# WORK SESSION JUNE 28, 2022

The Town Board of the Town of Conklin held a Work Session at 6:00 P.M. on June 28, 2022, at the Conklin Town Hall. Mr. Dumian, Supervisor, presided. The meeting opened with the Pledge of Allegiance.

PRESENT:	Town Board Members	Finch, Boyle, Farley, Francisco, Dumian
	Town Counsel	Cheryl Sacco
	Town Clerk	Sherrie L. Jacobs
	Code Officer	Nick Pappas
	Parks/Water/Sewer Team Leader	Nick Platt
	Planning Board	Sandra Beam
	Zoning Board of Appeals	William Brodsky
<b>GUESTS:</b>	Country Courier	Elizabeth Einstein
	Keystone Engineering	Ken Ellsworth
		Laurie Francisco
		Pat Natale
		Judy Kelly
		Jack Bell
		Joan Mecklenborg
		Richard Mecklenborg
		Shawn Henderson
		Jeff Pratt
		John Colley
		Barby Jo Badger
		Timothy R. Price
		Glen Elliott

### CASTLE ISSUES

Mr. Dumian stated that there are many issues with the Castle part of the Town Hall, especially the roof, adding that, with the bond paid off on the addition, there will be funding available for repairs. He reminded the Board that the Castle is on the registry of historic buildings and so must be kept in good condition.

### **TOWN HALL ROOF & HVAC**

Mr. Dumian stated that he has received one quote for heating and cooling for the Town Hall at a quote of approximately \$250,000. He stated that the condenser in the current system is not working and would cost between 43700 and \$3800 to replace. Mr. Dumian stated that the Board must decide what design it wants for the roof and get bid specifications set for that, then create bid specifications for the HVAC system.

#### JAKE BRAKES ON ROUTE 7

Mr. Dumian stated that the Town received a letter from the New York State Department of Transportation stating that they will investigate the issue of the use of Jake brakes on Route 7. He stated that the Town also has received a petition and letters of complaint from residents about the noise of the Jake brakes.

### <u>PUBLIC HEARING</u> <u>TO RECEIVE INPUT REGARDING PROPOSED LOCAL LAW 3, 2022</u> <u>"FLOOD DAMAGE PREVENTION"</u>

# WORK SESSION JUNE 28, 2022

**PRESENT:** Same as on page one.

Notice of Public Hearing having been duly advertised, Mr. Dumian declared the Public Hearing open and asked those present to speak either for, or in opposition to, proposed Local Law 3, 2022, "Flood Damage Prevention." There were no questions or comments at that time. The Public Hearing will remain open until after the opening of the Regular Town Board Meeting at 6:30 P.M.

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### PRESENTATION/KEYSTONE ENGINEERING FOR LINEAGE LOGISTICS

Ken Ellsworth of Keystone Engineering gave a presentation on behalf of Lineage Logistics. He stated that Lineage Logistics would like to add two parking lots and an access road, reconfiguring the existing parking lot. Mr. Ellsworth stated that runoff will be collected in two catch basins, which will drain into swale and eventually drain to the Broome Corporate Parkway. He stated that the site plan must still be sent to Broome County for 239 Review and a SWPPP (StormWater Pollution Prevention Plan) must be developed. Mr. Dumian expressed concern over the runoff, adding that he would prefer to see retention ponds in place to hold the runoff. Mr. Francisco asked if the access road will be for trucks only or for workers and Mr. Ellsworth clarified that it will only be used by trucks. Mr. Dumian stated that the additional parking areas will help resolve the issue of tractor-trailers parking on the Broome Corporate Parkway. Mr. Ellsworth clarified that there will be no additional vehicles; the company is just trying to deal with the current number of vehicles. He will be working with Town Engineer John Mastronardi. Mr. Ellsworth stated that the site plan is not yet ready to submit to the Town Board.

#### TOWN HALL ROOF & HVAC SYSTEM (CONTINUED)

Discussion continued on the Town Hall roof and HVAC system, with Mr. Dumian reiterating that the first necessary step is that the Town Board decide the type of roof will be best for the Town Hall. Mr. Boyle stated that a hip or pitched roof and hybrid HVAC system would be best, at least over the Court and Town Hall offices, since the roof leaks even with repairs having been made to it several times. Mr. Dumian suggested creating two sets of bid specifications – one for replacing the existing flat roof and a second set for implementing a pitched roof. Mr. Boyle stated that the drainage needs to be fixed so that it drains off the sides of the building. Mr. Dumian stated that the Town will work with Mr. Mastronardi on the bid specifications.

### END OF SEASON BASEBALL & SOFTBALL PICNIC

Mr. Farley stated that the End of Season Baseball and Softball Picnic was held on June 26 at Schnurbusch Park, with food and bounce houses and a Conklin Pitch, Hit, and Run contest. He thanked all of the volunteers, particularly Jeremy and Danielle Polhamus, as well as Nick Platt, Tom DeLamarter, and Youth Commissioner Justin Parker.

Mr. Farley stated that soccer signups are now open.

#### SUMMER FUN PROGRAM

Town Clerk Sherrie Jacobs stated that she has received calls with questions about the Summer Fun Program. Mr. Dumian stated that he will get some information about the program to pass on to parents. The program is open to students in the Susquehanna Valley School District.

## WORK SESSION JUNE 28, 2022

#### **NEW SECRETARY TO THE SUPERVISOR**

Mr. Dumian stated that the new Secretary to the Supervisor, Teresa Bamber, will be starting her job on July 5, adding that former Secretary to the Supervisor, Laurie Gregory, is assisting remotely.

### **DOG CONTROL OFFICER**

Mr. Dumian stated that Dog Control Officer Rick Murray has been bringing habitual offenders to Court, adding that Mr. Murray is doing "a terrific job."

### **CONKLIN CEMETERY**

Mr. Francisco stated that he has been working with Nick Platt to ensure a smooth transition in management of the Conklin Cemetery from the Conklin Cemetery Association to the Town.

# **REPAIRS TO STREET LIGHTS**

Mr. Francisco stated that he has submitted requests for repairs to several street lights on Conklin Road.

The Town Board of the Town of Conklin held a Regular Town Board Meeting at 6:30 P.M. on June 28, 2022, at the Conklin Town Hall. Mr. Dumian, Supervisor, presided.

PRESENT:	Town Board Members	Finch, Boyle, Farley, Francisco, Dumian
GUESTS:	Town Counsel Town Clerk Code Officer Parks/Water/Sewer Team Leader Planning Board Zoning Board of Appeals <b>Country Courier</b> Keystone Engineering	Cheryl Sacco Sherrie L. Jacobs Nick Pappas Nick Platt Sandra Beam William Brodsky Elizabeth Einstein Ken Ellsworth Laurie Francisco Pat Natale Judy Kelly Jack Bell Joan Mecklenborg Richard Mecklenborg Shawn Henderson Jeff Pratt John Colley Barby Jo Badger Timothy R. Price Glen Elliott

#### PUBLIC HEARING/PROPOSED LOCAL LAW 3/CONTINUED

Discussion regarding proposed Local Law 3, 2022, "Flood Damage Control," continued. William Brodsky from the Zoning Board of Appeals asked about clarification for floodway and flood plain. Mr. Dumian stated that no construction is allowed in the floodway, and any construction and/or moving dirt in the flood plain must provide for compensatory storage and a hydrological study. Richard and Joan Mecklenborg commented that Pritchard Construction has been "bringing in truck load after truck load of dirt" for its project on Conklin Road.

There being no further questions or public comments, Mr. Dumian declared the Public Hearing closed at 6:35 P.M.

#### MINUTES: MAY 10, 2022 REGULAR TOWN BOARD MEETING & WORK SESSION

Mr. Francisco moved to approve the May 10, 2022 Regular Town Board Meeting and Work Session minutes as presented.

Seconded by Mr. Finch. VOTE: Finch – Yes, Boyle – Yes, Farley – Yes, Francisco – Yes, Dumian – Yes. Motion passed unanimously.

### MINUTES: JUNE 17, 2022 SPECIAL TOWN BOARD MEETING

Mr. Francisco moved to approve the June 17, 2022 Special Town Board Meeting minutes as presented.

Seconded by Mr. Finch. VOTE: Finch – Yes, Boyle – Yes, Farley – Abstain, Francisco – Yes, Dumian – Yes. Motion carried: 4 – Yes, 1 – Abstain.

#### **PUBLIC COMMENTS:**

### REDUCTION OF SPEED LIMIT/KABANEK ROAD

Pat Natale of Kabanek Road asked that the speed limit on Kabanek Road be reduced from 55 miles per hour to 45 miles per hour, adding that he will circulate a petition among residents of the road if needed. After discussion, the Board decided to request that the speed limit be reduced to 40 miles per hour and that a request for a speed study be sent to the New York State Department of Transportation. Town Attorney Cheryl Sacco will write a resolution to that effect.

### KUDOS TO THE HIGHWAY DEPARTMENT

Jack Bell of Wilbur Way thanked the Conklin Highway Department, specifically Dan Smith and Corey Stanton, for their professional and efficient work taking down branches on his property that were overhanging the road.

### **TOWN-WIDE PHONE ALERT SYSTEM**

Mr. Bell stated that Jason Luke, who installed the phone alert system at Susquehanna Valley School District, would be willing to look at the Town's phone system at no charge to see if a Town-wide phone alert system could be installed to alert residents to emergencies. Mr. Bell stated that the school's system cost approximately \$2,000. Water/Sewer/Parks Department Team Leader Nick Platt stated that he had a quote for emergency phone alerts in the water districts only for \$1.49 per house per year. Mr. Farley asked about using NY Alert but Mr. Platt stated that that agency has issues with its operation. Mr. Bell stated that maybe the Town could "piggyback" onto the school's system, but Mr. Dumian stated that there are concerns with legalities and the sharing of personal information going that route. He felt Mr. Luke looking at the Town's phone system is a good first step.

#### WOODSIDE AVENUE/ILLEGAL CONSTRUCTION

Tim Price of Woodside Avenue stated that the neighbor across the street from his residence has installed an illegal septic system and illegal construction on the building. Code Officer Nick Pappas stated that he will re-visit this site. Mr. Dumian stated that the Town will look for Code violations on the site.

#### **CORRESPONDENCE:**

Mr. Dumian acknowledged receipt of a letter from the New York State Department of Transportation regarding the use of Jake brakes on Route 7 and acknowledged receipt of a letter of resignation from Laurie Gregory.

## **REPORT: CODE OFFICER**

Mr. Pappas stated that he has had several Court cases for Code violations. He stated that he is still working with the property owner at 880 Powers Road, who wants to clean up the site. The owner had hired a cleanup crew, but the person who had been squatting on the property arrived and acted in a threatening manner so the cleaning crew stopped progress. The property owner is in the 90-day eviction process to evict the squatter from the property.

#### **REPORT: SUPERVISOR'S OFFICE**

The Supervisor's Report is on file in the office of the Town Clerk.

**OLD BUSINESS:** None.

#### **NEW BUSINESS:**

### RESO 2022-69: APPROVE INCREASE/PAY RATE/CURRENTLY EMPLOYED LIFEGUARDS

Mr. Farley moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin approves an increase in pay rate of \$.70 per hour for all currently employed seasonal Lifeguards.

Seconded by Mr. Finch. VOTE: Finch – Yes, Boyle – Yes, Farley – Yes, Francisco – Yes, Dumian – Yes. Motion passed unanimously.

### RESO 2022-70: RATIFY HIRING/KYLE SPISAK/FULL-TIME SEASONAL PARKS LABORER

Mr. Boyle moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin ratifies the hiring of Kyle Spisak to the position of Full-Time Seasonal Parks Laborer at a pay rate of \$14.70 per hour, effective June 6, 2022.

Seconded by Mr. Farley. VOTE: Finch – Yes, Boyle – Yes, Farley – Yes, Francisco – Yes, Dumian – Yes. Motion passed unanimously.

### RESO 2022-71: RATIFY ACH WIRE PAYMENT/PITNEY BOWES/POSTAGE METER REFILL PURCHASES

Mr. Francisco moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin ratifies ACH wire payments, account code A 1670.4, in the amount of \$500 each on 5/19/2022 and 5/20/2022 for postage meter refill purchases.

Seconded by Mr. Finch. VOTE: Finch – Yes, Boyle – Yes, Farley – Yes, Francisco – Yes, Dumian – Yes. Motion passed unanimously.

### RESO 2022-72: RATIFY APPROVAL/HIRE MICHAEL PLATT/TEMPORARY HIGHWAY LABORER

Mr. Farley moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin ratifies approval to hire Michael Platt to the position of Temporary Highway Laborer at a pay rate of \$19.40 per hour, effective June 1, 2022, for 60 days.

Seconded by Mr. Finch.

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

### **<u>RESO 2022-73:</u> <u>RATIFY ACCEPTANCE/RESIGNATION/LAURIE</u>** <u>**GREGORY/SECRETARY TO THE SUPERVISOR & BUDGET OFFICER**</u>

Mr. Finch moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin ratifies acceptance of the resignation of Laurie Gregory from the position of Secretary to the Supervisor and Budget Officer, effective June 11, 2022.

Seconded by Mr. Farley.

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

### **RESO 2022-74: RATIFY APPROVAL/HIRE LAURIE GREGORY/PART-TIME ASSISTANT TO SECRETARY TO THE SUPERVISOR & BUDGET OFFICER**

Mr. Farley moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin ratifies approval to hire Laurie Gregory to the position of Part-Time Assistant to the Secretary to the Supervisor and Budget Officer at a pay rate of \$35.00 per hour, effective June 11, 2022.

Seconded by Mr. Finch. VOTE: Finch – Yes, Boyle – Yes, Farley – Yes, Francisco – Yes, Dumian – Yes. Motion passed unanimously.

# RESO 2022-75: RATIFY TEMPORARY PAY RATE INCREASE/MARY PLONSKI/ACCOUNT CLERK

Mr. Boyle moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin ratifies approval of a temporary pay rate increase of \$4.00 per hour for Mary Plonski, Account Clerk, effective June 11, 2022.

Seconded by Mr. Francisco.

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

### RESO 2022-76: RATIFY AUTHORIZATION/MONTHLY CELL PHONE REIMBURSEMENT/MARY PLONSKI

Mr. Farley moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin ratifies the authorization of a monthly cell phone reimbursement in the amount of \$50.00 per month to be paid monthly via ACH to Mary Plonski, effective January 1, 2022.

Seconded by Mr. Finch.

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

### <u>RESO 2022-77: RATIFY PAYMENT OF CLAIMS #22-00428 THROUGH</u> <u>#33-00484/\$75,006.93</u>

Mr. Farley moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin ratifies payment of the following Claims #22-00528 through #22-00484, which have been audited and approved for payment, in the total amount of \$75,006.93:

General	\$ 28,020.94
Highway	38,418.20
Light Districts	1,300.25
Water Districts	6,354.16
Sewer Districts	913.38
Total	\$ 75,006.93

Seconded by Mr. Francisco.

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

### RESO 2022-78: RATIFY PAYMENT OF CLAIMS #22-000487 THROUGH #22-000552/\$148,304.07

Mr. Francisco moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin ratifies payment of the following Claims #22-000487 through #22-000552, which have been audited and approved for payment, in the total amount of \$148,304.07:

Total	\$148,304.07
Non-Budget	4,352.00
Sewer District #1	687.83
Water Districts	1,178.27
Highway	113,469.51
General	\$ 28,616.46

Seconded by Mr. Finch. VOTE: Finch – Yes, Boyle – Yes, Farley – Yes, Francisco – Yes, Dumian – Yes. Motion passed unanimously.

### RESO 2022-79: APPROVE PAYMENT/CLAIMS #22-000561 THROUGH #22-000601/\$82,032.02

Mr. Boyle moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin approves payment of the following Claims #22-000561 through #22-000601, which have been audited and approved for payment, in the total amount of \$82,032.02:

General	\$ 13,925.27
Highway	61,206.02
Light Districts	1,282.57
Water District	3,415.50
Sewer District	2,202.66
Total	\$ 82,032.02

#### RESO 2022-80: ADOPT LOCAL LAW 3, 2022/FLOOD DAMAGE PREVENTION

At a regular meeting of the Town Board of the Town of Conklin, held at Conklin Town Hall, 1271 Conklin Road, Conklin, New York, on the 28th day of June, 2022, the following resolution was offered by Mr. Farley and seconded by Mr. Francisco:

WHEREAS, the Town Board scheduled a public hearing for June 28, 2022, at 6:05 P.M. for Local Law No. 3 of the Year 2022 entitled "A LOCAL LAW AMENDING CHAPTER 76 ENTITLED 'FLOOD DAMAGE PREVENTION'"; and

**WHEREAS**, notice of said public hearing was duly advertised in the official newspaper of the Town and posted on the Town Clerk's signboard; and

**WHEREAS**, said public hearing was duly held on the 28th day of June, 2022, at 6:05 P.M. and all parties in attendance were permitted an opportunity to speak on behalf of or in opposition to said proposed Local Law, or any part thereof; and

**WHEREAS**, pursuant to the State Environmental Quality Review Act, it has been determined by the Town Board that adoption of the proposed Local Law constitutes a Type II Action as defined under 6 NYCRR 617.5(26) and (33); and

**WHEREAS**, the Town Board, after due deliberation, finds it in the best interest of the Town to adopt said Local Law.

**NOW, THEREFORE BE IT RESOLVED** that the Town Board of the Town of Conklin hereby adopts said Local Law as Law No. 3 of the Year 2022 entitled "A LOCAL LAW AMENDING CHAPTER 76 ENTITLED 'FLOOD DAMAGE PREVENTION'", a copy of which is attached hereto and made a part hereof; and further

**RESOLVED** that the Town Clerk be and hereby is directed to enter said Local Law in the minutes of this meeting and give due notice of the adoption of said Local Law to the Secretary of State; and further

**RESOLVED** that this resolution will take effect immediately.

### **CERTIFICATION**

I, Sherrie L. Jacobs, do hereby certify that I am the Town Clerk of the Town of Conklin and that the foregoing constitutes a true, correct and complete copy of a resolution duly adopted by the Town Board of the Town of Conklin at a meeting thereof held on the 28th day of June, 2022. Said resolution was adopted by the following roll call vote:

Supervisor William Dumian, Jr	YES
Councilman Dell Boyle	YES
Councilman William Farley	YES
Councilman Charles Francisco	YES
Councilman James E. Finch	YES
Dated: June 28, 2022	

Town of Conklin Seal

Sherrie L. Jacobs, Town Clerk, Town of Conklin

#### RESO 2022-81: APPROVE HIRING/LIFEGUARDS/2022 SEASON

Mr. Farley moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin approves the hiring of the following Lifeguards for the 2022 Season at the listed hourly pay rates:

Drew Burkhardt	\$13,20
Courtney Martone	\$13.20
Dakota Payne	\$13.20
Chad Lainhart	\$13,20
Caleb Thompson	\$13.20
Julie M. Lamontia	\$13.20

Seconded by Mr. Francisco.

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

#### **RESO 2022-82: ACCEPT RESIGNATION/TREVOR HARDER/HIGHWAY LABORER**

Mr. Finch moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin accepts the resignation of Trevor Harder from the position of Highway Laborer, effective June 24, 2022.

Seconded by Mr. Farley. VOTE: Finch – Yes, Boyle – Yes, Farley – Yes, Francisco – Yes, Dumian – Yes. Motion passed unanimously.

#### RESO 2022-83: ACKNOWLEDGE RECEIPT OF SITE PLAN REVIEW APPLICATION/TEAM WORLD

Mr. Farley moved for the following resolution:

Be It Resolved: that the Town Board of the Town of Conklin acknowledges receipt of the Site Plan Review Application filed by Team World, referring the Application to the Planning Board for its recommendations, and to the Broome County Planning Department for 239 Review, and setting a Public Hearing for August 9, 2022, at 6:30 P.M.

Seconded by Mr. Francisco. VOTE: Finch – Yes, Boyle – Yes, Farley – Yes, Francisco – Yes, Dumian – Yes. Motion passed unanimously.

#### RESO 2022-84: REQUEST SPEED REDUCTION/KABANEK ROAD

At a regular meeting of the Town of Conklin Town Board, held at Town Hall on the 28<sup>TH</sup> day of June, 2022, the following resolution was offered by Mr. Finch and seconded by Mr. Francisco:

**WHEREAS,** the community and the Town of Conklin are concerned about traffic safety and the safety of residents; and

**WHEREAS,** a request from the community was presented to the Town Board alleging that a reduction in the speed limit was necessary for the entire length of Kabanek Road due to various conditions; and

**WHEREAS,** currently the road is not posted and has a speed limit of 55 mph. The public requests that the speed limit be reduced to 40 mph for the entire length of the road; and

**WHEREAS,** the community and the Town want appropriate action taken to mitigate the life-threatening risk posed by the current conditions.

**NOW, THEREFORE, BE IT RESOLVED** that the Town Board of the Town of Conklin resolves to recommend to the County of Broome and the New York State Department of Transportation that, for those reasons outlined herein, the speed limit on Kabanek Road be reduced to 40 mph that the speed limit be clearly posted; and it is further

**RESOLVED** that copies of this Resolution and the attached NYS DOT form shall be forwarded to the offices of District 52 Senator Fred J. Akshar II, Assemblyperson Joe G. Angelino, Broome County Executive Jason T. Garnar, and NYS Department of Transportation Interim Director; and it is further

**RESOLVED** that this resolution shall take effect immediately.

#### **CERTIFICATION**

I, Sherrie L. Jacobs, do hereby certify that I am the Town Clerk of the Town of Conklin and that the foregoing constitutes a true, correct and complete copy of a resolution duly adopted by the Town Board of the Town of Conklin at a meeting thereof held on June 28, 2022. Said resolution was adopted by the following roll call vote:

Supervisor William Dumian, Jr.	YES
Councilman Dell Boyle	YES
Councilman William Farley	YES
Councilman Charles Francisco	YES
Councilman James E. Finch	YES

Dated: June 28, 2022

Town of Conklin Seal

Sherrie L. Jacobs, Town Clerk

#### **PUBLIC COMMENTS:**

#### **GRIEVANCE DAY**

William Brodsky, Chairperson of the Board of Assessment Review, reported that Grievance Day went very well.

#### **BURIAL QUESTION**

Mr. Francisco asked if the Town would allow the burial of two urns with cremains over a full burial. He stated that the situation he is working with is a family plot and it is unclear who has Power of Attorney. It was suggested that a meeting be held with the family and an attorney and that Mr. Francisco contact New York State Cemeteries Division for guidance. Sandra Beam asked whose regulations are followed and Mr. Francisco stated that each cemetery has its own charter and regulations.

#### **CONKLIN FAIR/DOG PARK CLOSURE**

Town Clerk Sherrie Jacobs asked the Board if the Dog Park could be closed for the days of the Conklin Fair, July 14 through 16. The Board agreed to this, with Mr. Dumian requesting that signage to that effect be put up at the dog park as soon as possible.

There being no further business to come before the Board, Mr. Farley moved for adjournment, seconded by Mr. Francisco. The meeting adjourned at 7:15 P.M.

Respectfully submitted,

Sherrie L. Jacobs Town Clerk