



TOWN BOARD MEETING

December 16, 2025

7:00 PM

A. James Bold Meeting Room

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 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 in the 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 for upcoming events: 250th Anniversary of the Revolutionary War, more information to come.

LETTERS TO SANTA: Through December 17th 2025 Santa's Mailbox will be outside the front door of the Halfmoon Town Hall. Children who drop off their letters will receive a response from Santa, and a special surprise just for them! A self-addressed, stamped legal envelope must be included for the child to receive their special gift! For more information, please contact Jim Hayes, Director, Halfmoon Recreation at 518-371-7410 Ext. 2272.

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)

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

John Wasielewski (Town Board Member)

- a. 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

Eric Catricala (Town Board Member)

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

1. Town Justice Suchocki

Total # Cases 101 Total Fees Submitted to the Supervisor - \$12,194.00

2. Town Justice Fodera

Total # Cases 142 Total Fees Submitted to the Supervisor - \$13,973.00

3. Town Clerk

Total Fees Submitted to the Supervisor - \$8,053.21

4. Senior Express

Total # Rides 498 Total # Meals 704

DEPARTMENT MANAGER MONTHLY REPORTS

CORRESPONDENCE

1. **Received** from NYS Department of Transportation, their notification of Traffic Signal Rebuild that is in the preliminary design phase of development. The Halfmoon locations of the Traffic Signal Rebuild are as follows:
Rt. 9 Halfmoon Parkway and Rt. 911P Crescent Vischer Ferry Road CR 99 Churchill Road-Town of Halfmoon, Saratoga County.
2. **Received** from the Town of Clifton Park, their Notice of Application for Site Plan, Subdivision or SUP that within 500 ft. for #2025-053 Woodin Road Timber Harvest, SBL:278.-1-7.1 Applicant: Eugene Kim,
3. **Received** from Saratoga County Water Authority, their notice of Public Hearing on SCWA'S proposal to increase the municipal water rate by 1.5% per the subject contract on December 29, 2025, at the Saratoga County Board of Supervisors small meeting room, Bldg. 1, 40 McMaster Street, Ballston Spa, N.Y. For further information, please contact the SCWA at 518-761-2058.
4. **Received** from the Town of Halfmoon Planning Board, their resolutions passed at the December 8, 2025 Planning Board Meeting.
5. **Received** from the residents of Bishop Hubbard Senior Apartments, a card of thanks for the Holiday Food Baskets that were delivered by the Town of Halfmoon employees and volunteers.
6. **Received** from Halfmoon Seniors Barbara Perry, Marie Johnson, and Rita Reynolds, a card of thanks for the Thanksgiving dinner held at the Halfmoon Senior Center for the members of the Center.
7. **Received** from the Family of Harvey Hayner, a card of appreciation and thanks for the dedication of the Town of Halfmoon Tree to Harvey, at the Holiday Memories Tree Lighting Ceremony that was held on Sunday November 30, 2025.
8. **Received** from Dana Gores, her letter of resignation effective December 15, 2025 as Court Clerk for the Town of Halfmoon.
9. **Received** from the Halfmoon Fire District #1 the 2025 Fire Commissioner Election Ballot Certification for the Annual Fire District Election of the Halfmoon Fire District #1.
10. **Received** from the West Crescent Fire District, their official results of the 2025 Fire Commissioners Election.
11. **Received** from the Halfmoon-Waterford Fire District, their results for the Annual Election for Commissioner.

12. **Received** from the Halfmoon Planning Board, receipt of Special Use Permit Application for the following:

Mi Mexico Lindo Storage & Sign, 213 Fellows Road-Change Use Tenant, Special Use Permit & Sign (25.131, 25.132 & 25.169)

13. **Received** from the Halfmoon Zoning Board of Appeals, their resolutions passed at the December 1, 2025 Zoning Board of Appeals Meeting.

OLD BUSINESS

NEW BUSINESS

322. **Resolution** to approve Town Board Meeting Minutes of December 3, 2025.
Resolution Introduced by Town Clerk Catricala

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

Resolution authorizing the Supervisor to increase the not to exceed amount as detailed in resolution 360-2024 to \$30,000 from \$25,000 pursuant to the agreement with MJ Engineering, Architecture, Landscape Architecture, and Land Surveying, P.C. to provide professional services associated with MS4 technical and regulatory support consistent with the proposal submitted by MJ Engineering dated December 4, 2024, 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 Introduced by Building, Planning Development Coordinator Harris.

324. **Resolution** that the Town Board approves the Comptroller's Report for November, 2025.

325. **Resolution** scheduling a Public Hearing for January 21, 2026.

Resolution that the Town Board hereby schedules a Public Hearing for the January 21, 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 adoption of changes to the current water regulations.

Resolution Introduced by Superintendent of Water & Building Maintenance Supervisor Tironi

326. **Resolution** to authorize the Supervisor to purchase three (3) engineered steel pavilions from Romtec utilizing funds located in the Special Revenue Fund for the purchase and installation.

Resolution pursuant to Sourcewell contract # 052725-RMT, in the not to exceed amount of \$252,013.00 and to have the Town install the pavilions and pour concrete pads at an additional cost of \$11,645.00 for necessary supplies for a total project cost of \$263,658.00, said monies to come from the Recreation Fees located in the Special Revenue Fund, and to authorize the Supervisor to sign any and all documentation needed to proceed with this project, subject to the review and approval of the Town Attorney. that the Town Board hereby authorizes the Town Supervisor to purchase three engineered steel pavilions from

Romtec.

Resolution Introduced by Supervisor of Buildings & Grounds Maiello

327. Resolution to authorize the Supervisor to enter into an Agreement with CDW-Government, Inc.

Resolution that the Town Board authorizes the Supervisor to enter into an Agreement with CDW-Government, Inc. for equipment, software, and hosting and support services for the Laserfiche project in the not to exceed amount of \$71,561.90 with an annual fee of \$27,461.000 for hosting and support in accordance with proposal dated November 30, 2025, and to authorize the Supervisor to execute any documentation necessary to effectuate the Agreement, subject to the review and approval of the Town Attorney.

Resolution Introduced by Personal Computer Tech Mikol

328. 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

TOWN OF HALFMOON
CHAPTER 160
WATER RULES, REGULATIONS AND CONSTRUCTION STANDARDS

AMENDMENT SUMMARY
DRAFT – 2026 UPDATE

I. INTRODUCTION

- “Part C: Definitions” added definition for “Applicant”.

II. APPLICATION FOR WATER SERVICE

- No changes.

III. SERVICES

- No changes.

IV. LIMITING CONDITIONS AND RESTRICTIONS

- No changes.

V. CONSTRUCTION STANDARDS

- “Part A: General” added subparagraph 2 outline the procedure for a mandatory pre-construction meeting and Contractor acknowledgement of Town Standards.
- “Part A: General” added subparagraph 3 requiring the Applicant to provide the Town with submittals prior to construction. The Town or the Town’s representative must inspect delivered materials prior to construction start.
- “Part B: Ductile Iron Pipe and Fittings” revised subparagraph 1 to phrase ductile iron as an equal option against HDPE pipe, presented in Part C.
- “Part B: Ductile Iron Pipe and Fittings” revised subparagraph 2 to specify T-bolts for mechanical joints shall be Cor-Blue.
- “Part C: HDPE Pipe and Fittings” revised subparagraph 1 to phrase HDPE as an equal option against ductile iron pipe, presented in Part B.
- “Part C: HDPE Pipe and Fittings”: revised subparagraph 7 to not allow electrofusion couplings unless permitted by the Town.
- “Part C: HDPE Pipe and Fittings” revised subparagraph 8 about required tracer wire. Moved HDPE tracer wire information to new subparagraph “Part F: Pipeline Markers”.
- “Part C: HDPE Pipe and Fittings” revised subparagraphs 9 and 10 to specify Triple Tap Type “T3 Wide Range Service Saddles”. Removed George Fisher Central Plastics electrofusion service saddles model number table from Town standard.
- Added “Part F: Pipeline Markers” with subparagraph 1 for detectable warning tape, 2 for tracer wire, and 3 for above grade test stations.
- “Part G: Gate Valves and Valve Boxes” revised subparagraph 1 Mueller model number for resilient wedge gate valve.
- “Part G: Gate Valves and Valve Boxes” added subparagraph 11 to specify T-bolts for mechanical joints shall be Cor-Blue.

- "Part L: Copper Water Service Pipe and Fittings" added subparagraph 2 to specify 3/4-inch to 1-inch Mueller straight reducer fitting.
- "Part O: Branch Connections" removed Mueller part number for discontinued three branch fitting.
- "Part V: Thrust Blocking and Restraint" added subparagraph 2 to specify concrete thrust collars and HDPE flex restraints at ductile iron and HDPE water main transitions.
- "Part Y: Cleaning Lines" revised minimum required flushing velocity to 3.0 feet per second to comply with revised AWWA C-651 standards.
- "Part Z: Hydrostatic Testing" Revised subparagraph 1 for clarity. Added subparagraph 2 and 3 to specify hydrostatic testing procedure for ductile iron and HDPE water main, respectively. Added subparagraph 4 to specify pressure testing for service saddles.
- "Part CC: Record Maps/Certification" added subparagraph 1 to outline a revised record document procedure for the Town Engineer to prepare the Town's as-builts.
- "Part CC: Record Maps/Certification" added subparagraph 3 to require swing ties for hydrants and valves in addition to GPS coordinates.
- "Part CC: Record Maps/Certification" added subparagraph 4 to require pipe profiles for water mains installed within NYSDOT rights-of-way.

VI. ADMINISTRATION

- No changes.

VII. WATER RATES, FEES & SCHEDULE

- No changes.

APPENDIX A – STANDARD WATER DETAILS

- Revised details based on the construction standards updates (Section V)



Preliminary Scope of Supply and Services

Structure Supply Only

Project: Halfmoon Dog Park Pavilion
Customer: City of Halfmoon
Location: Halfmoon, NY
Date: 9/8/2025

Contents

1. Process – Start to Finish
2. Key Notes
3. Romtec Scope of Materials Supply
4. Delivery, Storage, and Handling
5. Warranty and Limitations
6. Scope of Supply and Services by Others

Section 1 below is an outline of the scope of products and services that will be included as part of the Romtec building package. Section 2 below is an outline of the scope of work for the installer to complete installation.

Section 1 – Romtec Scope

1. Process – Start to Finish

An outline of the typical process that Romtec follows from purchase order execution to delivery of the building package(s).

- A. Romtec Provides a Quote/Proposal**
 1. Customer will have 30 days to place a purchase order after receipt of the Romtec quote.
 2. If the customer has not placed a purchase order within the time above, Romtec reserves the right to update pricing.
 3. Romtec's Quote/Proposal will include Credit Application and Project Information forms.
 4. Depending on the nature and complexity of the project, Romtec's Quote/Proposal may also include a proposed payment schedule. Otherwise, a proposed schedule will be provided in the next step.
- B. Customer Provides Signed Purchase Order, Completed Credit Application, and Completed Project Information form**
 1. Romtec and the customer will finalize the agreed payment schedule.
- C. Romtec provides the full Scope of Supply and Design Submittal package (SSDS)**
 1. Romtec provides the SSDS in Romtec's standard electronic submittal format.
 2. The SSDS will include the building plan view and elevation drawings, product data sheets, and further details of the Romtec building. The SSDS supersedes this preliminary scope letter.
- D. Customer reviews and comments on the SSDS**
 1. At this time, the SSDS should also be provided for review and comment by any other relevant entities, such as an end owner, installer, electrician, utility company, etc.
 2. The SSDS typically does not contain final sealed plans and is NOT intended for review by the local building department (or other permitting authority) at this time.
 3. Customer will have 45 days from purchase order date to approve the SSDS.
- E. Customer Approves the SSDS and releases Romtec to begin production**
 1. The customer approves the SSDS and releases Romtec to begin production by signing the submittal approval and Notice to Proceed on Production (NTP) forms included in the SSDS. Romtec cannot begin production without a signed NTP form.
 2. The customer's approval of the SSDS is approval of the general building layout and relevant products/ materials. Romtec will provide sealed plans only AFTER the SSDS is approved.
 3. Customer will have a maximum of ninety (90) days from the purchase order date to provide NTP. If the 90-day approval deadline is missed, Romtec reserves the right to update pricing at any time.
- F. Romtec provides the Full Sealed Plan Set**
 1. After the customer has approved the SSDS, Romtec will provide the customer with the Full Sealed Plan Set in Romtec's standard electronic format (and no other, see Section 6.E.5 below). The full plans are for review by the local building department (or relevant permitting authority).
 2. The Full Sealed Plan Set will include all relevant calculations, and all architectural, mechanical, structural, electrical, and plumbing plan sheets stamped by an architect or engineer licensed in the state where the project is located.
 3. Romtec's standard plan size is 11"x17".
- G. The local building department reviews and comments on the Romtec plans**
 1. Romtec will revise and resubmit the Full Sealed Plan Set per comments from the local building department (or relevant permitting authority).
 2. Romtec includes one revision of the Full Sealed Plan Set in response to building department comments. Any additional comments from any other non-official entity (including the customer) that result in revisions of the sealed plans will result in a price increase.
- H. The local building department approves the revised Romtec plans**
 1. Romtec will provide up to two (2) sets of the final, approved, for-construction plans.
 2. Romtec will complete production/manufacturing of the building package per the final approved plans.
- I. Romtec delivers the completed building package**
 1. Romtec will package and palletize the completed building package, and then coordinate with the customer to deliver the package to the jobsite for construction by the installer.
 2. Romtec's warranty period begins.

2. Key Notes

- A. Romtec is proposing to design and supply the structure defined herein. Any changes or additions, including color selections, may result in a price change.

3. Romtec Scope of Materials Supply

A. Structure

1. Steel Post-and-beam pavilion structure
 - a. Posts Steel, powder coated **black**.
2. Roof System: Glulam beams
 - a. Ceiling Finish: 2x6 tongue and groove decking
 - b. Roofing Finish: Metal Panels
 - i. Fabral, 24-gauge, 1-1/2" SSR 150
 - ii. Color selected by **owner** from manufacturer's standard chart.

4. Delivery, Storage, and Handling

A. Delivery Vehicle Size

1. Vans or trucks with 53' trailers, or per legally allowable max size for site.
2. Overall dimensions:
 - a. 70' overall length
 - b. 102" wide
 - c. 168" high

B. Number of Deliveries

1. Freight quote based on the optimal minimum number of deliveries. If customer elects to increase the number of deliveries, additional charges may apply.
2. Receiver is responsible for all offloading and related costs.

C. Delivery inspection

1. Up to five (5) business days allowed for inspection and acceptance of delivered goods.
2. Any items not specifically rejected after five days are considered accepted for purposes of delivery acceptance.

5. Warranty and Limitations

A. Warranty

1. Please review the Romtec warranty by clicking the link below:
<https://romtec.com/wp-content/uploads/2022/03/4.01-Romtec-Warranty-2-28-22.pdf>

B. Disclaimers

1. Romtec passes along the manufacturer's warranty for metal roofing. Most metal roofing manufacturers intend for roofing panels to be installed immediately upon delivery from the factory; otherwise, most have special storage requirements to validate their warranty. All project circumstances are different, and because Romtec cannot guarantee that metal roofing is installed within the timeframe allowed from the manufacturer or that the metal roofing will be stored at the jobsite according to the manufacturer's requirements, Romtec does not include metal roofing in the overall Romtec building warranty.

Section 2 – Installer Scope (by others)

6.Scope of Supply and Services by Others

A. Overview

The following section includes an overview of items to be provided by others that are required to complete the installation of the Romtec building package.

1. Items in this section are typically provided by the **installer**, or, for projects where the **installer** is separate subcontractor of the general contractor and/or owner, some items are typically provided the **contractor**.
2. The items below are separated into **installer** items and **contractor** items. If the **installer** and **contractor** are the same entity, then that entity is responsible for all items in this section.

B. Installer Scope

The installer's scope will generally consist of foundation/pad construction and building package assembly/construction.

1. Structural
The following structural components will be provided by the **installer**:
 - a. All materials, equipment and labor for footings and interior slabs.
 - b. Caulking.
 - c. Concrete sealant for floor and CMU block exterior.
 - d. Typical fasteners such as nails, staples, and screws, and any other fasteners not included in product packaging.
 - e. If required, rain gutters and downspouts are supplied and installed by building **installer**.
2. Other materials, equipment, and services
The following materials, equipment, and services are provided by the **installer**.
 - a. Building package installation
 - b. All other items within the building footprint indicated on final plans or required by building codes to complete installation of the building package which are not specifically stated as supplied by Romtec or by anyone other than the installer.

C. Contractor Scope

The **contractor's** scope will generally consist of site preparation and grading, excavation for structures, backfill and/or structural backfill, and any site work or utility work outside the building package footprint.

1. Structural
The following items relative to the structural components will be supplied by the **contractor**:
 - a. All materials, equipment and labor for exterior slabs and sidewalks.
 - b. If required, design and supply of gutters and downspouts is by the contractor or others. Romtec can show basic gutters and downspouts on the plans upon request.
2. Other materials, equipment, and services
The following materials, equipment, and services are provided by the **contractor**.
 - a. Site grading and/or asphalt paving
 - b. Landscaping
 - c. Special inspection services
 - d. Permits and fees
 - e. Site plans
 - f. Geotechnical reports

D. Delivery, Storage, and Handling

1. The **installer** and/or **contractor** will be responsible for all equipment and labor required for off-loading of the delivered building package onsite. This includes providing appropriate equipment, including but not limited to a forklift with minimum 8,000 lb. capacity and 6 ft. fork extension.
2. **Installer** or **contractor** shall comply with all handling instructions/recommendations provided by Romtec.
3. The **installer** and/or **contractor** will assume responsibility for adequate protection of delivered materials from weather, damage, and pilferage or all warranties, expressed or implied may be voided.
4. Do not throw away the Operations & Maintenance manuals that are provided by some manufacturers in their product packaging. It is the responsibility of the **installer** and/or **contractor** to collect and maintain these manuals for delivery to the owner.

E. Romtec General Exceptions/Exclusions

The following are items that Romtec does not provide as part of its standard products and services.

1. Site visits by Romtec staff are not included in the proposal.
Note: If site visits are required, Romtec will issue a change order.
2. Unless otherwise stated, Romtec is not proposing to meet any Buy America standards for materials.
3. Romtec's proposed building design is based on the following standard design loads. These standard design loads are typical for many locations. Local design loads specific to this project may require changes to the building design, which may result in a price increase due to increased material costs.

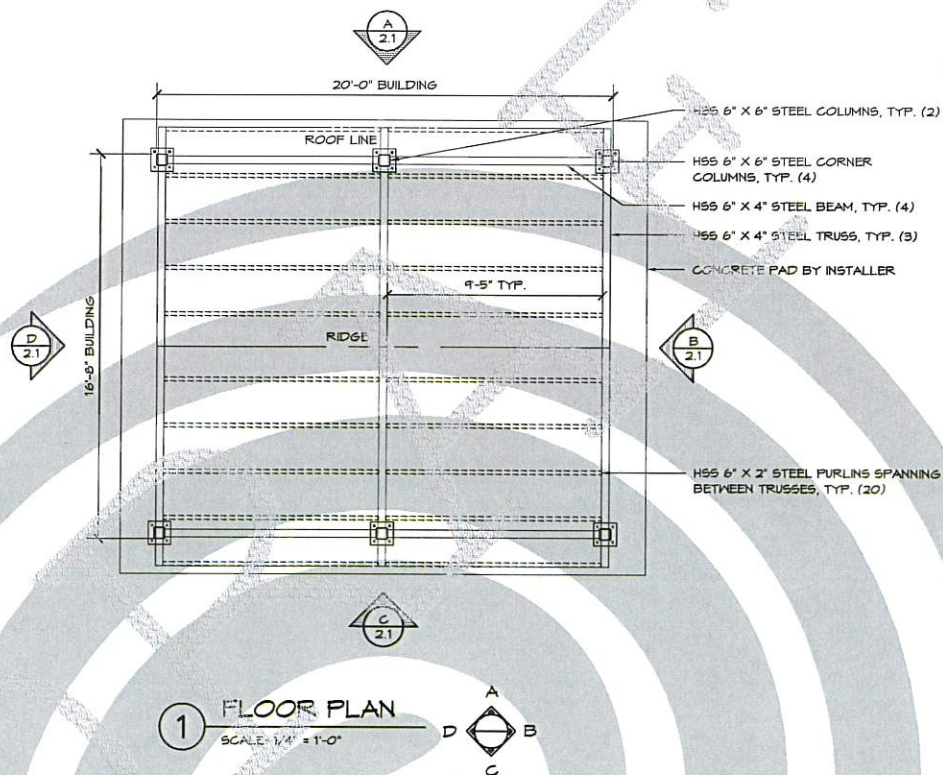
<ol style="list-style-type: none"> a. Roof Snow Load: 25 psf b. IBC Seismic Design Category: C c. Design Wind Speed: 110 mph 	<ol style="list-style-type: none"> d. Allowable Soil Bearing: 1500 psf e. Occupancy Type: U f. Type: VB
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4. Any site utility sizing shown on the Romtec plans is either based on design criteria provided by others or based on Romtec's assumption of the appropriate sizing. Site utility sizing must be confirmed by the customer. Romtec is not responsible for determining or confirming site utility sizing.
5. Romtec's building plans have been approved by permitting authorities in hundreds of jurisdictions. Romtec's plans will be provided in Romtec's standard format only. No elective formatting changes, product color selections, interior elevation drawings, equipment not supplied by Romtec, informational tables, formatting coordination with the plans by others, or any other formatting requests or customer directed elective changes will be made to or shown on the Romtec building plans.
6. To ensure timely delivery of the building package amid ongoing and industry-wide disruptions to shipping, parts/materials availability, and lead times, Romtec reserves the right make equivalent or better substitutions at any time for any components that are not specifically required to match an exact brand/model.
7. Romtec does not provide LEED/Green submittals as a standard service. Romtec can assist in providing documentation for products that may meet LEED/Green standards, but Romtec does not provide or fill out LEED credit forms. Unless specifically included in Romtec's proposal and quote, Romtec does not supply materials with the intent of meeting LEED standards. Any changes due to LEED or Green building requirements will result in a change order and increased lead times."
8. Any CMU block plan(s) provided by Romtec are only accurate if Romtec supplies the CMU block.
9. All steel fabrication work is performed by qualified fabricators in conformance with engineered drawings. Romtec does not offer third party certification or inspection of steel fabrication work.

Note: Romtec's scope of work is based on customer acceptance of the terms and conditions of the Romtec quote proposal, which may be attached here or provided separately.

PRELIMINARY

THESE PLAN VIEW AND ELEVATION DRAWINGS ARE A PRELIMINARY ARCHITECTURAL REPRESENTATION OF THE BUILDING. ALL DIMENSIONS, FEATURES AND COMPONENTS SHOWN ON THESE PRELIMINARY DRAWINGS MAY OR MAY NOT BE PART OF THE QUOTE. PLEASE REFER TO THE 'SCOPE OF SUPPLY AND SERVICES' LETTER PROVIDED WITH YOUR QUOTE FOR ROMTEC'S PROPOSED SCOPE OF SUPPLY.

ROMTEC
www.romtec.com
(841) 416-3541 FAX (841) 491-6833



HALFMOON DOG PARK PAVILIONS
HALFMOON, NEW YORK

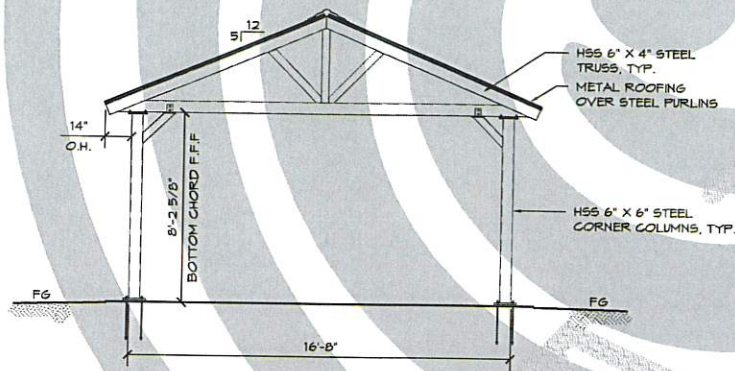
FLOOR PLAN

PROJECT #		2844	
DATE		08/28/25	
DRAWN BY		DM	
REV	DATE	BY	
REVISIONS			

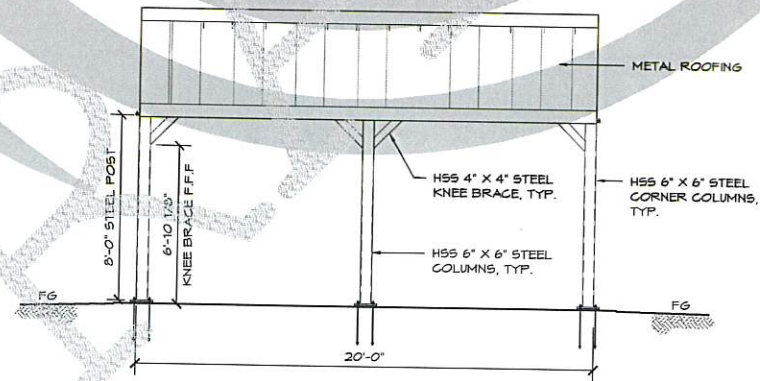
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(B D) SECTION VIEW
SCALE: 1/4" = 1'-0"



(A C) ELEVATION VIEW
SCALE: 1/4" = 1'-0"

PROJECT: HALFMOON DOG PARK PAVILIONS
HALFMOON, NEW YORK
SHEET TITLE: EXTERIOR ELEVATION VIEWS

PROJECT #	2844
DATE	08/28/25
DRAWN BY	DM
CHK	
DATE	
BY	
REVISIONS	

SHEET NO. **A2.1**

2024 CREATED: 8/28/2025 - LAST SAVED BY: shomer 25.1.28/2025 - LAST PRINTED: 8/28/2025 - LOCATION: C:\Engineering\Bids\Drawings\Projects\2500 - 2411\2844- Halfmoon Dog Park, NY\2844- Halfmoon Dog Park-8020, NY 250828.dwg

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PURCHASE AGREEMENT

Page 1 of 1



18240 North Bank Rd.
Roseburg, OR 97470
P: 541-496-3541
F: 541-496-0803
E: service@romtec.com

Proposal Date
9/9/2025

#052725-RMT

Halfmoon Dog Park Pavilions

Customer: Town of Halfmoon
Paul Maiello



Quantity	Building Proposal Description	Extended Price
3	Romtec Steel Pavilions "Design & Supply ONLY" per Preliminary Romtec Drawings and Scope of Supply & Services dated 9/8/25	\$ 248,301.00
Sourcewell DISCOUNT: Available only to members of Sourcewell.		7.00% \$ (17,382.00)
ROMTEC INC. SUPPLY SUBTOTAL		\$ 230,919.00
Freight/Packaging to: Halfmoon, NY		\$ 21,094.00
ROMTEC INC. PURCHASE ORDER TOTAL		\$ 252,013.00

***Sales or Use Tax is not included in the above price. Sales or Use taxes may be required for your project depending on state and local requirements.**

*The price above is valid for thirty (30) days from the proposal date. If the Customer has not returned the signed Purchase Agreement within thirty (30) days of the proposal date, Romtec, Inc. reserves the right to update the price to reflect cost changes.

*The price above requires that the customer release the order for production within ninety (90) days of the proposal date. If, for any reason, Romtec, Inc. has not received formal Notice to Proceed with Production within ninety (90) days of the proposal date, Romtec, Inc. reserves the right to update the price to include inflationary cost changes.

*Romtec charges 2% of total contract value for the bonding rate (if required). Unless specifically stated in the above quote, this amount is not included in the total amount shown, and may be applicable at the time of invoice.

The prices quoted herein and anticipated lead times are based on the current tariff rates, duties, government charges, trade regulations, and product availability as of the date of this quote. If any new tariffs, duties, taxes, or similar charges are imposed, or any existing tariffs, duties, or charges are increased or modified by any government or regulatory authority in a manner that affects Romtec or any of Romtec's applicable suppliers/vendors for this order, Romtec reserves the right to adjust the pricing and delivery schedule of the affected goods to reflect the increased costs and/or lead times.

The price above is contingent on the use of this Purchase Agreement only. Any proposed modifications to the terms or use of an external purchase agreement may result in a price increase. Signing this form is explicit acceptance of the Terms & Conditions.

Customer/Owner Authorized Signature

Date

Romtec Inc. Authorized Signature

Date

Customer/Owner Printed Name

Romtec Inc. Printed Name

Romtec - Basic Schedule of Values

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE
001	Delivery of Design Submittal (SSDS)	10%
002	Delivery of Sealed Plan Set (or Production and Delivery of Building Authorized)	20%
003	Delivery of building package(s)	70%
004	Freight	TBD
005	Sales Tax	TBD
GRAND TOTALS		100%

Notes:

- This standard Schedule of Values is contingent upon an approved customer credit application.
- Romtec will invoice monthly for work completed related to all payment milestones above.
- All payments are due NET 30 of invoice date.
- Romtec does not accept partial payments nor any offsets/retainage.
- Payment obligations are not contingent upon customer receipt of payment from any external entity nor per the terms of any external agreement.
- Any failure to meet payment obligations may void these terms and grants Romtec the right to require new terms, including the right to require prepayment of all remaining milestones.
- At the time the customer formally authorizes Romtec to proceed with production and delivery, Romtec will confirm the delivery date with the customer. Note that Romtec does NOT have capacity for long term storage of completed goods, and the customer must accept delivery no later than the agreed date. If necessary, the customer must arrange for storage of delivered goods at a different location. Regardless of any customer caused delay of delivery, Romtec will invoice for completed goods that are ready to ship.

Please sign to acknowledge acceptance of this schedule of values:

Signature _____

Date _____



18240 NORTH BANK ROAD
ROSEBURG, OR 97470
Phone: 541-496-3541
Fax: 541-496-0803

Preliminary Project Information

Romtec uses info provided on this form to create customer accounts in Romtec's accounting system. Please fill out the form as completely as possible.

- Please write "N/A" for any items that are not applicable.
- For duplicate items (such as if the customer and Owner are the same entity), feel free to write "same as above".
- If the project is not bonded, please write "No bond" in the Project Bond Information field.

Note: If the customer is not pre-paying 100% of the purchase order, Romtec will review the customer's publicly available credit info and provide a Schedule of Values (SoV) for review and approval by the customer.

Customer/Contractor Info

Company Name: Year Established:
Billing Address: Street Address:
City: State: Zip: Phone:
Accounts Payable Contact: AP Phone: AP Email:
Federal ID No.: Tax Exempt? ☐ No ☐ Yes (Please provide certificate)

Project Info

Project Name: Government Agency:
Project Main Contact: Phone:
Site Address:
City: State: Zip:

Prime Contractor (General Contractor)

Company Name: Year Established:
Billing Address: Street Address:
City: State: Zip: Phone:

Owner

Org Name: Year Established:
Billing Address: Street Address:
City: State: Zip: Phone:

Project Bond Info - If Project is Bonded, please provide a copy

Bonding Company: Address:
City: State: Zip: Phone:
Bond No.: Underwriter: Fax:



Town of Halfmoon Open Air Pavilions (Dog Park & Pickleball)

Town of Halfmoon | 2 Halfmoon Town Plaza, Halfmoon NY 12065

Materials for Installation

CUSTOMER

Town of Halfmoon

ESTIMATE NO

2025-1

DATE

11/24/25

ADDRESS

2 Halfmoon Town Plaza

CITY/STATE/ZIP

Halfmoon NY 12065

PHONE

(518) 371-7410

E-MAIL

grounds@townofhalfmoon.org

PROJECT

Dog Park & Rec Pavilion

PREPARED BY:

Paul Maiello

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
12	2x6 Wood Forms	\$10.00	\$120.00
2	Steel Rebar Mesh Rolls (150' ea.)	\$200.00	\$400.00
5	24" Sonotube	\$225.00	\$1,125.00
35	Concrete (Yards delivered)	\$7,000.00	\$7,000.00
1	Lull Telehandler Rental	\$3,000.00	\$3,000.00
TOTAL			\$11,645.00



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Hardware

Software

Services

IT Solutions

Brands

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QUOTE CONFIRMATION

DOUG MIKOL,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
PRMM011	11/20/2025	ASSESSOR'S SCANNING PROJECT	182236	\$8,533.49

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Ricoh fi-7700 - document scanner - desktop - USB 3.1 Gen 1 Mfg. Part#: PA03740-B005 UNSPSC: 43211711 Contract: Sourcewell 121923-CDWG Tech Catalog (121923)	1	4632824	\$6,100.00	\$6,100.00
HP E27 G5 27" Class Full HD LCD Monitor - 16.9 - Black, Silver Mfg. Part#: 6N4E2AA#ABA Contract: Sourcewell 121923-CDWG Tech Catalog (121923)	1	7314861	\$217.07	\$217.07
HP Color LaserJet Enterprise 8700dn Printer Mfg. Part#: 6QN28A#BGJ Contract: Sourcewell 121923-CDWG Tech Catalog (121923)	1	7402689	\$810.53	\$810.53
HP Z1 G1i Desktop Computer - Intel Core Ultra 5 225 - 32 GB - 1 TB SSD - To Mfg. Part#: BS7N2UT#ABA Contract: Sourcewell 121923-CDWG Tech Catalog (121923)	1	8372765	\$1,272.11	\$1,272.11
HP 5y Onsite Low End Workstation Supp Mfg. Part#: UJ0R9E Electronic distribution - NO MEDIA Contract: Sourcewell 121923-CDWG Tech Catalog (121923)	1	8312263	\$133.78	\$133.78

SUBTOTAL

\$8,533.49

SHIPPING \$0.00
SALES TAX \$0.00
GRAND TOTAL **\$8,533.49**

PURCHASER BILLING INFO

Billing Address:
TOWN OF HALFMOON
E-VOUCHER BLANK VCHR ON FILE
2 HALFMOON TOWN PLZ
ACCOUNTS PAYABLE
CLIFTON PARK, NY 12065-6550
Phone: (518) 371-7410
Payment Terms: Net 30 Days-Govt State/Local

DELIVER TO

Shipping Address:
TOWN OF HALFMOON
2 HALFMOON TOWN PLZ
ACCOUNTS PAYABLE
HALFMOON, NY 12065-6550
Phone: (518) 371-7410
Shipping Method: Expeditors Deferred 3-5 Days

Please remit payments to:

CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515



Sales Contact Info

Angelo Cappetta | (855) 822-9415 | angelo@cdw.com

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For more information, contact a CDW account manager.

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QUOTE CONFIRMATION

DOUG MIKOL,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
PRMT521	11/21/2025	PRMT521	7182236	\$27,567.41

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<u>HP DesignJet XL 3800 36-in Multifunction Printer</u> Mfg. Part#: 7QR88H#B1K Contract: NY OGS HP PM20860 IT Umbrella (PM20860)	1	7773879	\$23,331.89	\$23,331.89
<u>HP Care Pack Installation And Network Setup - Warranty</u> Mfg. Part#: UC035E Electronic distribution - NO MEDIA Contract: NY OGS HP PM20860 IT Umbrella (PM20860)	1	5919770	\$1,079.28	\$1,079.28
<u>HP Care Pack Hardware Support with Defective Media Retention and Maintenance</u> Mfg. Part#: U67PVE Electronic distribution - NO MEDIA Contract: NY OGS HP PM20860 IT Umbrella (PM20860)	1	7862320	\$2,520.00	\$2,520.00
<u>HP 768 Original Inkjet Ink Cartridge - Magenta Pack</u> Mfg. Part#: 4S5B3A Contract: NY OGS HP PM20860 IT Umbrella (PM20860)	1	7773886	\$159.06	\$159.06
<u>HP 768 Original Inkjet Ink Cartridge - Yellow Pack</u> Mfg. Part#: 4S5B4A Contract: NY OGS HP PM20860 IT Umbrella (PM20860)	1	7773889	\$159.06	\$159.06
<u>HP 768 Original Inkjet Ink Cartridge - Cyan Pack</u> Mfg. Part#: 4S5B5A Contract: NY OGS HP PM20860 IT Umbrella (PM20860)	1	7773892	\$159.06	\$159.06
<u>HP 768 Original Inkjet Ink Cartridge - Black Pack</u> Mfg. Part#: 4S5B6A Contract: NY OGS HP PM20860 IT Umbrella (PM20860)	1	7773893	\$159.06	\$159.06

SUBTOTAL	\$27,567.41
SHIPPING	\$0.00
SALES TAX	\$0.00
GRAND TOTAL	\$27,567.41

PURCHASER BILLING INFO	DELIVER TO
Billing Address: TOWN OF HALFMOON **E-VOUCHER** BLANK VCHR ON FILE 2 HALFMOON TOWN PLZ ACCOUNTS PAYABLE CLIFTON PARK, NY 12065-6550 Phone: (518) 371-7410 Payment Terms: Net 30 Days-Govt State/Local	Shipping Address: TOWN OF HALFMOON **E-VOUCHER** BLANK VCHR ON FILE 2 HALFMOON TOWN PLZ ACCOUNTS PAYABLE CLIFTON PARK, NY 12065-6550 Phone: (518) 371-7410 Shipping Method: UPS Ground (2-3 Day)
	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



Sales Contact Info

Angelo Cappetta | (855) 822-9415 | angelo@cdwg.com

LEASE OPTIONS			
FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
\$27,567.41	\$796.70/Month	\$27,567.41	\$909.45/Month

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

Why finance?

- **Lower Upfront Costs.** Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- **Flexible Payment Terms.** 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- **Predictable, Low Monthly Payments.** Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- **Technology Refresh.** Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.
- **Bundle Costs.** You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

General Terms and Conditions:

This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

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<http://www.cdw.com/content/terms-conditions/product-sales.aspx>

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