

The regular scheduled meeting for the Town of East Bloomfield was held at the East Bloomfield Town Hall on Monday evening, June 27, 2016 at 7:30 PM with Supervisor Frederick Wille presiding.

Wille opened the regular Town Board meeting at 7:30 PM.

Present:	Supervisor	Frederick A. Wille
	Council Person	Michelle T. MacMillan
	Council Person	Frank W. Fessner
	Council Person	Ronald P. Hawkins
	Council Person	William J. Mitchell Jr.

Attending the meeting were Margaret Gochenaur (Town Clerk), Brian Bernard (Highway Superintendent), Don Collins (Assessor), Sean Barry (CIO Ontario County), Michael Sandle, Mary Ellen Willsey, Roger Ford, Doug Turnbull, Marlene & Steve Murnan, Susan Stahl, Becky Underwood, James Voorhees, Jim Granville, Mike Woodruff, Jeff Stahl, and Peter Kappmann.

Pledge of Allegiance led by Councilwoman MacMillan.

Wille welcomed everyone to the meeting and thanked them for coming.

Wille introduced Sean Barry, Chief Information Officer for Ontario County. Barry reported that he visited the East Bloomfield Office's today. Barry provided the Board with a written report of his recommendations moving forward. Barry's key recommendations were as follows:

1. Implement a dedicated computer for banking.
2. Review Sonic Wall configuration and patch status.
3. Review existing file structure on hosted server and delete unnecessary files. Implement file compression.
4. Secure the Town's old server.
5. Implement a more consistent email retention practice. Consider Office 365 for Government.
6. Implement Acceptable Use and Data Breach Policies.

A brief discussion followed Barry's report.

ASSESSOR'S REPORT: Don Collins reported the following STAR changes to the Board Members:

STAR - New rules on eligibility and where to register. This legislation only effects the STAR and Enhanced STAR exemption.

- Any home purchased after March 2, 2015 will not be eligible for the STAR exemption, but will qualify for a rebate check of similar value to be issued by New York State.
- If you presently have the STAR exemption and did not sell your home after March 2, 2015, you will continue to receive the STAR exemption.
- Homeowners who received the STAR exemption after purchasing their home after the date of March 2, 2015 have received a denial letter from the Assessor's office removing their exemption and directing them to call the New York State hotline to register for their STAR rebate check. (Note: there may be phone delays due to the larger number of property owners calling in at this time)
- If homeowners complete this request before July 1, 2016, they should receive a STAR rebate check in September of 2016. (Note: after completing the online registration, the taxpayer should print and keep the confirmation number for their records)
- If the registration is completed after July 1, 2016, the check will be issued sometime in the month of October 2016.

Collins reported that there are 3 areas of concern: Mobile Home Owners that are located within a Mobile Home Park, Life Use Deeds, and Re-Builds. Collins reported that he is awaiting clarification from the State in regards to these 3 areas. Collins reported that once he hears back from the State he will then report back to the Board in regards to these 3 items. Discussion was held. Wille reported to Collin's that he wants to make sure that Collin's put's all the new STAR Information (who to contact, phone numbers, and e-mail addresses) on the Town's website. Wille also wants Collins to keep this information updated as new information comes in. Discussion was held.

APPROVAL OF MINUTES: Motion was made by Fessner, seconded by Hawkins, to approve the June 13, 2016 minutes. No Discussion was held. Motion Approved: Ayes 5 (Fessner, Mitchell, Hawkins, MacMillan, and Wille) Nays 0

HIGHWAY SUPERINTENDENT’S REPORT: Motion was made by Fessner, seconded by Hawkins, to approve the Highway Superintendent’s report. No Discussion was held. Motion Approved: Ayes 5 (Fessner, Mitchell, Hawkins, MacMillan, and Wille) Nays 0

SUPERVISOR’S REPORT:

Motion was made by MacMillan, seconded by Fessner, to adopt the Resolution 2016-023 Town of East Bloomfield Standard Work Day and Reporting Resolution for Elected and Appointed Officials and waive a reading of the Resolution. Discussion was held. Motion Adopted: Ayes 5 (Fessner, Mitchell, Hawkins, MacMillan, and Wille) Nays: 0

RESOLUTION 2016-023

**Town of East Bloomfield
Standard Work Day and Reporting Resolution
for Elected and Appointed Officials**

BE IT RESOLVED, that the Town of East Bloomfield / 30223 hereby establishes the following standard work days for these titles and will report the officials to the New York State and Local Retirement System based on the time keeping system records or their record of activities:

Title	Standard Work Day (Hrs/day) Min. 6 hrs Max. 8 hrs	Name (First and Last)	Social Security Number (Last 4 digits)	Registration Number	Tier 1 (Check Only if member in Tier 1)	Current Term Begins & End Dates	Participates in Employer’s Time Keeping System (Y/N)	Record of Activities Results	Not Submitted (check only if official did not submit records)
Elected Officials									
Town Justice	6	Edward C. Kenyon	0812	61318291	<input type="checkbox"/>	1/1/16 – 12/31/19	N	3.94/mthly	<input type="checkbox"/>
Board Member	6	William J Mitchell Jr.	6205	43359447	<input type="checkbox"/>	1/1/16 – 12/31/19	N	7.33/mthly	<input type="checkbox"/>
Board Member	6	Michelle MacMillan	6100	50577857	<input type="checkbox"/>	1/1/16 – 12/31/19	N	2.92/mthly	<input type="checkbox"/>
Appointed Officials									
					<input type="checkbox"/>				<input type="checkbox"/>
					<input type="checkbox"/>				<input type="checkbox"/>

I, Margaret M. Gochenaur, clerk of the governing board of the Town of East Bloomfield, of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 27th day of June, 2016 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of East Bloomfield on this 27th day of June, 2016

Signature of Town Clerk

Affidavit of Posting, I Margaret M. Gochenaur, being duly sworn, deposes and says that the posting of the Resolution began on June 28, 2016 and continued for at least 30 days. That the Resolution was available to the public on the

- Employer’s website at www.townofeastbloomfield.com
- Official sign board at 99 Main Street, Bloomfield, NY
- Main entrance secretary or clerk’s office at 99 Main Street, Bloomfield, NY



Motion was made by Fessner, seconded by Hawkins, to adopt the Resolution 2016-024 to File Grant Application for Veterans Park Improvement Project and waive a reading of the Resolution. Discussion was held. Motion Adopted: Ayes 5 (Fessner, Mitchell, Hawkins, MacMillan, and Wille) Nays: 0

RESOLUTION 2016-024

RESOLUTION TO FILE GRANT APPLICATION FOR VETERANS PARK IMPROVEMENT PROJECT

WHEREAS: the Town of East Bloomfield and the citizens it serves recognize the value to the community of improving municipal parkland for public use, including Veterans Park; and

WHEREAS; the goal of the Town is to see the limited and valuable green space of East Bloomfield preserved, maintained, and enhanced for current and future generations; now, therefore, be it

RESOLVED that the Town of East Bloomfield fully approves and endorses the East Bloomfield Park Improvement Project and affirms public and community support for it; and further it is

RESOLVED that Fred Wille, Supervisor, is hereby authorized and directed to file an application for funds from the New York State Office of Parks, Recreation and Historic Preservation in accordance with the provisions of Title 9 of the Environmental Protection Act of 1993, in an amount not to exceed \$500,000, and upon approval of said request to enter into and execute a project agreement with the State for such financial assistance to the Town of East Bloomfield. The Town of East Bloomfield will be responsible for all grant administration, oversight and reporting required through this application. The Town of East Bloomfield affirms that start-up capital and the required match will be provided should an award be made.

Motion was made by Fessner, seconded by MacMillan, to adopt the Resolution 2016-025 to Adopt Updated Procurement Policy and Procedures and waive a reading of the Resolution. Discussion was held. The motion was amended to include adding the Highway Department Staff. Motion Adopted: Ayes 5 (Fessner, Mitchell, Hawkins, MacMillan, and Wille) Nays: 0

RESOLUTION 2016-025

RESOLUTION TO ADOPT UPDATED PROCUREMENT POLICY AND PROCEDURES

WHEREAS, Section 104-b of the General Municipal Law (GML) requires every Town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML Section 103 or any other law; and

WHEREAS, the Town of East Bloomfield has previously adopted a Procurement Policy in compliance with GML Section 104-b; and

WHEREAS, the Town Board wishes to update and modify the procurement policies utilized by the Town for the acquisition of goods and services, so as to be in compliance with the requirements of GML Section 103; and

WHEREAS, it has been determined that adjustment of the bidding requirements and other procurement policies is necessary to reflect changes in the law and changes in the needs of the Town;

NOW THEREFORE, BE IT RESOLVED, that the Town Board of the Town of East Bloomfield does hereby adopt the following procurement policies and procedures:

Purpose

Goods and services that are not required by law to be procured pursuant to competitive bidding must be procured in a manner as to assure the prudent and economical use of public moneys in the best interest of the taxpayers; to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances; and to guard against favoritism, improvidence, extravagance, fraud and corruption. To further these objectives, the governing board is adopting an internal policy and procedures governing all procurements of goods and services which are not required to be made pursuant to the competitive bidding requirements of General Municipal Law, Section 103 or of any other general, special, or local law.

Procedures for Determining Whether Procurements are Subject to Bidding

The procedures for determining whether a procurement of goods or services is subject to competitive bidding and documenting the basis for any determination that competitive bidding is not required by law is as follows:

Procedure:

- A. Every purchase to be made must be initially reviewed to determine whether it is a purchase contract or a public works contract. Once that determination is made, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and to aggregate amount to be spent in a year. The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts under \$20,000 and public works contracts under \$35,000; emergency purchases; certain municipal hospital purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under state and county contracts; and surplus and secondhand purchases from another governmental entity.
- B. The decision that a purchase is not subject to competitive bidding will be documented, in writing, by the individual making the purchase. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the item or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase or any other written documentation that is appropriate.

Documentation:

- A. Documentation is required of each action taken in connection with each procurement.
- B. Documentation and an explanation is required whenever a contract is awarded to other than the lowest responsible offeror. This documentation will include an explanation of how the award will achieve savings or how the offeror is not responsible shall be made by the purchaser and may be challenged under any circumstances

Statutory Exceptions to Quotations/Proposals Requirements of this Policy and Procedures

Except for procurements made pursuant to General Municipal Law, Section 103 (3) (through certain county contracts), Section 104 (through certain State and Federal contracts), State Finance Law, Section 162, Correction Law, Sections 184 and 186 (from "preferred sources," including articles manufactured in correctional institutions), or the items excepted herein (see below), alternative proposals or quotations for goods and services shall be secured by use of either written requests for proposals, written quotations, verbal quotations or any other method of procurement that furthers the purposes of the General Municipal Law, Section

104-b.

Methods of Competition to be Used for Non-Bid Procurements

The following method of purchase will be used when required by this chapter in order to achieve the highest savings:

Estimated Amount of Purchase Contract	Method
\$0 to \$999	No quotations
\$1,000 to \$4,999	2 verbal quotations
\$5,000 to \$19,999	2 written/FAX quotations or written request for proposals

Estimated Amount of Public Works Contracts	Method
\$0 to \$999	No quotations
\$1,000 to \$4,999	2 verbal quotations
\$5,000 to \$9,999	2 written/FAX quotations
\$10,000 to \$34,999	3 written/FAX quotations or written request for proposals

Inability to obtain proposals:

A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser will document the attempt made at obtaining the proposals. In no event shall the failure to obtain the proposals be a bar to the procurement.

Items Excepted from this Policy and Procedure by the Board

The board sets forth the following circumstances when, or types of procurements for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotations will not be in the best interest of the Town of East Bloomfield.

- A. Professional services or services requiring special or technical skill, training or expertise.
 - a) The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement policies.
 - b) In determining whether a service fits into this category, the Town Board shall take into consideration the following guidelines:
 - 1) Whether the services are subject to state licensing or testing requirements;
 - 2) Whether substantial formal education or training is a necessary prerequisite to the performance of the services; and
 - 3) Whether the services require a personal relationship between the individual and municipal officials.
 - c) Professional or technical services shall include but not be limited to the following: services of an attorney; services of a physician; technical services of an engineer engaged to prepare plans, maps or estimates; securing insurance coverage and/or services of an insurance broker; services of a verified public accountant; investment management services; printing services involving extensive writing, edition or art work; management of municipally owned property; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of prepackaged software.

- B. Emergency purchases pursuant to Section 103, Subdivision 4, of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternate proposals may threaten the life, health, safety or welfare of the residents. This section does not preclude alternate proposals if time permits.
- C. Purchases of surplus and secondhand goods from any source. If alternate proposals are required, the Town of East Bloomfield is precluded from purchasing surplus and secondhand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.
- D. Goods or services under \$1000. The time and documentation required to purchase through this chapter may be more costly than the item itself and would therefore not be in the best interests of the taxpayer. In addition, it is not likely that such de minimis contracts would be awarded based on favoritism.

Individuals Responsible for Purchasing

- 1. Buildings and Grounds Manager;
- 2. Highway Superintendent; and Highway Department Staff.
- 3. Bookkeeper

Annual Review

The Town Board shall annually review and, when needed, update this policy and procedures.

Unintentional Failure to Comply

The unintentional failure to comply fully with the provisions of General Municipal Law, Section 104-b shall not be grounds to void action taken or give rise to a cause of action against the Town of East Bloomfield or any officer or employee thereof.

Effective date

This chapter shall go into effect upon the passing of a Board Resolution approving the above Procurement Policy.

Motion was made by Mitchell, seconded by MacMillan, to adopt the Resolution 2016-026 Order Establishing Water District #2, Extension #6 Pursuant to Article 12 of the Town Law and waive a reading of the Resolution. Discussion was held. Motion Adopted: Ayes 5 (Fessner, Mitchell, Hawkins, MacMillan, and Wille) Nays: 0

RESOLUTION 2016-026

At a Regular Meeting of the Town Board of the Town of East Bloomfield, in the County of Ontario, New York, held at East Bloomfield Town Hall, East Bloomfield, New York on the 27th day of June, 2016.

**ORDER ESTABLISHING WATER DISTRICT #2,
EXTENSION #6 PURSUANT TO ARTICLE 12 OF THE TOWN LAW**

PRESENT: Frederick Wille, Supervisor
Frank Fessner, Councilman
Jay Mitchell, Councilman
Michelle MacMillan, Councilwoman
Ron Hawkins, Councilman

In the Matter of the Establishment of Extension #6 to
to Water District #2 in the Town of East Bloomfield,
in the County of Ontario, in the State of New York

WHEREAS, on or about December 1, 2014, the Town Board of the Town of East Bloomfield (the "Town Board" and "Town" respectively) was presented with a petition relating to the establishment of a proposed water district extension, to be known and designated as the Water District #2, Extension #6 (the "Extension"), and

WHEREAS, the Town Board has heretofore reviewed the map, plan and report regarding the proposed Extension prepared by Glenn F. Thornton, P.E., Thornton Engineering LLP ("Engineer"), an engineer duly licensed by the state of New York, in such detail as theretofore determined by the Town Board and filed in the Office of the Town Clerk of the Town for public inspection, providing for the establishment in the territory in the Town hereinafter described and the construction of a water system to serve the Extension, and

WHEREAS, on February 10, 2015, the Town Board determined to proceed with the proposed establishment of the Extension and the construction of such water system, and in pursuance thereof, adopted the order calling a public hearing reciting in general terms the preparation of such map, plan and report and the filing thereof on the Town Clerk's Office, a description of the boundaries of the District, the improvements proposed consisting of the construction of such water system, the maximum amount proposed to be expended for such improvements as stated in the petition, the proposed method of financing to be employed, the fact that a map and plan describing the same are on file in the Town Clerk's Office for public inspection and specifying February 23, 2015, at 7:15 p.m. at the East Bloomfield Town Hall, in the Town, as the place where, the Town Board would meet to consider the establishment of the Extension and the construction of such water system therefore, including the environmental significance thereof and to hear all persons interested in the subject thereof concerning the same, and for such other action on the part of the Town Board as may be required by Law; and

WHEREAS, following publication and posting of certified copies of said order calling a public hearing pursuant to Article 12 of the Town Law and after a public hearing duly held by the Town Board on February 23, 2015, by resolution duly adopted the Town Board determined that the petition seeking to establish the Extension was duly signed and acknowledged as by law required and is otherwise sufficient, that all the property and property owners within the limits of the proposed Extension are benefited thereby, that all the property and property owners benefited are included within the limits of the proposed Extension, that the establishment of the Extension is in the public interest, that the expenses shall be assessed, levied and collected on an ad valorem basis from the several lots and parcels of land within said Extension and approved the establishment of the Extension and the construction of said water system therefore at a cost not to exceed \$567,156.00 and thereafter further, after due deliberation thereon, the Town Board determined that the proposed action is a Type II Action pursuant to the provisions of Article 8 of the New York Environmental Conservation Law; and

WHEREAS, following submission of an application by the Town Board, the State Comptroller granted permission to establish the Extension, by Order dated June 17, 2016, which Order was duly filed with the Town Clerk of the Town and presented to the Town Board by said Town Clerk at the next meeting held after said Order was filed with said Town Clerk;

Now, therefore be it

ORDERED, that the establishment of the Extension is hereby approved, and the Extension shall be designated and known as Water District #2, Extension #6, in the Town of East Bloomfield, situate wholly outside of any incorporated village or city, and bounded and described pursuant to Exhibit "A" attached hereto.

and be it further

ORDERED, that the water system hereinabove referred to shall be constructed as set forth in the said order calling a public hearing, at a cost not to exceed \$567,156.00, which is planned to be financed by the issuance of serial bonds of the Town, and the assessment, levy and collection of assessments upon the several lots and parcels of land within the Extension, which the Town Board shall determine and specify to be especially benefit conferred upon the same, to pay the principal of and interest on said bonds; and be it further

ORDERED, that within ten (10) days after adoption of this order, the Town Clerk shall record with the Clerk of the County of Ontario and file with the Office of the State Comptroller in Albany, New York, copies of this order, certified by said Town Clerk.

Ayes: 5 (Fessner, Mitchell, Hawkins, MacMillan, and Wille)

Nays: 0

Dated: June 27, 2016

Margaret M. Gochenaur, Town Clerk

**EXHIBIT "A"
TO RESOLUTION 2016-026**

WATER DISTRICT NO. 2 EXTENSION 6

TOWN OF EAST BLOOMFIELD, NEW YORK

All that tract or parcel of land situate in the Town of East Bloomfield, County of Ontario, State of New York as described as follows:

Beginning at a point in the centerline of Whalen Road at its intersection with the south line of the existing Water District No. 2, said line being 500 feet south of and parallel to the centerline of County Road 30; thence,

- 1) Easterly, along the south line of said district, to a point 200 feet east of the centerline of Whalen Road, said point being an angle point in the Water District No. 2 line; thence,
- 2) Southerly, along the west line of said district to a point, said point being an angle point in the Water District No. 2 line and also being 1,000 feet south of the County Road 30 centerline and 200 feet east of the Whalen Road centerline; thence,
- 3) Easterly, along the south line of said district to a point 1,000 feet east of the centerline of Whalen Road; thence,
- 4) Southerly, along a line 1,000 feet east of and parallel to the centerline of Whalen Road, a distance of 8,743.62 feet, more or less, to a point being in the north line of said district; thence,
- 5) Westerly, along the north line of said district, a distance of 2,000 feet, more or less, to a point 1,000 feet west of the centerline of Whalen Road; thence,
- 6) Northerly, along a line 1,000 feet west of and parallel to the centerline of Whalen Road, a distance of 7,985.41 feet, more or less, to a point in the south line of said district; thence,
- 7) Easterly, along the south line of said district, a distance of 695.02 feet, more or less, to a point, said point being an angle point in the Water District No. 2 line and also being a point in the west line of Tax Parcel No. 68.00-1-68.112; thence,
- 8) Northerly, along the west line of said district, said line also being the west line of Tax Parcel Nos. 68.00-1-68.112 and 68.00-1-51.310, a distance of 549.42 feet, more or less, to a point in the south line of said district; thence,
- 9) Easterly, along the south line of said district, a distance of 373.76 feet, more or less, to the Point of Beginning.

Wille reported that a meeting was held with West Bloomfield Town Supervisor Todd Campbell, West Bloomfield Town Justice Richard Whitesell, East Bloomfield Town Justice's Robert Montgomery, and Russ Kenyon, Court Clerk Peggy Gochenaur, and himself in regards to a shared Court Facility between East and West Bloomfield. Wille reported that West Bloomfield's Supervisor Campbell is very interested in pursuing an Intermunicipal Agreement to share East Bloomfield's Court Room. Campbell will be working with West Bloomfield's Town Attorney to determine what steps need to take place to make this happen. Campbell will be in close contact with Wille and the Town Board as details emerge. Discussion was held. Wille reported that the Summer Recreation Program started today. Wille reported that there are 151 campers this year. Wille reported that last year they had 119 campers. Discussion was held.

COMMITTEE REPORTS:

Audit: MacMillan reported that she finished the Internal Audits today. MacMillan reported that she will present the results of all Internal Audits at the next Board Meeting on July 11, 2016.

Buildings and Grounds: Hawkins reported that the meeting went well with the Grant Writers.

HIGHWAY: Bernard reported that the repairs to Wheeler Station Road and the Shoulder of the Road should be completed by the end of August. Discussion was held.

IT/Technology: Nothing to report.

INSURANCE: Nothing to report.

PARKS and RECREATION: Bernard reported that he is still moving forward with the paving of the parking lot at Veterans Park. Bernard reported that he is looking into using Crusher Run for the walking path. Discussion was held.

WATER/SEWER VILLAGE OF BLOOMFIELD: Nothing to report.

PERSONNEL: Wille reported that he will be in contact with Bernard within the next couple of days to set up a meeting with the Highway Department Employees.

COMMUNICATIONS: None.

ROUND TABLE- OTHER BUSINESS: Nothing to report.

BUDGET TRANSFERS/AMENDMENTS: Motion was made by Fessner, seconded by Hawkins, to approve the Budget Transfers and Amendments as submitted. Discussion was held. Motion Approved: Ayes 5 (Fessner, Mitchell, Hawkins, MacMillan, and Wille) Nays 0

PAYMENT OF BILLS: Motion was made by Fessner, seconded by MacMillan, to approve paying of the Bills as submitted. Discussion was held. Motion Approved: Ayes 5 (Fessner, Mitchell, Hawkins, MacMillan, and Wille) Nays 0

General Fund A	- Abs. #612 - Vouchers - 220-233, 235-238,7158	\$	10,470.06
General Fund B	- Abs. #612 - Vouchers - 224, 234	\$	100.88
Highway DA	- Abs. #612 - Vouchers - 7159	\$	15.00
Highway DB	- Abs. #612 - Vouchers - 7156,7157,7160-7162	\$	83,819.54
Sewer Dist. #1	- Abs. #612 - Vouchers - 228,234	\$	1,238.45
Water Dist. #1	- Abs. #612 - Vouchers - 234	\$	1,600.00
Water Dist. #2	- Abs. #612 - Vouchers - 218,219,234	\$	4,221.99
Water Dist. #2 Ext.#2	- Abs. #612 - Vouchers - 228,234	\$	421.38

EXECUTIVE SESSION: Motion was made by Wille, seconded by Mitchell, to move into an Executive Session at 8:40 PM to discuss the employment history of a particular person or corporation or matters leading to the appointment, employment, promotion, salary, demotion, discipline, suspension, dismissal of a particular person or corporation. Motion Approved: Ayes: 5 (Fessner, Mitchell, Hawkins, MacMillan, and Wille) Nays: 0

RETURN TO REGULAR SESSION: Motion was made by Mitchell, seconded by Fessner, to end Executive Session and return to regular session at 8:48 PM. Motion Approved: Ayes 5 (Fessner, Mitchell, Hawkins, MacMillan, and Wille) Nays 0

ADJOURNMENT: Motion was made by Hawkins, seconded by MacMillan, to adjourn the meeting at 8:48 PM. Motion Approved: Ayes 5 (Fessner, Mitchell, Hawkins, MacMillan, and Wille) Nays 0

Respectfully Submitted,

Margaret M. Gochenaur
Town Clerk