



**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**

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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**

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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.



21 Corporate Drive  
Clifton Park, NY 12065



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[mj@mjteam.com](mailto:mj@mjteam.com)  
[mjteam.com](http://mjteam.com)



Fishkill, NY  
Levittown, NY  
Saranac Lake, NY  
Picatiny, NJ





**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**

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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**

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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**

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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**

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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.

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Printed Name

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Title

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Signature

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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	
VI.F.3.c.i.	Identify when catch basin inspection is needed	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.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-constructions 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