

SENT VIA EMAIL ONLY

August 31, 2026

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

ktollisen@townofhalfmoon.org

Re: Concrete Batch Plant, Cement/Asphalt Plant and Pesticide Manufacturing Zoning & Planning Support
MJ Proposal No. 2026389 for Planning 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 planning associated with Concrete Batch Plant, Cement/Asphalt Plant and Pesticide Manufacturing Zoning & Planning Support (the project). MJ's project understanding and associated Scope of Services are included below.

PROJECT UNDERSTANDING

Based upon information provided by the Town during a virtual meeting with Town staff on August 12, 2026, MJ understands the following:

- The Town is taking a proactive approach in planning for Concrete Batch Plants, Cement/Asphalt Plants and Pesticide Manufacturing facilities.
- The Town has placed a moratorium on these uses to research and review data and information related to best land use practices to establish a new policy or modify the existing policy guiding these land uses.
- The Town is seeking professional planning assistance to evaluate current Town policies for these land uses and research best practices.

MJ offers the following Scope of Services for your consideration.

SCOPE OF SERVICES

Task 01: Project Coordination & Planning Report

Technical Team Coordination: MJ will facilitate Technical Team coordination meetings (in-person or virtual). The Technical Team would likely include Town planning staff as well as the Town Attorney and would guide the process and administrative items.

Land Use Report: MJ will prepare a report to be presented to the Town Board that evaluates the current Town regulations for these land uses as well as best practices.



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Clifton Park, NY 12065



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Fishkill, NY
Saranac Lake, NY
Levittown, NY
Picatinny, NJ



Environmental Resources Mapping Analysis: MJ will prepare a map and analysis to evaluate environmental resources and other sensitive resources as well as relevant siting factors.

Town Board Presentation: MJ will present the report to the Town Board.

Deliverables:

- Up to two (2) Technical Team meetings;
- Report (one draft and one final)
- Presentation at one (1) Town Board meeting

ASSUMPTIONS

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

1. The Town will secure meeting space for the meetings and any public meetings that may be necessary.
2. SEQRA assistance is not included (i.e., preparation of EAF, resolutions, coordinated review, preparation of Environmental Impact Statement, etc).
3. Preparation of zoning amendments or a local law is not included.
4. MJ will notify the Town when 85% of the fee listed below is expended and provide an update on remaining tasks and estimated budget to complete each task.

SCHEDULE

This technical support is anticipated to be for a duration of one year from notice to proceed.

FEE

MJ proposes completing the above-listed services for an **Hourly Not-to-Exceed fee of \$7,000**. MJ will invoice the Town on a monthly basis based upon the number of hours completed in that period. 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. If the above scope of work is acceptable, please execute and return the Authorization to Proceed below in accordance with the Master Service Agreement between MJ and the Town. Please do not hesitate to contact Jaclyn Hakes at 518-371-0799 or via email at jhakes@mjteam.com if you have questions or require additional information.

Sincerely,

Michael D. Panichelli, P.E.
President

Cc: Ca. Dooley, File

AUTHORIZATION TO PROCEED

In accordance with the Consultant Master Services Agreement dated January 1, 2026, 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.

Supervisor Kevin Tollisen
Town of Halfmoon

Date