



TOWN BOARD MEETING

August 21, 2024

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 371-7410 ext. 2200 or visit our website 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.

MOVIE NIGHT IN THE PARK Friday August 23, 2024 Movie begins at dusk, approx. 8:30 pm. Free Water and Popcorn for all while supplies last.

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 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)

- 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

Lynda Bryan (Town Clerk)

- a. Chair of Senior Programs
- b. Chair of Committee on Historical Archives

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 - 86 Total Fees Submitted to the Supervisor - \$101,909.00

Fire Inspections - 48 Total Fees Submitted to the Supervisor - \$ 4,150.00

DEPARTMENT MANAGER MONTHLY REPORTS (Can be viewed at the Town Clerk's Office) Animal Control, Assessor, Buildings and Grounds, Building. Planning & Development

CORRESPONDENCE

- 1. Received** from Kyle J. Andrus, his letter of resignation from the Halfmoon Water Department, effective August 23, 2024.
- 2. Received** from Kelly L. Catricala, her resignation as Deputy Town Clerk, effective midnight, August 23, 2024.
- 3. Received** from Kelly L. Catricala, a letter to the Town Supervisor and the Town Board, asking for consideration to be appointed as Town Clerk upon the retirement of Lynda A. Bryan.
- 4. Received** from NYMIR, their 2023 Annual Report.
- 5. Received** from the Town Planning Board, Resolutions approved at the August 12, 2024 meeting.

OLD BUSINESS

NEW BUSINESS

246. Resolution to approve Town Board Meeting Minutes of August 7, 2024.

Resolution that the Town Board approves the minutes of the Town Board Meeting of August 7, 2024.

Resolution Introduced by Town Clerk Bryan

247. Resolution that the Town Board hereby hires Joseph McMillan.

Resolution that the Town Board hereby hires Joseph McMillan as a Highway Department MEO at Grade 5 Base Pay \$26.24/hr., subject to successful completion of pre-employment testing.

Resolution Introduced by Superintendent of Highways Bryans

248. Resolution that the Town Board hereby appoints Kelly L. Catricala as the Town Clerk for the Town of Halfmoon.

Resolution that the Town Board hereby appoints Kelly L. Catricala as the Town Clerk for the Town of Halfmoon effective August 24, 2024, Records Access Officer Records Management

Officer and Coordinator of Senior Van Services to fill the vacancy created by the retirement of Lynda Bryan.

Resolution Introduced by Town Clerk Bryan

249. Resolution that the Town Board approves the Comptroller's Report for July 2024.

Resolution that the Town Board Approves the Comptroller's Report for the Month of July 2024 as presented.

Resolution Introduced by Comptroller Hatter

250. Resolution that the Town Board authorizes the Supervisor to solicit bids for 2024 production model cab and chassis.

Resolution that that the Town Board authorizes the Supervisor to solicit bids for a new 2024 production model cab and chassis including final delivery of the vehicle to the Town of Halfmoon Highway Garage by 12/31/24 to be received by 1:00 pm on September 13, 2024, the sealed bids received shall be publicly opened and read aloud at 1:00 pm the same day.

Resolution Introduced by Superintendent of Highways Bryans

251. Resolution that the Town Board authorizes letting a bid to swap vehicle equipment.

Resolution that the Town Board authorizes the Supervisor to solicit bids to swap equipment and necessary wiring from a 2000 Freightliner and installing them on a 2024 cab and chassis to be received by 1:15 pm on September 13, 2024, the sealed bids received shall be publicly opened and read aloud at 1:15 pm the same day.

Resolution Introduced by Superintendent of Highways Bryans

252. Resolution to purchase TeamViewer.

Resolution that the Town Board authorizes the purchase of a subscription to TeamViewer pursuant to invoice #R03232257 in the not to exceed amount of \$418.80 and to authorize the Town Supervisor to execute any documentation necessary to effectuate the purchase, subject to the review and approval of the Town Attorney.

Resolution Introduced by Personal Computer Tech Mikol

253. Resolution hiring Midstate Heating and Cooling.

Resolution authorizing the Supervisor to hire Midstate Heating and Cooling to replace a failed geothermal pump and coupling in the not to exceed amount of \$10,232 utilizing their unique knowledge, technical skills, training and expertise regarding our existing systems and to authorize the Supervisor to execute any documentation necessary to complete the work, subject to the review and approval of the Town Attorney.

Resolution Introduced by Supervisor of Buildings and Grounds Maiello.

254. Resolution appointing Sandy McAlonie as Registrar of Vital Statistics.

Resolution that the Town Board hereby appoints Sandy McAlonie as Register of Vital Statistics with a stipend of \$1,500.00, prorated, subject to the review and approval of the

Town Attorney

Resolution Introduced by Town Clerk Bryan

255. Resolution to place equipment on Auctions International.

Resolution that the Superintendent of Highways has determined that a Loftness Snowblower Model 721D2, 12" Wain Roy Tooth Bucket, 18" Wain Roy Tooth Bucket, and a 60" Wain Roy Ditching Bucket, owned by the Town of Halfmoon are equipment and a that should be sold or otherwise disposed of on Auctions International as separate items as they are no longer of use to the Town, subject to the review and approval of the Town Attorney.

Resolution Introduced by Superintendent of Highways Bryans

256. Resolution that the Town Board authorizes the Comptroller to make the attached Creation of Appropriations.

Resolution Introduced by Comptroller Hatter

PUBLIC COMMENT (For discussion of non-agenda items)

ADJOURN

TECHNICAL SPECIFICATIONS FOR CAB & CHASSIS

It is the intent of these specifications to describe a new 2024 production model cab and chassis. The bid price shall include final delivery of the vehicle to the Town of Halfmoon highway garage by 12/31/2024.

MINIMUM REQUIREMENTS:

FRAME:

The frame shall be constructed of high-strength steel.

ENGINE:

The engine shall be diesel powered and produce up to 425 horsepower. The engine shall operate at EPA 2021 emissions levels and include a 160-amp alternator and stainless-steel oil pan.

TRANSMISSION:

The transmission type shall be a 12-speed automatic transmission.

STEERING:

The steering shall be dynamic power steering. It shall include a 20,800 LB rated front axle, and a 30,000 LB rear axle with a 4.30 ratio. The front suspension shall be of a multi-leaf type.

SATEFY FEATURES:

The cab and chassis shall have a 5-minute idle shutdown feature.

EXTERIOR FEATURES:

The cab and chassis shall be painted the color "Orange" and include both heated mirrors and windshield.

AWARD:

Equipment is for use by the Town of Halfmoon Highway department and must meet the requirements of that agency as interpreted by the Highway Superintendent. Delivery of vehicle must be by 12/31/2024.

WARRANTY:

The manufacturer shall warranty the cab and chassis with a 12-month 100,000-mile warranty.

QUALIFICATIONS OF BIDDERS:

No bid will be considered unless the bidder can meet the following conditions:

1. That is has in operation a part/service location within the area and always keeps a sufficient stock of parts on hand

2. That it is bidding upon the model which meets the requirements of the specifications without material changes or modifications, and which is regularly advertised and sold as having a capacity of not less than called for herein, that it has been engaged in the manufacture of equipment of the type and size bid upon for at least five years.

APPROVED EQUAL:

These specifications are not intended to be restrictive but are meant to describe the kind and size of unit desired to be purchased in detail. If a bidder is basing his proposal on other equipment than what is specified in these bid documents and wishes the equipment he proposed to be considered as an "approved equal" he shall submit on a separate sheet, attached to the Technical Specifications contained herein, an item-by-item description of that which he proposes. The bidder's specifications must be complete and of sufficient detail to cover all items included in this bid specification and in a manner that allows a direct comparison. Any item not covered will be considered as not meeting specifications. Such bidder shall also include, but not as a substitute for the above, any manufacturer's literature or specifications. In addition, if the bidder takes exception to any item, he or she shall note same and describe in detail the exception and how his proposal is an "approved equal". Failure to carry out the provisions noted herein may be deemed sufficient reason to reject the bidder's proposal.

TECHNICAL SPECIFICATIONS FOR VEHICLE EQUIPMENT SWAP

It is the intent of these specifications to describe removing equipment and necessary wiring from a 2000 Freightliner FL 80 truck and installing them on a new 2024 cab and chassis.

MINIMUM REQUIREMENTS:

EQUIPMENT:

Remove existing dump body, cylinder, plow frame, wing slide, and related equipment.

WIRING COMPONENTS:

Remove all related electrical equipment and components.

INSTALLATION:

The dump body and plow equipment shall be re-painted prior to being installed on the new cab and chassis.

AWARD:

Equipment is for use by the Town of Halfmoon Highway department and must meet the requirements of that agency as interpreted by the Highway Superintendent.

APPROVED EQUAL:

These specifications are not intended to be restrictive but are meant to describe the kind and size of unit desired to be purchased in detail. If a bidder is basing his proposal on other equipment than what is specified in these bid documents and wishes the equipment he proposed to be considered as an "approved equal" he shall submit on a separate sheet, attached to the Technical Specifications contained herein, an item-by-item description of that which he proposes. The bidder's specifications must be complete and of sufficient detail to cover all items included in this bid specification and in a manner that allows a direct comparison. Any item not covered will be considered as not meeting specifications. Such bidder shall also include, but not as a substitute for the above, any manufacturer's literature or specifications. In addition, if the bidder takes exception to any item, he or she shall note same and describe in detail the exception and how his proposal is an "approved equal". Failure to carry out the provisions noted herein may be deemed sufficient reason to reject the bidder's proposal.



TeamViewer Germany GmbH
Bahnhofsplatz 2
73033 Göppingen
Germany

TeamViewer Germany GmbH • Bahnhofsplatz 2 • 73033 Göppingen - Germany
Halfmoon Town
2 Halfmoon Town Plaza
Halfmoon
New York
12065
United States

Telephone: +1 239 999 4122
Customer account: 22178354
Sales order: 004965138
Page: 1 / 2

Ship to: Halfmoon Town - 2 Halfmoon Town Plaza Halfmoon New York 12065 United States

INVOICE - R03232257

INVOICE • DATE
18 August, 2024

INVOICE • TOTAL
418.80

SUBSCRIPTION • BILLING PERIOD
18 August, 2024 to 17 August, 2025

PAYMENT • STATUS
Amount Due (01 September, 2024)

SUBSCRIPTION • NEXT BILLING DATE
18 August, 2025

Description	QTY	Unit Price	Amount
TeamViewer Business PAC License: 5DE7B95F-0777-4F37-8911- CF83E3528CEA	1	418.80	418.80
<ul style="list-style-type: none">• 1 licensed user that can start connections from 3 designated devices• Access to unlimited devices• 1 concurrent connection (channel)• Up to 3 concurrent sessions per channel in separate tabs• 200 managed devices• 1 organizer that can host a meeting with 10 participants			
Subtotal (USD)			418.80
Sales Tax			
TOTAL (USD)			418.80

TEAMVIEWER GERMANY GMBH

Bahnhofsplatz 2
73033 Göppingen
Germany

www.teamviewer.com

CEO: Oliver Steil
CFO: Michael Wilkens
CCO: Peter Turner
CPTO: Mei Dent

Registration
Ulm HRB 534075
B.C. PST #: PST-1442-2798
GST/HST #: 762486942RT0001

Bank account

Deutsche Bank TCA
60 Wall St, New York, NY 10005, U.S.
ABA routing no.: 021001033
Account no.: 04937407
BIC/SWIFT: BKTRUS33

Payment

USD 418.80 (net of tax and withholding tax if applicable)
payable until 01 September, 2024 without deduction.
Amount equals EUR 379.54. Bank and credit charges at the
expense of the customer.

To complete the payment process electronically, please use
the following link: [Pay now](#) For wire transfers and checks,
**please include your invoice number R03232257 in your
payment.**

Checks can be made out and mailed to:
TeamViewer GmbH
PO Box 743135
Atlanta, GA 30374-3135

Customer Portal

Active your Customer Portal to manage your payment
information, subscription and more at:
<https://service.teamviewer.com>

Information

Your subscription will automatically renew every 12
months unless you terminate your contract by submitting a
Support ticket or notifying us in text form, at least 28
day(s) before the end of the initial term or any renewal
term.

The terms of our [End User License Agreement \(EULA\)](#)
and [Data Processing Agreement \(DPA\)](#) are applicable.

Questions?

Get in touch with our Support Team:
[Submit a ticket](#) or [call us](#)

TEAMVIEWER GERMANY GMBH

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Supervisor
Kevin Tollisen

Town Board
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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 21, 2024

TO: Town Board
Town of Halfmoon

FROM: Bonnie Hatter
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.

DEBIT:	Revenues	25-980	\$36,870.00
	Subsidiary: Home & Community Services		
		25-4-2189.00	\$36,870.00
CREDIT:	Appropriations	25-960	\$36,870.00
	Subsidiary: Engineering Contractors Inspections		
		25-5-1440.40	\$36,870.00

Information Only: The above was derived from the following breakdown of charges to be paid on August 29, 2024, Abstract for engineering and related fees.

NAME	AMOUNT
King PDD – The Learning Center	\$825.00
Fairway Meadows/Hanks Hollow	\$540.00
One Four Six Marketplace	\$675.00
Creekview Estates	\$532.50
Merit Hill Self Storage	\$495.00
Tricity Basic SWPPP	\$330.00
Juniper Ridge/Betts Farms	\$33,472.50
Total	\$36,870.00

The following creation is necessary in the Landfill Post-Closure Care Capital Fund per Resolution No. 239-2024 approved on 08/07/2024, authorizing MJ Engineering and Land Surveying, P.C. to perform annual Environmental Monitoring Services at the Town Landfill site in accordance with NYSDEC approved Post-Closure Monitoring & Maintenance per the operations manual in the not to exceed of \$9,000. This creation will set up one year of funding in Post-Closure Care Capital Fund. Monies from the Post-Closure Care Reserve Fund will fund these expenditures.

DEBIT:	Appropriated Reserves	40-511	\$9,000
CREDIT:	Appropriations	40-960	\$9,000
	Subsidiary: PC Landfill Capital Outlay		
	40-5-8160.20		\$9,000

A resolution is necessary to **close** the project budgetary accounts within the Capital Projects Fund for the McBride Road Water Main Extension project. The project improved system hydraulics and redundancy by creating a loop between the existing water main termination point at Larsen Place and the existing 12-inch main on Pruyn Hill Road. The project involved the installation of approximately 3,300 linear feet of new 12-inch high density polyethylene water main along McBride Road. The project was funded by Water Fund Capital Reserves and the remaining monies plus interest earned will be returned to Reserves.

DEBIT:	Appropriations	35-960	\$1,174,250
	Subsidiary:		
	Transmission & Distribution-McBride Road Water Main Extension		
	35-5-8340.26		\$1,174,250
CREDIT:	Estimated Revenues	35-510	\$1,174,250
	Subsidiary: Interfund Transfers		
	35-4-5031.00		\$1,174,250

A resolution is necessary to **close** the project budgetary accounts within the Capital Projects Fund for the Brigantine Drive Water Main Replacement project. The project improved reliability of water service and increased longevity of the water system by replacing the existing main after numerous water main breaks. The project involved the replacement of approximately 600 linear feet of existing 8-inch ductile iron water main with new 8-inch high density polyethylene water main along Brigantine Drive. The project was funded by Water Fund Capital Reserves and the remaining monies plus interest earned will be returned to Reserves.

DEBIT:	Appropriations	35-960	\$375,000
	Subsidiary:		
	Transmission & Distribution- Brigantine Drive Water Main Replacement		
	35-5-8340.25		\$375,000
CREDIT:	Revenues	35-980	\$375,000
	Subsidiary: Interfund Transfers		
	35-4-5031.00		\$375,000

A resolution is necessary to **close** the project budgetary accounts within the Capital Projects Fund for the Lower Newtown Road, Button Road and Hayner Road Water Main Extensions project. The Lower Newtown Road water main extension improved system hydraulics, increased redundancy and provided alternate directions of flow. The Button Road water main extension created a connection between the existing distribution system along Button Road and the new water main along Lower Newtown Road. The Hayner Road extension improved system hydraulics and increased redundancy by completing the loop between existing water mains on Route 236 and Lower Newtown Road. The project involved the installation of approximately 1,200 linear feet and 12,300 linear feet of 12-inch high density polyethylene water main along Button Road and Lower Newtown Road respectively, and 2,500 linear feet of 8-inch high density polyethylene water main along Hayner Road. The project was funded by Water Fund Balance and the remaining monies plus interest earned will be returned to Fund Balance.

DEBIT:	Appropriations	35-960	\$3,129,000
	Subsidiary:		
	Transmission & Distribution- Lower Newtown Road, Button Road & Hayner Road Water Main Extensions		
	35-5-8340.22		\$3,129,000
CREDIT:	Revenues	35-980	\$3,129,000
	Subsidiary: Interfund Transfers		
	35-4-5031.00		\$3,129,000