



**TOWN BOARD MEETING**  
**November 19, 2025**  
**7:00 PM**  
**A. James Bold Meeting Room**

---

**AGENDA**

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

**PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**

**PRESENTATION: HALFMOON CELEBRATIONS ASSOCIATION, INC.**

**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](http://www.townofhalfmoon-ny.gov).

**FARMER’S MARKET:** Every Wednesday from 3:00 pm to 6:00 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](mailto:lbryan@townofhalfmoon.org). Volunteers are needed for upcoming events: 250th Anniversary of the Revolutionary War, more information to come.

**THANKSGIVING FOOD DRIVE:** Donations are being accepted through November 21, 2025 and will be collected and made into baskets and delivered to local seniors and families in need. Items needed are: Instant Potatoes, Stuffing Mix; Dessert Mix; Canned Cranberries and Vegetables; Soup/Soup Mix; Gravy/Gravy Mix. Deliveries will be made November 22, 2025. For more information please contact Jim Hayes, Recreation Director at 518-371-7410 Ext. 2272.

**LETTERS TO SANTA:** November 23rd 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.

**HOLIDAY MEMORIES TREE LIGHTING:** Sunday, November 30, 2025 5:00 pm to 7:00 pm at the Abele Memorial Park, off Harris Road. Remembering our departed loved ones for the holiday season. Applications now available. Please contact Halfmoon Celebrations Association at [www.halfmooncelebrations.org](http://www.halfmooncelebrations.org) for further information.

**JINGLE BELL BASH:** Saturday, December 6, 2025 from 12:00 pm to 4:00 pm at the Halfmoon Town Complex, 2 Halfmoon Town Plaza. A fun event for the children with Face Painters, Balloon Artists; Child ID; Photo Mirror; Stilt Walker; Pictures with Santa & Mrs. Claus; Horse Drawn Sleigh Rides, and much much more! Frosty, Rudolph, the Grinch will be on hand to add to this fun event! For more information, please contact [www.halfmooncelebrations.org](http://www.halfmooncelebrations.org).

**AN EVENING WITH MRS. CLAUS:** Friday, December 12, 2025 6:00 pm to 7:30 pm at the Halfmoon Town Hall, 2 Halfmoon Town Plaza. Limited to 50 Children ages 5-10 years old. Reservations begin in early December. Please contact [www.halfmooncelebrations.org](http://www.halfmooncelebrations.org) for more information.

**MARKETPLACE ON CANDY CANE LANE:** Saturday, December 13, 2025 from 10:00 am to 3:00 pm at the Halfmoon Town Hall, 2 Halfmoon Town Plaza. Holiday shopping from local vendors and crafters that have much to offer!

#### **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 Fodera**

**Total # Cases 109**

**Total Fees Submitted to the Supervisor- \$13,951.00**

**2. Town Justice Suchocki**

**Total # Cases 203**

**Total Fees Submitted to the Supervisor- \$23,507.00**

**DEPARTMENT MANAGER MONTHLY REPORTS**

**Building and Grounds; Building, Planning & Development; Receiver of Taxes**

**CORRESPONDENCE**

- 1. **Received** from Halfmoon Zoning Board of Appeals, a resolution that was passed at the November 3, 2025 meeting regarding an extension/enlargement of a pre-existing/non-conforming use, 2 Church Hill Road in the Town of Halfmoon, NY.
- 2. **Received** from Halfmoon District #1 their Notice of Annual Fire District Election.
- 3. **Received** from William Bryans, Town of Halfmoon Superintendent of Highways, notice of the Highway Department returning to winter hours starting November 24, 2025 Monday through Friday 7 am to 3 pm.
- 4. **Received** from Town of Halfmoon Planning Board, their resolutions passed at the November 10, 2025 Planning Board Meeting.

**OLD BUSINESS**

**300. Resolution** that the Preliminary Budget as presented is hereby adopted as the 2026 Budget for the Town of Halfmoon.

**Resolution Introduced by Comptroller Sullivan**

## NEW BUSINESS

**301. Resolution** to approve Town Board Meeting Minutes of November 5, 2025.  
**Resolution Introduced by Town Clerk Catricala**

**302. Resolution** that the Town Board approves the Comptroller's Report for October, 2025.  
**Resolution Introduced by Comptroller Sullivan**

**303. Resolution** that the Town Board hereby appoints Judy Dahoda as a member of the Ethics Board.  
**Resolution introduced by Deputy Supervisor Hotaling**

**304. Resolution** to place equipment on Auctions International.

**Resolution** that the Superintendent of Water & Building Maintenance Supervisor has determined that a Rugby 9' steel dump body owned by the Town of Halfmoon is equipment that should be sold or otherwise disposed of on Auctions International as it is no longer of use to the Town, subject to the review and approval of the Town Attorney.

**Resolution Introduced by Superintendent of Water & Building Maintenance Supervisor Tironi**

**305. Resolution** to hire Edith Walker.

**Resolution** that the Town Board appoints Edith Walker as a part time Clerk at Grade 1 Base Pay \$21.04/hour, effective December 16, 2025, pending successful completion of all pre-employment testing.

**Resolution Introduced by Judge Joseph Fodera**

**306. Resolution** to hire La Shay Adamson.

**Resolution** that the Town Board appoints La Shay Adamson as a part time Clerk at Grade 1 Base Pay \$21.04/hour, effective November 24, 2025, pending successful completion of all pre-employment testing.

**Resolution Introduced by Judge Joseph Fodera**

**307. 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**

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: November 19, 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 November 20, 2025, Abstract for engineering and related fees.

DEBIT:	Revenues	25-980	\$9,760.00
	Subsidiary: Home & Community Services		
		25-4-2189.00	\$9,760.00
CREDIT:	Appropriations	25-960	\$9,760.00
	Subsidiary: Engineering Contractors Inspections		
		25-5-1440.40	\$9,760.00

<u>NAME</u>	<u>AMOUNT</u>
Juniper Ridge/Betts Farm	\$ 6,932.50
Creekview Estates	\$ 42.50
Dawson Senior Center	\$ 420.00
Hanks Hollow	\$ 840.00
Summit Ridge/Tribley	\$ 1,215.00
Pinebrook Hills	\$ 310.00
Total	<hr/> \$ 9,760.00