

DRAFT

- 1) REGULAR BOARD MEETING, TOWN OF PIERCEFIELD, January 11, 2024
- 2) A regular board meeting of the Town of Piercefield was held on January 11, 2024 at 7:30 PM at the Piercefield Town Hall with the following members present:
 Town Supervisor Joe Denis
 Councilmember Gina Sarazen
 Councilmember Carol Dimond
 Councilmember Angela Rust
 OTHERS PRESENT: Town Clerk Paige Phillips, Fire Chief Mark McCuen, Piercefield resident Leo Sarazen.
- 3) Pledge of Allegiance
 The meeting was opened with the Pledge of Allegiance led by Town Supervisor Joe Denis.
- 4) Approval of Minutes
 On a motion by Councilmember Gina Sarazen, seconded by Councilmember Carol Dimond, the minutes of December 14, 2023 as presented by the Town Clerk be approved with change in line 250. AYES: Supervisor Denis, Councilmembers Dimond, Sarazen, Rust. NAYS: 0
- 5) Public Hearing
 Town Supervisor Joe Denis opened the public hearing on the Fire Department Agreement at 7:31pm. The annual budget meeting for the fire department will be held on Thursday January 18th. After their meeting the town hopes to have a more concrete figure to increase the fire departments appropriations by in the 2025 budget. Fire Chief Mark McCuen shared that volunteer firefighter Zachary Hoyt is working with the department on getting the grant money secured for the new fire station. Town Supervisor Joe Denis also mentioned a county legislature they could get in touch with that may also be of assistance to them. No other person in attendance wished to speak on this matter. The public hearing was closed at 7:36pm.
- 6) Monies Received

Unclassified	\$1,067.50
Transfer Station	\$1,109.00
Transportation Services	\$2,000.00
Insurance recovery	\$263.36
Fines, Forfeits of Bail	\$700.00
Mt. Arab	\$782.65

Old Business

- 7) Selling Land
RESOLUTION NO.:01-07-24 **Dated: January 11, 2024**

TOWN OF PIERCEFIELD RESOLUTION REGARDING
SURPLUS PROPERTY and SALE OF SURPLUS PROPERTY

WHEREAS, the Town of Piercefield ("Town") owns vacant tax parcel id No. 208.063-1-37.1 (the "Lot") located in the Town of Piercefield which it acquired on October 3, 2009; and

WHEREAS, the Town has determined after due investigation, and consultation with the Town Highway Superintendent, that the Lot serves no public purpose, that there is no foreseeable public purpose it shall serve, and that the Lot is deemed to be surplus property of the Town; and

WHEREAS, the Town Assessor determined on the 2023 town tax roll, the most currently approved tax roll, that the full market value of the Lot is \$241.00; and

WHEREAS, the adjoining property owner, Scott Tessier, has offered to purchase the Lot for the sum of \$250.00 plus pay all expenses in connection with such purchase including recording fees, transfer tax, legal fees, and filing fees so that the Town will not incur any expenses in connection with the sale.

NOW THEREFORE, be it resolved as follows:

RESOLVED AND DETERMINED that the Lot, vacant tax parcel 208.063-1-37.1, is deemed surplus Town property; and it is further

RESOLVED that the Town Board hereby agrees, subject to the provisions of NYS Town Law permissive referendum, to sell the Lot to Scott Tessier for \$250.00 with Scott Tessier responsible for all costs and expenses necessary to effectuate the sale and transfer; and it is further

RESOLVED that the Town Board hereby directs the Town Clerk to undertake and prepare in conjunction with the Town Attorney, all notices and actions required to comply with the permissive referendum requirements.
On a motion by Councilmember Carol Dimond, seconded by Councilmember Gina Sarazen, the foregoing resolution be approved:
AYES: Supervisor Denis, Councilmembers Dimond, Sarazen, and Rust NAYS: 0 Adopted.

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8) Youth Center

Patty Reandeau has agreed to come back as the Youth Center Coordinator. The youth center is now open on Fridays and Saturdays from 5-8pm. Although she has agreed to open, Patty confided in councilmember Gina Sarazen to report the following areas that are in need of attention and repairs. The main concerns are as follows:

- 2 out of 5 heaters are in working order
- 2 out of 3 outlets in the main room have no power
- The pool table needs to be leveled
- There is a stray door in the hallway that should be moved
- Surface of the gym floor
- Pieces of tile from the ceiling haven't fallen on the pool table and in the storage room

Councilmember Angela Rust asked if the material from the ceiling could be hazardous to the kids. Old records indicate that the whole building has been tested and cleared from containing asbestos. The board had a brief discussion about the need for a new ceiling upstairs. Time will be needed to look into the budget to see what can be done this year. Town Supervisor Joe Denis will meet with the Highway Department to see if they can assist in repairing the issues listed.

New Business

9) Cost Analysis

Town Supervisor Joe Denis was contacted by American Energy Partners asking for authorization to perform a cost analysis. Agreeing to the cost analysis could result in the potential decrease in the town's electric bills by signing a fixed rate agreement. Councilmembers are in agreement that the town is not currently having any issues covering the cost of the current bills, therefore they do not wish to proceed with the cost analysis. On a motion by Councilmember Carol Dimond, seconded by Supervisor Joe Denis, authorization to perform cost analysis. AYES: 0 NAYS: Acting Supervisor Denis, Councilmembers Dimond, Sarazen, Rust. Authorization Denied

10) Water Line Break

Councilmember Angela Rust spoke on the water line break in Conifer on January 5th. Councilmember Rust would like to know who covers the cost of the break. All councilmembers agree that if the break did not happen due to an issue caused by the town, or by act of nature the town should not have to cover this cost. Highway Superintendent Jay Rust is going to total up the time, equipment, and material used to fix the break and give it to the Town Supervisor. This write up will then be sent to the Town Attorney for him to determine how to proceed with billing.

11) Roadside Parking

Town Clerk has asked for authorization to post an ad in the Tupper Lake Free Press regarding roadside parking in the winter. Roadside parking will be prohibited until April 1st to facilitate snow removal per the request of Highway Superintendent Jay Rust. On a motion by Councilmember Gina Sarazen, Seconded by Supervisor Joe Denis, the Town Clerk is authorized to post foregoing notice in the Tupper Lake Free Press. AYES: Supervisor Denis, Councilmembers Dimond, Sarazen, Rust. NAYS: 0

12) Association of Towns Delegate

The Association of Towns request for a delegate from the Town of Piercefield to attend and vote at the annual business session held on February 21, 2024. None of the Councilmembers are able to attend the meeting in NYC on this date. No delegate was selected.

13) Year-end Finances

Fund balances for the year end 2023 are as follows: Highway fund balance, \$105,085.26. General fund balance is \$84,930.87

14) Wild Center

Council member Carol Dimond shared that the wild center is having an informational session on road salt usage. This is a free 2-hour session on February 15 from 10am until 12pm anyone is welcome to sign up.

15) Executive Session

On a motion by Councilmember Carol Dimond, seconded by Supervisor Joe Denis, the Board enter an Executive Session with Town Clerk Paige Phillips invited to attend: AYES: Supervisor Denis, Councilmembers Dimond, Sarazen, Rust. NAYS: 0 Approved. Time, 8:18 pm. No action was taken. On a motion by Supervisor Joe Denis, seconded by Councilmember Angela Rust, the Board return from executive session at 8:30 pm: AYES: Supervisor Denis, Councilmembers Sarazen, Dimond, Rust. NAYS: 0 Approved.

16) NYS Retirement Reporting

RESOLUTION NO.: 01-06-2024

DATED: January 11, 2024

RESOLUTION SETTING STANDARD WORK DAY AND REPORTING

RESOLVED, that the Town Board of the Town of Piercefield hereby authorizes the following as standard work days for elected and

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appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body:

Title	Name	SSN (Last 4 digits)	Reg. #	Std Work Day	Term begins/ends	Participates in Employer's Time Keeping System (Y/N)	Days/Month (based on Record of Activities)
Elected Officials							
Highway Superintendent	Jay Rust	xxxx	37528676	8 hr	01/01/24-12/31/27	N	22.09
Town Clerk	Paige Phillips	xxxx	13169032	6 hr	01/01/24-12/31/27	N	10.06
Town Justice	Jonn Kopp	xxxx	43566090	6hr	01/01/24-12/31/27	No	4.06
Councilmember	Gina Sarazen	xxxx	72240203	6 hr	01/01/24-12/31/27	N	0.44
Appointed Officials							
Code Enforcement Officer	Nicholas Snyder	xxxx		6 hr	1/01/24-12/31/24	N	2.56
		xxxx					
		xxxx					

On a motion by Councilmember Gina Sarazen, seconded by Councilmember Carol Dimond, the foregoing resolution be adopted: AYES: Supervisor Denis, Councilmembers Sarazen, Dimond, Rust. NAYS: 0 Adopted.

17) Vacant Councilmember Position

RESOLUTION NO.: 01-08-2024

Dated: January 11, 2024

APPOINTMENT OF BOARD MEMBER

WHEREAS, Joe Denis has been officially elected as Town Supervisor, therefore we are in need of a replacement.

WHEREAS, we, the Town Board of the Town of Piercefield hereby appoint Thomas Snye to replace the voided seat on the Town Board, now therefore be it

RESOLVED, that we the Town Board of the Town of Piercefield approve the appointment of Thomas Snye as a Town Board Member until the term is complete, where he can run for office 11/24.

On a motion by Councilmember Carol Dimond, seconded by Councilmember Angela Rust, Thomas Snye be appointed to fill the vacant board member position. All in favor to appoint Thomas Snye as Board Member until next election date in November 2024. AYES: Supervisor Denis, Councilmembers Sarazen, Dimond, and Rust NAYS: 0.

18) Advanced Pay

RESOLUTION No.: 09-01-2024

DATED: January 11, 2024

APPROVE ADVANCE PAYMENT OF MONTHLY EMPLOYEES

WHEREAS, Town Bookkeeper needs authorization to pay the monthly employees 1 pay period before their regularly scheduled pay period

RESOLVED, the Town Board approves to pay the monthly employees on January 17th oppose to their regularly scheduled pay period on January 31st.

A motion to adopt the foregoing Resolution was made by Councilmember Carol Dimond, seconded by Councilmember Gina Sarazen. The following each voted in favor of the Resolution: Supervisor Joe Denis, Councilmembers Dimond, Sarazen, and Rust. NAYS: 0 Approved:

19) Fire Company Contract

RESOLUTION NO.:01-01-24

Dated: January 11, 2024

AGREEMENT

THIS AGREEMENT made this 14th day of December, 2023, between the TOWN OF PIERCEFIELD, St. Lawrence County New York, hereinafter designated as the "Town" and the PIERCEFIELD VOLUNTEER FIRE COMPANY, INC. of Piercefield, New York, hereinafter designated as the "FIRE COMPANY".

WITNESSETH

WHEREAS, there has been duly established in the Town a fire protection District known as "TOWN OF PIERCEFIELD FIRE PROTECTION DISTRICT" (hereinafter referred to as the "District"), encompassing the entire territory of the Town, pursuant to the Resolution establishing such District and duly adopted by the Town Board of the Town on August 7th, 1951, and the Order of the Town Board confirming the establishment of the district dated March 11th, 1997, and

WHEREAS, following a public hearing on January 11, 2023, duly called, the said Town Board authorizes the Town Supervisor to enter into a contract with the Fire Company for fire protection to said District upon the terms and provisions herein set forth, and

WHEREAS, this Agreement has also been duly authorized by the Board of Directors of the Fire Company,

NOW THEREFORE, The Town does engage the Fire Company to furnish fire protection to said District and the Fire Company agrees to furnish such protection in the following manner:

The Fire Company shall at all times during the period of this Agreement be subject to call for attendance upon any fire occurring in such District and when notified by alarm or telephone call from any person of a fire within the District, the Fire Company shall

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respond and attend upon the fire without delay with suitable ladder, pumping and hose apparatus of the Fire Company. Upon arriving at the scene of the fire, the foreman of the Fire Company attending shall proceed diligently and, in every way, reasonably suggested to the extinguishment of the fire and the saving of life and property in connection therewith.

1. In consideration of the furnishing of aid and the use of its apparatus as aforesaid, the Fire Company shall receive from the Town the sum of \$51,400.00 annually payable on or before February 1st annually. The Town may furnish gas and/or diesel fuel to the Fire Company for its vehicles and equipment in the amount of up to \$1,000.00 annually, the determined value of which shall be provided in lieu of a portion of the foregoing compensation. The value of any gas and/or diesel fuel furnished by the Town to the Fire Company shall be deducted from the payment due the Fire Company the following year.

2. All monies to be paid under the provisions of the Agreement shall be charged upon said District to be assessed and levied upon the taxable property in said District and collected with the Town taxes.

3. **This Agreement shall continue for the term of one (1) year from the 15th day of February, 2024 through the 14th day of February, 2025.**

4. The Fire Company hereby agrees that it will provide a liability insurance policy in the amount of \$3,000,000.00 with limits of \$1,000,000.0 for personal injury and \$125,935.00 for property damage, naming the Town as loss payee. A certificate of said insurance shall be furnished by the Fire Company to the Town before the effective date of this Agreement.

5. The Fire Company hereby indemnifies, defends, and holds harmless the Town from any and all claims, suits, actions or liabilities of any kind or nature that occur in connection with this agreement.

6. In the event that a new agreement is not negotiated by the date that the term for this Agreement ends, this agreement and its terms shall remain in full force and effect for ninety (90) days.

20) St Lawrence County Holding Harmless

RESOLUTION NO.: 01-02-2024

DATED: January 11, 2024

HOLDING HARMLESS ST. LAWRENCE COUNTY FOR PROVIDING SERVICE FOR PIERCEFIELD

WHEREAS, the Town of Piercefield is desirous of St. Lawrence County Department of Highways providing shared services such as paving, shoulder widening, signage, road stripping, blasting and other routine maintenance activities to the Town, and

WHEREAS, both the Town of Piercefield and the County of St. Lawrence are desirous of promoting partnering efforts for the safety of the traveling public in St. Lawrence County, and

WHEREAS, in this joint cooperative endeavor, the Town of Piercefield and the County of St. Lawrence desire to be reimbursed for their expenditures, and

WHEREAS, the Town is aware that the County may incur liability in the providing of the services and wishes to indemnify the County in this regard, now therefore be it

RESOLVED, that to the fullest extent permitted by law, the Town of Piercefield will indemnify and hold harmless the County, their officers, directors, partners, representatives, agents, and employees from and against any and all claims, suits, liens, judgments, damages, losses and expenses, including legal fees, and all court costs and liability (including statutory liability), arising in whole or in part and in any manner from injury and/or death of person or damage to, or loss of any property relating to or arising out of any negligent or intentional acts and/or omissions of the Town of Piercefield or any of its directors, officers, employees, contractors, representatives, or agents, and be it further

RESOLVED, that the following request for General Liability (GL) coverage is as follows:

General Liability Insurance, on an "Occurrence" basis, with the following limits:

\$1,000,000	Each Occurrence
\$3,000,000	General Aggregate
\$1,000,000	Products Aggregate
\$1,000,000	Personal Injury
\$50,000	Fire Damage Legal Liability
\$5,000	Medical Payment Expense, and be it further

RESOLVED, that St. Lawrence County shall be an additional insured on the GL Policy, via ISO endorsement CG 2026.

A motion to adopt the foregoing Resolution was made by Councilmember Gina Sarazen and seconded by Councilmember Angela Rust. The following each voted in favor of the Resolution: Supervisor Denis, Councilmember Sarazen, Councilmember Dimond, Councilmember Rust.

21) Bank Depository

RESOLUTION NO.: 01-03-2024

Dated: January 11, 2024

RESOLUTION TO DESIGNATE A DEPOSITORY FOR ALL TOWN FUNDS

RESOLVED, that the Town Board of the Town of Piercefield hereby designates Community Bank N.A. as the official depository for all Town funds, the total of which shall not exceed five hundred thousand dollars (\$500,000), and be it further

RESOLVED, that all public deposits in excess of the FDIC-insured amounts shall be secured by a pledge of eligible securities by said Community Bank, N.A., and be it further

RESOLVED, that the following Town Officials are authorized to audit all Town accounts held at Community Bank, N.A. and to sign checks as required:

- Town Supervisor Joe Denis
- Councilmember Gina Sarazen
- Councilmember Carol Dimond
- Councilmember Angela Rust

On a motion by Councilmember Gina Sarazen, seconded by Councilmember Carol Dimond, the foregoing resolution be adopted: AYES: Supervisor Denis, Councilmembers Sarazen, Dimond, Rust. NAYS: 0 Adopted.

22) Justice Audit

RESOLUTION NO.: 01-04-2024

Dated: January 11, 2024

RESOLUTION TO AUDIT RECORDS OF TOWN JUSTICE JONN KOPP

WHEREAS, the New York State Comptroller requires periodic audits of Town Justice financial records by the Town Board, and

WHEREAS, Town Justice Jonn Kopp of the Town of Piercefield, St. Lawrence County, New York, has submitted his financial records from the year January 1, 2023 to December 31, 2023 to the Piercefield Town Board for audit, now therefore be it

RESOLVED, that the Town Board of the Town of Piercefield has audited and does approve the financial records submitted for the year 2023 by Town Justice Jonn Kopp, and be it further

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RESOLVED, that a copy of this resolution be sent to the New York State Unified Court System as evidence that said audit was conducted as required.

A motion to adopt the foregoing Resolution was made by Town Supervisor Joe Denis and seconded by Councilmember Angela Rust. The following each voted in favor of the Resolution: Supervisor Joe Denis, Councilmember Carol Dimond, Councilmember Angela Rust, and Councilmember Gina Sarazen.

23) Town Board Audit and Approval of Town Books

On a motion by Councilmember Gina Sarazen, seconded by Councilmember Carol Dimond, the Town Books be audited and approved AYES: Supervisor Denis, Councilmembers Dimond, Sarazen, Rust. NAYS: 0

24) Budget Amendment

RESOLUTION NO. 10-01-2024

DATED: January 11, 2024

RESOLUTION TO AUTHORIZE AMENDMENT OF THE 2024 Highway Fund BUDGET

WHEREAS, the Town of Piercefield needs to amend the 2024 Highway Fund Budget because of increased expenditures and increased revenues,

NOW, THEREFORE, BE IT RESOLVED that the following changes be made to the 2024 budget:

Increase the revenues and increase the expenditures by the attached spreadsheet.

Highway fund					
Increase	Description	Amount	Increase	Description	Amount
2300.03	Transportation	\$7866.14	90508.03	Unemployment	\$424.51
			51421.03	Snow Removal PS	\$5,972.18
			90608.03	Health Insurance	\$1,469.45
	Total	\$7,866.14		Total	\$7,866.14

A motion to adopt the foregoing Resolution was made by Councilmember Gina Sarazen and seconded by Supervisor Joe Denis. The following each voted in favor of the Resolution: Supervisor Joe Denis, Councilmembers Dimond, Sarazen, and Rust NAYS: 0

RESOLUTION NO. 11-01-2024

DATED: January 11, 2024

RESOLUTION TO AUTHORIZE AMENDMENT OF THE 2024 GENERAL FUND BUDGET

WHEREAS, the Town of Piercefield needs to amend the 2024 General Fund Budget because of increased expenditures and increased revenues,

NOW, THEREFORE, BE IT RESOLVED that the following changes be made to the 2024 budget:

Increase the revenues and increase the expenditures by the attached spreadsheet.

General					
Increase	Description	Amount	Increase	Description	Amount
3899.01	Mt. Arab	\$1951.90	65104.01	Dog Control	\$451.90
			45404.01	Ambulance	\$500.00
			67724.01	Programs for Aging	\$1,000.00
19104.01	Insurance	\$261.08	19904.01	Contingency	\$261.08
	Total	\$2212.98		Total	\$2212.98

A motion to adopt the foregoing Resolution was made by Councilmember Gina Sarazen and seconded by Supervisor Joe Denis. The following each voted in favor of the Resolution: Supervisor Joe Denis, Councilmembers Dimond, Sarazen, Rust. NAYS: 0

25) Supervisor's Appointments

On a motion by Supervisor Joe Denis, seconded by Councilmember Carol Dimond, the following Supervisor's Appointments be approved: AYES: Supervisor Denis, Councilmembers Rust, Sarazen and Dimond. NAYS: 0 Approved.

Supervisor/Council Appointments 2024

Town Supervisor	Joe Denis (1/24-12/31/25)
Deputy Town Supervisor:	Carol Dimond (1/2024-12/31/24)
Town Councilmember	Carol Dimond (1/24-12/31/25) unexpired term, elective position
Town Councilmember	Gina Sarazen (1/24-12/31/27) elective position
Town Councilmember	Angela Rust (1/24-12/31/27) elective position
Town Councilmember	Vacant 1/24-12/31/25) unexpired term, elective position
Town Clerk	Paige Phillips 1/24-12/31/25) elective position
Deputy Town Clerk:	Vacant (1/1/24-12/31/24)

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Highway Superintendent	Jay Rust (1/24-12/31/27)
Bookkeeper:	Linda Pickering (1/1/24-12/31/24)
Registrar of Vital Statistics:	Paige Phillips (1/24-12/31/25)
Deputy Registrar:	Christielee Geiger (1/24-12/31/25)
Building Code Enforcement Officer:	Nicholas Snyder (1/1/24-12/31/24)
Health Officer:	SLC Dept of Public Health (1/1/24-12/31/24)
Planning Board Member Chair:	Dick Bentley (1/1/21-12/31/25)
Planning Board Member	Larry Lee (1/24-12/31/28)
Planning Board Member	Vacant (1/20-1/24) unexpired term
Board of Assessment Review	Ben Geiger (10/1/2020-9/30/25)
Board of Assessment Review Chair	Larry Lee (10/1/23 – 9/30/28)
Board of Assessment Review	Vacant (1/1/24-12/31/28)
Town Justice	Jon Kopp (1/1/24-12/31/27)
Court Clerk:	Sherri Snyder (1/1/24-12/31/24)
Dog Control Officer:	Kim Kopp (1/1/24-12/31/24)
Town Historian:	Vanessa Methot (1/1/24-12/31/24)
Caretaker of Cemetery:	Roy Benware
Cemetery Committee:	Joe Denis, Patricia Reandeau, Tom Cullen, Roger Hassler, Mark McCuen, Roy Benware, Carrie Riley
Town Safety Committee:	Vacant (Chairman), Joe Denis, Vacant, Marvin Pickering, Jr., Jay Rust
Highway Safety Coordinator	Jay Rust
Town Insurance:	Blue Line Insurance
Town Attorney:	Kirk Gagnier, Esq.
Salary paid yearly to: Highway	Town Board, Historian, Dog Control Officer, Deputy Supervisor, Safety Coordinator
Salary paid monthly to:	Assessor, Code Enforcement Officer, Clerk, Bookkeeper, Justice, Court Clerk, Supervisor, Attorney
Travel Cost Allowance (IRS):	\$0.67/mile, effective
Per Day Allowance:	\$50.00/day
Board Meetings:	2nd Thursday @ 7:30 PM at Town Hall
Official Newspaper	Tupper Lake Free Press
Voting Machine Custodian	SLC Board of Elections
Official Bank:	Community Bank, NA
Petty Cash Funds:	Town Clerk: \$200.00 (actual cash) Town Hwy Supt: \$1,000.00 w/o prior Board approval Town Supervisor: \$200.00 w/o prior Board approval
Councilman Assignments:	Water Districts: Angela Rust Transfer Station: Joe Denis Youth, Parks & Rec: Gina Sarazen Hwy Dept. Liaison: Carol Dimond

26) Payment of Bills

On a motion by Councilmember Carol Dimond, seconded by Councilmember Gina Sarazen, the following payments be approved AYES: Supervisor Denis, Councilmembers Dimond, Sarazen, Rust NAYS: 0

General Fund:	\$35,035.75
Highway Fund:	\$27,812.90
Lighting District	\$386.04
Conifer Water:	\$339.30
Piercefield Water:	\$421.35
Trust and Agency	\$8,001.29
Total	\$71,996.63

27) Approval of Town Clerk Monthly Reports

On a motion by Councilmember Gina Sarazen, seconded by Councilmember Angela Rust, the Clerk Reports for December 2023 be approved: AYES: Supervisor Denis, Councilmembers Dimond, Sarazen, Rust. NAYS: 0

28) Adjournment

On a motion by Councilmember Gina Sarazen, seconded by Councilmember Carol Dimond, the meeting was adjourned at 8:32 pm. Next regular meeting will be held on Thursday, February 8, 2024 at 7:30pm.

Paige Phillips, Town Clerk

Date Approved