44		**B0+00-B0+75**				
45		Road Crossing/Tie in	3 days	Thu 1/21/27	Mon 1/25/27	
46		**B0+75-B5+75**				
47		Utility Locate	1 day	Tue 1/26/27	Tue 1/26/27	
48		Drill Out B0+75-B5+75	1 day	Wed 1/27/27	Wed 1/27/27	
49		Pull Back B0+75-B5+75	1 day	Thu 1/28/27	Thu 1/28/27	
50		Winter Shut Down	8 days	Fri 1/29/27	Tue 2/9/27	
51		**B5+75-B10+57**				
52		Utility Locate	1 day	Wed 2/10/27	Wed 2/10/27	
53		Drill Out B5+75-B10+75	1 day	Thu 2/11/27	Thu 2/11/27	
54		Pull Back B5+75-B10+75	1 day	Fri 2/12/27	Fri 2/12/27	
55		Install Hydrant @ 7+60	1 day	Mon 2/15/27	Mon 2/15/27	
56		Test and Chlorinate	1 day	Tue 2/16/27	Tue 2/16/27	
57		Install Water Services	8 days	Thu 2/18/27	Mon 3/1/27	
58		Cut And Cap /Grout	4 days	Tue 3/2/27	Fri 3/5/27	
59		Restoration	5 days	Tue 6/1/27	Mon 6/7/27	
60						
61						
62						
63						
64						
65						
66						
67						
68						

Qtr 1, 2023: Jan | Feb | Mar
Qtr 2, 2023: Apr | May

Project: 2020_AllJobs_Updated_
Date: Wed 11/11/26

Task	Project Summary	Manual Task	Start-only	Deadline	
Split	Inactive Task	Duration-only	Finish-only	Progress	
Milestone	Inactive Milestone	Manual Summary Rollup	External Tasks	Manual Progress	
Summary	Inactive Summary	Manual Summary	External Milestone		

CHANGE ORDER NO.: 2

Owner:	Town of Halfmoon	Owner's Project No.:	Bid Spec 4-2026
Engineer:	MJ Engineering, Architecture, Landscape Architecture, and Land Surveying, P.C.	Engineer's Project No.:	964.140
Contractor:	Bellamy Construction Company	Contractor's Project No.:	
Project:	Crescent Vischer Ferry Road WM Replacement		
Contract Name:	1 – General Construction		
Date Issued:	November 19, 2026	Effective Date of Change Order:	November 19, 2026

The Contract is modified as follows upon execution of this Change Order:

Description: This Change Order increases the Contract Price to account for the installation of an additional 860 linear feet of 8" HDPE water main and appurtenances along Belleard Lane, as requested by the Town. The increase in Contract Price associated with this Change Order ($282,789), is intended to cover the estimated cost of all work associated with the water main installation along Belleard Lane. The final cost of the installation along Belleard Lane will be dependent on the quantities of each material installed. All unit prices to be used for payment are unit prices from the Crescent Vischer Ferry WM Replacement Project.

Attachments: The attached spreadsheet presents a breakdown of the quantities anticipated for each unit price item for the water main installation along Belleard Lane, utilizing the Crescent Vischer Ferry unit prices, to be incorporated into the current contingency allowance and Change Order No. 2 amounts.

Change in Contract Price	**Change in Contract Times**
Original Contract Price: $ 928,060.00	Original Contract Times: Substantial Completion: November 30, 2026 Ready for final payment: December 31, 2026
[Increase] [Decrease] from previously approved Change Orders No. 1 to No. ___ : $ N/A	**[Increase]** ~~[Decrease]~~ from previously approved Change Order No.1 : Substantial Completion: March 12, 2027 Ready for final payment: June 7, 2027
Contract Price prior to this Change Order: $ 928,060.00	Contract Times prior to this Change Order: Substantial Completion: March 12, 2027 Ready for final payment: June 7, 2027
[Increase] ~~[Decrease]~~ this Change Order: $ 282,789.00	[Increase] [Decrease] this Change Order: Substantial Completion: N/A Ready for final payment: N/A
Contract Price incorporating this Change Order: $ 1,210,849.00	Contract Times with all approved Change Orders: Substantial Completion: March 12, 2027 Ready for final payment: June 7, 2027

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	Recommended by Engineer	Authorized by Owner
By:	Bruce Brandt	
Title:	Design Engineer	
Date:	November 19, 2026	
	Accepted by Contractor	Approved by Funding Agency (if applicable)
By:		N/A
Title:	President	N/A
Date:	11/19/26	N/A

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Belleard Lane Water Main Replacement					
Bid Item No.	Description	Item Quantity	Units	Unit Price	Total Value of Item ($)
BID ITEMS FROM Crescent Vischer Ferry Water Main Extension					
1A	Mobilization, Demobilization, and General Conditions	0.95	LS	$55,400.00	$52,630.00
2A	Work Zone Traffic Control	0.97	LS	$46,400.00	$45,008.00
3A	Stormwater and Erosion Control	0.24	LS	$7,000.00	$1,680.00
4A	Asphalt Pavement Removal	0.24	CY	$2,500.00	$600.00
5B	8" DR11 HDPE	860	LF	$84.00	$72,240.00
6A	Connection at 0+00	1	LS	$12,500.00	$12,500.00
8A	Thrust Restraint	1	EA	$3,035.00	$3,035.00
9A	Hydrant and Valve Assembly	2	EA	$8,400.00	$16,800.00
11B	8" Gate Valve (installation only)	1	EA	$2,000.00	$2,000.00
12A	1" Water Service (same side)	3	EA	$3,500.00	$10,500.00
12B	1" Water Service (opposite side)	4	EA	$7,500.00	$30,000.00
13A	Subbase Course	20	CY	$55.00	$1,100.00
14A	Asphalt Replacement	10	TON	$450.00	$4,500.00
15A	Topsoil and Seeding	75	SY	$20.00	$1,500.00
16A	Water Main Activation	0.24	LS	$8,900.00	$2,136.00
17A	Utility Locating - ASCE Quality Level A	10	EA	$1,000.00	$10,000.00
18A	Record Documentation	0.24	LS	$6,500.00	$1,560.00
20A	Contingency Allowance	0.12	LS	$125,000.00	$15,000.00
	TOTAL				**$282,789.00**

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SENT VIA EMAIL ONLY

November 23, 2026

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

Re: Crescent Vischer Ferry Water Main Replacement
MJ Project No. 964.140
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 Belleard Lane water main extension, as part of the current Crescent Vischer Ferry 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 properties on Belleard Lane are not currently served with water from the Town's existing water distribution system.
- There is an existing 8-inch water main on Dunsbach Road which has frontage to the Belleard Lane intersection.
- To supply water to the properties on Belleard Lane, the Town plans to issue a change order to Bellamy Construction Co. (Bellamy), under the existing Crescent Vischer Ferry Road Water Main Replacement project. The change order will include the installation of approximately 860 linear feet of 8-inch HDPE water main on Belleard Lane, including hydrants, valves, and water services.
- The Town has requested MJ to provide detailed design, permitting, contract administration, and inspection services to complete the additional work on Belleard Lane.

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

SCOPE OF SERVICES

Task 02: Design Phase Services

- Conduct a site walkthrough with the Town to review the project area and identify site features, conditions, and/or constraints that will affect the performance of the work to be completed, and as needed to develop design plans.
- Collect and review available existing information for the water system, including available record mapping and Town GIS mapping.

- Prepare concept drawing for proposed water main routing for review and approval by the Town.
- Prepare the following drawings for use by Bellamy for installation of the water main on Belleard Lane:
    - Existing Conditions and Removals Plan
    - Water Main Plan
- Update the Engineering Report prepared for the Crescent Vischer Ferry Road Water Main project to include the Belleard Lane water main extension.
- Update the opinion of probable construction cost for the water main extension to ensure conformance with the project budget.
- Assist the Town with price negotiations with Bellamy for the proposed change order amount.

Task 03: Regulatory Agency Coordination

- **New York State Department of Health (NYSDOH)** – MJ will assist the Town in obtaining NYSDOH approval of the Belleard Road water main extension. The final water main plan and updated engineering report will be submitted to the NYSDOH for review and approval. Comments provided by the NYSDOH will then be incorporated into the plans provided to Bellamy for construction.

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 Belleard Lane section. Notice of Final Completion will be issued for the overall contract inclusive of the work on both Crescent Vischer Ferry Road and Belleard Lane.
- 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 200 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 expended 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 Crescent Vischer Ferry Road Water Main Replacement project.

FEE

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

Task 02: Design Phase Services $6,000
Task 03: Regulatory Agency Coordination $1,500
Task 05: Contract Administration Services.....$12,700
Task 06: Construction Observation Services* $27,000

Total Estimated Fee: $47,200

**The fee for construction observation services assumes 200 hours (based on a 5-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. Work will be completed under a change order to the existing Crescent Vischer Ferry Water Main Replacement project. Preparation of a separate bid package is not required.
2. Preparation of plan-view only is required by NYSDOH. Profile of the new water main is not required.
3. Publicly available LiDAR and Town GIS layers will be used to prepare the water main plan.
4. Right-of-way survey is not required. Property lines to be established via tax maps. Property boundaries shown on the imagery will be approximate, and for orientation purposes only based on tax maps and evidence of possession located in the field.
5. Preparation of a Storm Water Pollution Prevention Plan (SWPPP) is not included. It is assumed that the total disturbance will be less than 1 acre for the proposed water main installation.
6. 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.
7. 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. Topographic survey and mapping.
2. Underground utility locating.

3. Cultural / archeological investigations.
4. Habitat assessments, wetlands delineation and permitting.
5. Threatened / endangered species investigations.
6. Geotechnical investigation.
7. Preparation of temporary and/or permanent construction easements.
8. 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

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

Run Date: 11/17/26

Preshipment Notification

Customer #	**204420**
Order #	**BB09492**
Date Ordered	11/17/26
Job #	
Job Name	
Customer Reference	
Purchase Order #	
Method of Shipment	DIRECT
Contract Order #	0000000
Ordered By	FRANK
Ship Via	

Sold To:
TOWN OF HALFMOON
2 HALFMOON TOWN PLZ
HALFMOON, NY 12065-6550

Ship To:
TOWN OF HALFMOON
WATER DEPARTMENT
8 BROOKWOOD RD
WATERFORD, NY 12188

Branch:
WATERVLIET NY
Branch - 400
14 Arch St
Watervliet, NY 12189

Phone: 518-273-6300

Bid Seq#	Product Code	Description	Qty Ordered	Qty Shipped	Qty B/O	Net Price	UOM	Ext Price
	5112A236123	12 A2361-23LN MJ RW GV OL ON 316SS B&N 120A236123LN	7	7		3380.30000	EA	23662.10

Terms in accordance with shipping manifest.

Special Instructions/Comments:
WARNING-HEAVY ITEM-LIFT ASSISTANCE REQ'D

Total Shipped: **23662.10**
Total Ordered: **23662.10**

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