



TOWN BOARD MEETING-DRAFT

September 02, 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: DISCUSS ADOPTION OF PROPOSED SWEENEY PDD

PUBLIC HEARING: DISCUSS ADOPTION OF CHANGES TO CURRENT WATER REGULATIONS IN THE TOWN OF HALFMOON

COMMUNITY EVENTS

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

FARMER'S MARKET: Every Wednesday from 3:00 pm to 6:00 pm outside at the Abele Park across from Town Hall. Come visit our local farms, crafters, and vendors that will be on hand every week.

TOWN OF HALFMOON HISTORICAL BUILDING: The Historical Building is open by appointment. Please contact Lynda Bryan, Historian at 518-371-7410 Ext. 2331 or lbryan@townofhalfmoon.org. Volunteers are needed and welcomed!

CAPTAIN COMMUNITY HUMAN SERVICES: CAPTAIN CHS celebrates its' Care Links Volunteers and Participants at the most exciting social event of the year! Care Links presents "An Old Hollywood" Awards Show, Thursday, September 17, 2026 at 4:00 pm at St. Mary's Crescent Church, 86 Churchill Road, Waterford, NY 12188. Dinner, Dancing, Raffles and more! Music provided by Maddalone Entertainment. Tickets are \$55.00 per person. For more information, contact Terra at terra@captaincares.org or call 518-399-3262.

HARVEST FESTIVAL: Halfmoon Celebrations, in conjunction with the Town of Halfmoon hosts Harvest Fest on Saturday, September 26, 2026 from 12:00 pm to 5:00 pm at the Halfmoon Town Park, 162 Route 236, Halfmoon NY. Vendors, Carnival Games; Face Painting, Bounce Houses, Rock Climbing Wall, Balloon Artists, Hayrides, and so much more! For more information, please visit www.halfmooncelebrations.org. See you there!

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)

- Chair of Personnel Committee
- Co-Liaison to Planning Board
- Co-Chair of Business and Economic Development Committee
- Chair for Parks and Athletics Organizations
- Liaison to Trails & Open Space Committee

Paul Hotaling (Town Board Member)

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

John Wasielewski (Town Board Member)

- Co-Liaison to Planning Board
- Chair of Committee of Emergency Services & Public Safety
- Liaison to Animal Control and related services

Jeremy Connors (Town Board Member)

- Liaison to Zoning Board
- Chair of Business and Economic Development Committee
- Chair for Not-for-Profit Organizations
- Liaison to Comprehensive Plan Update Committee

Kelly L. Catricala (Town Clerk)

Dana Cunniff (Receiver of Taxes)

- 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

DEPARTMENT MANAGER MONTHLY REPORTS

Building and Grounds

CORRESPONDENCE

1. **Received** from the Town of Halfmoon Planning Board, Resolutions passed at the August 24, 2026 meeting.
2. **Received** notification of adult-use retail dispensary license application for a new establishment from 518 Dispensary, LLC.

OLD BUSINESS

NEW BUSINESS

270. Resolution that the Town Board approves the Town Board Meeting Minutes of August 19, 2026 as presented.

Resolution Introduced by Town Clerk Catricala.

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

Resolution Introduced by Comptroller Sullivan

272. Resolution scheduling a Public Hearing for September 16, 2026

Resolution that the Town Board hereby schedules a Public Hearing for September 16, 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 authorizing an amendment to the Annual Income Percentage of Assessed Valuation Exemption from Taxation.

Resolution Introduced by the Sole Appointed Assessor Zarelli

273. Resolution that the Town Board authorizes Deputy Town Clerk, Sandra McAlonie to sign vouchers for the Town Clerk's Office and the Senior Express while the Town Clerk is out of the office, per the review and approval of the Town Attorney.

Resolution Introduced By Town Clerk Catricala.

274. Resolution to hire MunicipalOne.

Resolution authorizing the Supervisor to enter into an agreement with MunicipalOne to provide an agenda management system pursuant to the proposal submitted by MunicipalOne dated August 3, 2026, in the not to exceed annual amount of \$7,500.00 with a one-time additional cost for implementation and setup of \$2,500.00 with a possible discount to \$1,500.00 and to authorize the Supervisor to sign the agreement and any documentation necessary to complete the work, subject to the review and approval of the Town Attorney.

Resolution Introduced by Personal Computer Tech Mikol

275. Resolution that the Town Board hereby appoints Louis Bellavia as a Water Maintenance Worker.

Resolution that the Town Board hereby appoints Louis Bellavia as a Water Maintenance Worker Grade 7, Base \$32.39/hr. effective September 5, 2026.

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

276. **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. (MJ Engineering) to provide engineering services associated with the replacement of the existing water main on Grange Road as part of the current Brookwood Road Water Main Replacement Project consistent with the proposal submitted by MJ Engineering dated August 27, 2026, in the not to exceed amount of \$34,300.00 and to authorize the Supervisor to sign the agreement and any documentation necessary to complete the work, subject to the review and approval of the Town Attorney.
Resolution Introduced by Superintendent of Water & Building Maintenance Supervisor Tironi

PUBLIC COMMENT (For discussion of non-agenda items)

NOTICE OF TOWN BOARD MEETING CHANGE: PLEASE MAKE NOTE THAT THE REGULARLY SCHEDULED MEETING OF THE TOWN BOARD FOR OCTOBER 7, 2026 WILL BE HELD THURSDAY, OCTOBER 1, 2026 AT 7:00PM IN THE A. JAMES BOLD MEETING ROOM.

ADJOURN



D I G I T A L G O V E R N M E N T P L A T F O R M

Town of

Halfmoon, New York

Agenda Management Proposal

P R E P A R E D F O R

Doug Mikol, Sandy McAlonie, and Kelly Catricala

August 3, 2026

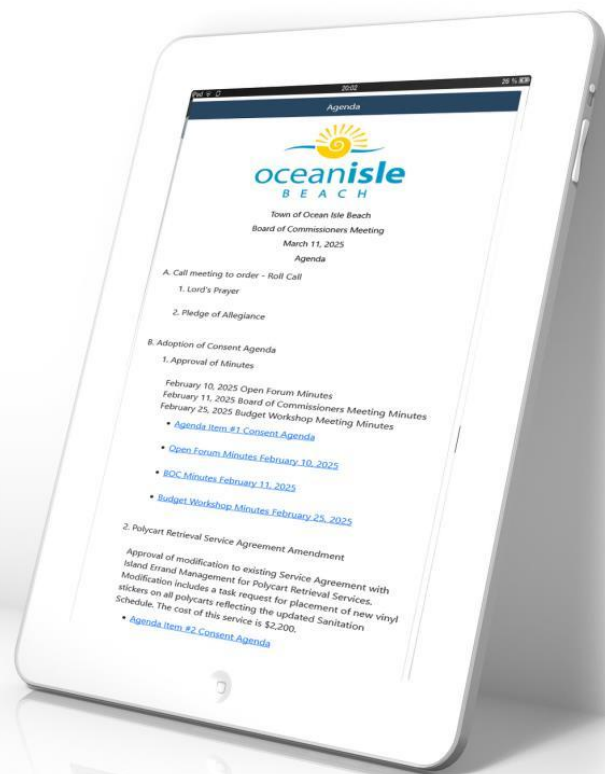
Agenda Management for the Town of Halfmoon

Halfmoon's agenda management system is being discontinued by the current vendor. The town is looking for a new system that accounts for the migration of the historical records and provides an easy transition to an ADA-compliant platform.

Municipal One Agenda Management gives the Town Board, Planning Board, and Zoning Board one place to build agendas, attach supporting documents, publish them online, and record minutes, all in a fraction of the time it takes today. Digital submissions with collaborations and workflows ensure that every item has the right documentation and review before it reaches the agenda, so preparation becomes simple and consistent every time.

Migration from Municode Meetings

There is a clear path off Municode Meetings. Municipal One will import the town's existing PDF agendas, minutes, and packets, and can go back further if Halfmoon wants its historical record consolidated in one place rather than split across systems. We will set up Municipal One templates, configure each board, and provide a turn-key system that's ready for your first meeting on day one.



Built-in Accessibility

The Municipal One platform is built to WCAG 2.1 AA standards from the ground up ensuring that your agenda portal complies with federal accessibility requirements from the start, no widgets required.

What's Included:

- Drag-and-drop agenda building with reusable templates customized for each board
- Digital staff report generation with attached supporting documents
- Approval workflows, so every agenda item and report is reviewed and ready when submitted
- One-click publishing as a mobile-friendly web page and ADA-compliant PDF
- Two-tier notifications: instant email alerts to staff, board members, and media the moment an agenda publishes, plus a scheduled afternoon notice for the public
- Public subscribers manage their own preferences and can follow one, two, or all three boards
- Real-time minutes with motions, votes, and notes recorded as the meeting happens
- Import of existing agendas, minutes, and packets from Municode Meetings
- Unlimited agendas and meetings across all three boards
- Full setup, staff training, and ongoing support included

“Municipal One’s agenda management system has made our packet process more efficient, organized, and transparent. The platform is user-friendly, and their support team has been outstanding.”

- Maycie Jaehnig, City Recorder
City of North Bend, Oregon

Pricing

Municipal One Agenda Management	\$7,500 / year
Implementation and setup	\$2,500, reduced to \$1,500 if signed by August 31, 2026

No per-board charges. No meeting limits. No automatic annual price increases.

What Makes Us Different

Independently owned

Municipal One is independently owned, not private equity backed, which means no forced migrations, the team that built your platform is the team that supports it, and our solutions are continuously evolving to meet our clients' needs.

No automatic price increases

Your quoted price is the actual price. We do not build escalators into our contracts. Your price only changes when you change your service options.

Support that works for you

Live support from real people Monday through Friday from 8 a.m. to 8 p.m. Eastern with 24/7 monitoring and emergency support.

Ready To Move Forward?

The system will be configured and ready to publish your first agenda within 30 days.

Contact us to get started: Toni Oesterle | toni@municipalone.com | 816-207-2110

SENT VIA EMAIL ONLY

August 27, 2026

Kevin Tollisen, Town Supervisor
Town of Halfmoon
2 Halfmoon Town Hall Plaza
Halfmoon, NY 12065

Re: Brookwood Road Water Main Replacement
MJ Project No. 964.139
Supplemental Proposal for Engineering Services



Dear Supervisor Tollisen:

MJ Engineering, Architecture, Landscape Architecture and Land Surveying, P.C. (MJ) is pleased to provide the Town of Halfmoon (Town) with this proposal for engineering services associated with the replacement of the existing water main on Grange Road as part of the current Brookwood Road Water Main Replacement Project. Based on previous discussions with the Town and MJ's project understanding, the associated Scope of Services are included below.

PROJECT UNDERSTANDING

Based upon previous discussions with the Town, MJ understands the following:

- The existing water main on Grange Road is deteriorating and in need of replacement.
- The Town approved a change order on 8/19/26 to Bellamy Construction Co., under the existing Brookwood Road Water Main Replacement project, to install approximately 750 linear feet of 8-inch HDPE water main on Grange Road to replace the existing water main.
- The Town has requested MJ to provide contract administration and inspection services to complete the additional work on Grange Road.

Based upon the above understanding, MJ offers the following Scope of Services for your consideration.

SCOPE OF SERVICES

Task 05: Contract Administration Services

- Respond to construction-related questions raised by the Contractor.
- Process minor design revisions, as required, to adjust the proposed construction to site-specific conditions. Major design changes, due to unforeseen conditions, are not included.
- Review and certify one (1) additional Contractor's monthly applications. Payment applications will be prepared and submitted to the Town as needed.
- Conduct up to two (2) additional bi-weekly progress meetings at the site to assure schedule conformance. Prepare and distribute meeting minutes as needed.
- Receive, review, and prepare change orders as required. Provide the Town with recommendations on the validity of the change orders.



- Conduct a final on-site project review, issue punch list, and Notice of Substantial Completion for the Grange Road section. Notice of Final Completion will be issued for the overall contract inclusive of the work on both Brookwood Road and Grange Road.
- Compile equipment operation and maintenance manuals, start-up reports, warranty information, shop drawings, and record plans as provided and developed by the Contractor, into a single final document package for delivery to the Town.

Task 06: Construction Observation Services

MJ will provide up to 160 additional hours of construction observation during critical phases of construction by a NICET Level III inspector in the Town right-of-way. Critical phases will include but may not be limited to water main and valve connections to the existing water distribution system and system testing and disinfection. It is noted that the level of construction observation may vary and will be dependent upon the contractor's specific work schedule. MJ will provide construction observation on an hourly rate basis such that only the hours spent will be billed, which may result in cost savings to the Town depending on the contractor's schedule.

As part of our construction observation services, MJ will perform the following tasks:

- Full-time inspection with the Town right-of-way.
- Verify that the construction work observed is in conformance with the Contract documents.
- Perform a detailed inspection of materials and items of work required by the Contract documents to support the Contractor's payment request.
- Coordinate the Contractor's construction activities with the Town.
- Inform the Town, in writing, of operations and procedures that may lead to a delay in the construction.
- Maintain a construction observation log describing progress, problems encountered and other pertinent information related to the project. Any meetings conducted will also be documented.
- Inspect manufactured and shop-fabricated materials to ensure conformance with approved shop drawings.
- Supervise any on-site testing and maintain a log and file of tests and related reports.
- Maintain a set of record documents based upon redline mark-ups provided by the Contractor.

SCHEDULE

MJ will perform the outlined tasks in conjunction with the schedule developed for the Brookwood Road Water Main Replacement project.



FEE

MJ proposes to complete the above-listed services for the following lump sum fees.

Task 05: Contract Administration Services	\$12,700
Task 06: Construction Observation Services*	\$21,600
Total Estimated Fee:	\$34,300

**The fee for construction observation services assumes 160 hours (based on an 4-week construction duration). Construction observations services to be billed as hourly not-to-exceed at \$135/hour.*

MJ will invoice the Town in accordance with the contract requirements. The fee assumes there are no significant changes resulting from decisions, conditions, and/or events beyond MJ's control.

ASSUMPTIONS

The following assumptions were made in the development of this proposal:

1. The Contractor will be required, as part of the construction contract, to prepare record drawings for submission to the Town. Preparation of additional record drawings is not included.
2. No warranty, or guarantee, is expressed, or implied concerning the granting of permits or approvals required, or timelines for review and action, by regulatory agencies.

TASKS NOT INCLUDED IN THIS PROPOSAL

The following efforts are excluded from this scope of services:

1. Design, bid, construction phase services for additional water system improvements.

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 Carrie Dooley at 518-371-0799 or via email at carriedooley@mjteam.com. If you have questions or require additional information.

Sincerely,

Michael D. Panichelli, P.E.
President

Cc: Ca. Dooley
File



AUTHORIZATION TO PROCEED

I hereby authorize M.J. Engineering, Architecture, Landscape Architecture, and Land Surveying, P.C. to proceed with the scope of services as described in this proposal.

Kevin Tollisen, Supervisor
Town of Halfmoon

Date