



## TOWN BOARD MEETING

September 04, 2024

7:00 PM

A. James Bold Meeting Room

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### AGENDA

**WORKSHOP - Board Room - 6:15 PM**

**PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**

#### **COMMUNITY EVENTS**

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

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

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

**HARVEST FESTIVAL** September 20th, 21st, and 22nd. Presented by Halfmoon Celebrations Association, Inc. and the Town of Halfmoon. Three Day Event for all to enjoy!

**Friday September 20th** Concert and Dinner 6:30pm-9:00pm at the Halfmoon Town Park, 162 Route 236. Come out to hear music by That 80's Band, taking you back in time to re-live the BEST decade of music! Dinner of Half Chicken, Pulled Pork, Corn on the Cob, Coleslaw & Honey Biscuit all for \$15.00 per person.

**Saturday September 21st** Harvest Festival 12:00 pm to 4:00 pm at the Halfmoon Town Park, 162 Route 236. Family Fun filled day with Vendors, Crafters; Hayrides; Petting Zoo; Kids Zone, Pumpkin Decorating; Face Painting; Raffles, and much more. Food available to purchase.

**Sunday September 22nd** Breakfast Bonanza 8:00 am to 10:30 am at the Halfmoon Senior Center 287 Lower Newtown Road. Pancakes, Eggs; Home Fries; Bacon; Sausage; Toast & Coffee. \$10.00 per person.

#### **TOWN MEETINGS:**

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

- **Town Board:** 1st and 3rd Wednesday of the month at 7:00 PM  
Pre-meeting at 6:15 PM
- **Zoning Board of Appeals:** 1st Monday\* of the month at 7:00 PM

**Pre-meeting at 6:45 PM**

- **Planning Board: 2nd and 4th Monday\* of the month at 7:00 PM**

**Pre-meeting at 6:15 PM**

- **Trails & Open Space Committee: 3rd Monday\* of the 3rd month at 7:00 PM, unless otherwise announced.**

## **REPORTS OF BOARD MEMBERS AND TOWN ATTORNEY**

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

#### **Paul Hotaling (Deputy Town Supervisor)**

- Chair of Personnel Committee
- Ethics Committee
- Co-Liaison to Comprehensive Plan Update Committee
- Chair of Infrastructure & Safety (Water, Highway, Building & Maintenance)
- Co-Chair for Character Counts

#### **John Wasielewski (Town Board Member)**

- Liaison to Planning Board
- Chair of Committee of Emergency Services & Public Safety
- Liaison to Animal Control and related services

#### **Jeremy Connors (Town Board Member)**

- Liaison to Zoning Board
- Chair of Business and Economic Development Committee
- Chair for Not-for-Profit Organizations
- Liaison to Comprehensive Plan Update Committee

#### **Eric Catricala (Town Board Member)**

- Co-Liaison to Planning Board
- Co-Chair of Business and Economic Development Committee
- Chair for Parks and Athletics Organizations
- Chair for Recreation
- Co-Chair for Character Counts
- Liaison to Trails & Open Space Committee

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

#### **Dana Cunniff (Receiver of Taxes)**

- 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 (Can be viewed at the Town Clerk's Office) Water

## CORRESPONDENCE

1. **Received** from NYS Office of Real Property Tax Services regarding assessment roll completed in 2024.
2. **Received** from Town of Clifton Park, a letter regarding Public Hearing Notice for Telecommunications Law-Zoning Text Modification
3. **Received** from Clifton Park Halfmoon Public Library their notice of election on September 12, 2024 from 7 am until 9 pm.
4. **Received** from Jeffrey K. Anderson, 39 Willowbrook Terrace Halfmoon, NY 12065, a request for a Speed Study for intersection of Cold Springs Drive and Werner Road in Halfmoon.
5. **Received** from NYS Department of Transportation a letter regarding a Speed Limit Reduction on Sitterly Road that a speed reduction is not warranted at this time

## OLD BUSINESS

## NEW BUSINESS

**258. Resolution** to approve Town Board Meeting Minutes of August 21, 2024.  
**Resolution Introduced by Town Clerk Catricala**

**259. Resolution** amending contract for Event Coordinator.

**Resolution** amending resolution 3(A) which authorized entering into an Agreement with Kate Jeanson to increase the not to exceed amount from \$15,000 to \$21,500 for coordination and promotion of events and to authorize the Supervisor to execute any documents to necessary amend the Agreement, subject to the review and approval of the Town Attorney.  
**Resolution Introduced by Supervisor Tollisen**

**260. Resolution** to enter into an Agreement with Snyder Printer.

**Resolution** that the Town Board hereby authorizes the Supervisor to enter into an Agreement with Snyder Printer to provide printing services for the Fall/Winter edition of the Halfmoon Navigator in the not to exceed cost of \$6,705.00, with the understanding that if postage rates increase, the Town would be responsible for paying for the additional postage and hereby authorizes the Supervisor to execute any documents necessary to effectuate the Agreement, subject to the review and approval of the Town Attorney.  
**Resolution Introduced by Supervisor Tollisen**

**261. Resolution** to hire Lynda Sylvain.

**Resolution** that the Town Board hereby appoints Lynda Sylvain as a part time Clerk in the Court Office at Grade 1 Base Pay \$20.43/hr, contingent on successful completion of all pre-employment testing. **Resolution Introduced by Town Justice Fodera**

**262. Resolution** to hire Ronald Vermilyea.

**Resolution** that the Town Board appoints Ronald Vermilyea as a Part time Chauffer at Grade 3 Base Pay \$22.47/hr effective September 9, 2024, subject to successful pre-employment testing.

**Resolution Introduced by Town Clerk Catricala**

**263. Resolution** to accept monies from the County for the purchase of a vehicle for the Senior Transportation Program.

**Resolution** that the Town Board hereby authorizes the Supervisor to enter into an agreement with Saratoga County to receive reimbursement for the purchase of a vehicle mainly utilized for the transportation of our senior residents to medical appointments and shopping in the amount of \$23,750.00, and hereby authorizes the Supervisor to execute any documents necessary to effectuate the agreement, subject to the review and approval of the Town Attorney.

**Resolution Introduced by Recreation Director Department of Aging and Youth Hayes**

**264. Resolution** to let bids for a bus.

**Resolution**, that the Town of Halfmoon is hereby letting bids and will be accepting sealed bids for a bus to enhance the fleet of vehicles currently utilized to transport seniors and/or for other municipal purposes when necessary until 1:00 pm on October 1, 2024, for the above vehicle in accordance with the bid package available at the Town Clerk's Office in the Town of Halfmoon and on BidNet operated through SourceSuite, subject to the review and approval of the Town Attorney.

**Resolution Introduced by Recreation Director Department of Aging and Youth Hayes**

**265. Resolution** to hire Kristine Coulombe.

**Resolution** that the Town Board appoints Kristine Coulombe as a full time Deputy Town Clerk at Grade 3 Base Pay \$48,400.00 pro rata, effective September 23, 2024, pending successful completion of all pre-employment testing.

**Resolution Introduced by Town Clerk Catricala**

**266. Resolution** authorizing the Superintendent of Highways to enter into an Agreement with Precision Trenchless, LLC.

**Resolution** that the Town Board authorizes the Superintendent of Highways to enter into an Agreement with Precision Trenchless, LLC. for CIPP lining and CCTV 15 inch, 214 linear feet on Woodin Road in the not to exceed amount of \$35,141.00 utilizing the and Onondaga County Contract #0010984, and to authorize the Highway Superintendent to execute any

[documentation necessary to effectuate the work detailed in the Agreement, subject to the review and approval of the Town Attorney.](#)  
**[Resolution Introduced by Superintendent of Highways Bryans](#)**

**267. Resolution** to hire Michael Castracani.

**Resolution** that the Town Board hereby hires Michael Castracani as a full time Parks Laborer at Grade 1, Base Pay \$21.91/hr, subject to successful completion of all pre-employment testing.

**Resolution Introduced by Supervisor of Buildings & Grounds Maiello**

**268. Resolution** to let bids for a van.

**Resolution**, that the Town of Halfmoon is hereby letting bids and will be accepting sealed bids for a van to enhance the fleet of vehicles currently utilized to transport seniors and/or for other municipal purposes when necessary until 1:15 pm on October 1, 2024, for the above vehicle in accordance with the bid package available at the Town Clerk's Office in the Town of Halfmoon and on BidNet operated through SourceSuite, subject to the review and approval of the Town Attorney.

**Resolution Introduced by Recreation Director Department of Aging and Youth Hayes**

**269. Resolution** to extend the Kensington at Halfmoon Phase II Planned Development District.

**Resolution** that the Town Board hereby approves extending the Kensington at Halfmoon Phase II Planned Development District for an additional one-year period, to commence development by September 21, 2025.

**Resolution Introduced by Building, Planning Development Coordinator Harris.**

**270. Resolution** to set Public Hearing

**Resolution** that the Town Board hereby schedules a Public Hearing for the September 18, 2024, 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 Code of the Town of Halfmoon and regulations regarding sewer installation and the issuance of building permits for the demolition of historical buildings.

**Resolution Introduced by Coordinator of Building, Planning & Development Harris**

**271. Resolution** to hire Sarah Kelly.

**Resolution** that the Town Board hereby appoints Sarah Kelly as a Principal Account Clerk in the Comptroller's Office at Grade 5 Base Pay \$26.24/hr effective September 16, 2024, subject to successful pre-employment testing.

**Resolution Introduced by Comptroller Hatter**

**PUBLIC COMMENT (For discussion of non-agenda items)**

**ADJOURN**

**Contract**  
**Town of Halfmoon, New York and**  
**Kathy "Kate" Jeanson, Event Coordinator**

This contract defines the contractual relationship between the Town of Halfmoon, New York and Kathy "Kate" Jeanson, Event Coordinator. Ms. Jeanson will provide her experience coordinating, organizing and promoting Town events as requested by the Town Supervisor. Ms. Jeanson will also provide services related to generating information and interest for community events to ensure that the residents of the Town of Halfmoon and surrounding communities are aware of Town sponsored community events, Town sponsored public service programs, and various other programs that the Town of Halfmoon provides.

This contract in no way establishes an employer/employee relationship. The contract is for services only and no rights or benefits usually conferred to employees of the Town of Halfmoon shall be conferred via this contract.

Ms. Jeanson hereby acknowledges and agrees that she is solely responsible for the content of her work product. The Town of Halfmoon will in no way incur liability based upon her work product as an independent contractor with the Town.

This contract will commence on January 1, 2024 and will end no later than December 31, 2024. Ms. Jeanson's fee is hereby established as \$25/hour in the amount not to exceed \$21,500. The fee will be paid upon submission of invoices from Ms. Jeanson.

\_\_\_\_\_  
Town of Halfmoon

\_\_\_\_\_  
Ms. Kathy "Kate" Jeanson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**SNYDER** 691 River Street  
Troy, NY 12180  
P 518-272-8881  
F 518-272-8935  
**PRINTER** snyderprinter.com

Town of Halfmoon New York  
324 Route 146  
2 Halfmoon Town Plaza  
Halfmoon, NY 12065

08/07/24

Estimate: 66491

Dear Kate,

We are pleased to provide you with the following quotation:

**Description:** Navigator Newsletter - 20 Page Self Cover - Fall 2024

**Size:** 17 x 11 (Flat) - 8.5 x 11 (Finished)

**Number of Pages:** 20 Page Self Cover

**Artwork:** Electronic File Supplied (Press Ready PDF)

**Bleeds:** NO

**Proofs:** PDF Proof for Approval

**Stock:** 70# Satin/Silk Text - White

**Inks:** 4 Color Process Throughout

**Other:** Printing 20 Micron Staccato Screening

**Bindery:** Fold Signatures

**Binding:** Saddle Stitch & Trim to 8.5 x 11

**Other:** Pack for Mailing (Everyday Door Direct Mail - EDDM)

**Other:** Process & Mail Approx. 13,864 (Residential & Commercial) as of 8/11/24

This # may change when we run the lists again the week of 9/16.

**Other:** (Postage Additional) - Estimated at \$3,188.72 (13,864)

**Delivery:** 136 Overs to Town of Halfmoon (Via: Snyder Van)

**Delivery:** USPS

**Quantity:** 14,000

**Price:** \$6,705.00

Thank you for this opportunity.

Sincerely,

Dean Snyder

THIS AGREEMENT, made this            day of            , 2024, BY AND BETWEEN,

**COUNTY OF SARATOGA**, a municipal corporation duly organized under the laws of the State of New York with offices at 40 McMaster Street, Ballston Spa, New York 12020, (COUNTY),

- and -

**Town of Halfmoon**, with a place of business at 2 Halfmoon Town Plaza, Halfmoon, New York 12065 (TOWN);

WHEREAS, Saratoga County Department of Aging and Youth Services is in need of a vehicle intended for transporting its senior citizens to and from medical appointments, shopping, and other appropriate destinations as needed; and

WHEREAS, pursuant to Resolution 195-2024 of the Saratoga County Board of Supervisors the COUNTY wishes to engage the services of TOWN, subject to the mutual conditions and covenants contained herein;

NOW, THEREFORE, the parties agree that:

1. The COUNTY will provide funding assistance in the form of a one-time grant in the amount of twenty-three thousand, seven hundred fifty dollars (\$23,750) to be applied toward the cost of purchasing such vehicle in accordance with County Specification. The town of Halfmoon will be responsible for the remaining amount of at least twenty five percent (25%) of the total cost
2. The COUNTY will pay the TOWN in accordance with the rates set forth in its proposal with a total not to exceed the sum of \$23,750, upon submission of a properly documented voucher.
3. The TOWN shall comply with all applicable laws, ordinances and regulations, including non-discrimination and labor laws. The TOWN and the COUNTY agree that for the duration of this Agreement, they will not discriminate against any employee, applicant for employment, or person requesting services because of race, creed, color, national origin, disability, age, sex, marital status, sexual preference or source of payment.
4. The TOWN shall not employ any COUNTY official or employee in connection herewith and shall adhere to the COUNTY's Code of Ethics.
5. The TOWN shall not assign or transfer any interest herein without prior written COUNTY approval.



6. a) TOWN shall, at all times, indemnify and save harmless the COUNTY from and against any and all claims and demands whatsoever, including costs, litigation expenses, counsel fees and liabilities in connection therewith arising out of injury to or death of any person whomsoever or damage to any property of any kind by whomsoever, caused in whole or in part, directly or indirectly, by the acts or omissions of the TOWN, any person, employed by the TOWN, or any person directly or indirectly employed by them or any of them, while engaged in the work hereunder. This clause shall not be construed to limit, or otherwise impair, other rights or obligations of indemnity which exist in law, or in equity, for the benefit of the COUNTY.

b) TOWN shall provide the COUNTY with proof of general liability insurance issued by a company authorized by license to do business in the State of New York. The policy's minimum coverages shall be \$1,000,000/single injury and \$1,000,000/property damage and shall be subject to the approval of the County Attorney. The TOWN may utilize umbrella/excess coverage to achieve the limits required hereunder. The certificate holder must be listed as the COUNTY OF SARATOGA, 40 McMaster Street, Ballston Spa, New York 12020. This insurance certificate must also name the COUNTY OF SARATOGA as additional insured and the TOWN shall provide the COUNTY with proof of such insurance in the form of an Additional Insured Endorsement Rider or other proof acceptable to County.

In the event any policy furnished or carried pursuant to this agreement is scheduled to expire on a date prior to the expiration of the term of this agreement, TOWN shall deliver to the COUNTY a certificate or certificates of insurance evidencing the renewal of such policy or policies not less than 15 days prior to such expiration date, and the TOWN shall promptly pay or cause to be paid all premiums due thereon.

In the event TOWN receives notice of cancellation of said insurance, TOWN shall immediately provide the COUNTY with written notice of such cancellation by no later than the next business day of the COUNTY. Such written notice must be either personally delivered to the Saratoga County Attorney's Office at 40 McMaster Street, Ballston Spa, New York during normal business hours. TOWN shall provide the COUNTY with proof of replacement general liability insurance coverage satisfying the requirements set forth herein within two (2) COUNTY business days of the TOWN'S receipt of said notice of cancellation of TOWN'S insurance.

Any failure by the TOWN to comply with the insurance requirements of this agreement in a timely manner shall constitute a breach of this agreement, and the COUNTY may, at its option, terminate this agreement upon written notice to the TOWN.

The above insurance is not, and shall not be construed as, a limitation upon TOWN'S obligation to indemnify the COUNTY.

This Agreement shall be void and of no effect unless throughout the term of this Agreement TOWN, in compliance with the provisions of the Workers' Compensation Law, shall secure compensation for the benefit of and keep insured during the life of this Agreement such employees as are required to be insured according to law. Proof of such Workers' Compensation Insurance coverage shall be provided to County.

7. This agreement may be terminated by either party upon sixty (60) days written notice to the other party at the party's address stated herein.

8. **NOTICES:** Any notice, demand, request, consent, approval, or other communication given under or with respect to this Agreement shall be in writing and shall be personally served or sent by First Class United States mail, postage pre-paid, addressed to the other party or entity as follows:

To the COUNTY:

Saratoga County Administrator  
40 McMaster Street  
Ballston Spa, NY 12020

With copy to:

Saratoga County Attorney  
40 McMaster Street  
Ballston Spa, NY 12020

To the TOWN:

Town of Halfmoon  
2 Halfmoon Town Plaza  
Halfmoon, NY 12065

IN WITNESS WHEREOF, the parties have hereunto signed this agreement on the day and year appearing opposite their respective signatures.

APPROVED AS TO  
FORM AND CONTENT:

**COUNTY OF SARATOGA**

By: \_\_\_\_\_  
County Attorney

By: \_\_\_\_\_  
Philip C. Barrett, Chair  
Board of Supervisors  
Pursuant to Resolution: 195-2024

Date: \_\_\_\_\_

**Town of Halfmoon**

Date: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Federal I.D. # \_\_\_\_\_



# BOARD OF SUPERVISORS

8/20/2024

## RESOLUTION 195 – 2024

Introduced by Health and Human Services: Supervisors Edwards, Grasso, Lant, Murray, Ostrander, Richardson and Thompson

### **AUTHORIZING AN AGREEMENT WITH THE TOWN OF HALFMOON TO PROVIDE FUNDING FOR THE PURCHASE OF A TRANSPORTATION VEHICLE FOR SENIORS AND AMENDING THE 2024 COUNTY BUDGET IN RELATION THERETO**

**WHEREAS**, the Saratoga County Department of Aging and Youth Services is committed to assisting the County's senior citizens with maintaining an independent lifestyle, and thus administers funds to accommodate their transportation needs; and

**WHEREAS**, the town of Halfmoon is purchasing a vehicle intended for transporting its senior citizens to and from medical appointments, shopping, and other pertinent errands as needed, and has requested that the County provide funding assistance in the form of a one-time grant in the amount of twenty three thousand, seven hundred fifty dollars (\$23,750) to be applied toward the cost of purchasing such vehicle; and

**WHEREAS**, the town of Halfmoon will be responsible for the remaining amount of at least twenty five percent (25%); and

**WHEREAS**, our Health and Human Services Committee and the Director of the Department of Aging and Youth Services has recommended approval of this grant funding request; now, therefore, be it

**RESOLVED**, that the Chair of the Board of Supervisors is hereby authorized to execute an agreement with the town of Halfmoon to provide for the County's issuance of a one-time grant to the town of Halfmoon, in an amount not to exceed twenty three thousand, seven hundred fifty dollars (\$23,750) for the town's purchase of a vehicle to be used for the transportation of local senior citizens to and from medical appointments, shopping, and other pertinent errands as needed; and be it further

**RESOLVED**, that the 2024 County Budget be amended as follows:

#### DEPARTMENT OF AGING AND YOUTH SERVICES:

##### Increase Expenses:

A.76.763-8350

Client Transportation

\$ 23,750

Decrease Fund Balance:

A.0599.B

Appropriated Fund Balance- Budgetary

\$ 23,750

; and be it further

**RESOLVED**, that the form and content of such agreement shall be subject to the approval of the County Attorney; and be it further

**RESOLVED**, that this Resolution shall take effect immediately.

**BUDGET IMPACT STATEMENT:** The budget will be amended to increase expenses and decrease fund balance by twenty three thousand, seven hundred fifty dollars (\$23,750).

August 20, 2024 Regular Meeting

Motion to Adopt: Supervisor Madigan

Second: Supervisor Kinowski

**AYES (210,712.50):** Eric Connolly (11831), Joseph Grasso (4328), Philip C. Barrett (19014.5), Angela Thompson (19014.5), Diana Edwards (819), Jean Raymond (1333), James D. Arnold (3525), Kevin Veitch (8004), Kevin Tollisen (25662), Cynthia Young (17130), Thomas Richardson (5163), Scott Ostrander (18800), Jesse Fish (16202), Willard H. Peck (5242), Ian Murray (5808), Michele Madigan (14245.5), Edward D. Kinowski (9022), David Ball (8208), John Lant (17361)

**NOES (0):**

**ABSENT (24,796.50):** C. Eric Butler (6500), Arthur M. Wright (1976), Sandra Winney (2075), Matthew E. Veitch (14245.5)

THE  
**P R E C I S I O N**  
Precision Industrial Maintenance, Inc. • Martin Environmental Services, Inc.  
Precision Trenchless, LLC  
**G R O U P**

On Behalf of Precision Trenchless LLC, I am pleased to present you with pricing for CIPP lining & CCTV work for Wooden Rd 15 inch 214 LF for the Town of Halfmoon

**Work scope included in pricing**

- CCTV with thumb drive videos and reports
- High pressure jetting and cleaning of all pipe prior to UV CIPP installation
- Installation of 15-inch UV CIPP approximately 214 LF
- Bypass of all water throughout installation process up to 4" capacity.

**Exclusions**

- Any repairs to the host pipe needed to install the CIPP
- Water source to be provided by others
- Final billing will be done with post CCTV footages
- Traffic control beyond standard cones / signs
- Disposal of spoils / debris
- Permits
- Additional Insurance beyond current coverage
- Access to both ends of the pipe must be given
- Anything not specifically mentioned in the proposal

**Wooden Rd 15 x 214 LF**  
**from Onondaga county contract Pricing**

**\$35,141.00**

**Please sign/date and send back if approved to begin work**

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

Please contact me with any questions

Sincerely,

Lawrence Curtis

Precision Trenchless LLC

518 225 7129