

WORK SESSION
FEBRUARY 27, 2018

The Town Board of the Town of Conklin held a Work Session at 5:30 P.M. on February 27, 2018, at the Conklin Town Hall. Mr. Dumian, Supervisor, presided. The meeting opened with the Pledge of Allegiance.

PRESENT:	Town Board Members	Boyle, Farley, Platt, Francisco, Dumian
	Town Counsel	Cheryl Sacco
	Town Clerk	Sherrie L. Jacobs
	Secretary to the Supervisor	Lisa Houston
	Highway Superintendent	Brian Coddington
	Code Officer/Dog Control Officer	Nick Vascello
	Crew Leader	Tom DeLamarter
GUESTS:	Country Courier	Elizabeth Einstein
		Laurie Francisco
		LeRoy Jenkins
		John Colley
		Tom Kelly

EMPLOYEE CROSS TRAINING

Mr. Dumian stated that he would like to see cross training between employees of the Highway Department and the Water and Sewer Department. To this end, he would like to see Nick Platt and Colin Casey obtain their CDLs and would like to see Cody Smith obtain his water licenses. Mr. Platt stated that he thinks this is a “very smart” plan and Mr. Francisco called it a “good idea.” The Board was in agreement with the plan to cross train these three employees.

COMMUNITY CENTER GRANT PROJECT

Mr. Dumian stated that there are still mistakes and misstatements regarding the Town’s portion of funding for the Community Center Project and regarding the square footage of the proposed project. He reiterated that NO Town of Conklin funds will be used toward the construction of the Ascension Health Wellness Center. Mr. Dumian stated that the Evaluation Team will meet on March 2. He stated that the Town has asked GOSR (Governor’s Office for Storm Recovery) whether Griffiths Engineering can act in place of a Construction Manager, but the Town has not yet received an answer from the State. Town Attorney Cheryl Sacco stated that Griffiths Engineering, who did not apply to provide Architectural and Engineering services for the project, would provide a more narrow, less expensive scope of work.

DRAINAGE AREAS

Mr. Dumian stated that there is a common misunderstanding that the DEC (New York State Department of Environmental Conservation) will not allow stewardship of streams, although, he added, movement of river gravel bars requires permits from the DEC. He stated that these gravel bars are owned by the persons whose property the gravel bars abut, mentioning several local landowners who would be owners of gravel bars in the Susquehanna River. Mr. Boyle stated that he has spoken with these landowners, who would keep any material removed from the gravel bars, and they are “all on board.” Mr. Boyle stated that he got more information from a meeting with the DEC in Cortland. Mr. Dumian commented that it is harder for private owners who do not have land moving equipment, and Mr. Boyle replied that he is “working out arrangements.”

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Mr. Boyle stated that neighboring landowners share ownership of streams that traverse their properties, and added that it is the responsibility of these landowners to clean out the creeks, not the responsibility of the Town Highway Department, as some people think. He added that permits and neighbor agreements are required. Mr. Dumian stated that in the case of tree snags, landowners are allowed to remove the log jam without a permit. Mr. Boyle stated that there should still be a neighbor agreement to share the wood from the log jam, if desired.

Mr. Dumian stated that drainage areas in the Town have not been maintained because it was previously thought to be illegal. He added that the wetlands near the railroad tracks are actually Army Corps wetlands, although the permits come from the DEC. Mr. Dumian stated that the drainage pipes in the area near the new Dick's Warehouse facility have been cleaned. He stated that the area of Carlin Creek between Powers Road and Carlin Road needs to be cleaned and the beaver dams need to be removed. Mr. Dumian stated that the Town will move forward to maintain its drainage areas. Mr. Francisco asked about the area of the creek that runs through Schnurbusch Park to the Susquehanna River. Mr. Dumian stated that this also has beaver dams that must be removed, although he added that the beavers keep rebuilding their dams. Mr. Dumian also spoke about the need to clean out the pond behind Donnelly Elementary School.

Mr. Boyle spoke about the Stillwater Road Drainage Project, adding that he has access to a borer that would bore under the railroad tracks, available from a friend in Rochester. Mr. Boyle stated that the Town could act as General Contractor, and re-route the drainage flow, as well as constructing a boat ramp, as requested by the Conklin Volunteer Fire Department. Mr. Dumian commented that the grant funding process is frustrating, noting that Mr. Boyle's plan "is better than the original plan." He added that a Change Order would entail contractor bids and prevailing wages, and would add another \$50,000 to the project. Overall, however, stated Mr. Dumian, the Town would save money, as the project would cost \$200,000 instead of the estimated \$350,000 to \$400,000. However, "we have to follow the process," stated Mr. Dumian.

The importance of a boat launch in Stillwater was discussed, citing safety reasons. Highway Superintendent Brian Coddington will talk to representatives from the Town of Kirkwood to find out how much their boat ramp cost and what process they used. Mr. Platt will talk with the Conklin Fire Department about possible grants that could be used to install a boat ramp.

YOUTH PROGRAMS

Mr. Dumian stated that he has been in discussion with Youth Commissioner Fran Bealo to determine ways to get some help for Mr. Bealo and to grow the Town Youth Sports programs. Mr. Farley, liaison to the Youth Programs for the Board, stated that he has been working with Mr. Bealo and with the Conklin Kiwanis Club to plan the Pitch, Hit, and Run competition, which will be held at 1:00 P.M. on April 21, 2018. The Town Opening Day will be held on April 28. Mr. Farley stated that he will bring coaches in to help with the Pitch, Hit, and Run program.

Mr. Dumian explained that the Town of Binghamton sports program is structured differently, with a Director that oversees the entire program and Commissioners for each individual sport. He stated that the Town of Conklin runs the soccer program and the Town of Binghamton runs the football program. Mr. Dumian stated that he, Mr. Bealo, Mr. Farley, and the Director from the Town of Binghamton will meet on March 6 to discuss ways to improve the sports programs. One idea is to bring all of the youth sports programs under the SV Sabers umbrella, since eventually all of the youth will play together for a Susquehanna Valley team. Mr. Dumian stated that he will talk to the Town of Conklin coaches about this possibility. He stated that it

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continues to be a problem finding volunteers to commit to coaching and to helping with the sports programs. Lack of participation by the children is also a factor.

Mr. Dumian stated that he would like to bring the girls softball tournaments back to Conklin, but added that volunteers are needed to make this happen. Crew Leader Tom DeLamarter, who has oversight of the Parks Department, stated that part of the problem is that parents are not involved with the sports program. He agreed with the idea of joining teams from the Towns of Conklin, Kirkwood, and Binghamton to create one big league, since they will be better at playing together when they reach high school. Mr. Farley commented that an SV junior wrestling team and a football team already exist. Mr. DeLamarter stated that another problem is finding practice space, adding that Susquehanna Valley School District charges \$100 per hour for children to practice on the weekends, although the facility is free during the week. Ms. Sacco commented that the school must pay for additional staff, heat, lights, and liability on the weekend. Mr. Dumian stated that he did not know if the Town of Kirkwood would want to consolidate because “Kirkwood has a lot of kids from Windsor” (school district).

Mr. Dumian stated that he “wants to see the programs become successful.” He added that selective tryout processes would need to be instituted with no coaches “stacking” their teams. Mr. Dumian stated that while this happens in travel leagues, it has no place in municipal sports.

EVALUATION TEAM/COMMUNITY CENTER PROJECT

Planning Board Chairman James Hauss asked about the Evaluation Team for the Community Center Project, of which he will be a member. He inquired as to who would chair the team and Ms. Sacco stated that the last time the Town had to create a team such as this, each member filled out his or her own evaluation form, with one person acting as a quasi-leader of the team.

SPECIAL USE PERMIT/LAING TRUCK & TRAILER

Ms. Sacco stated that Laing Truck & Trailer, located in the Broome Corporate Park, is applying for a Special Use Permit from the Town. The facility is located in an EDDZ (Economic Development District Zone). She explained that the site plan will go to the Town Board, which will determine whether or not it is complete. If the site plan is deemed complete, it will then go to the Town Planning Board, which will review it and make a recommendation to the Town Board, with the Town Board having final approval. She added that a Public Hearing will be required. Mr. Boyle stated that a right of way or an easement will be required if part of a parcel is sold. Ms. Sacco stated that parcels could also be combined.

REGULAR TOWN BOARD MEETING
FEBRUARY 27, 2018

The Town Board of the Town of Conklin held a Regular Town Board Meeting at 6:30 P.M. on February 27, 2018, at the Conklin Town Hall. Mr. Dumian, Supervisor, presided. The meeting opened with the Pledge of Allegiance.

PRESENT:	Town Board Members	Boyle, Farley, Platt, Francisco, Dumian
	Town Counsel	Cheryl Sacco
	Town Clerk	Sherrie L. Jacobs
	Secretary to the Supervisor	Lisa Houston
	Highway Superintendent	Brian Coddington
	Code Officer/Dog Control Officer	Nick Vascello
	Crew Leader	Tom DeLamarter
	Planning Board	James Hauss

GUESTS:	Country Courier	Elizabeth Einstein
		Laurie Francisco
		LeRoy Jenkins
		John Colley
		Tom Kelly

MINUTES: FEBRUARY 13, 2018 REGULAR TOWN BOARD MEETING

Mr. Farley moved to approve the February 13, 2018 Regular Town Board Meeting minutes as presented.

Seconded by Mr. Platt.

VOTE: Boyle – Yes, Farley – Yes, Platt – Yes, Francisco – Yes, Dumian – Yes. Motion passed unanimously.

CORRESPONDENCE:

Mr. Dumian acknowledged receipt of correspondence from Code Officer Nick Vascello regarding annual mobile home park permits for Pride Manor Mobile Home Park and Fountain Bleu Mobile Home Park. He stated that the Town is still awaiting the annual renewal for Blue Ridge Mobile Home Park.

REPORT: HIGHWAY DEPARTMENT

Highway Superintendent Brian Coddington stated that the municipal cleanup day will be held on May 8, 2018.

Mr. Coddington provided the Board with pricing and other details regarding the SkidSteer that he wishes to purchase for his department. He stated that the new piece of equipment would have many uses, adding that the Town of Kirkwood has many attachments that it will loan to the Town of Conklin as part of shared services, while the Town of Conklin owns a bucket and a brush for the roads. Mr. Boyle stated that he supports the idea of purchasing an all-wheel steer vehicle but does not believe Bobcat to be a good brand, due to electrical issues and its proprietorship on buckets. Mr. Coddington stated that the Town of Kirkwood has a Bobcat and Bobcat attachments, which he stated might not fit on a John Deere machine. Mr. Farley asked how long the Town of Kirkwood has had its Bobcat machine and Mr. Coddington replied “several years.” Mr. Boyle also expressed concern about the safety of locking the bucket, adding

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that the driver must get out of the vehicle to secure the bucket. Mr. Dumian stated that the new equipment will be purchased out of the Highway Budget, so no borrowing will be necessary.

REPORT: WATER & SEWER/PARKS

Crew Leader Tom DeLamarter, who has oversight of the Water and Sewer Department and of the Parks Department, stated that his department had repaired two water main breaks recently. He stated that the new truck for his department has been delivered.

Mr. DeLamarter stated that installation has begun on the generator for the Town Hall. Mr. Dumian stated that the Town's IT provider, BlueStorm Technologies, will have to shut the server down and power to the Town Hall will need to be shut off for a day, adding that this will be done on either a Monday or a Friday.

Mr. DeLamarter stated that the Ice Rink will be taken down February 28, adding that the new liner did not sustain any damage this year. The rink will be put up earlier in the season in 2019.

Mr. DeLamarter stated that the situation at the sewer station with the damaged pump has become more of a risk and needs to be resolved as soon as possible. The cost is not to exceed \$30,000. Mr. DeLamarter stated that the vendor is W2O from Cortland, adding that the elbows and guide rails for the mount for the pump must be replaced. He added that there are safety issues to consider, since this is a confined space. Ms. Sacco stated that if this is an emergency, the Board must make that declaration.

PUBLIC COMMENTS:

None.

OLD BUSINESS:

STILLWATER ROAD DRAINAGE GRANT PROJECT

Mr. Dumian reiterated that Mr. Boyle has offered an alternate plan for the drainage project, which the Board will try to implement as a Change Order, in the meantime moving forward with the original plan in order to meet GOSR (Governor's Office of Storm Recovery) deadlines.

JVA DE-ICING

Mr. Dumian stated that JVA De-Icing has submitted a new, updated site plan to the Planning Board for its review. He asked what the legal number of trucks allowed will be. Code Officer Nick Vascello stated that the application presented to the Planning Board at its February 26 meeting requested a number that exceeded zoning regulations, so JVA De-Icing must now go to the Zoning Board of Appeals to ask for a variance. Mr. Dumian clarified that JVA De-Icing would like to be allowed 80 trucks, while current zoning regulations allow 50 tractor-trailers, which Mr. Dumian clarified are different from straight box trucks. Mr. Dumian stated that he was working to move truck traffic from the Shaw Road/Hardie Road access to Progress Parkway. He added that "whatever is decided is what will be adhered to."

NEW BUSINESS:

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SUMMER FUN PROGRAM

Mr. Dumian stated that planning for the Summer Fun Program will begin soon, adding that it will be easier this year since it is the second year of operation.

AUDIT

Mr. Dumian stated that the annual AUD report has been submitted to New York State. He stated that Mike Wolyniak will be at the Town later in 2018 to conduct an informal audit of the Town books.

Mr. Dumian stated that the Town personnel are a “good team” that are making “necessary changes” and are making “progress.”

BUILDING MAINTENANCE

Mr. Dumian stated that he spoke with a Boy Scout Troop that is looking for credits for volunteer services toward their badge work. He suggested the Town might be able to obtain some volunteer labor through the Scouts to help with some building maintenance projects. He reiterated that there is approximately \$60,000 in the building maintenance fund.

RESO 2018-32: APPROVE RECEIPT/2018 ANNUAL PARK PERMIT/TWO MOBILE HOME PARKS

Mr. Boyle moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin approves receipt of 2018 Annual Park Permits for the following two Mobile Home Parks located within the Town of Conklin:

Pride Park Holdings, LLC	\$200.00
Fountain Bleau Capital, LLC	\$200.00

Seconded by Mr. Francisco.

VOTE: Boyle – Yes, Farley – Yes, Platt – Yes, Francisco – Yes, Dumian – Yes. Motion passed unanimously.

RESO 2018-33: AUTHORIZE APPOINTMENT/EVALUATION TEAM/CDBG-DR COMMUNITY CENTER PROJECT

Mr. Farley move4d for the following resolution:

WHEREAS, the Town of Conklin, located in Broome County, New York, will apply for Community Development Block Grant-Disaster Recovery (“CDBG-DR”) funds from the New York State Governor’s Office of Storm Recovery (“GOSR”) New York Rising Community Reconstruction (“NYRCR”) Program for the Town of Conklin’s Community and Family Center Project (“the Project”); and

WHEREAS, it is necessary under the program regulations to authorize certain actions and individuals to perform certain designated functions by the CDBG-DR, GOSR, NYRCR Program; and,

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WHEREAS, the project to be applied for under the CDBG-DR funds from the GOSR, NYRCR Program will require the procurement of architectural/engineering services for the Project. The Project will include the services necessary for the design and construction of a new Community Center, which is outside the floodplain in the Town of Conklin, County of Broome, State of New York; it is expected that this project will allow the Town and its residents to respond better and recover more quickly from future emergency events, including flooding; and

WHEREAS, the procurement process requires an Evaluation Team to be designated to review and recommend to the Town of Conklin the professional architectural/engineering firms most qualified to perform the duties as required;

NOW, THEREFORE, BE IT RESOLVED that the Town of Conklin, as legal recipient of CDBG-DR funds from the GOSR, NYRCR Program, does hereby appoint the following persons as the Evaluation Team:

Dell Boyle, James Hauss, Nicholas Vascello, Stacey Duncan, and Willis Platt

BE IT FURTHER RESOLVED by the Town of Conklin that the following point system for architect/engineers be used. The Town of Conklin shall evaluate each respondent in terms of:

<u>Technical Factors</u>	<u>Maximum Points</u>
1. Relevant Experience	25
2. Approach and Methodology	25
3. Staffing Plan	15
4. Resilient Design	10
5. Ability to Confirm to the Town of Conklin's Deadline Schedule	15
6. Commitment to Comply with all Applicable Federal, State, and Local Regulations, including M/WBE and Section 3	10
Total Maximum Points	100

BE IT FURTHER RESOLVED that, after evaluation of selected Submittals, the Town of Conklin reserves the right to award without delay; and

BE IT RESOLVED that the Town reserves the right to issue a Letter of Intent to Award and a Notice to Proceed when costs are negotiated and accepted by the Town of Conklin; and

BE IT RESOLVED that during or after the review of responses, the Town of Conklin may submit written questions and requests for clarification, and may conduct interviews; and

BE IT RESOLVED that this resolution takes effect immediately.

Seconded by Mr. Francisco.

Passed and adopted by the Town of Conklin, County of Broome, State of New York, on the 27th day of February, 2018, by the following votes:

YEAS: 5 (Boyle, Farley, Platt, Francisco, Dumian)

NAYS: 0

ABSTAINED: 0

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I, Sherrie L. Jacobs, Town Clerk, Town of Conklin, New York, do hereby certify that the above is a true and correct copy of the Resolution duly passed and adopted by the Town of Conklin, County of Broome, State of New York, on the 27th of February, 2018.

Dated: February 27, 2018

Sherrie L. Jacobs, Town Clerk

Mr. Francisco stated that he would like to serve as an alternate, which Ms. Sacco stated is allowable as long as there are not three Town Board members serving on the Evaluation Team at the same time. The Evaluation Team will meet on March 2.

RESO 2018-34: AUTHORIZE PAYMENT/BILL LIST/\$81,272.36

Mr. Platt moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin authorizes payment of the following Bill List in the total amount of \$81,272.36:

General	\$ 22,795.42
Highway	46,444.49
Light Districts	2,465.76
Sewer District	1,940.51
Water District	4,170.18
Non-Budget	<u>3,456.00</u>
Total	\$ 81,272.36

Seconded by Mr. Francisco.

VOTE: Boyle – Yes, Farley – Yes, Platt – Yes, Francisco – Yes, Dumian – Yes. Motion passed unanimously.

**RESO 2018-35: AUTHORIZE EMERGENCY REPAIR/
PUMP AT SEWER STATION 3/W2O/NOT TO EXCEED \$30,000**

Mr. Farley moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin authorizes W2O to perform the necessary emergency repairs to the pump at Sewer Station #3 at a cost not to exceed \$30,000.

Seconded by Mr. Francisco.

VOTE: Boyle – Yes, Farley – Yes, Platt – Yes, Francisco – Yes, Dumian – Yes. Motion passed unanimously.

**RESO 2018-36: REFER LAING SELF-STORAGE SITE PLAN TO PLANNING BOARD
FOR RECOMMENDATION**

Mr. Francisco moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin refers the site plan for Laing self-storage facilities in the Broome Corporate Park to the Town Planning Board for its review and recommendation.

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Seconded by Mr. Farley.

VOTE: Boyle – Yes, Farley – Yes, Platt – Yes, Francisco – Yes, Dumian – Yes. Motion passed unanimously.

RESO 2018-37: AUTHORIZE PURCHASE/BOBCAT ALL-WHEEL STEER LOADER WITH BUCKET

Mr. Farley moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin authorizes the purchase of an A770T4 Bobcat All-Wheel Steer Loader with Bucket on NYS Bid PC67141, Award #PGB22792, for an amount not to exceed \$58,721.89, to be purchased out of funds on hand.

Seconded by Mr. Francisco.

VOTE: Boyle – No, Farley – Yes, Platt – Yes, Francisco – Yes, Dumian – Yes. Motion carried: 4 – Yes, 1 – No.

RESO 2018-38: AUTHORIZE SUPERVISOR/SIGN NYS CDBG SUBRECIPIENT AGREEMENT APPLICATION FOR FUNDING, REVISION 1, TOWN OF CONKLIN COMMUNITY AND FAMILY CENTER

Mr. Francisco moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin authorizes the Town Supervisor, William Dumian, Jr., to sign the attached NYS CDBG Subrecipient Agreement Application for Funding, Revision 1, Town of Conklin Community and Family Center.

Seconded by Mr. Farley.

VOTE: Boyle – Yes, Farley – Yes, Platt – Yes, Francisco – Yes, Dumian – Yes. Motion passed unanimously.

Mr. Dumian reiterated that the Town of Conklin's portion of these funds will be \$2,286,233.00.

RESO 2018-39: AUTHORIZE PAYMENT/VAN BORTEL FORD/2018 FORD F-350 TRUCK

Mr. Boyle moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin authorizes payment, account codes SW8340.2 and SS18130.2, in the amount of \$39,682.15 to Van Bortel Ford, Inc., for Invoice #81417 for purchase of a 2018 Ford F-350 Truck, which was received on February 27, 2018, and whose purchase was authorized by RESO 2017-180.

Seconded by Mr. Farley.

VOTE: Boyle – Yes, Farley – Yes, Platt – Yes, Francisco – Yes, Dumian – Yes. Motion passed unanimously.

PUBLIC COMMENTS:

None.

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RESO 2018-40: RECESS FOR LEGAL ADVICE

Mr. Boyle moved to close the Regular Town Board Meeting and recess for legal advice at 7:15 P.M.

Seconded by Mr. Farley.

VOTE: Boyle – Yes, Farley – Yes, Platt – Yes, Francisco – Yes, Dumian – Yes. Motion passed unanimously.

RESO 2018-41: RE-OPEN REGULAR TOWN BOARD MEETING

Mr. Francisco moved to come out of recess and re-open the Regular Town Board Meeting at 7:25 P.M.

Seconded by Mr. Boyle.

VOTE: Boyle – Yes, Farley – Yes, Platt – Yes, Francisco – Yes, Dumian – Yes. Motion passed unanimously.

RESO 2018-42: AFFIRM THAT THE TOWN OF CONKLIN HAS NO OBJECTION/SVCSD DOLLARS FOR SCHOLAR 5K RUN/WALK/MAY 20, 2018

Mr. Boyle moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin affirms that it has no objection to SVCSD's Dollars for Scholars 5K Run/Walk to take place on May 20, 2018, and has no objection to the event taking place within the Town of Conklin, if the School District holds harmless, defends, and indemnifies the Town. The contact person for the Town of Conklin on this matter is Charles Francisco.

Seconded by Mr. Farley.

VOTE: Boyle – Yes, Farley – Yes, Platt – Yes, Francisco – Yes, Dumian – Yes. Motion passed unanimously.

Mr. Dumian clarified that the Town will not be providing any insurance for this event.

TOWN HALL SECURITY

Mr. Boyle initiated a discussion regarding security in the Town Hall. Various ideas were discussed, including the possibility of a safety audit, provided free of charge, by the Office of Court Administration.

SPECTRUM/REIMBURSEMENT OF INSTALLATION COSTS

Mr. Boyle stated that he knows of a resident who paid for installation of services from Spectrum but was able to request reimbursement from New York State through its broadband grant program.

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ALARMS AT COMMUNITY CENTER & TOWN HALL

Mr. Francisco stated that Sentry Alarms tested and approved all the alarms at the Community Center. He also stated that there has been an issue with the alarms at the Town Hall and he has handled those issues.

LED STREET LIGHTS

Mr. Francisco stated that he has not given up on the idea of replacing the current street lights in Town with LED (Light Emitting Diode) lights. He stated that in conversation with the Town of Union government he learned that Union has had less than 15 failures with its lights in the past three years since it replaced its existing street lights with LED lights. Mr. Dumian stated that New York State has a new program to help provide funding for LED street lighting. Mr. Francisco stated that he will develop a salvage cost per lighting district estimate.

TOWN EASTER PARTY

Town Clerk Sherrie Jacobs stated that the Town Easter Party will be held from 11 A.M. to 1 P.M. on March 24, 2018, at the Community Center.

There being no further business to come before the Board, Mr. Platt moved for adjournment, seconded by Mr. Farley. The meeting adjourned at 7:46 P.M.

Respectfully submitted,

Sherrie L. Jacobs
Town Clerk