

THE VILLAGE OF CORNWALL-ON-HUDSON BOARD OF TRUSTEES

April 2, 2018

The Reorganizational Meeting of the Board of Trustees was called to order at 7:05 PM at 325 Hudson St., Cornwall-on-Hudson, N.Y.

The following Board Members were in attendance:

Mayor Brendan G. Coyne  
Deputy Mayor Mark J. Edsall  
Trustee James P. Kane  
Trustee David P. Carnright  
Trustee Kenneth A. Schmidt

Also present were: Water Superintendent Robert June, DPW Superintendent David Halvorsen, Code Enforcement Officer Ben Maggio, Storm King Engine Co. #2 Fire Chief Michael Trainor, and Village Clerk Jeanne Mahoney.

James P. Kane and Kenneth A. Schmidt (Trustees) were sworn in for two year terms after signing the Oath of Office book.

Mayor Coyne announced that there is a binder on the back table for anyone interested in looking at this evening's agenda.

MAYORAL APPOINTMENT

Mayor Coyne appointed Mark J. Edsall as his Deputy Mayor.

MAYORAL APPOINTMENTS – SUBJECT TO BOARD APPROVAL

Deputy Mayor Edsall moved to set the annual salary for Jeanne Mahoney as Village Clerk at \$74,300, subject to execution of an employment agreement, which was seconded by Trustee Carnright and carried upon a vote of 5 Ayes and 0 Nays.

Deputy Mayor Edsall moved to set the annual salary for Jeanne Mahoney as Village Treasurer at \$7,300, subject to execution of an employment agreement which was seconded by Trustee Carnright and carried upon a vote of 5 Ayes and 0 Nays.

PUBLIC OFFICERS – ONE YEAR APPOINTMENT

Deputy Mayor Edsall moved to accept the appointment of Paula Sebesta as Deputy Treasurer for a one (1) year term ending April 1, 2019 at the rate of \$28.00 per hour which was seconded by Trustee Carnright and carried upon a vote of 5 Ayes and 0 Nays.

Deputy Mayor Edsall moved to accept the appointment of Mary Ellen Dennett as Deputy Village Clerk for a one (1) year term ending April 1, 2019 at the rate of \$29.50 per hour which was seconded by Trustee Carnright and carried upon a vote of 5 Ayes and 0 Nays.

Deputy Mayor Edsall moved to accept the appointment of Ben Maggio as Code Enforcement Officer for a one (1) year term ending April 1, 2019 at the rate of \$27.50 per hour which was seconded by Trustee Kane and carried upon a vote of 5 Ayes and 0 Nays.

Deputy Mayor Edsall moved to accept the appointment of Steve Dixon as Police Chief for a one (1) year term ending April 1, 2019 at an annual salary of \$30,000, subject to execution of an employment agreement, which was seconded by Trustee Carnright and carried upon a vote of 5 Ayes and 0 Nays.

#### POSITIONS OF EMPLOYMENT – ONE YEAR APPOINTMENT

Mayor Coyne moved to accept the appointment of Jeanne Mahoney as Tax Collector and Records Custodian for a one (1) year term ending April 1, 2019 which was seconded by Trustee Carnright and carried upon a vote of 5 Ayes and 0 Nays.

Mayor Coyne moved to accept the appointment of Mary Ellen Dennett as Deputy Tax Collector for a one (1) year term ending April 1, 2019 which was seconded by Trustee Carnright and carried upon a vote of 5 Ayes and 0 Nays.

Deputy Mayor Edsall moved to accept the appointment of David Halvorsen as Superintendent of Public Works for a one (1) year term ending April 1, 2019 at an annual salary of \$86,700, subject to execution of an employment agreement, which was seconded by Trustee Carnright and carried upon a vote of 5 Ayes and 0 Nays.

Deputy Mayor Edsall moved to accept the appointment of Robert June as Superintendent of Water for a one (1) year term ending April 1, 2019 at an annual salary of \$87,700, subject to execution of an employment agreement, which was seconded by Trustee Carnright and carried upon a vote of 5 Ayes and 0 Nays.

Mayor Coyne moved to accept the appointment of Arlene Roberts as Secretary to Planning Board for a one (1) year term ending April 1, 2019 at the rate of \$23.00 per hour, which was seconded by Trustee Carnright and carried upon a vote of 5 Ayes and 0 Nays.

Mayor Coyne moved to accept the appointment of Doris Wickiser as Part-Time Water Clerk for a one (1) year term ending April 1, 2019 at the rate of \$15.50 per hour, which was seconded by Trustee Carnright and carried upon a vote of 5 Ayes and 0 Nays.

Mayor Coyne moved to accept the appointment of Kurt Hahn as Disaster Control Officer for a one (1) year term ending April 1, 2019 which was seconded by Trustee Carnright and carried upon a vote of 5 Ayes and 0 Nays.

Mayor Coyne moved to accept the appointment of Kathleen Christensen as Village Historian for a one (1) year term ending April 1, 2019 at an annual salary of \$1,000, which was seconded by Trustee Carnright and carried upon a vote of 5 Ayes and 0 Nays.

Mayor Coyne moved to accept the appointment of Jeff Small as Planning Board Chairman for a one (1) year term ending April 1, 2019 which was seconded by Trustee Carnright and carried upon a vote of 5 Ayes and 0 Nays.

Mayor Coyne moved to accept the appointment of Kevin Finn as Zoning Board Chairman for a one (1) year term ending April 1, 2019 which was seconded by Trustee Carnright and carried upon a vote of 5 Ayes and 0 Nays.

Mayor Coyne moved to accept the appointment of Michael Ferraro as Ethics Board Chairman for a one (1) year term ending April 1, 2019 which was seconded by Trustee Carnright and carried upon a vote of 5 Ayes and 0 Nays.

#### BOARD APPOINTMENTS – ONE YEAR TERMS

Mayor Coyne moved to accept the appointment of Jeanne Mahoney as Vital Statistics Registrar for a one (1) year term ending April 1, 2019 which was seconded by Trustee Carnright and carried upon a vote of 5 Ayes and 0 Nays.

Mayor Coyne moved to accept the appointment of Mary Ellen Dennett as Deputy Vital Statistic Registrar for a one (1) year term ending April 1, 2019 which was seconded by Trustee Carnright and carried upon a vote of 5 Ayes and 0 Nays.

#### ATTORNEY FOR THE VILLAGE

Mayor Coyne made a motion to appoint the law firm of Catania, Mahon, Milligram, & Rider PLLC as Attorney for the Village for fiscal year 2018/19 to serve the Village Board, Ethics Board, Planning Board, and Zoning Board of Appeals in accordance with their current fee schedule. The motion was seconded by Trustee Kane and carried upon a vote of 5 Ayes and 0 Nays.

#### ENGINEER FOR THE VILLAGE

Mayor Coyne made a motion to appoint Maser Consulting as Engineer for the Village for fiscal year 2018/19 to serve the Village Board, Planning Board, Zoning Board of Appeals, and for special projects (as assigned) at their current fee schedule. The motion was seconded by Trustee Carnright and carried upon a vote of 5 Ayes and 0 Nays.

Mayor Coyne made a motion to appoint Pitingaro & Doetsch Consulting Engineers as Engineer for the Village for fiscal year 2018/19 to serve the Village Board on Water Department matters

and for special projects (as assigned) in accordance with their written proposal. The motion was seconded by Trustee Carnright and carried upon a vote of 5 Ayes and 0 Nays.

AUDITOR FOR THE VILLAGE

Deputy Mayor Edsall made a motion to appoint Nugent & Haeussler as Auditor for the Village for fiscal year 2018/19 in accordance with their current fee schedule. The motion was seconded by Trustee Carnright and carried upon a vote of 5 Ayes and 0 Nays.

PLANNING/ZONING/ETHICS BOARD APPOINTMENTS

Mayor Coyne made a motion to appoint Vishwa Chaudhry to the Planning Board for five (5) term ending April 3, 2023 subject to his being sworn in within 30 days of this appointment, which was seconded by Trustee Carnright and carried upon a vote of 5 Ayes and 0 Nays.

The **Planning Board terms of office** are as follows:

<b>Name</b>	<b>Term Expires</b>	<b>Took Office</b>	<b>Replaced</b>
Maureen Spaulding	4/1/2019	7/1/2015	Maryanne O’Dell
Lee Murphy	4/6/2020	2/23/2004	Matthew Smith
Jeffrey Small	4/5/2021	10/16/2006	Merle Mammato
Wynn Klosky	4/4/2022	6/20/2011	Andrew Argenio
Vishwa Chaudhry	4/3/2023	7/16/2012	James Patch

Mayor Coyne made a motion to appoint Kevin Finn to the Zoning Board of Appeals for a five (5) year term expiring on April 3, 2023, subject to his being sworn in within 30 days of this appointment, which was seconded by Trustee Carnright and carried upon a vote of 5 Ayes and 0 Nays.

The **Zoning Board of Appeals terms of office** are as follows:

<b>Name</b>	<b>Term Expires</b>	<b>Took Office</b>	<b>Replaced</b>
Michael Doyle	4/1/2019	4/10/2017	Michael Kelly
Matthew Bannan	4/6/2020	4/1/2013	Robert Quillin
Philip Adams	4/5/2021	4/1/2013	Tom Peterson
Steven Fogarty	4/4/2022	9/16/2013	J. Blake Haase
Kevin Finn	4/3/2023	4/1/2013	Andrew Maroney

Mayor Coyne made a motion to appoint Anne Fulton to the Ethics Board for a three (3) year term expiring on April 5, 2021, subject to her being sworn in within 30 days of this appointment, which was seconded by Trustee Carnright and carried upon a vote of 5 Ayes and 0 Nays.

Mayor Coyne made a motion to appoint Kristin Doyle as an alternate to the Ethics Board for a 1 year term expiring on April 1, 2019, subject to her being sworn in within 30 days of this appointment, which was seconded by Trustee Carnright and carried upon a vote of 5 Ayes and 0 Nays.

Mayor Coyne made a motion to appoint John Ross as an alternate to the Ethics Board for a 1 year term expiring on April 1, 2019, subject to his being sworn in within 30 days of this appointment, which was seconded by Trustee Carnright and carried upon a vote of 5 Ayes and 0 Nays.

The **Ethics Board terms of office** are as follows:

<b>Name</b>	<b>Term Expires</b>	<b>Took Office</b>	<b>Replaced</b>
Michael Ferraro	4/1/2019	4/1/2013	Kristen Doyle
Kristen Doyle (alternate)	4/1/2019	4/1/2013	
John Ross (alternate)	4/1/2019	4/1/2013	
Anthony Cashara	4/6/2020	4/1/2013	Elisabeth Hellwege
Anne Fulton	4/5/2021	4/3/2017	Peter Miller

VILLAGE BOARD COMMITTEE APPOINTMENTS

Mayor Coyne made a motion to approve the following committee appointments, noting the first name listed is chairperson.

Buildings & Grounds	Carnright, Schmidt
Public Safety (Police & Fire)	Edsall, Schmidt
Insurance & Public Utilities	Carnright, Kane
Personnel & Labor Relations	Edsall, Kane
Public Works	Carnright, Edsall
Sanitation & Recycling	Kane, Schmidt
Recreation & Summer Youth	Carnright, Schmidt
Grants & Economic Development	Edsall, Kane

The Audit Committee (including reviewing vouchers) and Water Committee consists of the Mayor and Board of Trustees.

The foregoing motion was seconded by Trustee Carnright and carried upon a vote of 5 Ayes and 0 Nays.

EMPLOYEE HANDBOOK

Mayor Coyne reported that he is working on an employee handbook and it will be adopted in 2018.

WORKPLACE VIOLENCE PREVENTION COMMITTEE

Trustee Kane made a motion to approve the following appointments to the Workplace Violence Prevention Committee:

Kenneth A. Schmidt Village Board Liaison

Jeanne Mahoney	Village Clerk
Robert June	Water Superintendent
David Halvorsen	Public Works Superintendent
Daniel Nye	Water Department Employee Representative
Wayne Yeoman	DPW Employee Representative
Steven Dixon	Police Chief

The foregoing motion was seconded by Trustee Carnright and carried upon a vote of 5 Ayes and 0 Nays.

WORKPLACE VIOLENCE PREVENTION COMMITTEE

Trustee Kane made a motion to approve the following appointments to the Workplace Violence Prevention Committee:

Kenneth A. Schmidt	Village Board Liaison
Jeanne Mahoney	Village Clerk
Robert June	Water Superintendent
David Halvorsen	Public Works Superintendent
Daniel Nye	Water Department Employee Representative
Wayne Yeoman	DPW Employee Representative
Steven Dixon	Police Chief

The foregoing motion was seconded by Trustee Carnright and carried upon a vote of 5 Ayes and 0 Nays.

SAFETY COMMITTEE

Mayor Coyne made a motion to approve the following appointments to the Safety Committee:

K. Schmidt/D. Carnright	Village Board Liaisons
Richard Smith	Water Department Employee Representative
Eric Vandermark	DPW Employee Representative
A, Terwilliger/J. Pena	Police Department Representatives
Robert June	Water Superintendent
David Halvorsen	Public Works Superintendent

The foregoing motion was seconded by Trustee Carnright and carried upon a vote of 5 Ayes and 0 Nays.

MEETINGS OF THE VILLAGE BOARD OF TRUSTEES

Mayor Coyne made the following announcement:

**Schedule:** Work sessions of the Board of Trustees will be held **on the second (2nd) Monday of each month at 7:00 PM** (except October when it will be on the 1st Monday). **The Business meeting** of the Village Board of Trustees will be **held on the third (3rd) Monday of each month at 7:00 PM** (except January, February, and March when the board will meet on the fourth Monday).

**Agenda:** The mayor will prepare tentative agendas and distribute them to trustees on the Friday before work sessions and business meetings; agendas will be posted on the village website the Friday before meetings. The mayor will receive input from trustees and make any adjustments on the day of the meetings and include them in the black binder available to the public.

**Public Comment:** The Village Board will provide a 15-minute, public comment period at the beginning and end of business meetings. After providing their names and addresses, speakers may address the Village Board once on Village matters for three minutes. During work sessions, the Board may invite persons to provide input on matters it is considering.

#### AUDIT AND PAYMENT OF CLAIMS

Mayor Coyne introduced the following resolution and moved for its adoption:

**BE IT RESOLVED**, that

1. The Board of Trustees hereby adopts the following policy for purchases and payments of claims:

a. The Treasurer and/or Deputy Treasurer are pre-authorized to make payment in advance of audit of claims for the following recurring charges: public utility services, postage, freight and express charges, health and dental insurance, principal and interest on bond anticipation notes, monthly lease agreements, and petty cash reimbursements.

b. All vouchers and claims with a value of less than \$250 are pre-authorized for payment by the Treasurer and/or Deputy Treasurer subject to the condition that a proper voucher be signed by the appropriate department head. Such voucher/claim is subject to review by the Mayor, Trustees, or Treasurer at any time before or after payment.

c. All vouchers and claims with a value of \$250 or more, but less than \$1,000 shall require review and approval by two members of the Audit Committee (as designated by the Board of Trustees). All vouchers and claims with a value of \$1,000 or greater require review and approval by three members of the Audit Committee (as designated by the Board of Trustees).

2. In accordance with the Village's Procurement Policy, all purchases of less than \$1,000 are within the discretion of the appropriate department head; however, the department head shall be responsible to verify that the purchase is necessary and that it is consistent with the budget adopted by the Board of Trustees. All purchases for \$1,000 or more must be made with the approval of the Village Board, and in accordance with the Village's adopted Procurement Policy as set forth herein.

The foregoing was resolution was seconded by Trustee Carnright and upon a vote of 5 Ayes and 0 Nays, the motion was carried.

DESIGNATING DEPOSITORIES

Mayor Coyne introduced the following resolution and moved for its adoption.

**WHEREAS**, pursuant to Village Law §4-412(3)(2), the Village Board must designate banks or trust companies in which the Treasurer, Deputy Treasurer, Clerk, Deputy Clerk, and Receiver of Taxes may deposit funds received by them.

**NOW, THEREFORE, BE IT RESOLVED THAT:** The Village Board designates that Orange Bank and Trust Co. and J.P. Morgan Chase are the official depositories of the Village.

The foregoing was resolution was seconded by Trustee Carnright and upon a vote of 5 Ayes and 0 Nays, the motion was carried.

SIGNATURE CARDS

Mayor Coyne introduced the following resolution and moved for its adoption.

**BE IT RESOLVED THAT,**

1. The Treasurer and Deputy Treasurer are hereby authorized from time to time, for and on behalf of the Village, to make and sign checks, and agreements relating to any of the accounts maintained by the Village with the bank;
2. The Treasurer and Deputy Treasurer of the Village be and hereby are authorized and directed to certify to banks the names of the present officers of the Village authorized to sign for it, and the offices respectively held by them.
3. The Treasurer and Deputy Treasurer are authorized and directed to certify to the banks that this resolution has been duly adopted, is in full force and effect, and is in accordance with the provisions of the laws of the Village.

The foregoing resolution was seconded by Trustee Carnright, and upon a vote of 5 Ayes and 0 Nays, the motion was carried.

PROCUREMENT POLICY

Mayor Coyne introduced the following resolution and moved for its adoption.

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



**NOW, THEREFORE, BE IT RESOLVED**, that the Village of Cornwall-on-Hudson does hereby adopt the following procurement policies and procedures:

**Guideline 1.** Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML 103. “Purchaser” is defined as a village officer, board member, department head, or individual assigned by a department head or the Village Board to have purchasing authority.

**Guideline 2.** All purchases of: (a) supplies, materials or equipment that will exceed \$20,000; and (b) public works and/or service contracts over \$35,000 (inclusive of labor and materials) shall be formally bid pursuant to GML 103.

**Guideline 3.** Purchase of goods of a single item:

<b>Estimated Amount of Purchase</b>	<b>Method</b>
\$0 to \$250	Pre-authorized, at discretion of purchaser
\$251 to \$999	Pre-authorized, two verbal quotations
\$1,000 to \$4,999	Two written quotations
\$5,000 to 19,999	Three written quotations

Purchase of labor and materials and/or public works contracts:

<b>Estimated Amount of Public Works Contract</b>	<b>Method</b>
\$0 to \$999	Pre-authorized, at discretion of purchaser
\$1,000 to \$9,999	Two written quotations
\$10,000 to \$34,999	Three written quotations

By “written”, this policy shall be understood to mean a written communication provided to the Village of Cornwall-on-Hudson with the name of the vendor or contractor thereon, furnished by hand delivery, mail or other carrier, fax or email.

Any written request for proposals (RFP) shall describe the desired goods, quantity and the particulars of delivery. The Purchaser shall compile a list of all vendors for the quotes that have been received by using the form provided by the village. All information gathered in complying with the procedures of this policy shall be preserved and attached to the voucher that is submitted for processing of payment to the successful vendor.

In the event that an examination results in charges that will fall under a procurement threshold requiring a form of documentation other than initially anticipated, management will determine if the work can proceed without fulfilling the standard requirements of the applicable threshold.

**Guideline 4.** The lowest responsible proposal/quote shall be awarded unless the Purchaser prepares a written justification providing reasons why it is in the best interest of the village and its taxpayers to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented.

**Guideline 5.** A good-faith effort shall be made to obtain the required number of proposals/quotes. If the Purchaser is unable to obtain the required number of proposals/quotes, the Purchaser shall document the attempt made. In no event shall the inability to obtain the proposals/quotes be a bar to the procurement.

**Guideline 6.** Except when directed by the Village Board, no solicitation of proposals/quotes shall be required under the following circumstances:

- (a) Acquisition of professional services;
- (b) Emergencies;

All purchases made under the emergency exception must meet the following criteria:

- (1) Need arises from an accident or unforeseen occurrence or condition;
- (2) Need affects public buildings/property or life, health and safety;

(3) Immediate action is needed and cannot await competitive bidding or competitive offering.

(c) Sole-source situations;

(d) Goods purchased from agencies for the blind or severely handicapped;

(e) Goods purchased from correctional facilities;

(f) Goods purchased from another governmental agency;

(g) Goods purchased at auction;

(h) Contracts that have been let by the United States or any agency thereof, any state or any other political subdivision or district there, pursuant to NYS Comptrollers Guidelines and General Municipal Law Section 103.

**Guideline 7.** This policy shall be reviewed annually by the Village Board at its re-organizational meeting or as soon thereafter as is reasonably practicable.

The foregoing resolution was seconded by Deputy Mayor Edsall, and upon a vote of 5 Ayes and 0 Nays, the motion was carried.

#### FUND BALANCE POLICY

Mayor Coyne reported that he is finalizing a “Fund Balance” policy and it will be adopted in 2018.

#### MILEAGE ALLOWANCE

Mayor Coyne introduced the following resolution and moved for its adoption:

**WHEREAS** that Board of Trustees of the Village of Cornwall-on-Hudson has determined to pay a fixed rate for mileage as reimbursement to officers and employees of the Village who use their personal automobiles while performing their official duties on behalf of the Village:

**NOW THEREFORE BE IT RESOLVED:**

1. The Board of Trustees shall approve reimbursement to such officers and employees at the same rate as authorized by the Internal Revenue Service which is currently \$0.545 per mile.
2. This resolution shall take effective immediately.

The foregoing resolution was seconded by Trustee Carnright, and upon a vote of 5 Ayes and 0 Nays, the motion was carried.

### ATTENDANCE OF SCHOOLS

Mayor Coyne offered the following resolution and moved for its adoption:

**WHEREAS** the following activities will occur during the official year:

a) Annual Meeting conducted by the New York State Conference of Mayors and Other Municipal Officials for municipal officials;

b) Training School for Fiscal Officers and Municipal Clerks conducted by the New York State Conference of Mayors;

c) Monthly meetings of the Orange County Association of Towns, Villages and Cities;  
and

**WHEREAS** the Board of Trustees has determined that attendance by certain municipal officials and employees at one or more of these meetings, conferences or schools benefits the Village;

### **NOW THEREFORE BE IT RESOLVED:**

1. The following officers and employees are hereby authorized to attend the foregoing activities; Mayor, Trustees, Clerks, Treasurer, Department of Public Works Superintendent, Water Superintendent, and Chief of Police.

2. This resolution shall take effect immediately.

The foregoing resolution was seconded by Trustee Carnright, and upon a vote of 5 Ayes and 0 Nays, the motion was carried.

### FEES

Code Enforcement Officer Maggio recommended several increases to the building department fee schedule that was adopted last year.

After some discussion, Mayor Coyne made a motion to table action on this item until the April 16, 2018 Business Meeting which was seconded by Trustee Carnright and carried upon a vote of 5 Ayes and 0 Nays.

### DEPARTMENT GOALS

Mayor Coyne reported that DPW Superintendent Halvorsen, Water Superintendent June, and Code Enforcement Officer Maggio have provided the Village Board with department goals that they would like to accomplish during the 2018/19 fiscal year.

#### DPW GOALS:

- Continue pavement upgrade of street conditions as funds will allow.
- Root treatment of approximately 2000 feet of sewer main.
- Clean and repair as needed minimum of 30% of storm drains.
- Replace 350 foot sewer main on Curie Road.
- Replace approximately 500 feet of sidewalk on Hudson St.
- Restore the area known as “school bus turn around”.
- Continue safety training for employees.

#### WATER DEPARTMENT GOALS:

- Complete upgrade to wells including installation of generator back up power supply.
- Replace 260 feet of water main on Mill Street.
- Replace chemical feed pumps at the wells.
- Replace doors to Jackson Ave. building.
- Start a GPS mapping of our water system.
- Continue upgrading of metering system to radio read meters.
- Send Water Department personnel to classes for water treatment licensing.
- Replace one water department vehicle (truck #40)

#### BUILDING DEPARTMENT GOALS:

- Increase several building permit rate increases.
- Concentrate on property maintenance issues particularly properties exhibiting signs of neglect.

#### OFFICIAL NEWSPAPERS

Mayor Coyne made a motion to declare **The Cornwall Local** to be the official weekly newspaper and **The Times Herald Record** as the official daily newspaper of the Village for the fiscal year 2018/19. The motion was seconded by Trustee Carnright and carried by a vote of 5 Ayes and 0 Nays.

#### OTHER BUSINESS: NON-UNION MANAGEMENT & ADMINISTRATIVE PERSONNEL

Deputy Mayor Edsall made a motion to adopt the March 2017 Village of Cornwall-on-Hudson Standard Policies and Benefit Provisions For Full-Time Non-Union Management and Administrative Personnel which was seconded by Trustee Kane and carried upon a vote of 5 Ayes and 0 Nays.

Having no further formal business to come before the Board, Deputy Mayor Edsall moved to adjourn the meeting at 7:32 PM which was seconded by Trustee Carnright and upon a vote of 5 Ayes and 0 Nays, the meeting was declared adjourned.

The meeting was reconvened at 7:35 PM to consider an emergency brought to the Board's attention by DPW Superintendent Halvorsen on a motion introduced by Mayor Coyne which was seconded by Trustee Carnright and carried upon a vote of 5 Ayes and 0 Nays.

#### CURIE ROAD SEWER MAIN REPLACEMENT

DPW Superintendent Halvorsen reported that a sewer line has collapsed in the area of #2 and #4 Curie Road. Attempts were made to flush the line but it was determined it was not a blockage but rather a collapse.

On a motion by Deputy Mayor Edsall, the Board deemed the collapse an emergency that may affect the public health and determined that an immediate repair is needed. The Board authorized Mr. Halvorsen to retain a contractor to work with the DPW to cause the replacement of approximately 350 feet of 8" diameter sewer main as soon as possible. The motion was seconded by Trustee Kane and carried upon a vote of 5 Ayes and 0 Nays.

Having concluded the business brought before the Board, Mayor Coyne moved to adjourn the meeting into Executive Session at 7:39 PM to review a personnel matter which was seconded by Trustee Kane and carried upon a vote of 5 Ayes and 0 Nays.