



TOWN BOARD MEETING

August 20, 2025

7:00 PM

A. James Bold Meeting Room

AGENDA

WORKSHOP - Board Room - 6:15 PM

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

PRESENTATION: MJ ENGINEERING ON THE ERIE CANAL TOWPATH PROJECT FOR THE ON/OFF ROAD TRAIL PROJECT

COMMUNITY EVENTS

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

FARMER’S MARKET: Every Wednesday from 3:00 pm to 6:00 pm outside at 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 www.planhalfmoon.com. Visit the website to find out more about the Halfmoon Comprehensive Plan Update.

ERIE CANAL HISTORY WALK: Saturday, September 6, 2025, meet at 10 am at the Halfmoon Senior Center to take the shuttle and join the Town of Halfmoon Trails and Open Space Committee, as they take a walk along the Mohawk River and the old Erie Canal. Golf carts will be available.

HAZARDOUS WASTE DAY: The Town of Clifton Park will host a household hazardous waste day on Saturday, September 6, 2025. You MUST register for this event, and registration closes on Wednesday, September 3, 2025. Online registration at www.cliftonpark.org or call 518-371-6054 for further information.

HALFMOON BUSINESS AND ECONOMIC DEVELOPMENT: Will hold a breakfast Tuesday, September 9, 2025 at 8:00 am in the Halfmoon Senior Pavilion. This gathering provides an opportunity for local businesses to connect, share ideas, and foster growth. All Halfmoon businesses are invited to attend. RSVP by contacting Terri Russell in the Supervisors Office at trussell@townofhalfmoon.org or by calling 518-371-7410 Ext. 2210.

PATRIOT DAY CEREMONY: Thursday, September 11, 2025 6 pm at the Abele Memorial Park. Military and Emergency Services Members will be participating. For further information, please visit www.townofhalfmoon-ny.gov.

THE CLIFTON PARK-HALFMOON PUBLIC LIBRARY: Budget Vote and Trustee Election is scheduled for Thursday, September 11, 2025 from 7:00am to 9:00 pm. Registered voters who live in the library district are eligible to vote. For more information, visit cphlibrary.org.

TOWN OF HALFMOON'S FIRST RESPONDERS PICNIC:As part of our ongoing appreciation for those who serve and protect our community, the Town of Halfmoon is proud to host a First Responders Picnic, Saturday, September 13, 2025 at the Halfmoon Senior Pavilion. We look forward to celebrating the men and women who are committed to bravery and public safety in Halfmoon with an afternoon of food, fellowship, and a heartfelt Thank you for all that they do!

PAPER SHREDDING DAY: Saturday September 13, 2025 from 9:30 am to 11:30 am at the Town of Halfmoon Highway Garage, located at 322 Route 146, Halfmoon, NY 12065. This is a FREE service to Town Residents, but you are encouraged to bring canned items for donation to a local food pantry with a maximum of 3 bags/boxes to be shredded. Registration not required.

FALL CLEAN-UP: Tuesday, September 16th from 8 am to noon, Friday, September 19th from Noon to 5 pm, and Saturday, September 20th from 8 am to 3 pm, Tuesday, September 23rd from 8 am to noon, Friday, September 26th from Noon to 5 pm, and Saturday, September 27th from from 8 am to 3 pm at the Town of Halfmoon Transfer Station, located at 322 Route 146, Halfmoon, NY 12065.

HARVEST FESTIVAL: Presented by Halfmoon Celebrations Association, Inc. and the Town of Halfmoon. Join us for this two day, fun-filled event, Friday September 19, 2025. Festivities begin with our popular and delicious Chicken Parmesan Dinner from 4:30 pm to 7:00 pm at the Halfmoon Town Park Clubhouse. To purchase tickets in advance for the Chicken Parmesan Dinner, please stop by the Halfmoon Town Clerk's Office or the Halfmoon Recreation Office at the Town Hall, 2 Halfmoon Town Plaza, Halfmoon NY 12065. Enjoy live music by "Stirred Up". Delicious treats from the concession stand will be available for purchase (Cash Only) and the proceeds benefit the Character Counts Program, and the Halfmoon Celebrations Association. There will be many vendors open for your shopping enjoyment from 5:00 pm to 8:00 pm.

Saturday September 20, 2025 join us for part two of the Town of Halfmoon Harvest Festival, starting at noon through 7:30pm. There will be vendors, Crafters, Bounce Houses, Rock Climbing Wall, Juke Box Rebellion Band, (starting at 4 pm) and Fireworks at dusk! The 2025 Town of Halfmoon Harvest Festival promises to be a memorable one!

CARE LINKS, A PROGRAM OF CAPTAIN COMMUNITY HUMAN SERVICES: is hosting an Interactive Senior Resource Fair, Tuesday, September 23rd at the Clifton Park Center (Food Court), 22 Clifton Country Road, Clifton Park, NY 12065 from 11 am to 2 pm. Local businesses and organizations will be present to share resources they offer, as well as members of Care Links to answer questions about serving the needs of the senior citizens in Southern Saratoga County. This is a free event. For more information please contact Terra Maddalone-Ristau at 518-399-3262 or at Terra@CaptainCares.org.

TOWN OF HALFMOON HISTORICAL BUILDING: Historian Lynda Bryan, invites all to visit and view the current display at the Town Hall, which features the Commemoration of the 200th Anniversary of the opening of the Erie Canal.

On September 24, 2025, the replica of the Erie Canal Boat the Seneca Chief, will embark on its Bicentennial voyage, commemorating the historic journey from Buffalo to New York Harbor.

On October 15, 2025, the Seneca Chief will be stopping in the Town of Halfmoon at the Crescent Park on the banks of the Mohawk. More information will be coming on this exciting event!

The Historical Building is also open by appointment. Please contact Lynda Bryan, Historian at 518-371-7410 Ext. 2331 or lbryan@townofhalfmoon.org. Volunteers are needed for upcoming events: 200th Anniversary of the Erie Canal and 250th Anniversary of the Revolutionary War.

TRAILS AND OPEN SPACE COMMITTEE MEETING: Monday, October 27, 2025 at 7:00 PM.. The Trails and Open Space Committee is a volunteer working group appointed by the Town Board. Its purpose is to allow for continuing citizen input and advisory commentary for future trail and open space plans or projects for the Town of Halfmoon. Please Visit the Town website at town of halfmoon-ny.gov for further information.

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. Building Permits

Total # Permits- 91 Total Fees to the Supervisor- \$71,951.00

Fire Inspections- 58 Total Fees to the Supervisor- \$ 5,600.00

2. Town Justice Fodera

Total Fees Submitted to the Supervisor - \$22,642.00

3. Town Justice Suchocki

Total Fees Submitted to the Supervisor - \$24,599.00

DEPARTMENT MANAGER MONTHLY REPORTS

Assessor, Building, Planning & Development, IT Department, Recreation

CORRESPONDENCE

- 1. Received** from BST & Co. CPA'S, LLP, their Financial Report of the Town of Halfmoon for the Year Ending December 31, 2024.
- 2. Received** from Paula Wait, her Letter of Resignation as Bookkeeper for the Town of Halfmoon, effective August 24, 2025.
- 3. Received** from Linda Sylvain, her letter of resignation effective immediately.

OLD BUSINESS

NEW BUSINESS

223. Resolution to approve Town Board Meeting Minutes of August 06, 2025.

Resolution that the Town Board approves the Town Board Meeting Minutes of August 06, 2025.

Resolution Introduced by Town Clerk Catricala

224. Resolution that the Town Board accepts the Town Clerk's Certificate of No Filing for authorized expenditure of Water Capital Reserve Monies for the replacement of the water main located on Devitt Road to Sunset Boulevard in the Town of Halfmoon.

Resolution Introduced by Town Clerk Catricala

225. Resolution that the Town Board approves Comptroller's Report for July, 2025.

Resolution Introduced by Comptroller Sullivan

226. Resolution that the Town Board hereby appoints Paula Wait as Deputy Comptroller.

Resolution that the Town Board hereby appoints Paula Wait as Deputy Comptroller, Grade 11, Base \$86,671.00, effective August 25, 2025.

Resolution Introduced by Comptroller Sullivan

227. Resolution authorizing the Supervisor to enter into an Agreement with Town & County Bridge and Rail.

Resolution that the Town Board hereby authorizes the Supervisor to enter into an agreement with Town & County Bridge and Rail to update the rails on Pruyn Ave. through Prospect Street in accordance with the proposal dated July 29, 2025, in the not to exceed amount of \$10,312.48, utilizing the Saratoga County Contract 24-PWGR-25R, and hereby authorizes the Supervisor to execute said agreement, subject to the review and approval of the Town Attorney.

Resolution Introduced by Superintendent of Highways Bryans

228. 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 for the Lighthouse, Crows Nest, and Flintlock Lane project in the not to exceed amount of \$38,278.50 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

229. Resolution authorizing the Superintendent of Highways to enter into a Rental Agreement with Stephenson Equipment, Inc.

Resolution that the Town Board authorizes the Superintendent of Highways to enter into a Rental Agreement with Stephenson Equipment, Inc. for the rental of an Asphalt Paver in the not to exceed amount of \$4,600.00 pursuant to NYS OGS Contract #PS69119, and to authorize the Highway Superintendent to execute any documentation necessary to effectuate the Rental Agreement, subject to the review and approval of the Town Attorney.

Resolution Introduced by Superintendent of Highways Bryans

230. Resolution that the Town Board hereby amends resolution 356-2024.

Resolution that the Town Board hereby amends resolution 356-2024 accepting \$50,000.00 from the State through the State and Municipalities (SAM) grant to utilize the funds for adaptive playground equipment replacing the request for funds for an Outdoor Game Pavilion and authorizes the Supervisor to sign any necessary documentation to proceed with the project, subject to the review and approval of the Town Attorney.

Resolution Introduced by Town Supervisor Tollisen

[231. Resolution authorizing the Town Supervisor to sign Change Order #3](#)

[Resolution that the Supervisor is hereby authorized to sign Change Order #3 to adjust the substantial completion date from June 3, 2025, to July 31, 2025 and the final payment date from July 7, 2025, to August 15, 2025, and to decrease the cost of the project from \\$1,591,270.00 to \\$1,498,712.78 representing a \\$92,557.22 reduction in overall costs, 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](#)

232. Resolution that the Town Board hereby appoints Beth Offenbacher to the Trails and Open Space Committee.

Resolution Introduced by Deputy Supervisor Hotaling

233. Resolution to hire Joseph Manfred.

Resolution that the Town Board appoints Joseph Manfred as a Provisional Code Enforcement Officer at Grade 6 Base Pay \$29.17/hr, effective August 25, 2025, pending successful completion of all pre-employment testing.

Resolution Introduced by Building, Planning Development Coordinator Harris.

234. Resolution authorizing the Superintendent of Highways to enter into a Rental Agreement with Stephenson Equipment, Inc.

Resolution that the Town Board authorizes the Superintendent of Highways to enter into a Rental Agreement with Stephenson Equipment, Inc. for the rental of an Asphalt Paver in the not to exceed amount of \$9,200.00 pursuant to NYS OGS Contract #PS69119, and to authorize the Highway Superintendent to execute any documentation necessary to effectuate the Rental Agreement, subject to the review and approval of the Town Attorney.

Resolution Introduced by Superintendent of Highways Bryans

[235. 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



P.O. Box 16395
Albany, NY 12212

cell
518-577-1008

To: Bill

From: Connor Hart

Date: 7/29/25

Re: Pruyn Ave through Prospect st. Rail Update

Per your request and after inspecting the above referenced site, specs and plans where and when applicable, we are pleased to submit as follows (prices from current Saratoga Co. Contract 24-PWGR-25R):

Project Scope- mobilize to site, establish WZTC measures as needed and verify UFPO mark out; remove/dispose 637.5' existing w-beam rail/posts; install 637.5' Town-supplied w-beam rail on TCBR supplied used 3" I posts and new 3" I-7' posts with 5 single buffer ends.

Project Cost- 42 @ \$17.62/ea Item 1.1A used 3" I posts	\$ 740.04
12 @ \$83.93/ea Item 4B new 3" I-7' posts	\$1,007.16
5 @ \$79.00/ea Item 2C	\$ 395.00
54 @ \$1.57/ea Item 24	\$ 84.78
450 @ \$1.39/ea Item 25	\$ 625.50
10 hrs @ \$373.00/hr rental post pounder w/oper.	\$ 3,730.00
10 hrs @ \$373.00/hr service truck w/laborers	\$ 3,730.00
Total Project Cost	\$ 10,312.48

Price includes material, delivery, labor, equipment and traffic control. Work can commence 7-10 days after NTP. Please call 269-9497 with questions and or concerns.

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 the Lighthouse, Crows Nest and Flintlock Ln project.

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 12-inch UV CIPP approximately 32 LF
- Installation of 18-inch UV CIPP approximately 47 LF
- Installation of 24-inch UV CIPP approximately 67 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
- Testing
- Additional Insurance beyond current coverage
- Access to both ends of the pipe must be given
- Anything not specifically mentioned in the proposal

Onondaga contract pricing Reference #0010984

Lighthouse 12-inch x 32 LF	\$ 6,312.50
Crow's Nest RD 18-inch x 47LF	\$13,410.00
Flintlock LN 24-inch x 67LF	<u>\$18,556.00</u>
Estimated project total	<u>\$38,278.50</u>

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

Lcurtis@pim-inc.com



STEPHENSON EQUIPMENT, INC.
www.stephensonequipment.com

Harrisburg, PA Pittston, PA Prospect Park, PA
800-325-6455 866-667-6756 800-220-4033
Syracuse, NY Albany, NY
800-368-6455 518-357-2200

T/O Halfmoon Hwy Dept 322 Route 146 Clifton Park, NY 12065	Phone: Fax: Email:	Rep.: Jeffrey Lantz C#518-491-8598 Date: 8/4/2025
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Qty	Item #	Name	Price/Week	Total
1	Weekly Rate	LeeBoy 8520 Asphalt Paver Rental	\$4,600.00	\$4,600.00
		NYS OGS Heavy Equipment Rentals Group 72007-22935, PS69119		
		Customer pick up and return		
		All rentals are subject to availability		
Sub Total				\$4,600.00
Shipping & Handling				
Taxes			0.000%	\$.00
TOTAL				\$4,600.00

Comments:

Office Use Only:

Driven By Customer Satisfaction Since 1957

CHANGE ORDER NO.: 3

Owner: Town of Halfmoon	Bid Spec 2-2024
Engineer: MJ	Owner's Project No.: 2024
Contractor: JAT Construction	Engineer's Project No.: 964.83
Project: Church Hill Road WM Replacement	Contractor's Project No.:
Contract Name: 1 – General Construction	
Date Issued: August 12, 2025	Effective Date of Change Order: July 31, 2025

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

Description: This Change Order adjusts the Contract Times to allow for final restoration and punch list items to be completed beyond substantial completion, and modifies the Contract Price to return unused bid form values to the Owner.

Attachments: Construction Schedule prepared by JAT Construction Co., revised on May 21, 2025 to reflect the intended substantial completion date.

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ 1,591,270.00	Original Contract Times: Substantial Completion: November 30, 2024 Ready for final payment: December 31, 2024
[Increase] [Decrease] from previously approved Change Orders No. 1 to No. 1: \$ N/A	[Increase] [Decrease] from previously approved Change Orders No.1 to No.2: Substantial Completion: June 3, 2025 Ready for final payment: July 7, 2025
Contract Price prior to this Change Order: \$ 1,591,270.00	Contract Times prior to this Change Order: Substantial Completion: June 3, 2025 Ready for final payment: July 7, 2025
[Increase] [Decrease] this Change Order: \$ 92,557.22	[Increase] [Decrease] this Change Order: Substantial Completion: July 31, 2025 Ready for final payment: August 15, 2025
Contract Price incorporating this Change Order: \$ 1,498,712.78	Contract Times with all approved Change Orders: Substantial Completion: July 31, 2025 Ready for final payment: August 15, 2025

Recommended by Engineer

By: *Bruce Bruck*
 Title: Design Engineer
 Date: August 12, 2025

Authorized by Owner

Accepted by Contractor

By: *Robert Williams*
 Title: Project Manager
 Date: 8/12/25

Approved by Funding Agency (if applicable)

N/A
 N/A
 N/A

EJCDC® C-941, Change Order.

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Supervisor
Kevin Tollisen

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



TOWN of HALFMOON

2 HALFMOON TOWN PLAZA
HALFMOON, NY 12065
COUNTY OF SARATOGA

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

DATE: August 20, 2025

TO: Town Board
Town of Halfmoon

FROM: Laurie Sullivan
Comptroller

SUBJECT: Creation of Appropriations

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

Information Only: The above was derived from the following breakdown of charges to be paid on August 28, 2025, Abstract for engineering and related fees.

DEBIT:	Revenues	25-980	\$365.00
	Subsidiary: Home & Community Services		
		25-4-2189.00	\$365.00

CREDIT:	Appropriations	25-960	\$365.00
	Subsidiary: Engineering Contractors Inspections		
		25-5-1440.40	\$365.00

<u>NAME</u>	<u>AMOUNT</u>
Mott Orchard	\$ <u>365.00</u>

Total	\$ 365.00
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A resolution is necessary to create the project budgetary accounts within the Capital Projects Fund for the Devitt Road & Sunset Blvd. Water Main Replacement. Since the water main, hydrants, and valves are over 40 years old, there have been periodic breaks, resulting in disruption of water service to the area residences. The proposed project includes installation of approximately 3,800 linear feet of 8-inch DR11 high density polyethylene water main,

eight (8) hydrants, and six (6) valves. The project will be funded by Water Fund Capital Reserves.

DEBIT :	Revenues	35-980	\$1,090,300
	Subsidiary: Interfund Transfers		
	35-4-5031		\$1,090,300
CREDIT:	Appropriations	35-960	\$1,090,300
	Subsidiary: Transmission & Distribution- Devitt Road & Sunset Blvd. Water		
Main Replacement			
	35-5-8340.30		\$1,090,300

Create budgetary accounts from Town of Halfmoon Water Fund:

DEBIT:	Appropriated Reserves	30-511	\$1,090,300
CREDIT:	Appropriations	30-960	\$1,090,300
	Subsidiary: Transfer to Capital Projects		
	30-5-9950.90		\$1,090,300