

Work Session/Reorganization Meeting January 6, 2011 :00 p.m.

Present: Sup. S. Reiter; Council Members A. Bax, M. Marra, E. Palmer and R. Winkley; Town Atty. M. Dowd; Deputy Sup. G. Catlin; Highway Supt. D. Janese; Eng. R. Smith; Bldg. Insp. T. Masters; Budget Officer M. Johnson; Chief Op. J. Ritter; Rec. Dir. M. Dashineau & Town Clerk C. Brandon.

Also Present: 1 press rep and 30 residents.

The Supervisor opened the meeting at 6:00 p.m. followed by the Pledge of Allegiance and a moment of silent reflection.

Reiter: We will address the work session items first followed by the reorganization items.

Tower Application 5890 West Street:

Dowd: I spoke with the attorneys from Nixon Peabody and told them that this item would be heard on 1/24/11 because the Board had not gotten some information needed.

Personal Day Carryover:

Bax MOVED to allow Scott Clark, Kevin Norwich & Jeffrey Ritter to carryover one personnel day to be used in the first quarter of 2011. Second by Marra and carried 5-0.

Upper Mt. Fire Co. Roster:

Winkley MOVED to delete from the roster of the Upper Mt. Co., Michael Lester. Seconded by Bax and carried 5-0.

Adoption of 2011 Fees for Building & Water Inspection:

Masters: We have updated the Town's water & building inspection fees. This is bringing them up to the 2010 standards. We did do a poll of other towns and they would be in the same general area.

TOWN OF LEWISTON

BUILDING DEPARTMENT

1. Residential Buildings

Single Family Dwelling	\$400.
Two Family Dwellings	\$500.
Multiple Dwellings	\$500. +\$100. Per unit +\$350 Rec.
Alterations/Renovations/Repairs	\$30. + \$2 per \$1000 of cost
Additions	\$.25 per sq ft
Residential Storage Bldg.	\$20 (200sq. ft. or less)
Residential Storage Bldg.	\$.10 sq ft (over 200 sq. ft.)
Above ground pool	\$35
In ground pool	\$50
Deck	\$35
Fence	\$25
Reroof with 2 nd layer	\$30
Strip and roof	\$35
Demolition	\$30 + \$100 (GPS utility location)
Generator	\$30

2. Commercial Buildings

Up to 1,000 sq ft.	\$250.
Over 1,000 sq ft.	\$250. +\$0.25 sq ft.
Alterations/Renovations	\$150. +\$2./\$1,000 of cost
Repair	\$75
All other commercial	\$50.
Generator	\$50
Fence	\$50
Roof	\$100
Pool	\$250

Demolition	\$100 + \$100 utility location (GPS)
Truss Signage	\$50 In addition to Comm./Ind
2.Miscellaneous	Compliance Inspection \$50 (change of occupancy but not bldg.
class)	
Wood burning Stoves or Fireplaces	\$25.
Agriculture Buildings	\$60 (0-3000sq ft)
	\$180 (3001-6000sq ft)
	\$360 (over 6000sq ft)
Signs	
	\$35 Temporary (30 days)
	\$25 Permanent- per face (up to 100 sq ft)
	\$25 +\$.25 per sq ft over 100 sq ft
	\$.15 per sq ft (Alt/Resurface/Relocation/Add.)
Fire alarm system	\$75.
Plumbing	\$30 (1-10 fixtures)
	\$50 (11-15 Fixtures)
	\$75 (over 16 Fixtures)
Fuel Tank Installation (1,000 gallons & up)	\$50 per tank
Cell Tower	\$1500 + eng. Fee +\$5 per ft over 100 ft
Collocation on tower	\$500 + eng. Fee + \$5 per ft over 100 ft
Annual Tower Inspection Fee	\$1000
Commercial Vehicle Permit	\$50
Certificate of Occupancy/Compliance letter	\$35
Zoning Compliance letter	\$35
Building Permit Renewal(12 months)	50% of original permit cost

STOP WORK ORDER

\$100 Fee to commence construction again after the stop work order has been addressed.

RE-INSPECTION

\$35 Fee when inspector is called upon to make an inspection and obvious prerequisites are not completed, resulting in additional inspections.

NO PERMIT OBTAINED OR DELAYED

In the event that work requiring a building permit commenced without having the appropriate permit applied for, secured and obtained, said permit fee will be doubled. **Each day is considered a separate violation.**

Fees schedule approved

Jan. 6, 2011

Fee schedule will be effective Jan. 7, 2011

Town of Lewiston

Planning Board Review Fees:

Application for Rezoning.....	\$250
Application for review and approval of subdivision	
1-20 lots.....	\$65 per lot
Over 20 lots.....	\$40 per lot
Application for site plan review.....	\$150
If detention or a utility extension is included..1 st acre..	\$400
Plus \$50 for each additional acre	
Plus \$250 for each review after second review	
(3 rd or subsequent reviews -\$250)	
Special Use Permit.....	Temporary.....\$50
	Permanent..... \$100
Environmental Review Fee	Short form \$100
	Long Form Engineer to quote \$

Zoning Board

Use or Area Variance Public Hearing.....	\$135
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Engineering Review Fees

Subdivisions of 20 lots or less.....	\$65 per lot
Subdivisions of over 20 lots.....	\$1000 Plus \$30 per lot over 20 lots

(This amount will cover an initial review and 1 subsequent review)

Public Improvement Permit Application Fee \$100

Public Improvement Inspection Deposit Schedule

Improvement Cost	Inspection Escrow	Up to \$10,000.....	\$1000
\$10,000 to \$20,000.....	\$1000 plus 9% over \$10,000		
\$20,000 to \$30,000	\$1900 plus 8% over \$20,000		

\$30,000 to \$40,000	\$2700 plus 7% over \$30,000
\$40,000 to \$50,000	\$3400 plus 6% over \$40,000
\$50,000 to \$60,000	\$4000 plus 5% over \$50,000
\$60,000 to \$70,000	\$4500 plus 4% over \$60,000
\$70,000 to \$80,000	\$4900 plus 3% over \$70,000
\$80,000 to \$90,000	\$5200 plus 2% over \$80,000
\$90,000 to \$100,000	\$5400 plus 1% over \$90,000
\$100,000 and above	\$5.5%

Public Improvement Engineers Review Fee Deposit Schedule

Improvement Cost	Inspection Escrow	Up to \$10,000.....	\$1000
\$10,000 to \$20,000.....	\$1000 plus 9% over \$10,000		
\$20,000 to \$30,000	\$1900 plus 8% over \$20,000		
\$30,000 to \$40,000	\$2700 plus 7% over \$30,000		
\$40,000 to \$50,000	\$3400 plus 6% over \$40,000		
\$50,000 to \$60,000	\$4000 plus 5% over \$50,000		
\$60,000 to \$70,000	\$4500 plus 4% over \$60,000		
\$70,000 to \$80,000	\$4900 plus 3% over \$70,000		
\$80,000 to \$90,000	\$5200 plus 2% over \$80,000		
\$90,000 to \$100,000	\$5400 plus 1% over \$90,000		
\$100,000 and above	\$5.5%		

Site Plan Drainage Review:

- (a) 1-5 acres \$500
- (b) Over 5 acres \$750

If the site plan is significantly altered, due to project changes or the project is delayed due to applicants request or failure to proceed, an additional fee will be charged at 50% of the original fee. Insufficient data on the plans may also increase costs.

Traffic Impact study review \$1500

Tower Co-location... \$300
 New Tower... \$450

NOTE: Costs incurred by the Planning Board, the Town Board or Engineer for consultation fees or other expenses in connection with any review, above and beyond the standard fees, shall be the responsibility of the applicant.

Water Department

New single family application. Includes tap, water meter installation and inspection.

3/4"- \$ 700.00
 1" - \$ 900.00

1 1/2" and 2" connections (price to be determined)

New single family application in a sub-division where the curb box exists. Includes water meter installation and inspection.

3/4" - \$ 400.00
 1" - \$ 500.00

Water service inspection for house sale.

\$ 40.00

Any service larger than 2" made to the Town of Lewiston's existing water lines shall be reviewed by the Towns engineer and all fees will be paid by the developer/contractor.

An application fee for any connection larger than 2" that is made to the Town of Lewiston's existing water lines will be \$ 500.00 payable to the Town of Lewiston Water Department. This fee is for the application only. P.I.P. fee is separate and that fee will be determined by the Towns engineering firm.

Marra MOVED to adopt the new water and building inspection fees as presented. Seconded by Palmer and carried.

Post Audit:

Marra MOVED to approve payment in the amount \$4321.80 to Henrietta Building Supplies Inc. Seconded by Bax and carried 5-0.

(This item for ceiling tiles was encumbered in the amount of \$5000.00)

REORGANIZATION MEETING:

Meeting Schedule 2011

Regular Town Board Meetings will be held on the 4th Monday of each month. Jan. 24th, Feb. 28th, March 28th, April 25th, May 23rd, June 27th, July 25th, August 22nd, September 26th, Nov. 28th and Dec./Final Audit to be determined.

Work Session Meeting will be held on the 2nd Monday of each month. Jan. 6th, Feb. 14th, March 14th, April 11th, May 9th, June 13th, July 11th, August 8th, Sept. 12th, Oct. to be decided, Nov. 14th, Dec. 12th. All meetings will begin at 6 p.m.

Palmer MOVED for the adoption of the 2011 Regular Town Board Meeting and Work Session Meeting Schedule as presented. Seconded by Marra and carried 4-0.

Holiday Schedule 2011

Palmer MOVED for the adoption of the Holiday Schedule as follows: Jan 3rd, Jan. 17th, Feb. 21st, April 22nd, May 30th, July 4th, Sept. 5th, Oct. 10th, Nov. 11th, Nov. 24th & 25th, and Dec. 23rd and December 26th. Seconded Bax and carried 5-0.

2011 Pay Schedule

Palmer MOVED for the adoption of the 2011 Pay Schedule as presented. Seconded by Bax and carried 5-0.

Mileage Rate

Bax MOVED to approve the 2011 mileage rate at 51¢ per mile per IRS rate. Seconded by Marra and carried 5-0.

2011 Fee for Non-Certified Copies (25¢ per page)

Winkley MOVED to approve the fee for non-certified copies at 25¢ per copy. Seconded by Palmer and carried 5-0.

Official Newspaper

Johnson stated that the *Niagara Gazette* is the daily newspaper and the *Sentinel* is a weekly paper. The Bldg. Inspector would like to put notices in the *Gazette* but not have to put it in the *Sentinel*. I think we should leave it so that the dept. heads have the option and make it as the secondary paper.

Palmer MOVED that the *Niagara Gazette* be the official newspaper of the Town and that the *Sentinel* be the secondary paper as determined by the dept. head. Seconded by Marra and carried 5-0.

Official Town Depositories

Palmer MOVED to designate HSBC and First Niagara as the official depositories for the Town. Seconded by Marra and carried 5-0.

Town Physician

Bax MOVED to appoint Dr. J. Ulatowski as Town Physician. Seconded by Winkley and carried 5-0.

Procurement Policy

Bax MOVED to re-adopt the current procurement policy on file*. Seconded by Winkley and carried 5-0. *(All purchases are to be signed-off by Budget Officer. 11/8/10)

Roberts Rules of Order

Palmer MOVED to adopt Roberts Rules of Order for the Town. Seconded by Marra and carried 5-0.

Appointments & Confirmations

1. Assessor's Dept.

Reiter announced that the Town Assessor recently retired. We accepted his retirement and in the interim I would ask that we appoint Linda Johnson as the Town Assessor with the title as interim at this time. As a result we will have to advertise for a clerk in that office.

Bax MOVED to appoint as the interim Assessor, Linda Johnson. Seconded by Marra and carried 5-0.

Bax MOVED to advertise for the position of Assessor's Clerk. Seconded by Marra and carried 5-0.

2. Town Attorney

Reiter stated that Town Atty. M Gabriele asked not to be reappointed. I would ask that we advertise for Town Attorney and appoint Mr. Dowd as Counsel to the Town.

Marra MOVED for the appointment of Atty. Michael Dowd as Counsel to the Town. Seconded by Winkley and carried 5-0.

Palmer MOVED to advertise for the position of Town Attorney. Seconded by Bax and carried 5-0.

3. Building Dept.

Bax MOVED to appoint Timothy Masters as Building Insp./Bldg. Records Officer. Seconded by Marra and carried 5-0.

Palmer MOVED to appoint Sandra VanUden as Clerk Typist. Seconded by Marra and carried 5-0.

Reiter asked that the Clerk advertise for the position of Ordinance Enforcement Officer.

Winkley MOVED that the Clerk advertise the position of Ordinance Enforcement Officer. Seconded by Bax and carried 5-0.

4. Clerk P/T Engineering

Palmer MOVED for the appointment of John Sharpe as P/T Engineering Clerk. Seconded by Marra and carried 5-0.

5. Engineering Service

Reiter stated that the engineering costs had been reduced approximately \$60,000.

Marra MOVED to retain the services of Nussbaumer & Clarke Inc. as engineers for the Town. Seconded by Bax and carried 5-0.

6. Fire/HazMat Dept.

Winkley MOVED for the appointment of Pat Martin & Don Cosentino as part time Fire Inspectors. Seconded by Bax and carried 5-0.

Bax MOVED to appoint Kathy Kifer P/T typist. Seconded by Palmer and carried 5-0.

Marra MOVED to appoint Les Myers as the Fire Prevention Chair. Seconded by Bax and carried 5-0.

7. Highway Dept.

Palmer MOVED to appoint Patricia Yacus as typist. Seconded by Winkley and carried 5-0.

Bax MOVED that we employ the Highway/Drainage Employees per the 2011 Salary Schedule. Seconded by Marra and carried 5-0.

8. Historian

Marra MOVED to appoint Mark Davis as Town Historian. Seconded by Palmer and carried 5-0.

9. Justice Clerks:

Reiter stated that we do not appoint the clerks. We just approve them. (Maria Sicurella/Rhonda Koban-Sortore)

10. Parks Dept.

Marra MOVED to appoint Parks Supt. Michael Dashineau. Seconded by Bax and carried 5-0.

11. Police Dept.

Bax MOVED to appoint Christopher Salada as Police Chief. Seconded by Winkley and carried 5-0.

Palmer MOVED to appoint Lisa Rizzo as Typist. Seconded by Marra and carried 5-0.

Palmer MOVED to reappoint the Sergeant, Officers and Constables per the 2011 Salary Schedule. Seconded by Bax and carried 5-0.

12. Deputy Receiver of Taxes

These are the appointments of Tax Rec. J. Stephens. (Darlene Norwich & Rosalie Kilmer)

13. Recreation

Marra MOVED for the appointment of Michael Dashineau as Recreation Director. Seconded by Bax and carried 5-0.

Palmer MOVED for the appointment of Sandra Wizner as typist. Seconded by Marra and carried 5-0.

14. Registrar, Records Access Officer & recycling Officer

Marra MOVED to appoint Carol J. Brandon as Registrar, Records Access Officer & Recycling Officer. Seconded by Bax and carried 5-0.

15. Senior Services

Winkley MOVED to appoint Jeanette Collesano as Senior Services Director. Seconded by Bax and carried 5-0.

Marra MOVED to appoint as Aging Service Aides Catherine Burnett and Kathleen O'Connor. Seconded by Winkley and carried 5-0.

Marra MOVED to appoint Van Drivers P/T Gerald Burnett, Arthur Fitzpatrick and Edward Schieffelin. Seconded by Bax and carried 5-0.

Marra MOVED to appoint Don Clark as P/T Laborer. Seconded by Winkley and carried 5-0.

Marra MOVED to appoint Susan Letourneau as P/T Senior Citizens Leader in Sanborn. Seconded by Bax and carried 5-0.

16. Supervisor's Confirmations

Reiter announced his appointments as follows: Katelyn Farnham/Accountant; Michael Johnson/Finance Officer; Barbara Cich/Confidential Secretary/Sr. Typist; Deputy Supervisor/Gary Catlin.

Winkley MOVED to appoint Brown & Co. as the town's auditor. Seconded by Palmer and carried 5-0.

Bax MOVED to appoint Bernie Rotella as the grant writer for the town. Seconded by Marra and carried 5-0.

17. Town Clerk's Appointments and Confirmations

Clerk's appointments are 1st Deputy T/Clerk/Dep. Registrar Carole Schroeder; Dept. T. Clerk/Sub Registrar Donna Garfinkel and Dep. T.Clerk Barbara Joseph.

Winkley MOVED for the appointment of Jen Rossman as laborer. Seconded by Bax and carried.

Marra MOVED for the appointment of David Sherriff as Dog Control Officer. Seconded by Winkley and carried 5-0.

Winkley MOVED for the appointment of Jen Rossman as Deputy Dog Control Officer. Seconded by Bax and carried 5-0.

18. Water Personnel

Marra MOVED to appoint Steven Reiter as Water Administrator for 2011. Seconded by Winkley and carried 4-0-1.

Bax MOVED to appoint the Water Dept. employees per the 2011 Salary Schedule. Seconded by Palmer and carried 5-0.

19. WPCC

Bax MOVED to appoint Jeffrey Ritter as Chief Operator. Seconded by Marra and carried 5-0.

Winkley MOVED to appoint the WPCCEmployees SS1. Seconded by Palmer and carried 5-0.

Bax MOVED to appoint the Outside Sewer Employees SS2 &SS3 per the 2011 Salary Schedule. Seconded by Marra and carried 5-0.

Appointments

1. Board Liaisons

The Supervisor said he would appoint the liaisons as the appointments are made.

2. Stormwater Management Officer

The Supervisor asked that this position be advertised and that the person has to be an employee of the Town. He would also serve at the convenience of the Town of Porter and the Villages of Lewiston and Youngstown.

Bax MOVED to advertise the position of Stormwater Management Officer. Seconded by Palmer and carried 5-0.

3. Minority Business Officer

Bax MOVED to appoint Carol Brandon as the Minority Business Officer. Seconded by Palmer and carried 5-0.

4. Women's Business Officer.

Marra MOVED to appoint Carol Brandon as the Women's Business Officer. Seconded by Bax and carried 5-0.

5. Electrical Inspectors

Masters stated that the Town would get quality of inspections by dealing with one large company, with multiple employees and more control of it. I would recommend Atlantic Inland. They have been with the Town for forty years.

Palmer MOVED to designate New York Atlantic-Inland Inc. as electrical inspector for the year of 2011 for the Town of Lewiston. Seconded by Marra and carried 5-0.

6. Records Appeal Officer (FOIL)

Bax MOVED for the appointment of Atty. Michael Dowd as the Records Appeal Officer. Seconded by Marra and carried 5-0.

7. Bingo Inspector

Marra MOVED to appoint David Sherriff as Bingo Inspector. Seconded by Palmer and carried 5-0.

Boards, Commissions & Committees

1. Assessment Review Board

Bax MOVED for the appointment of Thomas Deal to the Assessment Review Board with the term ending 9/30/15. Seconded by Palmer and carried 5-0.

Bax MOVED for the liaison appointment of Linda Johnson. Seconded by Marra and carried 5-0.

2. Cable Commission

Marra MOVED for the reappointment of Edward DeVantier, Chair; James Abbondaza, Vice Chair; Robert Ciszewski, Karl Frankovitch, Vincent Laurendi, John Sharpe, Liaison Councilman Palmer and Ex-Officio Atty. Michael Dowd. Seconded by Palmer and carried 5-0.

3. CWM Citing Board (CAC)

Bax MOVED for the appointment of Gary Catlin, Robert DiFrancesco, Dr. Mark Gallo, James Mandell and Amy Witroyl to this Board. Seconded by Palmer. On the roll call, Bax, Palmer & Winkley Aye; Marra and Reiter Noe. Motion carried 3-2. Bax appointed liaison.

4. Environmental Commission

Winkley MOVED to appoint Domonic Balassone and Zachary Collister with terms to expire on 12/31/13. Seconded by Bax and carried 5-0.

Bax MOVED for appointment of Chairman Jerald Wolfgang and James Allen as Vice-Chair. Seconded by Palmer. Carried 5-0.

Councilman Bax will be Liaison.

5. Board of Ethics

Bax MOVED to appoint Susan Casper, Mark Davis, Suzanne DiFlorio-Olds, Robert DiFrancesco and Ryan Hanna as Chairman. Seconded by Marra and carried 5-0. Ex-Officio Officer will be Atty. M. Dowd.

6. Historic Preservation

Palmer MOVED to re-appoint James Ditzel with a term to expire on 12/31/14. Seconded by Marra and carried 5-0.

Palmer MOVED to appoint Mark Davis as the Ex-Officio Officer. Seconded by Winkley. Carried 5-0.

Liaison will be Supt. Reiter.

7. Library Board of Trustees

The Village has appointed Barbara Coppock with a term to expire in 2015.

8. Lighting Advisory Board

Bax MOVED to appoint John Barber, Suzanne DiFlorio-Olds, Debra Korpolinski, Daniel Vitch, Chairman Jeffrey Williams. Liaison Councilman Palmer and Ex-Officio Kevin Payne, Deputy Highway Supt. Seconded by Marra and carried 5-0.

9. Modern CAC

Bax MOVED to appoint Richard Haight, Chairman; Ryan Hanna, Paul Hutchins, William Waters, Dawn W. Timm, Vice Chair; and Gary Townsend. Seconded by Palmer and carried 5-0. Bax appointed as liaison.

10. Parks & Recreation Advisory Cmte.

Marra MOVED to re-appoint Robert L. Flegal with a term to expire on 12/31/17. Seconded by Bax and carried 5-0. Marra appointed as liaison and Michael Dashineau as Ex-Officio.

11. Personnel Committee

Marra MOVED to appoint Carol J. Brandon and Barbara J. Cich. Seconded by Bax and carried 5-0. Liaison to be Palmer.

12. Planning Board

Palmer MOVED to appoint Jeffrey Williams with term to end 12/31/17 and William Taczak with term to end 12/31/14. Chairman will be Robert Martinez and Jeffrey Williams as Vice-Chairman. Seconded by Marra and carried 5-0. Liaison to be Palmer.

13. Police Commission

Palmer MOVED to appoint Henry M. Sloma and F. Robert S'Dao as Commissioners.* Seconded by Bax and carried 5-0.

*** Third Commissioner to be appointed at a later date.**

Reiter appointed Palmer as the liaison and Marra as the Deputy Commissioner.

14. Senior Advisory Board

Marra MOVED to appoint Jean A. Gual, Harry Lehman and Charles Stojak to this Board with terms to expire on 12/31/13. Seconded by Bax and carried 5-0. Liaisons will be Marra and Reiter. Ex-Officio will be Dir. Jeanette Collesano.

15. Signage Committee

Palmer MOVED to re-appoint Douglas Burnett, Robert DiFrancesco, William Taczak and Gary Wasko to this committee. Ex-Officio Chief Chris Salada and Dpty. High. Supt. Kevin Payne. Seconded by Marra and carried 5-0. Liaison to be Winkley.

16. Tower/Wind Energy committee

Bax MOVED to appoint William Conrad, Karl Frankovitch, Ryan Hanna, Paul Hutchins, Ernest Krell, Wayne Rivers and John Frandina to this committee. Seconded by Marra and carried 5-0. Liaison to be Bax.

17. Town Hall Renovation Board

No reactivation at this time.

18. Zoning Board of Appeals

Winkley MOVED to appoint Paul Hutchins with a term to end 12/31/15 and Robert Linn as Chairman. Alternate to be added is Domonic Balassone. Seconded by Marra and carried 5-0. Liaison to be Bax.

Public Hearing: WPCC Improvements

Reiter: We need to set a public hearing for the WPCC upgrades.

Dowd: I have provided a copy of the notice of the order to call a public hearing to the clerk with it being no sooner than ten and no later than 20 days before the hearing. Copies will be made available for public review.

Bax MOVED to hold a public hearing for the improvements to the W.P.C.C. at 5:30 p.m. on January 24, 2011. Seconded by Marra.

Reiter: All the other communities are in agreement that they have to pay.

Motion carried 5-0.

Bond Counsel

Dowd: With respect to bond counsel, I have looked at our previous costs. I am recommending Orrick, Herrington & Sutcliffe LLP of New York City. Their fee schedule is very reasonable.

Marra MOVED to retain Orrick, Herrington U Sutcliffe as Bond Counsel for the Town. Seconded by Winkley and carried 5-0.

Comfort Station

Reiter: I would ask that we waive the building permit fees for the rebuilding of the building across from the Senior Center for a comfort station. There is a safety condition with the floor and the doors and work is being done at this time. Also, a valve is being moved by the treatment plant employees for the floor.

Marra MOVED to waive the building permit fees. Seconded by Bax and carried 5-0.

Tower Application

Atty. Jared Lusk of Nixon Peabody LLP (who arrived after the Board decided to table the application until the 1-24-11 meeting) spoke. Mr. Dowd stated that he had spoken with Mr. Lusk prior to not receiving additional information needed.

Chief Operator J. Ritter inquired about a carry over of vacation days for an employee.

Reiter said a letter should be sent explaining the situation.

Motion to adjourn made by Palmer and seconded by Marra. Carried 5-0

Time: 6:55 p.m.

Respectfully Submitted and Transcribed by:

Carol J. Brandon
Town Clerk

