



TOWN BOARD MEETING

June 18, 2024

7:00 PM

A. James Bold Meeting Room

AGENDA

WORKSHOP - Board Room - 6:15 PM

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

PRESENTATION: HALFMOON HERO AWARD

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 3-6 at Abele Park, across from Town Hall. Come visit our local farms, crafters, and vendors that will be on hand every week.

COMPREHENSIVE PLAN COMMITTEE MEETING June 20, 2024 at 6 pm in the A. James Bold Meeting Room. Residents are welcome to attend.

HALFMOON COMPREHENSIVE PLAN UPDATE PAGE is now 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.

HALFMOON HISTORICAL SOCIETY - Join us as we honor Revolutionary War Captain Elias Steenbergh by dedicating his headstone provided by the US Dept. of Veterans Affairs and placed next to his wife Katherine in the Middletown Cemetery on Grange Road, just off Halfmoon Drive. The unveiling will be held on Thursday, June 27th at 2:00pm. This is one of the many events that the 250th Commission will hold leading up to the 250th Anniversary of the Revolutionary War.

HALFMOON CELEBRATIONS DRIVE-IN MOVIE NIGHT IN THE PARK.

Friday, June 28th at the Halfmoon Town Park, 162 Route 236, Halfmoon.

Free Admission, and free popcorn and water for all, while supplies last. Movie begins at dusk (approx. 8:30 pm)

Visit Halfmoon Celebrations website for more information at: halfmooncelebrations.org

CONCERT IN THE PARK – Friday, July 12th from 6:30 – 9:00pm at the Stage in the Town Park. Double Barreled will be playing under the stars!

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. Liaison to Trails & Open Space 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. Town Justice Fodera

Total # Cases 150 Total Fees Submitted to the Supervisor - \$14,586.00

2. Town Justice Suchocki

Total # Cases 150 Total Fees Submitted to the Supervisor - \$19,593.00

3. Town Clerk

Total Fees Submitted to the Supervisor - \$18,844.30

4. Senior Express

Total # of Meals Delivered - 891 Total # of Rides - 545

5. Building Permits - 96

Total Fees Submitted to the Supervisor - \$22,822.00

6. Fire Inspections - 41

Total Fees Submitted to the Supervisor - \$ 3,550.00

DEPARTMENT MANAGER MONTHLY REPORTS

Animal Control, Assessor, Building, Planning & Development, Highway, Buildings & Grounds

CORRESPONDENCE

1. **Received** from the Mohawk Towpath Scenic Byway Coalition, Inc., their 2023 Annual Report.
2. **Received** from Andrew Hough, his letter of resignation as Highway MEO, effective June 14, 2024.
3. **Received** from BST & Co., CPAs, LLP, their report relating to their audit of the financial statements of the Town of Halfmoon for the year ended December 31, 2023.
4. **Received** from the NYS Department of Taxation and Finance, the Final Special Franchise Full Values for the 2024 Assessment Roll.

OLD BUSINESS

NEW BUSINESS

193. Resolution to approve Town Board Meeting Minutes of June 5, 2024.

Resolution that the Town Board approve minutes of the Town Board Meeting of June 5, 2024
Resolution Introduced by Town Clerk Bryan

[**194. Resolution** to authorize the Town Board to execute the revised 284 Agreement.](#)

[Resolution to authorize the Town Board to execute the revised 284 Agreement submitted by the Highway Superintendent.](#)

[Resolution Introduced by Superintendent of Highways Bryans](#)

195. Resolution that the Town Board approves Comptroller's Report for May 2024.

Resolution that the Town Board approves the Comptroller's Report for the Month of May 2024, as presented.

Resolution Introduced by Comptroller Hatter

[196. Resolution authorizing the purchase of a Sharp copier from Universal Office Products, USA.](#)

[Resolution that the Town Board authorizes the Supervisor to enter into an Agreement with Universal Office Products, USA for the purchase of a Sharp MX-5071 full color copier at a cost not to exceed \\$3,750.00 and authorizes the Supervisor to execute any documentation necessary for the purchase, subject to the review and approval of the Town Attorney.](#)

[Resolution Introduced by Personal Computer Tech Mikol](#)

197. Resolution that the Town Board hereby authorizes the Town Supervisor to sign a letter of support for the revised and updated Towpath Byway Corridor Management Plan.

Resolution that the Town Board hereby authorizes the Town Supervisor to sign a letter of support for the revised and updated Towpath Byway Corridor Management Plan, subject to the review and approval of the Town Attorney.

Resolution Introduced by Supervisor Tollisen

198. Resolution authorizing the Supervisor to enter into an Agreement with Derek Messier to fund his training to enable him to obtain his Commercial Driver's License.

Resolution that the Town Board hereby authorizes the Supervisor to enter into an agreement with Derek Messier to pay for the education and training necessary to obtain a Commercial Driver's License on the condition that Derek Messier commit to remaining as a Town Employee for a period of 5 years after obtaining his Commercial Driver's License, and hereby authorizes the Supervisor to execute said agreement, subject to the review and approval of the Town Attorney.

Resolution Introduced by Supervisor of Buildings & Grounds Maiello

[199. Resolution Authorizing the Supervisor to enter into an agreement with the Southern Saratoga County Quilts of Valor for Veteran's.](#)

[Resolution that the Town Board hereby authorizes the Supervisor to enter into an agreement with the Southern Saratoga County Quilters for Quilts of Valor for Veteran's who create quilts with the intention of attempting to ease the tension and the impacts of serving our country by providing comfort through awarding a specially made quilt to our Veterans and authorizes the Supervisor to execute said agreement, subject to the review and approval of the Town Attorney.](#)

[Resolution Introduced by Supervisor Tollisen](#)

200. Resolution authorizing the Supervisor to enter into an agreement with MJ Engineering and Land Surveying, P.C. to map historic sites and cemeteries.

Resolution authorizing the Supervisor to enter into an agreement with MJ Engineering and Land Surveying, P.C. to provide engineering services associated with GIS mapping services associated with creating an updated Town Trails Map and include historic sites and cemeteries in the not to exceed amount of \$2,000.00 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 and Planning Development Coordinator Harris

201. Resolution that the Town dispose of a Sharp MX-3640N as it is no longer of use to the Town.

Resolution that the Personal Computer Tech may dispose of the Sharp MX-3640N copier from the Building and Planning Department by surrendering the copier to Universal Office Products, USA and that the Town's Asset Inventory list will be updated to reflect that the Sharp MX-3640N copier is no longer being used for Town purposes, subject to the review and approval of the Town Attorney.

Resolution Introduced by Personal Computer Tech Mikol

202. Resolution authorizing the Town Supervisor to apply for 20,000 in grants from Saratoga County.

Resolution that the Town Board authorizes the Supervisor to apply for and to execute any documents associated with the Saratoga County Planning and Economic Development grant in the amount of \$10,000.00 for the Halfmoon Town Complex Lighting Project and \$10,000.00 for the Saratoga County Trails Grant Program to restore the Crescent Park Trail, subject to the review and approval of the Town Attorney.

Resolution Introduced by Town Supervisor Kevin Tollisen

203. Resolution authorizing the Town Supervisor to hire Mark Rust for his performance for the Recreation Program.

Resolution that the Town Board authorizes the Town Supervisor to enter into a contract with Mark Rust to perform a Camp Show on 7/18/2024 for the Summer Recreation Program in the not to exceed amount of \$550.00 and to authorize the Supervisor to execute any documents necessary to effectuate the performance, subject to the review and approval of the Town Attorney.

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

204. Resolution that the Town Board appoints Cindy Brown, part-time clerk for the Senior Express.

Resolution that the Town Board appoints Cindy Brown, part-time clerk for the Senior Express at Grade 1 Base Pay - \$20.43/hr. per completion of pre-employment testing.

Resolution Introduced by Town Clerk Bryan

205. Resolution that the Town Board hereby authorizes the expenditure of \$7,500.00 from the Special Revenue Fund for payment to the Capital Region Transportation Council.

Resolution that the Town Board hereby authorizes the expenditure of \$7,500.00 from the Northern Halfmoon Generic Environmental Study portion of the Special Revenue Fund to the Capital Region Transportation Council to be utilized to for the Halfmoon/Clifton Park County Route 109 Corridor Study, subject to the review and approval of the Town Attorney.

Resolution Introduced by Supervisor Tollisen

206. Resolution that the Town Supervisor is hereby authorized to enter into an Agreement with Security Mentor.

Resolution that the Town Board hereby authorizes the Supervisor to enter into an agreement with Security Mentor to provide security awareness training per the recommendation of the Information Technology Department at a cost not to exceed \$1,395.00, and hereby authorizes 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

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

Resolution Introduced by Comptroller Hatter

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.

Resolution Introduced by Comptroller Hatter

DEBIT:	Revenues	25-980	\$4,315.00
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Subsidiary: Home & Community Services

25-4-2189.00	\$4,315.00
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CREDIT:	Appropriations	25-960	\$4,315.00
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Subsidiary: Engineering Contractors Inspections

25-5-1440.40	\$4,315.00
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Information Only: The above was derived from the following breakdown of charges to be paid on June 6, 2024, Abstract for engineering and related fees.

NAME	AMOUNT
Fairway Meadows/Hanks Hollow	\$1,155.00
MJ-Tarrar Subdivision	\$990.00
Murray Auto Sales	\$330.00
Trick Shots	\$190.00
Tabor Road-Flex Space Site	\$1,650.00
Total	\$4,315.00

PUBLIC COMMENT (For discussion of non-agenda items)

ADJOURN

Agreement for the Expenditure of Highway Moneys

SECTION 284 AGREEMENT FOR THE EXPENDITURE OF HIGHWAY MONEYS
AGREEMENT between the undersigned members of the Town Board and the Town Superintendent of Highways of the Town of Halfmoon, Saratoga County, New York. Pursuant to the provisions of Section 284 of the Highway Law, we agree that moneys levied and collected in the Town for the repair and improvement of highways and received from the State for State Aid for the repair and improvement of highways, shall be expended as follows.

1. **GENERAL REPAIRS:** The sum of \$250,000.00 shall be set aside to be expended for primary work and general repairs upon 116.91 miles of Town highways, including sluices, culverts, and bridges having a span of less than five feet and boardwalks or the renewals thereof.

2. **PERMANENT IMPROVEMENTS:** The following sums, totaling \$850,000.00, shall be set aside to be expended for the permanent improvement of Town Highways.

On Stableford Place commencing at Timothy's Place and leading to Bent Grass Drive, a distance of 1,584 Feet, there shall be expended not over the sum of \$51,611.69. Type A Width of traveled surface 32' Thickness 1.5" inches Subbase Gravel.

On Anthony Road commencing at Farm to Market Road and leading to Vosburgh Road, a distance of 4858 Feet, there shall be expended not over the sum of \$115,585.15. Type A Width of traveled surface 22' Thickness 1.5" inches Subbase Gravel.

On Vosburgh Road commencing at Anthony Road and leading to NYS RT 146, a distance of 9082 Feet, there shall be expended not over the sum of \$181,435.84. Type A Width of traveled surface 22' Thickness 1.5" inches Subbase Gravel.

On Cemetery Road commencing at Anthony Road and leading to Old RT 146, a distance of 8342 Feet, there shall be expended not over the sum of \$169,056.74. Type A Width of traveled surface 22' Thickness 1.5" inches Subbase Gravel.

On Lower Newtown Road commencing at County Rt 95 and leading to NYS RT4&32, a distance of 15,154 Feet, there shall be expended not over the sum of \$323,582.30. Type A Width of traveled surface 22' Thickness 1.5" inches Subbase Gravel.

On Moreland Drive commencing at Farm to Market Road and leading to Eleanor Court, a distance of 2270 Feet, there shall be expended not over the sum of \$72,200. Type A Width of traveled surface 32' Thickness 1.5" inches Subbase Gravel.

On Eleanor Court commencing at Danforth Road and leading to Cul-de-sac, a distance of 1214 Feet, there shall be expended not over the sum of \$37,100. Type A Width of traveled surface 32' Thickness 1.5" inches Subbase Gravel.

On Danforth Road commencing at Moreland Drive and leading to Moreland Drive, a distance of 1267 Feet, there shall be expended not over the sum of \$39,100. Type A Width of traveled surface 32' Thickness 1.5" inches Subbase Gravel.

Executed in duplicate this _____ day of June, 2024

Supervisor _____

Councilperson _____

Councilperson _____

Councilperson _____

Councilperson _____

Town Superintendent of Highway _____

All the above is an estimate of the work to be done in _____. However, all is based upon the information I have currently. If the funding is reduced, materials increase due to escalation in cost or emergencies arise, the work could be changed based upon circumstances.

Note: This agreement should be signed in duplicate by a majority of the members of the Town Board and by the Town Superintendent. Both copies must be approved by the County Superintendent. One copy must be filed in the Town Clerk's office and one in the County Superintendent's office. COPIES DO NOT HAVE TO BE FILED IN ALBANY.



Town of Halfmoon
2 Halfmoon Plaza
Halfmoon, NY 12065

06/11/2024

Dear Doug,

As per your request universal is pleased to quote you the following price on a Sharp MX-5071, full color copier with network, print, scan, and booklet finisher. A fax can be added if needed. This machine will go to the Building department in the Town and will be placed on the current CPC. Current meters are B: 38,430, C: 12,804. No cost for delivery, set or set up. Total cost \$3750.

Sincerely,

Michael Cicchinelli

Universal Office Products

AGREEMENT

THIS AGREEMENT made this _____ day of _____ 2025, by and between the TOWN OF HALFMOON, a municipal corporation with offices located at 2 Halfmoon Town Plaza, Halfmoon, New York, 12065, hereinafter the TOWN, and the SOUTHERN SARATOGA COUNTY QUILTERS FOR THE QUILTS OF VALOR FOUNDATION, a not for profit corporation with offices located at _____, herein after the FOUNDATION.

WHEREAS, it is recognized that there is a need for providing support for Veterans residing in Halfmoon and around the country; and

WHEREAS, the FOUNDATION began in 2003, with the intention of attempting to ease the tension and the impacts of serving our country by providing comfort through awarding a specially made quilt to our Veterans; and

WHEREAS, the Town Board of the Town of Halfmoon is ever cognizant of the importance of providing support for our Veterans and recognizes the vital role that Veterans play in our community;

NOW THEREFORE, the parties agree as follows:

1. The FOUNDATION agrees to award handmade quilts to our Veterans to assist in providing comfort and support.
2. The FOUNDATION agrees to organize and coordinate the quilt making program and to distribute the quilts in accordance with the FOUNDATION guidelines.
3. The FOUNDATION shall comply with the rules associated with utilizing TOWN property as a location for their quilting activities.
4. The FOUNDATION agrees to indemnify, defend and hold harmless the Town from any claim out of its acts or omissions and from any and all losses whatsoever, whether for personal injuries or property damage, including but not limited to the costs of litigation, attorneys fees, filing fees and expenses of each and every nature.
5. The term of this agreement shall be from June _____, 2024, through December 31, 2024.

6. The TOWN shall contribute \$750.00 to the FOUNDATION to assist with the costs of supplies for the creation of the quilts.

TOWN OF HALFMOON

By: Kevin J. Tollisen
Town Supervisor

SOUTHERN SARATOGA COUNTY QUILTERS FOR THE QUILTS
OF VALOR FOUNDATION

By:

STATE OF NEW YORK)
TOWN OF HALFMOON) ss.:
COUNTY OF SARATOGA)

On the _____ day of _____, 2024, before me the undersigned, personally appeared, KEVIN J. TOLLISEN, personally known to me or provide to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledge to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Notary Public

STATE OF NEW YORK)
TOWN OF HALFMOON) ss.:
COUNTY OF SARATOGA)

On the _____ day of _____, 2024, before me the undersigned, personally appeared, _____, personally known to me or provided to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that she executed the same in her capacity, and that by her signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Notary Public

CONTRACT

1. Name of artist: Mark Rust
2. Presenter Town of Halfmoon Phone (518) 371-7410
Address 2 Halfmoon Town Plaza, Halfmoon, NY, 12065
email * see below website townofhalfmoon.org
3. Date & name of event 7/16/24 Camp Show (1st-3rd grade)
4. Place of performance Town Park, 162 Rt. 236, Halfmoon, NY
5. Time & type of performance 11:15am
6. Length of performance 40-45 minutes
7. Agreed price for the artist \$550 (No deductions on check)
8. An adequate sound system will be provided by the artist
9. Presenter shall provide electricity to within 10 feet, and a flat & level surface for performance.
12. Artist shall report to JBA upon arrival.
Time 9:30am Place at site _____ Phone _____
13. Emergency contact for artist *
Phone (518) 371-7410 x5 After 5pm *
14. Payment shall be made to Mark Rust on day of performance.
15. Artist will be paid rain or shine, or get "Rain Rider".
16. Presenter shall send directions to the town & location of the performance at least one week prior to the show.
18. Show may only be rescheduled with consent of the artist or Presenter will pay the artist 50% cancellation fee.
19. Please read entire contract, attend to highlighted items, sign & return one to Mark Rust at the New Paltz address.
20. Name & address for contract Jennifer Harrell
21. Agreed by:

Mark Rust
Artist
Mark Rust

Jennifer Harrell
Presenter
Jennifer Harrell

Mark Rust markrust@markrust.com

Voice & Fax (845) 679-8213. Cell (914) 388-4063.

Send contracts to: PO Box 100, New Paltz, NY, 12561

Please send a list of places that the kids would recognize, for a customized song (towns, streets, neighborhoods, parks, malls, eateries, fun places to go).

* Jennifer Harrell: jharrell@townofhalfmoon.org
(518) 371-8062 (cell)
Jim Hayes (Dir)

** If rain, indoor site at same location.



Security Awareness Training LICENSE FEE QUOTE

Prepared For:

Douglas Mikol
Town of Halfmoon
2 Halfmoon Town Plaza
Halfmoon, NY 12065
Phone: (518) 857-7800
Email: admin@townofhalfmoon.org

Prepared by:

Craig Kunitani
Security Mentor, Inc.
20 Ryan Ranch Rd, Ste 100
Monterey, CA 93940
Phone: (831) 656-0133 x112
Email: ckunitani@securitymentor.com

Effective Date: June 17, 2024

Description	Maximum Licensed Users (Users)	Unit Price	Total Fees
Security Mentor security awareness training			
Package: Basic	Up to 100 Users	\$1,595/year	\$1,595
• Training offered through Security Mentor's website			
• Training term is one (1) year.			
• Six (6) security awareness training lessons total per year			
• PhishDefense phishing simulation service, up to 24 campaigns per year			
• All services are co-termed			
• All fees paid up-front			
Special Discount			(\$200)
TOTAL			\$1,395
Key Features of the Basic Package			
• End of lesson quizzes			
• Administrator account for tracking, managing, and reporting training.			
• Standard Support: includes email support for administrators and trainees, FAQ, and administration documentation.			
• Other package Features/Options can be seen at: www.securitymentor.com/packages			

This License Fee Quote is valid for a period of 30 days from the Effective Date.