



**TOWN BOARD MEETING**  
**March 18, 2026**  
**7:00 PM**  
**A. James Bold Meeting Room**

---

**AGENDA**

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

**PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**

**PUBLIC HEARING: TO DISCUSS AUTHORIZING AN EXPENDITURE FROM THE GENERAL FUND CAPITAL RESERVE MONIES TO DESIGN AND CONSTRUCT A FIRE TRAINING CENTER, SUBJECT TO PERMISSIVE REFERENDUM.**

**PRESENTATION: HALFMOON HERO**

**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 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: 3 EXCITING UPCOMING EVENTS**

**HENRY KNOX: RESOLVE FORGED BY REVOLUTION:** Wednesday, March 25th at 6:30 pm in the A. James Bold Meeting Room at Town Hall, 2 Halfmoon Town Plaza, Halfmoon, NY 12065. A screening of a new short film honoring the story of Henry Knox's Nobile Train Artillery and its 250th Commemoration. Come join us for this free event!

**TAVERN NIGHT:** Join Halfmoon Town Historian, Lynda Bryan on Thursday, April 23rd at 4:30 pm at the Halfmoon Senior Center, 287 Lower New Town Road, Halfmoon, NY 12188, as we travel back in time to enjoy an 18th Century inspired feast featuring a 3-course meal and a spirited conversation between Mrs. Elizabeth Peebles and Mrs. John Flynn who opened their homes as a tavern during the Revolutionary War. Hear them speak about the soldiers marching past their front doors and the prestigious guests that stayed at their establishments. Tickets are \$15.00 and will go on sale Tuesday, March 17th 2026 at the Senior Center.

**TWO TOWNS ONE BOOK EVENT:** Liz Moore, author of the 2026 Community Read "God of the Woods" will join us for a special evening on April 28th, 2026 at the Shen High School West at 7:00 pm. Go to [friendsofthelibrary.org](http://friendsofthelibrary.org) to register.

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.

**SONS OF THE AMERICAN LEGION MOHAWK SQUADRON 1450:** Will hold a breakfast buffet on Sunday, March 22, 2026 from 8 am to 11:30 am at the American Legion Post#1450, 275 Grooms Road, Halfmoon. Adults \$12.00, Children (Under 12) \$3.00. Buffet included: Scrambled Eggs, Home Fries, Pancakes, Bacon, Sausage, Toast, Coffee and Orange Juice. The Mohawk Post 1450 Auxiliary will also be holding a Bake Sale in the lobby from 8:30 am to 11:30 am.

**HALFMOON CELEBRATIONS ASSOCIATION, INC. IN CONJUNCTION WITH THE TOWN OF HALFMOON:EASTER "EGGSTRAVAGANZA"** : Saturday, March 28, 2026 at the Halfmoon Town Complex, 2 Halfmoon Town Plaza, Harris Road 12:00pm to 4:00 pm. Free activities such as Picture with the Easter Bunny, Crafts, Face Painting, Balloon Artists, and so much more! Join us for a fun-filled day, and meet some of the Easter Bunny's Friends! Refreshments available to purchase that benefits the Halfmoon Celebrations Association and Character Counts. Please visit [www.halfmooncelebrations.org](http://www.halfmooncelebrations.org) for more information.

**CARE LINKS PRESENTS STORY TELLING EVENT:** With the participants of CAPTAIN Senior Services, Tuesday April 14, 2026 at 1:00 pm at the Clifton Park Center, 22 Clifton Country Road, Clifton Park, NY 12065, at the Regal Cinema Entrance. To register, please contact [terra@captaincares.org](mailto:terra@captaincares.org) or call 518-399-3262.

**HALFMOON CELEBRATIONS ASSOCIATION, INC. IN CONJUNCTION WITH THE TOWN OF HALFMOON SPRING FLING:** Join us on Saturday, April 25, 2026 at the Halfmoon Town Complex, 2 Halfmoon Town Plaza, Harris Road 10:00 am to 3:00 pm for a Shopping Bazaar that features local vendors & crafters who will offer many items for your shopping pleasure! Jewelry, Skin Care, Candy, Candles, Custom Made Items, and so much more. Free reusable shopping bag to the first 50 shoppers! Light refreshments are available for purchase. For more information, please visit [www.halfmooncelebrations.org](http://www.halfmooncelebrations.org).

**CARE LINKS INTERACTIVE SENIOR RESOURCE FAIR:** Hosted by Care Links, Friday, May 1, 2026 from 10:00 am to 2:00 pm at the Clifton Park Center, 22 Clifton Country Road, Clifton Park, NY2065. Local businesses and organizations will be present to share resources they offer as well as members of the Care Links Team will be available to answer questions about serving the needs of senior citizens in Southern Saratoga County. This is a free community event, and there will be special drawings! For more information, please contact Program Manager, Terra Maddalone-Ristau at 518-399-3262.

**TOWN OF HALFMOON SUMMER CAMP 2026:** June 29th-August 7th, 2026 9:00am-3:00pm. Resident registration opens Online only April 27, 2026. In office registration available by appointment only beginning May11, 2026. Non-Resident Registration June 8, 2026 based on availability. Hiring Summer Camp Counselors. Please check the Town of Halfmoon website for more information at [www.townofhalfmoon-ny.gov](http://www.townofhalfmoon-ny.gov) or call 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)**

**Eric Catricala (Deputy Town Supervisor)**

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

**Paul Hotaling (Town Board Member)**

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

**John Wasielewski (Town Board Member)**

- a. Co-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

**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 - 37 Total Fees Submitted to the Supervisor - \$72,210.00

Fire Inspections - 28 Total Fees Submitted to the Supervisor - \$1,650.00

### 2. Town Clerk

Total Fees Submitted to the Supervisor - \$4,903.61

### 3. Senior Express

Total # Rides - 558 Total # Meals - 971

### 4. Town Justice Fodera

Total # Cases 178 Total Fees Submitted to the Supervisor - \$23,217.00

### 5. Town Justice Suchocki

Total # Cases 162 Total Fees Submitted to the Supervisor - \$17,367.00

## DEPARTMENT MANAGER MONTHLY REPORTS

Assessor, Building & Grounds; Building, Planning & Development; Receiver of Taxes; Recreation & Senior Center; Town Clerk

## CORRESPONDENCE

1. **Received** from the Town of Halfmoon Planning Board, their resolutions passed at the February 23, 2026 Planning Board Meeting.
2. **Received** Letter of request to be appointed to the Trails and Open Space Committee from Stephanie Morgan.
3. **Received** from Scott Houle his resignation as Water Maintenance Supervisor effective March 20, 2026.
4. **Received** from Austin Krom his resignation as MEO for the Water Department effective March 20, 2026.
5. **Received** from the Town of Halfmoon Planning Board, their resolutions passed at the March 09, 2026 Planning Board Meeting.

## OLD BUSINESS

## NEW BUSINESS

**126. Resolution** that the Town Board approves the Town Board Meeting Minutes of March 04, 2026 as presented.

**Resolution Introduced by Town Clerk Catricala**

**127. Resolution** that the Town Board approves the removal of a printer from the Fixed Asset list.

**Resolution** that the Town Board approves the removal of a HP Laser Jet printer M607, fixed asset tag #CE-17-0013, from the Fixed Asset list and dispose of the printer as it is no longer functioning properly, subject to the review and approval of the Town Attorney.

**Resolution introduced by Personal Computer Tech Mikol**

**128. Resolution to hire ABS Solutions, LLC.**

**Resolution** that the Town Board authorizes the Supervisor to enter into an agreement with ABS Solutions, LLC. in the not to exceed amount of \$5,725.00 network cabling for the Justice building as detailed in the proposal dated February 2, 2026, and authorize the Supervisor to execute any documents necessary to effectuate the Agreement, subject to the review and approval of the Town Attorney.

**Resolution Introduced by Personal Computer Tech Mikol**

**129. Resolution to enter into five Agreements with Alarm & Suppression, Inc. for multiple Town owned properties.**

**Resolution** that the Town Board hereby authorizes the Supervisor to enter into five Agreements with Alarm & Suppression, Inc. to install five cellular communicators to permit the proper monitoring of the Town's fire detection system in the not to exceed amount of \$4,175.00 and authorizes the Supervisor to execute the Agreements, subject to the review and approval of the Town Attorney. The cellular communicators shall be installed at the Highway Department, Historical Society, Justice Building, Senior Center and the Town Hall Building.

**Resolution Introduced by Supervisor of Buildings & Grounds Maiello**

**130. Resolution** that the Town Board hereby appoints Stephanie Morgan to the Trails and Open Space Committee.

**Resolution Introduced by Deputy Supervisor Catricala**

**131. 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 replace the Guiderail on Riverview Road in accordance with the proposal dated March 6, 2026, in the not to exceed amount of \$7,420.76, utilizing the Saratoga County Contract 24-PWGR-245R2, 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**

**132. Resolution** that the Town Board hereby appoints Scott Houle as Permanent Assistant Water Superintendent.

**Resolution** that the Town Board hereby appoints Scott Houle as Permanent Assistant Water Superintendent, non competitive, Grade 10, Step 8 \$101,575.00, effective March 21, 2026

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

**133. Resolution** that the Town Board hereby appoints Austin Krom as a Provisional Water Maintenance Worker.

**Resolution** that the Town Board hereby appoints Austin Krom as a Provisional Water Maintenance Worker Grade 7, Base \$32.39/hr., effective March 21, 2026.

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

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

**Resolution** that the Superintendent of Highways has determined that a 2008 Sure Trac Trailer Vin#5JWTU222281020133, owned by the Town of Halfmoon, is a trailer 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 Highways Bryans**

**135. Resolution** to enter into an agreement with Core & Main, LP.

**Resolution** that the Town Board of the Town of Halfmoon hereby agrees to enter into an agreement with Core & Main, LP, for the purchase of water distribution valves and hydrants in the not to exceed amount of \$220,488.04 and authorizes the Supervisor to execute any and all necessary documents to proceed with this purchase, subject to the review and approval of the Town Attorney.

**Resolution introduced by Superintendent of Water and Buildings Maintenance  
Supervisor Tironi**

**136. Resolution for the Town Board to enter into a formal Assessment Agreement with Wal-Mart Real Estate Business.**

**Resolution** that the Town Board approve entering into a formal Assessment Agreement between the Town of Halfmoon and Wal-Mart Real Estate Business for the parcel located at 1549 Route 9 (278.-2-56.1). This agreement reduces the 2025 assessed value from \$7,130,000 to \$6,681,752, and to authorize the Town Attorney to execute any documents necessary to effectuate the Agreement. **Resolution Introduced by Assessor Zarelli**

**137. Resolution** for the Town Board to enter into a formal Assessment Agreement with AutoZone Inc #6498.

**Resolution** that the Town Board approve entering into a formal Assessment Agreement between the Town of Halfmoon and AutoZone Inc #6498 for the parcel located at 1705-1709 Route 9 (272.10-2-26.112). This agreement reduces the 2025 assessed value from \$628,000 to \$465,625 and to authorize the Town Attorney to execute any documents necessary to effectuate the Agreement.

**Resolution Introduced by Assessor Zarelli**

**138. Resolution** for the Town Board to enter into a formal Assessment Agreement with WMG Acquisitions LLC c/o PRDI.

**Resolution** that the Town Board approve entering into a formal Assessment Agreement between the Town of Halfmoon and WMG Acquisitions LLC c/o PRDI for the parcel located at 1532 Route 9 (278.-2-39). This agreement reduces the 2025 assessed value from \$618,264 to \$501,178 and to authorize the Town Attorney to execute any documents necessary to

effectuate the Agreement.

**Resolution Introduced by Assessor Zarelli**

**139. Resolution scheduling a Public Hearing for April 1,2026.**

Resolution that the Town Board hereby schedules a Public Hearing for the April 1, 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 the abandonment of a portion of Progress Drive.

**Resolution Introduced by Superintendent of Highways Bryans**

**140. Resolution** that the Town Board hereby recognizes March 29, 2026, as Educational and Sharing Day.

**Resolution** that the Town Board hereby acknowledges March 29, 2026, as Education and Sharing Day in recognition of the Rebbe, Rabbi Menachem M. Schneerson whose stressing that a moral and ethical education empowers every individual to develop their full potential in making the world a better place.

**Introduced by Supervisor Tollisen**

**141. Resolution that the Town hires Armory Associates, LLC.**

Resolution that the Town Board hereby authorizes the Supervisor to enter into a two (2) year agreement with Armory Associates, LLC, to provide actuarial services necessary to report Other Post-Employment Benefits (OPEB) for compliance with GASB Statement 75 pursuant to proposal dated February 27,2026, in the not to exceed amount of \$6,600.00 and further authorizes the Supervisor to execute said agreement, subject to the review and approval of the Town Attorney.

**Resolution Introduced by Comptroller Sullivan**

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

Resolution authorizing the Supervisor to enter into an 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 February 23, 2026, in the not to exceed amount of \$43,000.00 on a temporary, as needed basis as approved by the Department Manager and the Town Supervisor, 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.**

**143. 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**



ABS Solutions, LLC

52 Corporate Circle

Suite 105

Albany, NY 12203

Phone: (518) 608-5805 Fax: (518) 608-5808

# Proposal

Date	Proposal #
2/2/2026	47087

Name / Address
Town of Halfmoon Douglas Mikol 2 Halfmoon Town Plaza Halfmoon, NY 12065

Ship To
Town of Halfmoon Douglas Mikol 2 Halfmoon Town Plaza Halfmoon, NY 12065

P.O. No.	Terms	Project
	Net 30	Network Cabling for Justice

Description	Qty	Rate	Total
PEPPM Wholesaler Technology Catalog – 542242 - 001			
APC by Schneider Electric Smart-UPS 1000VA Rack-mountable UPS - 1000 VA/700 W - 120 V AC - 2U	1	740.00	740.00
Rack-mountable - 6 x NEMA 5-15R WITH SMARTCONNECT			
SmartConnect Standard Plan - subscription license (3 years) - 1 license	1	55.00	55.00
Cabling // Not on Contract			
Network Cabling	1	4,930.00	4,930.00
- Install new rack and patch panel. Install existing equipment and new UPS to new rack. Verify connectivity upon completion.			
- 18U data cabinet with fans, locked			
- 48P patch panel			
- Providing necessary patch cables			
* Customer acknowledges that any additional cable runs or fiber work are considered outside the scope of this project.			
* Customer acknowledges that the setup and configuration of the UPS and any post install troubleshooting will be billed to the Town of Halfmoon month-end CustomerCare.			

Thank you for your business.	<b>Subtotal</b>
	<b>Sales Tax (0.0%)</b>
	<b>Total</b>

Signature



ABS Solutions, LLC

52 Corporate Circle

Suite 105

Albany, NY 12203

Phone: (518) 608-5805 Fax: (518) 608-5808

# Proposal

Date	Proposal #
2/2/2026	47087

Name / Address
Town of Halfmoon Douglas Mikol 2 Halfmoon Town Plaza Halfmoon, NY 12065

Ship To
Town of Halfmoon Douglas Mikol 2 Halfmoon Town Plaza Halfmoon, NY 12065

P.O. No.	Terms	Project
	Net 30	Network Cabling for Justice

Description	Qty	Rate	Total
<p>* Pricing valid for 14 days from date of proposal.            * All orders are final. No returns, exchanges or cancellations will be honored.            * ABS Solutions, LLC is not responsible for delays outside of our control. Time associated with delays will be billed on a time and materials basis.            * Customer acknowledges the scope of work defined above will be completed during regular business hours, Monday - Friday 8:30am - 5:00pm.            * Customer acknowledges any work performed outside of the scope of work defined above or outside of the noted business hours will be billed on a time and materials basis.</p>			

Thank you for your business.	<b>Subtotal</b>	\$5,725.00
------------------------------	-----------------	------------

I agree to invest in the products/services listed above. Please sign and fax to (518) 608.5808	<b>Sales Tax (0.0%)</b>	\$0.00
--	-------------------------	--------

Signature _____	<b>Total</b>	\$5,725.00
-----------------	--------------	------------



# ALARM & SUPPRESSION, Inc.

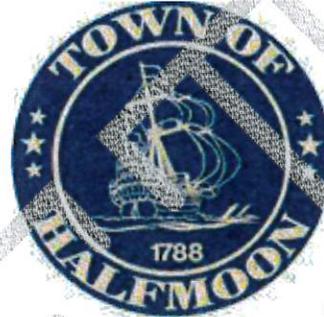
- Fire & Life Safety Professionals -

Licensed by the NYS Dept of State License No.: 1200034322
Licensed by the State of Vermont License No.: ES-949
 We support and Encourage NICET certification

331 Ushers Road, Suite #3, Ballston Lake, New York 12019  
Phone: 518.399.5110 - Fax: 518.399.8702 – www.alarmandsuppression.com

February 27, 2026

**Town of Halfmoon – Senior Center**  
c/o: Building & Grounds Department  
287 Lower Newtown Road  
Halfmoon, NY 12065  
(518) 371 – 7410



Attention: Paul Maiello

Regarding: Fire Alarm Control Panel Monitoring

Alarm & Suppression, Inc. is pleased to provide a proposal for your Fire Alarm Control Panel monitoring at the **Town of Halfmoon – Senior Center**, using **Cellular Communication**, to send the signals back to our central station, Rapid Response.

This will continue the fire alarm monitoring after the sunset of the IP Technology currently being used to monitor your system.

Description	Price	Quantity	Total
Setup Fee – Prevailing Wage Rates Apply (Installation, Setup, Programming, Testing, Verification)	\$450.00	1	\$450.00
StarLink Cellular Communicator (Enclosure, Lock, Battery, Whip)	\$385.00	1	\$385.00
<b>Notifier SFP – SUD Fire Alarm Control Panel</b>			
		Subtotal:	\$835.00
		Tax (0%):	\$0.00
		<b>Total:</b>	<b>\$835.00</b>

\*Annual monitoring to be charged separately at \$696.00 annually.

\*Additional site visits, if necessary, will be billed accordingly.

\*Prevailing Wage Rates apply.

Please find time to review and contact me with any questions you may have.

Thank you!

*Joe Giardino*

Joe Giardino  
Alarm & Suppression Inc.  
Account Manager  
(518) 399 – 5110  
[jgiardino@alarmandsuppression.com](mailto:jgiardino@alarmandsuppression.com)

\_\_\_\_\_  
Authorized Signature                      Date

\_\_\_\_\_  
Printed Name                                      Title



# ALARM & SUPPRESSION, Inc.

- Fire & Life Safety Professionals -

Licensed by the  
NYS Dept of State  
License No.: 1200034322

Licensed by the  
State of Vermont  
License No.: ES-949

 We support and  
Encourage NICET  
certification

331 Ushers Road, Suite #3, Ballston Lake, New York 12019  
Phone: 518.399.5110 - Fax: 518.399.8702 – www.alarmandsuppression.com

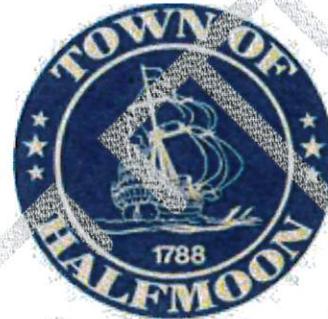
February 27, 2026

**Town of Halfmoon – Highway Department**

c/o: Building & Grounds Department  
322 State Route 146  
Halfmoon, NY 12065  
(518) 371 – 7410

Attention: Paul Maiello

Regarding: Fire Alarm Control Panel Monitoring



Alarm & Suppression, Inc. is pleased to provide a proposal for your Fire Alarm Control Panel monitoring at the **Town of Halfmoon – Highway Department Building**, using **Cellular Communication**, to send the signals back to our central station, Rapid Response.

This will continue the fire alarm monitoring after the sunset of the IP Technology currently being used to monitor your system.

Description	Price	Quantity	Total
Setup Fee – Prevailing Wage Rates Apply (Installation, Setup, Programming, Testing, Verification)	\$450.00	1	\$450.00
StarLink Cellular Communicator (Enclosure, Lock, Battery, Whip)	\$385.00	1	\$385.00
<b>Notifier SFP—5UD Fire Alarm Control Panel</b>			
		Subtotal:	\$835.00
		Tax (0%):	\$0.00
		<b>Total:</b>	<b>\$835.00</b>

\*Annual monitoring to be charged separately at \$696.00 annually.

\*Additional site visits, if necessary, will be billed accordingly.

\*Prevailing Wage Rates apply.

Please find time to review and contact me with any questions you may have.

Thank you!

*Joe Giardino*

Joe Giardino  
Alarm & Suppression Inc.  
Account Manager  
(518) 399 – 5110  
[jgiardino@alarmandsuppression.com](mailto:jgiardino@alarmandsuppression.com)

\_\_\_\_\_  
Authorized Signature                      Date

\_\_\_\_\_  
Printed Name                                      Title



# ALARM & SUPPRESSION, Inc.

- Fire & Life Safety Professionals -

Licensed by the  
NYS Dept of State  
License No.: 1200034322

Licensed by the  
State of Vermont  
License No.: ES-949

We support and  
Encourage NICET  
certification

331 Ushers Road, Suite #3, Ballston Lake, New York 12019  
Phone: 518.399.5110 - Fax: 518.399.8702 – [www.alarmandsuppression.com](http://www.alarmandsuppression.com)

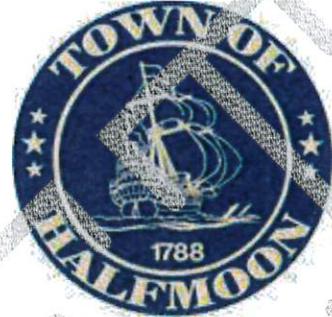
February 27, 2026

**Town of Halfmoon – Justice Building**

c/o: Building & Grounds Department  
1 Halfmoon Town Plaza  
Halfmoon, NY 12065  
(518) 371 – 7410

Attention: Paul Maiello

Regarding: Fire Alarm Control Panel Monitoring



Alarm & Suppression, Inc. is pleased to provide a proposal for your Fire Alarm Control Panel monitoring at the **Town of Halfmoon – Justice Building**, using **Cellular Communication**, to send the signals back to our central station, Rapid Response.

This will continue the fire alarm monitoring after the sunset of the IP Technology currently being used to monitor your system.

Description	Price	Quantity	Total
Setup Fee – Prevailing Wage Rates Apply (Installation, Setup, Programming, Testing, Verification)	\$450.00	1	\$450.00
StarLink Cellular Communicator (Enclosure, Lock, Battery, Whip)	\$385.00	1	\$385.00
<b>Notifier SFP—5UD Fire Alarm Control Panel</b>			
		Subtotal:	\$835.00
		Tax (0%):	\$0.00
		<b>Total:</b>	<b>\$835.00</b>

**\*Annual monitoring to be charged separately at \$696.00 annually.**

**\*Additional site visits, if necessary, will be billed accordingly.**

**\*Prevailing Wage Rates apply.**

Please find time to review and contact me with any questions you may have.

Thank you!

*Joe Giardino*

Joe Giardino  
Alarm & Suppression Inc.  
Account Manager  
(518) 399 – 5110  
[jgiardino@alarmandsuppression.com](mailto:jgiardino@alarmandsuppression.com)

\_\_\_\_\_  
Authorized Signature                      Date

\_\_\_\_\_  
Printed Name                                      Title



# ALARM & SUPPRESSION, Inc.

- Fire & Life Safety Professionals -

Licensed by the  
NYS Dept of State  
License No.: 1200034322

Licensed by the  
State of Vermont  
License No.: ES-949

 We support and  
Encourage NICET  
certification

331 Ushers Road, Suite #3, Ballston Lake, New York 12019  
Phone: 518.399.5110 - Fax: 518.399.8702 – www.alarmandsuppression.com

February 27, 2026

**Town of Halfmoon – Town Hall Building**

c/o: Building & Grounds Department  
2 Halfmoon Town Plaza  
Halfmoon, NY 12065  
(518) 371 – 7410

Attention: Paul Maiello

Regarding: Fire Alarm Control Panel Monitoring



Alarm & Suppression, Inc. is pleased to provide a proposal for your Fire Alarm Control Panel monitoring at the **Town of Halfmoon – Town Hall Building**, using **Cellular Communication**, to send the signals back to our central station, Rapid Response.

This will continue the fire alarm monitoring after the sunset of the IP Technology currently being used to monitor your system.

Description	Price	Quantity	Total
Setup Fee – Prevailing Wage Rates Apply (Installation, Setup, Programming, Testing, Verification)	\$450.00	1	\$450.00
StarLink Cellular Communicator (Enclosure, Lock, Battery, Whip)	\$385.00	1	\$385.00
<b>Notifier SFP-5UD Fire Alarm Control Panel</b>			
		Subtotal:	\$835.00
		Tax (0%):	\$0.00
		<b>Total:</b>	<b>\$835.00</b>

**\*Annual monitoring to be charged separately at \$696.00 annually.**

**\*Additional site visits, if necessary, will be billed accordingly.**

**\*Prevailing Wage Rates apply.**

Please find time to review and contact me with any questions you may have.

Thank you!

*Joe Giardino*

Joe Giardino  
Alarm & Suppression Inc.  
Account Manager  
(518) 399 – 5110  
[jgiardino@alarmandsuppression.com](mailto:jgiardino@alarmandsuppression.com)

\_\_\_\_\_  
Authorized Signature                      Date

\_\_\_\_\_  
Printed Name                                      Title



# ALARM & SUPPRESSION, Inc.

- Fire & Life Safety Professionals -

Licensed by the NYS Dept of State License No.: 1200034322
Licensed by the State of Vermont License No.: ES-949
 We support and Encourage NICET certification

331 Ushers Road, Suite #3, Ballston Lake, New York 12019  
Phone: 518.399.5110 - Fax: 518.399.8702 – www.alarmandsuppression.com

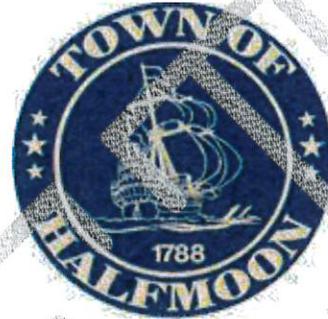
February 27, 2026

## Town of Halfmoon – Historical Society

c/o: Building & Grounds Department  
283 Lower Newtown Road  
Waterford, NY 12188  
(518) 371 – 7410

Attention: Paul Maiello

Regarding: Fire Alarm Control Panel Monitoring



Alarm & Suppression, Inc. is pleased to provide a proposal for your Fire Alarm Control Panel monitoring at the **Town of Halfmoon – Historical Society**, using **Cellular Communication**, to send the signals back to our central station, Rapid Response.

This will continue the fire alarm monitoring after the sunset of the IP Technology currently being used to monitor your system.

Description	Price	Quantity	Total
Setup Fee – Prevailing Wage Rates Apply (Installation, Setup, Programming, Testing, Verification)	\$450.00	1	\$450.00
StarLink Cellular Communicator (Enclosure, Lock, Battery, Whip)	\$385.00	1	\$385.00
<b>Notifier NFW-100X Fire Alarm Control Panel</b>			
		Subtotal:	\$835.00
		Tax (0%):	\$0.00
		<b>Total:</b>	<b>\$835.00</b>

**\*Annual monitoring to be charged separately at \$696.00 annually.**

**\*Additional site visits, if necessary, will be billed accordingly.**

**\*Prevailing Wage Rates apply.**

Please find time to review and contact me with any questions you may have.

Thank you!

*Joe Giardino*

Joe Giardino  
Alarm & Suppression Inc.  
Account Manager  
(518) 399 – 5110  
[jgiardino@alarmandsuppression.com](mailto:jgiardino@alarmandsuppression.com)

\_\_\_\_\_  
Authorized Signature                      Date

\_\_\_\_\_  
Printed Name                                      Title

To: Bill

From: Connor Hart

Date: 3/6/2026

Re: Riverview Rd Guiderail Accident Repair

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 25-PWGR-24R2):

Project Scope- mobilize to site, establish WZTC measures as needed and verify UFPO mark out; remove/dispose 36' existing damaged box beam rail/posts; remove/store 24' box beam guiderail; furnish/install 3 new 3" I posts, 1 new drop end post, rehang 24' existing box beam; furnish/install 36' new box beam rail on new 3" I posts and hardware.

Project Cost-	36 ft @ \$27.76/ft Item 5A	\$ 999.36
	10 ea @ \$81.86/ea Item 11A	\$ 818.60
	1 ea @ \$60.44/ea Item 19	\$ 60.44
	2 ea @ \$80.00/ea Item 17	\$ 160.00
	5 ea @ \$0.67/ea Item 21	\$ 3.35
	5 ea @ \$1.63/ea Item 25	\$ 8.15
	1 ea @ \$6.68/ea Item 22	\$ 6.86
	6 hrs @ \$447.00/hr rental post pounder w/oper.	\$ 2,682.00
	6 hrs @ \$447.00/hr service truck w/laborers	\$ 2,682.00

Total Project Cost \$ 7,420.76

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.

At a Special Condemnation and Tax Certiorari Term of the Supreme Court of the State of New York, held in and for the County of Saratoga, Ballston Spa, New York on the \_\_\_\_ day of \_\_\_\_\_, 2026

SUPREME COURT OF THE STATE OF NEW YORK  
COUNTY OF SARATOGA

In the Matter of the Application of  
Wal-Mart Real Estate Business #US02844,  
  
Petitioner,  
  
v.  
  
BOARD OF ASSESSMENT REVIEW and/or  
ASSESSOR OF THE TOWN OF HALFMOON,  
AND THE TOWN OF HALFMOON,  
SARATOGA COUNTY, NEW YORK,  
  
Respondents.

Index Number  
EF20252590

Presiding Judge:  
Hon. Diannie N. Freestone

S/B/L: 278.-2-56.1

**CONSENT ORDER AND JUDGMENT**

Petitioner having heretofore served and filed the Notices of Petition and Petitions to review assessments made by the Town of Halfmoon for the 2025 assessment year upon certain property located in the Town of Halfmoon and designated as Tax Grid No. 278.-2-56.1 on the tax maps and assessment rolls of the Town of Halfmoon; and

The issues of these proceedings having duly come before an IAS Term of this Court, and the Petitioner having appeared by James T. Ryan III, Esq. of Stavitsky & Associates, LLC, the Respondents having appeared by Cathy L. Drobny, Esq., and the Intervenor-Respondent, Shenendehowa Central School District, having appeared by David C. Rowley, Esq. of Cooper Erving & Savage, LLP, and the parties having agreed to a settlement of these proceedings, it is

ORDERED, ADJUDGED and DETERMINED that the assessments on the property on the official tax map and assessment rolls of Saratoga County for the assessment years are hereby reduced, corrected and fixed for the assessment rolls as follows:

SBL: 278.-2-56.1

Assessment Roll	Assessment	Reduced Assessment	Amount of Reduction
2025	\$7,130,000	\$6,681,752	\$448,248

and it is further

ORDERED, ADJUDGED AND DECREED, that the terms of R.P.T.L. §727 shall apply to this settlement with respect to the 2026, 2027 and 2028 assessment years, and it is further

ORDERED, ADJUDGED and DECREED, that the officer or officers having custody of the assessment rolls upon which the above-mentioned assessments and any taxes levied thereon are entered shall correct the said entries in conformity with this Order and shall not upon the margin of said rolls, opposite said entries, that the same have been corrected by the authority of this Order, and it is further

ORDERED, that there shall be audited, allowed and paid to the petitioner by the Town of Halfmoon the amount of Town taxes paid by the petitioner as taxes against the said erroneous assessments in excess of what the taxes would have been if said assessments made in the aforesaid years have been determined by this order, together with interest thereon from the date of payment therefor as provided by statute, and it is further,

ORDERED, that there shall be audited, allowed and paid to the petitioner by the Shenendehowa Central School District, the amount of School taxes paid by the petitioner as taxes against the said erroneous assessments in excess of what the taxes would have been if the said assessments made in the aforesaid years have been determined by this Order, together with interest from the date of payment thereof as provided by statute, and it is further

ORDERED AND DIRECTED that the County Legislators of the County of Saratoga, State of New York, be and hereby directed and authorized to audit, allow, and to pay to the petitioner the amount, if any, of State, County, Town, Highway, Sewer District and any other County of Saratoga special district taxes paid by the petitioner as taxes against said erroneous

assessments in excess of what the taxes would have been if the said assessments had been determined by this Order, together with interest thereon from the date of payment thereof as provided by the statute, and it is further

ORDERED AND DIRECTED, that service of a copy of this judgment with a Notice of Entry on the County of Saratoga shall include proof of payment of taxes, and it is further

ORDERD AND DIRECTED, that all tax refunds are to be paid with interest pursuant to Section 726 of the Real Property Tax Law of the State of New York; except that in the event the refund is paid within ninety (90) days from the date of service of a copy of this judgment with Notice of Entry, then interest is waived; together with the amounts of interest and penalties, if any, paid on the excess of any of the aforesaid taxes by reason of delinquent payment, and it is further

ORDEED AND DIRECTED, that all tax refunds hereinabove directed to be made by respondent, the Town of Halfmoon and/or any of the various taxing authorities, to be made by check or draft payable to the order of "Stavitsky & Associates ELC for the benefit of Wal-Mart", 350 Passaic Ave, Fairfield, New Jersey 07004.

ENTER

\_\_\_\_\_  
HON. DIANNE N. FREESTONE

Signing and Entry of the within Order  
is hereby Consented to:

STAVITSKY & ASSOCIATES, LLC  
Attorneys for Petitioner

By: \_\_\_\_\_  
JAMES T. RYAN III, ESQ.  
350 Passaic Ave  
Fairfield, NJ 07004

TOWN OF HALFMOON

By: \_\_\_\_\_  
CATHY L. DROBNY, ESQ.  
Attorney for Town of Halfmoon  
2 Halfmoon Town Plaza  
Halfmoon, NY 12065

COOPER ERVING & SAVAGE, LLP  
Attorneys for Intervenor-Respondent,  
Shenendehowa Central School District

By: \_\_\_\_\_  
DAYID C. ROWLEY, ESQ.  
20 Corporate Woods Blvd, Suite 501  
Albany, NY 12211

DRAFT

File 0027-0020

At a Special Condemnation and Tax  
Certiorari Term of the Supreme Court of the State  
of New York, held in and for the County of  
Saratoga, Ballston Spa, New York, on the  
day of \_\_\_\_\_, 20 .

PRESENT:

HON. JAMES E. WALSH,  
Justice

In the Matter of

AUTOZONE INC #6498

Petitioner,

Index No.  
EF20252514

Assessment Year  
2025

-against-

THE BOARD OF ASSESSORS AND/OR THE  
ASSESSOR OF THE TOWN OF HALFMOON  
AND THE BOARD OF ASSESSMENT REVIEW,

Respondents

Tax Map No.: 272.10-2-26.112

The above Petitioner having heretofore served and filed the Petition and Notice to review the tax assessments fixed by the Town of Halfmoon for the assessment year 2025, upon certain real property constituting the following assessment parcel and designated as Tax Map No. 272.10-2-26.112, on the official Assessment Map of the Town of Halfmoon, and

The issues of these proceedings having duly come on for trial at an IAS Term of this Court, and the petitioner having appeared by ALYSSA M. TARNOK, ESQ. of HERMAN KATZ LLP, and the respondents having appeared by CATHY L. DROBNY, ESQ., Counsel for the Town of Halfmoon, and the parties having made their settlement, it is

ORDERED, that the assessments on the above-referenced property be and the same are hereby reduced, corrected and fixed for the assessment year as follows:

Section 272.10, Block 2, Lot 26.112

ASSESSMENT YEAR	COUNTY/TOWN TAX YEAR	SCHOOL TAX YEAR	ORIGINAL ASSESSMENT	REDUCTION	FINAL ASSESSMENT
2025	2026	2025/26	\$628,000	\$162,375	\$465,625

and so reduced and confirmed, it is further

ORDERED, ADJUDGED AND DECREED that the officer or officers having custody of the assessment rolls upon which the above-mentioned assessments and any taxes levied thereon are entered shall correct the said entries in conformity with this Order and shall note upon the margin of said rolls, opposite said entries, that the same have been corrected by the authority of this Order, and it is further

ORDERED, that there shall be audited, allowed and paid to the petitioner by the Town of Halfmoon the amount of Town taxes paid by the petitioner as taxes against the said erroneous assessments in excess of what the taxes would have been if the said assessments made in the aforesaid years had been determined by this Order, together with interest thereon from the date of payment thereof as provided by statute, and it is further

ORDERED, that there shall be audited, allowed and paid to the petitioner by the Shenendehowa Central School District of the Town of Halfmoon, the amount of School taxes paid by the petitioner as taxes against the said erroneous assessments in excess of what the taxes would have been if the said assessments made in the aforesaid years had been determined by this Order, together with interest from the date of payment thereof as provided by

statute, and it is further

ORDERED AND DIRECTED that the County Legislators of the County of Saratoga, State of New York, be and are hereby directed and authorized to audit, allow and to pay to the petitioner the amount, if any, of State, County, Judiciary, Sewer District and any special taxes paid by the petitioner as taxes against said erroneous assessments in excess of what the taxes would have been if the said assessments had been as determined by this Order, together with interest thereon from the date of payment thereof as provided by statute, and it is further

ORDERED AND DIRECTED, that all tax refunds are to be paid with interest pursuant to §726 of the Real Property Tax Law of the State of New York; except that in the event the refund of taxes is paid within ninety (90) days from the date of service of a copy of this judgment with Notice of Entry, then interest is waived; together with the amounts of interest and penalties, if any, paid on the excess of any of the aforesaid taxes by reason of delinquent payment, and it is further

ORDERED AND DIRECTED, that all tax refunds hereinabove directed to be made by respondent, the Town of Halfmoon, and/or any of the various taxing authorities, be made by check or draft payable to the order of HERMAN KATZ LLP, as attorneys for the petitioner, who are to hold the proceeds as trust funds for appropriate distribution, and who are to remain subject to the further jurisdiction of this Court in regard to their attorney's lien, pursuant to Judiciary Law §475, and it is further

ORDERED AND DIRECTED, that the terms of R.P.T.L. §727 shall apply to this settlement with respect to the 2026, 2027 and 2028 assessment years, and it is further

ORDERED, that this Order hereby constitutes and represents full settlement of each of the tax review proceedings herein, and there are no costs or allowances awarded to, by or against any of the parties, and that upon compliance with the terms of this Order, the above-entitled proceedings be and the same are settled and discontinued.

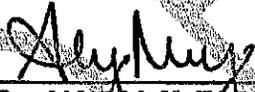
ENTER

J.S.C.

SIGNING AND ENTRY OF THE WITHIN ORDER IS HEREBY CONSENTED TO:

By: CATHY L. DROBNY, ESQ.  
CATHY L. DROBNY, ESQ., PLLC  
Deputy Town Attorney, Town of Halfmoon  
Attorney for Respondents  
26 Century Hill Drive, Suite 203  
Latham, NY 12110  
(518) 928-4985  
[cldrobnyn@outlook.com](mailto:cldrobnyn@outlook.com)

HERMAN KATZ LLP  
Attorneys for Petitioner

  
By: ALYSSA M. TARNOK, ESQ.  
538 Broadhollow Road, Suite 307  
Melville, NY 11747  
(631) 501-5011  
[Amurphy@hermankatz.com](mailto:Amurphy@hermankatz.com)

At a Special Condemnation and Tax Certiorari Term of the Supreme Court of the State of New York, held in and for the County of Saratoga, Ballston Spa, New York on the \_\_\_\_\_ day of \_\_\_\_\_, 2026

SUPREME COURT OF THE STATE OF NEW YORK  
COUNTY OF SARATOGA

Index Number  
EF20252591

In the Matter of the Application of  
WMG Acquisitions LLC c/o PRDI,  
  
Petitioner,  
  
v.  
  
BOARD OF ASSESSMENT REVIEW and/or  
ASSESSOR OF THE TOWN OF HALFMOON,  
AND THE TOWN OF HALFMOON,  
SARATOGA COUNTY, NEW YORK,  
  
Respondents.

**Presiding Judge:**  
**Hon. Richard A. Kupferman**

S/B/L: 278.-2-39

**CONSENT ORDER AND JUDGMENT**

Petitioner having heretofore served and filed the Notices of Petition and Petitions to review assessments made by the Town of Halfmoon for the 2025 assessment year upon certain property located in the Town of Halfmoon and designated as Tax Grid No. 278.-2-39 on the tax maps and assessment rolls of the Town of Halfmoon; and

The issues of these proceedings having duly come before an IAS Term of this Court, and the Petitioner having appeared by James T. Ryan III, Esq. of Stavitsky & Associates, LLC and the Respondents having appeared by Cathy L. Drobny, Esq. Counsel for the Town of Halfmoon, the parties having agreed to a settlement of these proceedings, it is

ORDERED, ADJUDGED and DETERMINED that the assessments on the property on the official tax map and assessment rolls of Saratoga County for the assessment years are hereby reduced, corrected and fixed for the assessment rolls as follows:

SBL: 278.-2-39

Assessment Roll	Assessment	Reduced Assessment	Amount of Reduction
2025	\$618,264	\$501,178	\$117,086

and it is further

ORDERED, ADJUDGED AND DECREED, that the terms of R.P.T.L. §727 shall apply to this settlement with respect to the 2026, 2027 and 2028 assessment years, and it is further

ORDERED, ADJUDGED and DECREED, that the officer or officers having custody of the assessment rolls upon which the above-mentioned assessments and any taxes levied thereon are entered shall correct the said entries in conformity with this Order and shall not upon the margin of said rolls, opposite said entries, that the same have been corrected by the authority of this Order, and it is further

ORDERED, that there shall be audited, allowed and paid to the petitioner by the Town of Halfmoon the amount of Town taxes paid by the petitioner as taxes against the said erroneous assessments in excess of what the taxes would have been if said assessments made in the aforesaid years have been determined by this order, together with interest thereon from the date of payment therefor as provided by statute, and it is further,

ORDERED, that there shall be audited, allowed and paid to the petitioner by the Shenendehowa Central School District, the amount of School taxes paid by the petitioner as taxes against the said erroneous assessments in excess of what the taxes would have been if the said assessments made in the aforesaid years have been determined by this Order, together with interest from the date of payment thereof as provided by statute, and it is further

ORDERED AND DIRECTED that the County Legislators of the County of Saratoga, State of New York, be and hereby directed and authorized to audit, allow, and to pay to the petitioner the amount, if any, of State, County, City, Sewer District and any other County of Saratoga special district taxes paid by the petitioner as taxes against said erroneous assessments in

excess of what the taxes would have been if the said assessments had been determined by this Order, together with interest thereon from the date of payment thereof as provided by the statute, and it is further

ORDERED AND DIRECTED, that service of a copy of this judgment with a Notice of Entry on the County of Saratoga shall include proof of payment of taxes, and it is further

ORDERD AND DIRECTED, that all tax refunds are to be paid with interest pursuant to Section 726 of the Real Property Tax Law of the State of New York; except that in the event the refund is paid within ninety (90) days from the date of service of a copy of this judgment with Notice of Entry, then interest is waived; together with the amounts of interest and penalties, if any, paid on the excess of any of the aforesaid taxes by reason of delinquent payment, and it is further

ORDEED AND DIRECTED, that all tax refunds hereinabove directed to be made by respondent, the Town of Halfmoon and/or any of the various taxing authorities, to be made by check or draft payable to the order of "Stavitsky & Associates LLC for the benefit of PRDI", 350 Passaic Ave, Fairfield, New Jersey 07004.

ENTER

---

HON. RICHARD A. KUPFERMAN

Signing and Entry of the within Order  
is hereby Consented to:

STAVITSKY & ASSOCIATES, LLC  
Attorneys for Petitioner

By: \_\_\_\_\_  
JAMES T. RYAN III, ESQ.  
350 Passaic Ave  
Fairfield, NJ 07004

TOWN OF HALFMOON  
Attorneys for Respondent

By: \_\_\_\_\_  
CATHY L. DROBNY, ESQ.  
Attorney for Town of Halfmoon  
2 Halfmoon Town Plaza  
Halfmoon, New York 12065

DRAFT

**Gilbert VanGuilder**  
**Land Surveyor, PLLC**  
988 Route 146, Clifton Park, NY 12065  
383-0634  
FAX 371-8437

Members:

Robert A. Wilklow, PLS  
Kevin H. Weed, PLS

December 10, 2025

DESCRIPTION  
PORTION OF PROGRESS DRIVE  
TO BE ABANDONED

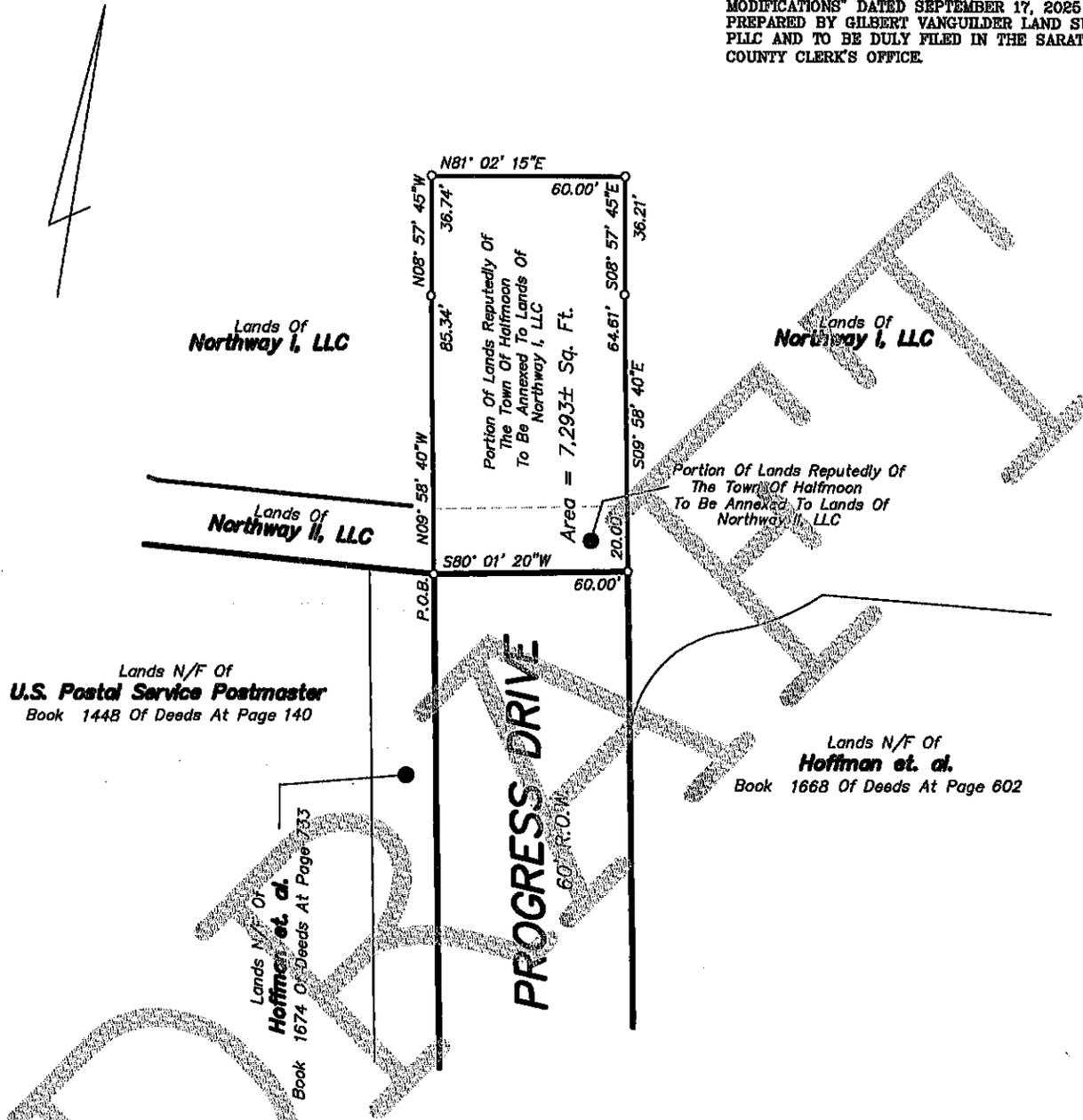
All that certain piece, parcel, or tract of land situate in the Town of Halfmoon, County of Saratoga, State of New York lying along the northerly line of Progress Drive, being further bounded and described as follows:

Beginning at the point of intersection of the common division line between lands of Northway II, LLC to the North and lands of Hoffman et. al. as described in Book 1674 of Deeds at Page 733 to the South with the westerly line of Progress Drive, all as shown on a map entitled, "Northway 8 Golf Center Site Plan Modifications" dated September 17, 2025 prepared by Gilbert VanGuilder Land Surveyor, PLLC and to be duly filed in the Saratoga County Clerk's Office, thence through lands of Northway II, LLC and Northway I, LLC as shown on said filed map the following five (5) courses: 1.) North 09° 58' 40" West, 85.34 feet to a point, thence 2.) North 08° 57' 45" West, 36.74 feet to a point, thence 3.) North 81° 02' 15" East, 60.00 feet to a point, thence 4.) South 08° 57' 45" East, 36.21 feet to a point, thence 4.) South 09° 58' 40" East, 64.61 feet to a point in the easterly line of said lands of Northway II, LLC, thence along said easterly line, South 09° 58' 40" East, 20.00 feet to a point in the northerly line of Progress Drive, thence along said northerly line, South 80° 01' 20" West, 60.00 feet to the point of beginning and containing 7,293± square feet of land.

Kevin Weed  
PLS 51,005

MAP REFERENCE:

MAP ENTITLED "NORTHWAY 8 GOLF CENTER SITE PLAN MODIFICATIONS" DATED SEPTEMBER 17, 2025 PREPARED BY GILBERT VANGUILDER LAND SURVEYOR, PLLC AND TO BE DULY FILED IN THE SARATOGA COUNTY CLERK'S OFFICE.



Lands N/F Of  
**U.S. Postal Service Postmaster**  
Book 1448 Of Deeds At Page 140

Lands N/F Of  
**Hoffman et. al.**  
Book 1674 Of Deeds At Page 733

Lands N/F Of  
**Hoffman et. al.**  
Book 1668 Of Deeds At Page 602

**PORTION OF  
PROGRESS DRIVE  
TO BE ABANDONED BY  
THE TOWN OF HALFMOON**

TOWN OF HALFMOON		SARATOGA COUNTY, NEW YORK	
SCALE:	1" = 50'	DATE:	DECEMBER 10, 2025
TELEPHONE NO.:	(518) 383-0634	MAP NO.:	25 - 08 - 182AB

**Gilbert VanGuilder**  
**Land Surveyor, PLLC**  
Professional Land Surveyors  
988 Route 146, Clifton Park, New York 12085  
gvglandsurveyors.com

KEVIN H. WEED, P.L.S. No. 51,005

# TOWN OF HALFMOON

## Proposal for Post-Employment Retirement Actuarial Services GASB 75

Prepared by:

**Damon R. Hacker, ASA, MAAA**

[dhacker@armoryassociates.com](mailto:dhacker@armoryassociates.com)



Ph: 315-752-0060  
250 South Clinton Street  
Suite 502  
Syracuse, New York 13202

## TABLE OF CONTENTS

**SECTION I: EXECUTIVE SUMMARY..... - 1 -**

**A: EXECUTIVE PROFILE..... - 2 -**

**B: SCOPE OF SERVICES ..... - 4 -**

**C: CLIENT REFERENCE LIST ..... - 7 -**

**D: KEY PERSONNEL..... - 10 -**

**SECTION II: COST PROPOSAL FOR PROFESSIONAL ACTUARIAL SERVICES ..... - 15 -**

**A: PRICING..... - 16 -**

**B: HOURLY RATES ..... - 17 -**

DRAFT

## SECTION I: EXECUTIVE SUMMARY

**Contact Information:**

**Damon R. Hacker, ASA, MAAA**  
**President, Chief Actuary**  
**Armory Associates, LLC**  
**250 South Clinton Street, Suite 502**  
**Syracuse, NY 13202**  
**Phone: 315-752-0060 x 328**  
**Fax: 315-752-0057**  
**Email: [dhacker@armoryassociates.com](mailto:dhacker@armoryassociates.com)**

## A: EXECUTIVE PROFILE

### SYNOPSIS OF OUR FIRM

Armory Associates, LLC is a truly independent firm that does not have any conflicts of interest with Town of Halfmoon. Armory Associates was established as a joint venture of Fiscal Advisors & Marketing, Inc. and Locey & Cahill, LLC as a leader in providing Actuarial Services and Support for Clients in the areas of Medical Benefit Plans, Medicare Part D, and Other Post-Employment Benefits (OPEB) Liability Studies (excluding Pension Benefits).

The company combines the forces of two highly professional firms who have been providing services to public sector clients for more than forty years combined.

Armory Associates has been providing GASB 45/75 OPEB Actuarial Services for over eighteen (18) years and will be committed to providing Town of Halfmoon with an unsurpassed level of service. Our Clients work closely with a Client Project Team who offer superior knowledge and personalized service. This team is led by Damon Hacker, President-Chief Actuary, and is supported by the principals in Armory Associates, LLC as well as Actuarial, Financial and Office Support Personnel who are dedicated to providing our Clients with outstanding service.

Armory Associates, LLC is very proud of their highly specialized Financial/Actuarial Department. An interactive team approach to our services is utilized and we are confident that our experience and professionalism will well serve your needs. We are very proud of our accomplishments, our staff and our clients. An in-depth look at the Scope of Services we provide for the Other Postemployment Benefits (OPEB) Liability Study (excluding Pension Benefits) can be reviewed in Section I-B.

Armory Associates, LLC has a wealth of knowledge working with Clients in the areas of Medical Benefit Plans, Medicare Part D and OPEB Liability Studies. In order to gain a greater insight into our abilities, we encourage you to refer to Section I-D to contact anyone on our list of Clients.

We have accumulated the information contained within to provide you with an in-depth look at our Qualifications, Experience and Client List. In point-of-clarification:

- ▶ At Armory Associates, LLC Impartiality and Integrity are the Foundation of our Business.
- ▶ At Armory Associates, LLC our Clients are our Primary Focus.
- ▶ At Armory Associates, LLC you receive Personalized Service from the Client Project Team.
- ▶ Armory Associates, LLC is a firm staffed by an Experienced, Professional Staff who possess Superior Industry Knowledge.

Much of what separates Armory Associates, LLC from our competitors is our true independence and professionalism in a very complex marketplace, the responsiveness of our staff, and the level of service we provide. Also, we feel that in order to provide the level of in-depth analysis you require in the area of postemployment benefits, the chosen firm should possess expertise in government finance, employee benefits, as well as related actuarial disciplines. Our firm, Armory Associates, LLC, is in the unique position to bring all of this expert knowledge to the Client from a single source. We look forward to the opportunity to meet with you personally to discuss how our services can assist Town of Halfmoon.

## B: SCOPE OF SERVICES

Outlined below is a detailed explanation of the services Armory Associates, LLC provides with an actuarial valuation study of postretirement health care benefit plans for the purpose of determining its obligation and cost in accordance with the Governmental Accounting Standard No. 75, **Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions**. The services discussed below represent the minimum level of services to be provided. Armory Associates, LLC is always open to discussion regarding the Services Offered to provide our clients with superior guidance and professional services.

### **GASB 75 ACTUARIAL SERVICES**

The services to be provided as part of this agreement include a complete OPEB Liability Study compliant with Statement No. 75 of the Governmental Accounting Standards Board (GASB) for Town of Halfmoon, hereinafter referred to as the “Client”. The services include:

#### **Full GASB 75 Actuarial Valuation Services:**

1. A complete demographic analysis of the Client’s current covered employees, retirees, and their dependents.
2. Analysis of Plan Provisions.
3. Development of per capita claims costs.
4. Calculation of the Total OPEB Liability and Net OPEB Liability as of the Measurement date utilizing the discount rate as of the measurement date.
5. Determination of the Changes in the Total OPEB Liability.
6. Determination of the OPEB Expense.
7. Calculation of the Deferred Inflows and Outflows of Resources.
8. Calculation of (+/-)1% for the Discount Rate and Health Care Trend Rate.
9. Provide a Schedule of Changes in the Employer’s Total OPEB Liability and Related Ratios.
10. Information to assist the Client in future budgeting, including (as needed):
  - a. The ten-year “pay-as-you-go” cost projections.
  - b. Recommendations on managing the liability.

- c. Discuss funding options.
11. All cost and liability estimates can be separated between active employees and current retirees as needed.
  12. A compilation of a comprehensive report including the following:
    - a. Results of the Study.
    - b. A description of the plan provisions, including groups covered and benefits valued.
    - c. A description of the Actuarial methods, including the actuarial funding method.
    - d. A description of the Actuarial Assumptions.
    - e. A description of the data used in the valuation, including age/service distribution table(s).
  13. Actuarial certification, including indication of compliance with Actuarial Standards of Practice No. 41 “Actuarial Communications” and American Academy of Actuaries “Prescribed Proposal of Actuarial Opinion”

### **GASB 75 Interim Year Update Actuarial Valuation Services:**

1. Calculation of the Total OPEB Liability and Net OPEB Liability as of the Measurement date utilizing the discount rate as of the measurement date.
2. Determination of the Changes in the Total OPEB Liability.
3. Determination of the OPEB Expense.
4. Calculation of the Deferred Inflows and Outflows of Resources.
5. Calculation of (+/-)1% for the Discount Rate and Health Care Trend Rate.
6. Provide a Schedule of Changes in the Employer’s Total OPEB Liability and Related Ratios.
7. Actuarial certification, including indication of compliance with Actuarial Standards of Practice No. 41 “Actuarial Communications” and American Academy of Actuaries “Prescribed Proposal of Actuarial Opinion”

The services to be provided include the development of statistical forecasting models necessary for the calculation of the estimated liability, including related assumptions. The final report will be delivered to the Town within six to eight weeks of receiving complete and accurate data.

. The information/ data request includes, but not limited to, the following:

1. Employee and Retiree Census/Demographic information:
  - a. Dates of Birth
  - b. Dates of Hire
  - c. Dates of Retirement
  - d. Retirement System and Tier
  - e. Medical Plan and Coverage
  - f. Contribution amounts
  - g. Etc.
2. Summary Plan Descriptions of all Health Plan Options.
3. Monthly Premium Rates for all Health Plans.
4. Eligibility and Contribution requirements for employees to participate in the OPEB plan.
5. Medical and Rx Claims Data.
6. Total Covered Payroll.

## C: CLIENT REFERENCE LIST

We currently have over 150 clients contracted for post-employment benefits actuarial services so the following reference list is a select portion of our full client list. Our full client list will be made available if the Client so requests.

### County of Onondaga

Phil Britt  
Deputy Comptroller  
John H. Mulroy Civic Center  
421 Montgomery Street - 14th Floor  
Syracuse, New York 13202-2998  
Tel. (315) 435-2130 x6431  
OPEB Liability Study

### Tompkins County

Richard Snyder  
Finance Director  
125 East Court Street, 2nd Floor  
Ithaca, NY 14850  
Ph: 607-274-5502  
OPEB Liability Valuation

### County of Cayuga

Mary Beth Leeson  
County Treasurer  
160 Genesee Street, 6<sup>th</sup> Floor  
Auburn, NY 13021  
Tel. 315-253-1490  
OPEB Liability Study

### Clinton County

Finance Manager, Deputy County Treasurer  
County Government Center  
137 Margaret Street, Suite 205  
Plattsburgh, New York 12901  
Tel. 518-565-4730  
OPEB Liability Study

### County of Saratoga

George B. Martin  
Finance Director  
25 West High Street Bldg 4  
Ballston Spa, NY 12020  
Tel. 518-884-4724

### County of Chemung

Jeenifer Furman  
County Treasurer  
244 Fair St-4th Floor  
Kingston, New York 12402  
Tel. 607-737-2927  
OPEB Liability Study

### County of Ulster

Burt Gulnick Jr.  
Commissioner of Finance  
244 Fair Street – 4th Floor, P.O. Box 1800  
Kingston, NY 12402  
Tel. 845-340-3460  
OPEB Liability Study

### County of Orleans

Kim DeFrank  
Treasurer  
34 East Park Street  
Albion, NY 14411  
Tel. 585-589-5353  
OPEB Liability Study

### County of Putnam

William J. Carlin, Jr., CPA  
Commissioner of Finance  
40 Gleneida Avenue  
Carmel, NY 10512  
Tel. 845-225-5974

**County of Genesee**

Mathew Landers  
Deputy Treasurer  
County Building I  
15 Main Street  
Batavia, New York 14020-3199  
Tel. (585) 344-2550 x2210  
OPEB Liability Study

**County of Wayne**

Tom Warnick  
County Treasurer  
16 William Street, P.O. Box 8  
Lyons, NY 14489  
Tel. 315-946-5946  
OPEB Liability Study

**County of Tioga**

James McFadden  
Treasurer  
56 Main Street  
Owego, New York 13827  
Tel. 607-687-8200 x8670  
OPEB Liability Study

**Briarcliff UFSD**

Nicole Susa  
District Treasurer  
45 Ingham Road  
Briarcliff Manor, NY 10510  
Ph: 914-432-8123  
OPEB Liability Valuation

**City of Elmira**

Ms. Charmain Cattan  
Chamberlain  
312 Lake Street  
Elmira, NY 14901  
Ph: 607-737-5662  
OPEB Liability Valuation

**City of Ithaca**

Mr. Steven P. Thayer  
Controller  
Ithaca City Hall  
108 East Green Street  
Ithaca, New York 14850  
Ph: (607) 274-6576  
OPEB Liability Valuation

**City of Cortland**

Mr. Mack Cook  
Director of Administration and Finance  
City Hall  
25 Court Street  
Cortland, New York 13045  
Ph: (607) 756-7312  
OPEB Liability Valuation

**City of Watertown**

Christine Parks  
Benefits Administrator  
City of Watertown, New York  
245 Washington Street, Room 301  
Watertown NY 13601  
Ph: 315-785-7755 | Fx: 315-782-9014  
OPEB Liability Valuation

**St. Lawrence-Lewis Health Insurance Consortium**

Director of Financial Affairs  
BOCES Central Offices  
139 Outer State Street, PO Box 231  
Canton, New York 13617  
Tel. (315) 393-7912 x290  
OPEB Liability Study for 19 Districts

**BOCES-Champlain Valley**

Brenda Proulx  
Assistant Director, Human Resources  
PO Box 455  
Plattsburgh, New York 12901  
Tel. (518) 561-0100 x223  
OPEB Liability Study for 39 Districts

**TST BOCES Health Insurance Consortium**

Mr. David Parsons  
 Director of Administrative Services  
 555 Warren Road  
 Ithaca, New York 14850  
 Tel. (607) 257-1551  
 OPEB Liability Study for 9 Districts

**Herkimer County BOCES Health Insurance Plan**

Mark Deierlein  
 Executive Director of Business  
 400 Gros Boulevard  
 Herkimer, NY 13350  
 Tel. 315-867-2000  
 OPEB Liability Study for 9 Districts

**BOCES-Onon, Cort & Madison Co**

Mr. Andrew DiBlasi  
 Assistant Superintendent for Administration  
 6820 Thompson Road  
 PO Box 4754  
 Syracuse, New York 13221  
 Tel. (315) 433-2614

**Baldwinsville Central School District**

James Rodems  
 Assistant Superintendent for Management  
 29 E. Oneida Street  
 Baldwinsville, NY 13077  
 Tel. 315-638-6043  
 OPEB Liability Study

**Cayuga County Community College**

Thomas Nagle  
 Vice President of Administration and Treasurer  
 197 Franklin Street  
 Auburn, NY 13021-3099  
 Tel. 315-255-1783  
 OPEB Liability Study

**East Syracuse Minoa CSD**

Ms. Katherine Skahen  
 Executive Director of School Business  
 Administration  
 407 Fremont Road  
 East Syracuse, New York 13057-1299  
 Tel. (315) 434-3004  
 OPEB Liability Study

**Fayetteville Manlius CSD**

Assistant Superintendent for Business  
 Dist Offices-8199 E Seneca Turnpike  
 Manlius, New York 13104  
 Tel. (315) 692-1221  
 OPEB Liability Study

**Ulster County Community College**

Brenda Bennie  
 Employee Benefits Administrator  
 SUNY Ulster County Community College  
 Stone Ridge, NY 12484  
 Tel. 845-687-5101  
 OPEB Liability Study

**Union-Endicott Central School District**

Dr. Suzanne McLeod  
 Asst. Superintendent for Business  
 1100 East Main Street  
 Endicott, NY 13760  
 Tel. 607-786-8554  
 OPEB Liability Study

## D: KEY PERSONNEL

### SUPPORT RESOURCES AT ARMORY ASSOCIATES

Armory Associates, LLC has taken great efforts to build a superior support staff that is committed to providing our clients with an unsurpassed level of service. Town of Halfmoon will rely on a Client Project Team who will work specifically with them. This team will be led by Damon Hacker, Executive Vice President, and is supported by the principals in Armory Associates, LLC as well as Actuarial, Financial and Office Support Personnel who will be dedicated to this project. Our team has the direct experience and the resources necessary to provide Town of Halfmoon with a level of service that is unmatched in today's industry. We are proud of our personalized service from our Client Project Team and would look forward to working with you on this most important project. The level of interaction and the quality of the service that we provide our clients is what separates us from our competitors.

### CLIENT PROJECT TEAM

Town of Halfmoon will be able to rely on a Client Project Team that will work with them specifically. All teams are led by Damon Hacker, President-Chief Actuary and the principals in Armory Associates, LLC. Our Client Project Team is based out of our main office in Syracuse, NY. The address of Armory Associates, LLC is as follows:

Armory Associates, LLC  
250 South Clinton Street, Suite 502  
Syracuse, NY 13202  
Tel: 315-752-0060  
Fax: 315-752-0057

**Members of the Client Project Team include the following:**

Damon Hacker, ASA, MAAA - Vice President, Chief Actuary

Jay Stiefel, FSA, EA, MAAA - Consulting Actuary

Sean Killion – Analyst

Stephen P. Locey - Partner

Martin J. Cahill - Partner

A brief overview of each of the core Members of our Client Project Team is as follows:

**Damon R. Hacker, ASA, MAAA**

Damon R. Hacker is President and Chief Actuary of Armory Associates and is an Associate of the Society of Actuaries (ASA) and a Member of the American Academy of Actuaries (MAAA). Mr. Hacker is a Magna Cum Laude Graduate of the State University of New York at Buffalo where he received a BS Degree in Electrical Engineering. While an Undergraduate, he received the Golden Key Award and was a member of the National Honor Society.

With over fifteen years of Healthcare Actuarial experience, Damon has extensive experience in the preparation of SFAS 106 and GASB 45/75 actuarial valuations for purposes of determining the actuarial accrued liabilities for post-employment healthcare plans. He also completes Medicare Part D Actuarial Attestations and is instrumental in developing IBNP claim reserve liabilities and premium equivalent rates for self-insured clients for Budgetary and COBRA Rate purposes. As a recognized expert in our field, Damon has spoken on the topic of GASB 45 and post-employment health care benefits at various statewide and local NYS Government Finance Officers Associations (GFOA) and NYS Association of School Business Officials (ASBO) conferences. Damon currently works with over 150 GASB 45 clients consisting of County's, Schools, Towns, Villages, etc, across New York State.

**John D. Stiefel, FSA, MAAA, EA, Consultant Actuary**

John Stiefel is a contract employee of Locey & Cahill, LLC. His offices are located in Wethersfield, CT. Locey & Cahill, LLC has an exclusive arrangement with Mr. Stiefel for the provision of actuarial consulting services in New York State.

Mr. Stiefel has more than thirty years of actuarial experience, including twelve years in health insurance and six years in managed care. As both an executive with a major insurance company and an independent consultant, his health insurance/managed care experience has focused on product development, underwriting, contract analysis and negotiation, pricing, capitation, experience analysis, and HMO rate development and filings.

Mr. Stiefel has had many articles published in various trade publications including “The Guaranteed Investment Contract (GIC)” which was awarded the annual “Best Paper Published Award” by the Society of Actuaries. Mr. Stiefel is nationally recognized and frequently speaks at industry meetings and seminars on issues such as provider capitation, underwriting, and managed care pricing and reserving practices.

Mr. Stiefel received his Bachelor of Science in Mathematics Degree from Yale University and his Master of Arts in Mathematics from the University of Michigan. He is a Fellow of the Society of Actuaries, a Member of the American Academy of Actuaries, and an Enrolled Actuary.

**Sean Killion, Actuarial Analyst**

With over fifteen years of providing GASB 45 and GASB 75 Actuarial support services, Sean Killion will be an integral part of the Client Project Team. Since the Informational Request encompasses an enormous amount of data, he will be available to answer questions the Client may have or assistance they may need relevant to the Information Request or any other matter involving the OPEB Liability Study. He will be instrumental in the analysis of the data compiled and tracking the status of project information.

**Stephen P. Locey**

Mr. Locey is a Partner in Armory Associates, LLC and has been President and Chief Executive Officer at Locey & Cahill, LLC as well as a founding Partner since 1995. Prior to 1995 Mr. Locey's work experience includes six years with a large insurance carrier (Blue Cross Blue Shield of Central New York), five years with a medium sized regional consulting firm (KBM Management, Inc.), and more than ten years as one of the principles in Locey & Cahill, LLC. Some of his key accomplishments, prior to the inception of Locey & Cahill, LLC, include the development of an actuarial forecasting methodology that has been widely accepted by both administrators and insurers, the development of reserve and rate models that have been accepted by the New York State Insurance Department as "actuarially sound," and many successful labor relation resolutions through both the negotiation process, as well as the litigation/arbitration process.

Stephen has more than nineteen years of experience in the employee benefits industry. He has expert knowledge in the formation and operation of all types of insured, self-insured, and alternately funded employee benefit plans. Mr. Locey holds Locey & Cahill, LLC's New York State Insurance Consultant's License.

Mr. Locey has developed his technical and actuarial abilities through the aforementioned work experience, as well as through his undergraduate academic experience as a mathematics and statistics major at Slippery Rock University of Pennsylvania.

Stephen is also a member of the Association of School Business Officials (ASBO) and the New York State Government Finance Officers Association (GFOA).

**Martin J. Cahill**

Martin Cahill is a Partner in Armory Associates, LLC and has been Vice President and Chief Financial Officer at Locey & Cahill, LLC as well as a founding Partner since 1995. Mr. Cahill has more than eighteen years of experience in both the financial services and employee benefits industry. Mr. Cahill's academic experience began with his studies as an economics major at St. Bonaventure University. He then went on to earn a Master of Business Administration Degree with concentrations in both Accounting and Finance.

While working first as a Manager in the Actuarial/Financial Services and then as a Divisional Financial Controller in New York City's Financial Services Industry, Mr. Cahill's accomplishments included the construction of a software program used to forecast divisional, contractual, and real estate expenses and the development of an automated budget preparation system that was used as a prototype to standardize Dean Witter's Corporate Budget Process. As the result of the corporate wide effect of Mr. Cahill's accomplishments, he was recognized by senior management in the form of an unprecedented promotion to the level of Corporate Officer status after only three years.

After eight years at Dean Witter, Mr. Cahill left to manage the Actuarial/Financial Department of an employee benefits consulting firm. While there he worked closely with Mr. Locey on the development of a statistically and actuarially sound automated medical benefits forecasting tool. He was also responsible for the development of an advanced Workers' Compensation Rate Promulgation System and the design of a Client oriented standardized reporting package.

Martin is also a member of the Association of School Business Officials (ASBO) and the New York State Government Finance Officers Association (GFOA).

## SECTION II: COST PROPOSAL FOR PROFESSIONAL ACTUARIAL SERVICES

**Contact Information:**

**Damon R. Hacker, ASA, MAAA**  
**President, Chief Actuary**  
**Armory Associates, LLC**  
**250 South Clinton Street, Suite 502**  
**Syracuse, NY 13202**  
**Phone: 315-752-0060 x 328**  
**Fax: 315-752-0057**  
**Email: [dhacker@armoryassociates.com](mailto:dhacker@armoryassociates.com)**

## A: PRICING

We are proposing a two (2) year agreement to provide GASB 75 Actuarial Services, beginning with the Fiscal Year ending December 31, 2026. The quoted fee below will be billed upon conclusion of the project.

Service	Fiscal Year Ending	Fee*
Actuarial services required by GASB 75 (Full Valuation):	2026	\$4,900
Actuarial services required by GASB 75 (Interim valuation):	2027	\$1,700

**PLEASE NOTE: As a Client option, the total fee over the 2 year period can be billed in two equal annual installments of \$3,300.**

\* All services requested that are above and beyond the Scope of Services will be billed at an hourly rate as described on the following page.

## B: HOURLY RATES

### ARMORY ASSOCIATES, LLC HOURLY BILLING RATES

<u>SERVICE</u>	<u>HOURLY RATE</u>
Professional Services:	
Actuarial Services	\$300.00
General Consulting Services	\$150.00
Administrative Support Services	\$40.00
Travel Time Fee	\$40.00
Supply Costs	N/A
Other Expenses	N/A

The travel time fee noted above represents remuneration for labor hours lost while traveling to and from client meetings that are not included in the scope of services of the GASB 75 valuation. This fee is reduced from the hourly consulting rate and is in recognition of the time dedicated to the client for approved travel in the performance of our duties.

We do not bill for supplies or any other ancillary costs associated with servicing the client, unless it is deemed appropriate and is agreed to in advance by the client.

Travel costs, which include but may not be limited to, automobile mileage, hotel expenses, airplane tickets, ground transportation, tolls, and parking costs will all be billed to the client, as approved, and on a dollar for dollar basis.

Any client who is on an hourly billing cycle will be provided with a detailed listing of the services provided and the hours dedicated by our staff in the performance of the duties as outlined in our agreement. This information is tracked in 15 minute increments.



**SENT VIA EMAIL ONLY**

February 23, 2026

Mr. Richard Harris  
Coordinator – Building, Planning and Development  
Town of Halfmoon  
2 Halfmoon Town Plaza  
Halfmoon, New York 12065  
[rharris@townofhalfmoon.org](mailto:rharris@townofhalfmoon.org)

Re: Town of Halfmoon MS4 Technical / Regulatory Support  
MJ Project No. 964.133  
**Supplemental Proposal for Engineering Services**

Dear Supervisor Harris:

MJ Engineering, Architecture, Landscape Architecture, and Land Surveying, P.C. (MJ) is pleased to provide the Town of Halfmoon (Town) this proposal for professional services associated with MS4 technical and regulatory support. MJ’s project understanding and associated Scope of Services are included below.

**PROJECT UNDERSTANDING**

---

Based upon our meeting held on February 4, 2026 with Blue Neils from the Saratoga County Intermunicipal Stormwater Management Coalition (Coalition), MJ understands the following:

- The Town is currently covered by GP-0-24-001, which requires several programmatic and operational modifications compared to the previous permit. The permit requirements have been given timelines for implementation, including items required within 6 months, 1-year, 2-years, 3-years, and 5-years of the effective day of the permit, which is January 3, 2024.
- The Town is a regulated traditional land use MS4 with town staff providing much of the technical and regulatory support. The Town is in need of external support to ensure continued compliance with the many facets associated with the 2024 MS4 General Permit, GP-0-24-002.
- The Town has requested MJ to provide the necessary support to further the Town’s stormwater infrastructure inventory, mapping, and inspections required under the General Permit.
- The Town of Halfmoon, as part of the Saratoga County Inter-Municipal Stormwater Management Program (ISWM), receives support from Cornell Cooperative Extension (CCE), including mapping support, program templates, and implementation guidance. The ISWM meets twice a month to evaluate the permit requirements and develop action plans.

**SCOPE OF SERVICES**

---

MJ will provide support to the Town for the completion of “Year 3” compliance items identified below, due by January 2, 2027. MJ staff will attend the ISWM meetings and will work with the program staff to develop the required permit components.



**Task 01: Annual Report and Recurring Compliance Items**

MJ will prepare and complete the 2026 MS4 Annual Report due March 31, 2026 and the Interim Progress Report due October 1, 2026.

MJ will additionally assist the town in completing the following recurring compliance items per the permit, as identified in Attachment A:

- **IV.B.3** – Update SWMP plan
- **IV.D** – Update comprehensive system mapping
- **V.B.2.a** – Submit an annual report to the Department
- **V.B.3.a** – Submit an interim progress report to the Department
- **VI.D.3.e** – Review and update construction oversight procedures
- **VI.D.4.b** – Update the inventory of construction sites
- **VI.D.5.c** – Update construction site prioritization
- **VI.E.2.c** – Update the inventory of post-construction SMPs
- **VI.E.4.d** – Review and update the post-construction SMP inspection and maintenance procedures

**Task 02: Municipal Facility Assessments**

As identified in Appendix D of GP-0-21-001, Municipal Facility Assessments are to be performed in Year 3. ISWM is finalizing a form for these which should be completed by the end of February. These assessments will be used to develop the Municipal Facilities Program, incorporate BMPs into each plan, and prioritize municipal facilities. ISWM will spearhead this effort throughout Year 3 and Year 4.

MJ will assist the Town in satisfying the following MS4 permit requirements:

- **VI.F.1** – Incorporate BMPs into the municipal facilities program and municipal operations program
- **VI.F.2.a** – Develop and implement a municipal facility program
- **VI.F.2.c.i** – Prioritize municipal facilities
- **VI.F.3.a** – Develop and implement a municipal operations program

**Task 03: Stormwater System Inventory, Mapping Update and Inspection**

MJ will conduct a field inventory of applicable MS4 infrastructure as follows:



- MJ field staff will access identified locations in the Town to field locate infrastructure. ArcGIS Online and connected tablets will be utilized by MJ field personnel for infrastructure locations, identification, inventorying and inspections to efficiently gather structure attributes and photos in the field.
- All inspections will be provided on the Survey 123 inspection form integrated into the Town's GIS Mapping that will be available for use in the mapping component as well as for inclusion in the SWMP updates.

The MS4 Infrastructure that will be located, inventoried and/or inspected along with the necessary data collected will include:

- Locations and dimensions of MS4 outfalls and interconnections, Stormwater Management Practices (SMPs) and
- Conveyance systems: type (closed pipe or open drainage), description (material, shape, dimensions), direction of flow, culvert crossing location and dimensions, stormwater structure type (drop inlet, catch basin, or manhole) and number of connections to catch basins and manholes.

MJ will locate any existing catch basin inspection forms, ensure they are documented and inventoried properly, and determine the remaining number of catch basins to be inspected this year and perform those inspections. Each catch basin must be inspected again five years from the date of the original inspection.

Through the completion of this task, the following permit requirements will be satisfied:

- **VI.F.3.c.i** – Identify when catch basin inspection is needed
- **VI.F.3.c.ii** – Inventory catch basin information

#### **Task 04: Inventory of Monitoring Locations**

Upon completion of the catch basin inventory, MJ will assist the Town in developing an inventory of monitoring locations that includes priority designations, satisfying the following Year 3 permit requirements:

- **VI.C.1.c.i** – Develop inventory of monitoring locations (based on catch basin inventory)
- **VI.C.1.d.i** – Prioritize monitoring locations

#### **ASSUMPTIONS**

The following Year 3 Compliance items will be developed and lead by ISWM:

- **VI.A.1.a** – Identify and document focus area(s)



- **VI.A.1.b** – Identify and document target audience(s) and associated pollutant generating activities for each focus area(s)
- **VI.A.1.c** – Identify and document the education and outreach topics and how the education and outreach topics will reduce the potential for pollutants to be generated by the target audience(s) for the focus area(s)

**FEE**

---

MJ proposes to complete the above-listed services on an hourly not to exceed (HNTE) basis. MJ’s attached hourly rates will apply to the work efforts described above. MJ will notify the Town of Halfmoon prior to exceeding the Estimated Fees if required to complete the scope of work.

<b>Description</b>	<b>Fee Type</b>	<b>Estimated Fee</b>
Task 1 – Annual Report & Recurring Compliance	HNTE	\$ 3,000
Task 2 – Municipal Facility Assessments	HNTE	\$ 5,000
Task 3 – Inventory, Mapping, Inspection	HNTE	\$ 30,000
Task 4 – Monitoring Locations Inventory	HNTE	\$ 5,000
<b>Total Estimated Fee</b>		<b>\$ 43,000</b>

MJ will invoice the Town monthly based on actual time incurred. The fee assumes there are no significant changes resulting from decisions, conditions and/or events beyond MJ’s control.

**SUMMARY**

---

Thank you for the opportunity to provide a proposal for this project. We look forward to the opportunity to work with the Town on this project. Please do not hesitate to contact Jenny Lippmann at 518-371-0799 or via email at [jlippmann@mjteam.com](mailto:jlippmann@mjteam.com). If you have questions or require additional information.

Sincerely,

Michael D. Panichelli, P.E.  
 President

Cc: Carrie Dooley  
 File

Attachments:  
 Year 3 Compliance Status  
 Recurring Compliance Items



**AUTHORIZATION TO PROCEED**

---

In accordance with the 2026 Master Services Agreement between MJ and the Town of Halfmoon, I hereby authorize MJ Engineering, Architecture, Landscape Architecture, and Land Surveying, P.C. to proceed with the scope of services as described above.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

DRAFT

**PART VI DELIVERABLES - MINIMUM CONTROL MEASURES FOR TRADITIONAL LAND USE CONTROL MS4 OPERATORS**

GP24	Deliverable	Compliance Timeframe	Year Due (Jan 1st)	Month
VI.C.1.e.	Develop and implement a monitoring locations inspection and sampling program	Within two (2) years of the EDC	2026	Complete
VI.C.2.	Develop and implement an illicit discharge track down program	Within two (2) years of the EDC	2026	Complete
VI.C.3.	Develop and implement an illicit discharge elimination program	Within two (2) years of the EDC	2026	Complete
VI.F.2.b.i.	Develop inventory of municipal facilities	Within two (2) years of the EDC	2026	Identify missing information and provide to Blue at ISWM.
VI.A.1.a.	Identify and document focus area(s)	Within three (3) years of the EDC	2027	ISWM preparing
VI.A.1.b.	Identify and document target audience(s) and associated pollutant generating activities for each focus area(s)	Within three (3) years of the EDC	2027	ISWM preparing
VI.A.1.c.	Identify and document the education and outreach topics and how the education and outreach topics will reduce the potential for pollutants to be generated by the target audience(s) for the focus area(s)	Within three (3) years of the EDC	2027	ISWM preparing
VI.C.1.c.i.	Develop inventory of monitoring locations	Within three (3) years of the EDC	2027	Needs to develop inventory of monitoring locations based on final catch basin inventory.
VI.C.1.d.i.	Prioritize monitoring locations	Within three (3) years of the EDC	2027	Once inventory developed, prioritize each monitoring location in the spreadsheet.
VI.D.6.a.i.	Ensure individuals responsible for reviewing SWPPPs for acceptance receive four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District, or other Department endorsed entity, prior to conducting SWPPP reviews and/or approvals	Within three (3) years of the EDC	2027	Confirm appropriate staff have up to date ESC certifications.
VI.D.8.a.i.	Ensure individuals responsible for construction site inspections receive four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District, or other Department endorsed entity, prior to conducting construction site inspections	Within three (3) years of the EDC	2027	Confirm appropriate individuals have up to date ESC certifications.
VI.F.1.	Incorporate best management practices (BMPs) into the municipal facility program and municipal operations program	Within three (3) years of the EDC	2027	Municipal Facility Assessments (Appendix D) are to be performed this year by the Town or M.J. ISWM finalizing a form for these (end of Feb). Assessments will be used to develop Municipal Facilities Program, Municipal Operations Program, incorporate BMPs into each plan, and prioritize municipal facilities. ISWM will spearhead this effort throughout Year 3 and Year 4.
VI.F.2.a.	Develop and implement a municipal facility program	Within three (3) years of the EDC	2027	
VI.F.2.c.i.	Prioritize municipal facilities	Within three (3) years of the EDC	2027	
VI.F.3.a.	Develop and implement a municipal operations program	Within three (3) years of the EDC	2027	Need to locate any existing catch basin inspection forms, ensure they are documented/inventoried properly, and determine the remaining number of catch basins to be inspected this year by the Town or MJ (southern half of Town). Each catch basin must be inspected again five years from the date of the original inspection.
VI.F.3.c.i.	Identify when catch basin inspection is needed	Within three (3) years of the EDC	2027	
VI.F.3.c.ii.	Inventory catch basin inspection information	Within three (3) years of the EDC	2027	
VI.E.2.d.	Include the required components in the post-construction SMP inventory	Within five (5) years of the EDC	2029	
VI.F.2.d.i.	Develop and implement municipal facility specific SWPPPs for high priority municipal facilities	Within five (5) years of the EDC	2029	
VI.F.3.d.ii.	Implement roads, bridges, parking lots, and right of way maintenance specific BMPs	Within five (5) years of the EDC	2029	
VI.F.3.d.iii.	Implement winter road maintenance specific BMPs	Within five (5) years of the EDC	2029	

## Town of Halfmoon MS4 Program - 2026 Recurring Compliance Items

### PART I-V RECURRING ITEMS

GP24	Requirement	Frequency
<b>IV.A.1.e.</b>	Review and update any alternative implementation agreements in the SWMP Plan, as necessary	Annually
<b>IV.B.3.</b>	Update SWMP Plan	Annually
<b>IV.D.</b>	Update the comprehensive system mapping	Annually
<b>V.B.2.a.</b>	Submit an Annual Report to the Department	Annually
<b>V.B.3.a.</b>	Submit an Interim Progress Certification to the Department	Twice a year

### PART VI RECURRING ITEMS

GP24	Requirement	Frequency
<b>VI.B.1.a.</b>	Provide an opportunity for public involvement/participation in the development and implementation of the SWMP	Annually
<b>VI.B.1.b.</b>	Inform the public of the opportunity for their involvement in the development and implementation of the SWMP and how they can become involved	Annually
<b>VI.B.2.a.</b>	Provide an opportunity for the public to review and comment on the publicly available SWMP Plan	Annually
<b>VI.B.2.b.i.</b>	Provide an opportunity for the public to review and comment on the draft annual report	Annually
<b>VI.B.2.c.i.</b>	Summarize comments received on SWMP Plan and draft annual report	Annually
<b>VI.C.2.c.</b>	Update names, titles, and contact information for the individuals who have received illicit discharge track down procedures training	Annually
<b>VI.C.2.d.</b>	Review and update the illicit discharge track down procedures	Annually
<b>VI.C.3.c.</b>	Update names, titles, and contact information for the individuals who have received illicit discharge elimination procedures training	Annually
<b>VI.C.3.d.</b>	Review and update the illicit discharge elimination procedures	Annually
<b>VI.D.3.c.</b>	Update names, titles, and contact information for the individuals who have received construction oversight procedures training	Annually
<b>VI.D.3.e.</b>	Review and update the construction oversight procedures	Annually
<b>VI.D.4.b.</b>	Update the inventory of construction sites	Annually
<b>VI.D.5.c.</b>	Update the construction site prioritization	Annually
<b>VI.D.6.a.i.</b>	Ensure individuals responsible for reviewing SWPPPs for acceptance receive four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District, or other Department endorsed entity prior to conducting SWPPP reviews and/or approvals	Once every three (3) years
<b>VI.D.6.d.</b>	Update the names, titles, and contact information for the individuals who have received four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District, or other Department endorsed entity, for individuals responsible for reviewing SWPPPs	Annually
<b>VI.D.8.c.</b>	Inspect all sites with construction activity identified in the inventory during active construction after the pre-construction meeting, or sooner if deficiencies are noted that require attention.	Annually
<b>VI.D.8.d.</b>	Update the names, titles, and contact information for the individuals who have received four (4) hours of Department endorsed training in proper erosion and sediment control principles from a Soil & Water Conservation District, or other Department endorsed entity, for individuals responsible for construction site inspections	Annually
<b>VI.E.2.c.</b>	Update the inventory of post-construction SMPs	Annually
<b>VI.E.4.c.</b>	Update names, titles, and contact information for the individuals who have received post-construction SMP inspection and maintenance procedures training	Annually
<b>VI.E.4.d.</b>	Review and update the post-construction SMP inspection and maintenance procedures	Annually
<b>VI.F.3.d.i.b)</b>	Sweep streets in business and commercially areas	Annually

### PART VIII RECURRING ITEMS

GP24	Requirement	Frequency
<b>VIII.A.2.b.</b>	Provide educational messages with information specific to phosphorus	Twice a year
<b>VIII.A.7a.</b>	Sweep all streets located in sewersheds discharging to phosphorus impaired segments	Annually
<b>VIII.B.2.b.</b>	Educate all individuals involved in construction activity within the sewershed boundary on the use of post-construction SMPs that are intended to collect and separate silt and sediment debris from stormwater before discharging to waters of the State	Annually
<b>VIII.B.7.a.</b>	Sweep all streets located in sewersheds discharging to silt/sediment impaired segments	Annually