

# DRAFT

**COUNTY OF GREENE  
TOWN OF NEW BALTIMORE  
WORK MEETING  
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## **OPENING OF MEETING**

The meeting was called to order at 7:35 pm by Supervisor Susan O'Rorke and followed by the Pledge of Allegiance. In attendance: Councilwoman Finke, Councilmen Byas, Meredith and Norris, Highway Superintendent Jordan, Town Clerk Brooks, and members of public who signed attendance sheet. Absent:

Supervisor expressed thanks to Catskill High School for the videotaping and appreciation to the student who is present. Two dvds are here, good work covering the span of the room, the sound can be improved upon, asks Board members and members of the public to please speak up, and two microphones have been provided.

## **PROPOSED LOCAL LAW #2 of 2011**

### **A LOCAL LAW TO ESTABLISH A NEW SCHEDULE OF REAL PROPERTY TAX EXEMPTIONS FOR PERSONS SIXTY-FIVE (65) YEARS OF AGE OR OVER AND PERSONS WITH DISABILITIES AND LIMITED INCOMES**

BE IT ENACTED by the Town Board of the Town of New Baltimore, as follows:

#### **SECTION 1.**

This Local Law is adopted pursuant to the authority of Real Property Tax Law §459(c) and §467. All definitions, terms and conditions of such statute shall apply to this Local Law and are incorporated herein.

#### **SECTION 2.**

Local Law #3 of 2009 is HEREBY REPEALED

#### **SECTION 3.**

The Town Board of the Town of New Baltimore does hereby establish the following sliding scale of property tax exemptions for real property owned by persons sixty-five (65) years of age or over and for real property owned by a person with a disability whose income is limited by such disability, and used as the legal residence of such person, based on the income limits set forth below:

<u>Maximum Income Limit</u>	<u>Property Tax Exemption</u>
\$20,500.00 or less	50%
\$20,500.01-\$21,499.99	45%
\$21,500.00-\$22,499.99	40%
\$22,500.00-\$23,499.99	35%
\$23,500.00-\$24,399.99	30%
\$24,400.00-\$25,299.99	25%
\$25,300.00-\$26,199.99	20%
\$26,200.00-\$27,099.99	15%
\$27,100.00-\$27,999.99	10%
\$28,000.00-\$28,899.99	5%

#### **SECTION 4.**

Any person who qualifies for a property tax exemption as a person with a disability shall not be eligible for a property tax exemption as a person who is sixty five (65) years of age or over.

#### **SECTION 5.**

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The maximum income limit set forth in Section 3. above shall be offset by medical and prescription drug expenses actually paid which are not reimbursed or paid for by insurance.

SECTION 6.

This Local Law shall take effect immediately upon its filing in the Office of the Secretary of State.

**RESOLUTION  
JANUARY 24, 2011**

**RESOLUTION TO ADOPT LOCAL LAW 2 OF 2011 ESTABLISHING A NEW  
SCHEDULE OF REAL PROPERTY TAX EXEMPTIONS FOR PERSONS  
SIXTY-FIVE (65) YEARS OF AGE OR OVER AND PERSONS WITH  
DISABILITIES AND LIMITED INCOMES**

BE IT RESOLVED, that the Town Board of the Town of New Baltimore does hereby adopt Local Law 2 of 2011 Establishing A New Schedule of Real Property Tax Exemptions for Persons Sixty-Five (65) Years of Age or Over and Persons With Disabilities and Limited Incomes.

**Supervisor moved and Councilman Byas seconded.** Supervisor expressed support of the county's effort and every town and village appearing on the list. With no discussion, the adoption of the foregoing Resolution was duly put to a vote, and upon roll call, the vote was as follows:

**ROLL CALL VOTE: BYAS-AYE FINKE-AYE MEREDITH-AYE  
NORRIS-AYE O'RORKE-AYE**

**Adopted**

**MONTHLY REPORTS**

Supervisor reported, regarding the 2010 Final Budget, a few invoices are still expected. She supplied Board members with monthly reports in December, amending 2010 Budget per line item, and hopes to have those to the Board members by the weekend. She anticipates her year-end 2010 summary at February Work Meeting or March Regular Meeting. The building locks were changed today by a Greene County locksmith used by Sheriff and Bank of Greene County. They were distributed to most Town employees and the two Board members who take keys. Two keys are held if other Board members want a key, 6 additional were ordered, and 15 keys were delivered to Sheriff's office, one for each cruiser. He has a couple to finish inside on Tuesday. Councilman Byas asked if ledger was kept; answer: spreadsheet begun, keys are numbered and assigned, Wastewater Treatment Plant and Pump Station are not done yet. Highway Garage was changed not long ago. Councilwoman Finke asked if there was a code with the key; answer: key and alarm code are separate acts.

County Legislator Jim Van Slyke said sales tax revenue, until December 2010, was behind by 8%-2.5%; one payment put the county over its estimate by \$300,000, or ¾% of 2009. 2010 sales tax revenue was up over 2009. Local economy is improved, generated by the mountaintop and NYS Thruway gas sales, and sales tax is expected to increase with gas price increases; looking good for winter season, hotel bookings are heavy, ski season has good crowds. Regarding Greene County Youth Grant for Summer Recreation Program, he suggests getting paperwork in as soon as possible as money should be in the Town's account. New Baltimore's Pacuk family is part of Venture Crew 45 and also has received youth money. The county year is starting quietly with big winter expenses. Councilman Byas asked, regarding sales tax, what the NYS Thruway hot shops give; answer: no, it is proprietary information. Regarding the Maurer property, Greene County will take the property, it will be resolved to auction, but issues to solve with Planning Board, probably to be subdivided, should be in the next auction; Supervisor said it is on the tax roll. Legislator VanSlyke said one worrisome section may not go onto the roll, no

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petroleum contaminates, but some metals that are below NYSDEC threshold for contamination.

Supervisor said the Town struggled with health insurance increases this year, knows Tompkins County got approval from NYS Insurance Department to start a health consortium for all towns and villages within Tompkins County, saw significant decreases, and was curious if Greene County was watching. Legislator VanSlyke asked if propane was used, NYS bid varies, and the towns can be included in any Greene County prices the county gets and it may include propane at \$3.59 locked in for the year. AmeriGas, said Councilman Byas, Town of New Baltimore supplier. Legislator VanSlyke asked if we own the tank, Councilman Byas said no, but saved \$1/gallon on propane, no contract, and rack price. Councilman Meredith said price can depend on how much is used. Supervisor suggested reading the invoices. Councilman Norris said the Blue Book includes every tax warrant in the county; will be available in Supervisor's office.

Town Clerk Brooks reports for December, 2010: 4 building permits \$252.50; 3 certificate of occupancy searches \$45.00; conservation fee \$.16; 23 dog licenses \$179.93; 1 vehicle restoration \$12.50; 15 photocopies \$3.75; recycling \$4.00; commercial special use \$200.00; for monthly total of \$822.25; disbursed to county treasurer for dogs \$57.57; to NYS Ag and Markets for spay/neuter \$46.00; and NYSDEC \$20.84; and to Town Supervisor \$697.84.

Town Clerk Brooks reports for end of year, 2010: 21 certificate of occupancy searches \$315.00; 6 sign permits \$60.00; 1 special use commercial \$200.00; 81 building permits \$14,257.54; 2 decks/porches \$150.00; 1 garage \$56.00; 71 conservation fees \$272.52; 235 dog licenses \$1,626.86; 6 marriage licenses \$105.00; 9 beer permits \$180.00; 3 demolition \$225.00; 3 excavation/culvert under driveway \$105.00; 1 vehicle restoration \$12.50; 24 park permits \$600.00; 15 minor subdivision \$450.00; 73 certified copies \$910.00; 324 photocopies \$140.25; Recycle fees \$308.00; 1 commercial variance fee \$200.00, for local total of \$20,073.67 to Supervisor; to county treasurer for dog licenses \$427.64; to NYS Ag and Markets for spay/neuter \$169.00; NYSDOH for marriages \$135.00; and NYSDEC \$4,709.48, or total state, county and local revenue of \$25,514.79. We are busy directing visitors in Town Hall, Sewer District 1 payments, and Water District 2 and 3 payments, and receiving Town taxes while Tax Collector Taylor is ill. Regarding request for any outstanding vouchers, Clerk Brooks plans a scan when the 2010 Board minutes are completed. Supervisor asked how dog licenses were going for 2011; Clerk Brooks answered uncharted, an attentive resident called attention to one problem, NYS Ag and Markets had sent out a duplicate renewal mailing of the Town's, one software oddity, the Town Board will see postage rise on Clerk's petty cash voucher, reflecting renewal reminders and 2<sup>nd</sup> request letters. Supervisor said we will retain \$600 previously sent to Ag and Markets; Councilman Norris suggests reviewing numbers toward the end of year, consider license price at that time. Clerk Brooks asked for one month amnesty for late fee. Councilman Byas asked how long in advance; Clerk Brooks said renewal is sent 2 weeks prior, with information about Rabies Clinic, scheduled for Wednesday, March 30, at Medway-Grapeville Firehouse, 6 pm til closing, they may close before 8pm. Supervisor asked if renewals are only sent to those dogs licensed last year; answer: yes.

Highway Superintendent Jordan reported for December 30, 2010 – January 20, 2011: Pushed snow banks back from recent storms; Patched dirt roads with crusher run; Cancelled heating oil deliveries from main care we now get heating oil from Albrights; Picked up wing plow purchased from Village of Coxsackie; Replaced hoses on wing on 91 International; Wed, Jan 5 snow plowed and sanded all roads; Took Christmas tree and lights down at Town Hall; Serviced Ford backhoe; Fri, Jan 7 snow plowed and sanded all roads worked until 9:30pm; Sat, Jan 8 called all in at 2:30 am for snow worked until 7:30am; Replaced slave cylinder on 85 Oshkosh; Replaced front brakes on 2002 pickup Replaced front springs on 85 Oshkosh at Albany Spring; Changed cutting edge on 85 Oshkosh plow; Wed, Jan 12 called all in at 3:30 am for snow plowed and sanded all roads worked until 7:30pm; Thurs, Jan 13 Called all in at 3:30 am plowed all roads and pushed back drifted areas; Cleaned snow off bridges with backhoe; Cleaned up snow around Highway garage; Tues, Jan 18 snow plowed and sanded all roads worked until 9:30pm; Wed, Jan 19 called all in at 4am; plowed and sanded all roads worked until 4:30 pm;

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Replaced broken air brake line on 1980 Oshkosh; Repaired lights on F550; Replaced broken PTO drive shaft on 89 International; Replaced wing blades on 2 1985 Oshkosh; Cleaned snow from around Recycle Center.

Wastewater Treatment Plant Chief Operator Polverelli reports processing 1,116,123 gallons; heavy rain and high wind with high flow, plant in wet weather mode; pulled plugged equalization pumps and cleaned, north pump head needs repair; reviewed alarm system; another day of heavy rain, Francisco serviced generators, and replaced 1 battery at Pump Station. For last 3 years, NYSDEC has commented on need for an alarm system, especially if the generator is not working or experiencing high flow; their minimum fine is \$15,000/day. The estimates gotten are: Safe Home - \$857 (sewer plant) \$677.16 (pump station) \$43/month and Scott Alarm- \$295 (pump station) with \$21.95/month monitoring fee. Safe Home, from Connecticut, is used at Town Hall; a recent problem with wiring revealed that contractor is in area only Fridays. Supervisor is unsure of need for keypad as long as locks are changed; high flow and heat detection are most important. Sewer District 2/Kalkberg's unit has a phone line. Supervisor will contact both to see if we could go with out the keypad, and evaluate at February Regular Board meeting. A quote for the Town Hall is desired; we own the equipment, the contract is for servicing, what would cost be to break the contract, but heat and smoke sensors are all out of warranty. Councilman Byas will try to get all three with a single company. Years ago, Safe Home was headquartered in Albany. Jim Polverelli is trying to keep up with the snow and ice.

Historian Ted Hilscher is the new historian as Cless Bush has retired; no report yet.

Building/Code Enforcement Officer Cashin summarizes activities for December, 2010, is as follows: Building Inspections: 13; Building Permits Renewed: 2; Car Restoration Permit Renewed: 1; Certificates of Compliance Issued: 4; Junk Vehicle Complaints: 2; Manufactured (Mobile) Home Permits Issued: 1; New Building Permit Applications Received: 2; Code Violation Investigations: 4; Zoning Violation Investigations: 2; Application Fees for December, 2010: \$265.00; Total Fees for Year to Date: \$14,601.04

Officer Cashin summarizes activities for 2010 as follows: Building Inspections: 208; Building Permits Issued: 40; Building Permits Renewed: 23; Car Restoration Permit Renewed: 1; Certificates of Compliance Issued: 36; Certificates of Occupancy Issued: 28; Temporary Certificates of Occupancy Issued: 2; Commercial Site Fire Inspections: 2; Compliance Orders Issued: 6; Court Appearances: 5; Demolition Permit Applications Received: 3; Demolition Permits Issued: 4; Do Not Occupy: 1; Junk Vehicle Complaints: 21; (Mobile) Manufactured Home Permits Issued: 2; Manufactured (Mobile) Home Permits Re-Opened: 0; New Building Permit Applications Received: 44; Pool Permit Applications Received: 3; Pool Permits Issued: 3; Sign Permit Applications: 5; Sign Permit Issued: 6; Stop Work Orders Issued: 1; Code Violation Investigations: 42; Zoning Violation Investigations: 17; Total Fees for 2010 Year: \$14,601.04. Councilman Norris reports Ray Blaisdell and John Cashin are together on Saturdays, 3 days/week; once a month for 6 months and hope to have certification, has enthusiasm, looking to Mr. Cashin for help on final inspections (5 outstanding new homes). Supervisor asked for report for junkyard permit for February Work Meeting, Councilman Norris will review on Saturday and Ray will try to step into data collection, too.

Assessor Gordon Bennett reports property owners are returning completed renewal forms that were mailed in December. The returns seem to be slower this year, but may be due to the snowstorms. Follow-up contact is being made for any incomplete applications. On or about February 14<sup>th</sup>, reminders will be sent to any individuals who have not yet returned their renewal forms and income information reminding them of the March 1<sup>st</sup> deadline. Ellie commends the assessor's office for reminding residents, something other towns do not do, particularly Julie Fisk, assessor's clerk.

Agriculture Committee Councilman Norris reports: The committee met January 6<sup>th</sup> and discussed the farmland protection plan presented by NYS Agriculture and Markets' John Brennan at the December meeting; discussed having a Farmers' Expo- where farmers could talk about their farm fresh products; discussed having a Dinner on the Farm, a fundraiser that would feature locally-grown produce and livestock to be prepared by a chef at Pete Zacek's farm. The next meeting will be February 3, 6:30pm, Town Hall.

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Ag Fest Committee Supervisor received from Kingsley Greene a Memo of Understanding (MOU) with agreement to make this a Town-wide event, although the Town cannot do fundraising, and to contract with the Ag Committee who would run the event. Town would provide cost of electricity, portajohns, and insurance, picnic tables and trash pickup. In return the AgFest would run the event. Councilman Byas asked if insurance will cover property and tractor pull, Supervisor believes the current insurance would cover property and the separate insurance to cover the tractor pull. AgFest is confirming various acts, New Baltimore Conservancy is helping with ideas, working on the Saturday night Bicentennial dinner, has concern with getting a head count, and may use an RSVP. The Town Board is in agreement to have Attorney Wukitsch draw up MOU; Councilman Byas wants to know the insurance cost. Supervisor met with insurance broker, she anticipates same \$ as last year but still early in the year. Another quote requires all pull participants to sign waiver ahead of time to be sent to broker; this broker agreed to have waivers signed at the event. Supervisor will not have cost of tractor pull in February, Councilman Norris says to move forward, Councilman Meredith agreed, Councilman Byas also. With Town's bicentennial year, if the cost rises, the Committee will seek more sponsors. Supervisor will have attorney prepare MOU for next meeting.

Planning Board Chair Kathy Rundberg read prior Chair Lee Davis' YEAR-END REPORT FOR 2010: The Planning Board held: 12 meetings, 6 Public Hearings, Approved: Six Minor Subdivisions; # of New Lots created: 8; Non-Conforming Parcels corrected: 2; Site Plans Approved: None; Special Use Permits Approved: None; Fees Taken In: \$450.00

Planning Board Chair Kathleen Rundberg reports for January 24, 2011: The Planning Board met on January 13, 2011, with the following business transacted: ... Welcomed new Board Members Kathy Rundberg, Bill Johns and returning Board Member Joe Caputo, all of whom were sworn in by Deputy Town Clerk Marjorie Loux just prior to the start of the meeting. Welcomed new CEO Ray Blaisdell who was in attendance and also sworn in by Deputy Town Clerk Loux. Appointed Dan Kelly as Vice Chair; John Murray will continue as Secretary for 2011. Passed resolution naming Attorney for Town David Wukitsch as Planning Board Attorney. ... Discussed Thruway signage issue. Board Members will review the signage guidelines received from the NYS Thruway Authority and the Town's Sign Ordinance and prepare to discuss possible revision recommendation(s) at February Meeting for signs to be constructed adjacent to the Thruway to be sent to the Town Board for consideration. Received letter from Attorney John Biscone, as follow up to his appearance before Planning Board for a subdivision regarding Planning Board's policy of not recognizing a road as a natural subdividing factor of a parcel located on both sides of said road. As a reminder of the Board's position with regard to a road running through a parcel, Board members were provided with a copy of February 25, 1992, opinion from Attorney David Wukitsch that states "he was unable to find any case law or treatise which supports the theory that a road naturally subdivides a parcel of land."... The Board reviewed and discussed the plans for proposed assisted living facility, Bristol Manor.

Zoning Board of Appeals Chair Meave Tooher reported having met on January 5, 2011; Public Hearing was held on the William Brandt Variance Application and recessed until February 2, 2011, at 7:30 p.m. to allow applicant to send required certified mail notification of Public Hearing to an omitted property owner. Chair Tooher reported YEAR-END REPORT FOR 2010: The Zoning Board of Appeals held: Six Meetings; Three Public Hearings; Approved: 3 Variances - 1 Area Variance; 1 one-year Use Variance; 1 Use Variance renewed for another one-year period; Fees Taken In: \$240.00

Building and Grounds/Recycling Operator Spencer Sebert reports 1 microwave \$4.00; 21 60gallon bags of plastic, 11 55gallon drums of cans; 59 bundles of magazines; 79 bags of newspaper; 8 bags of shredded paper; 28 bundles of cardboard; 1.75 ton of metal, and 2 tires from the Highway Department. For Maintenance, Spencer reports changing air and water filters. Supervisor asked about clearing hallway, remounting items in Meeting

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Room; Cless Bush called Councilman Byas and asked did Board want same location for items taken down, there is a fancy map was presented to Town. Councilman Byas has a written quote from Bill Johns for \$150 value for blackboards. Ellie Alfeld suggests discussing the wall décor with justices. Supervisor asked if blinds have been stored; they need to go back per Office of Court Administration recommendation. Councilman Byas didn't remember blinds being here; he said that Skip Curtis purchased the blackboards in the hallway in Troy. Clerk Brooks questioned Councilman Byas, was the quote for the blackboards sitting in the hallway? Answer: no, the blackboards at Bronck Museum. Supervisor asked, if blackboards came up from the museum, what to do with these blackboards. Councilman Meredith suggested giving to Bronck Museum. Supervisor will check with insurance to get rider on the blackboards; Councilman Byas will get Bill Johns' quote to Supervisor.

Animal Control officer Tanner had no report. The March 30, 2011 Rabies Vaccination Clinic, by Greene County Public Health, will be held at the Medway-Grapeville Firehouse on County Route 51 at 6pm. Promotion is going in the mail with dog license renewals. There is no charge, donations will be accepted; all dogs on leash, cats and ferrets in reliable carrying case.

Fire, EMS and Law Enforcement liaison Councilman Norris reported Greene County EMS meeting on January 18<sup>th</sup> was re-scheduled to January 26<sup>th</sup>. Supervisor asked re the Greene County Sheriff's report, Councilman Norris said they requested a written specification of the district to be reported on; Councilman Norris and Councilwoman Finke will meet to discuss that written request.

Parks Councilman Meredith reports a plan to meet with Antonia Campbell, summer recreation director. Clerk Brooks reports Hannacroix Preserve is being enjoyed by skiers and snowshoers; parking lot nearly always has a car or two; Clerk Brooks asked if there was interest to also clear Joseph Wyche/District 1 parking lot, too? Councilman Byas suggested run idea past highway superintendent. Clerk Brooks said Hannacroix agreement for use excludes motorized vehicles. Councilman Meredith received forwarded information from Greene County Youth Bureau and has sent it; Supervisor said the application goes to the county, but the money comes from New York State.

Promotion and Economic Development / Grants Councilman Norris reports that the Bicentennial Committee has their teeshirt/sweatshirt design, 12 sponsors (one payment due), and will print the shirts in Catskill. Economic Development Committee liaison Councilman Norris reported rescheduling first meeting from January 12 to January 17, established an Ambassador Group that would speak to other groups and business interests, 10 attendees, mostly business owners, wrote a mission statement, *to enhance the quality of life for the town, fostering an economic environment that will create and retain jobs*. Also, the gathering talked about establishing partnerships between business and government, infrastructure development, and increasing electricity line 3 phase, internet and cable. The next meeting is February 17 at 7pm at Town Hall. No news on grants.

Newsletter/Web Site and Technology Councilwoman Finke reported having been asked to hold off on the newsletter for the Bicentennial, has just received that, and it should go in the next day or two. Councilman Norris reported the building department computer was picked up, may need a "motherboard". Councilman Norris recommends purchasing a new computer for Town Clerk, freeing up one of the Dells to use for the building department. Councilman Byas asked if there wasn't a spare one now; answer: no, three years ago and it was this model. Councilman Norris said the courts purchased 3 new under a grant, Supervisor asked for an inventory and five-year plan for computers, could Technology Committee do that; Councilwoman Finke said it was passed out in December. Supervisor did not receive. Supervisor said last computer purchased was from state bid, others have been secondhand and ebay. Councilman Norris recommends doing what was done for the assessor's office, and giving leftover computer to code enforcement.

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Personnel Supervisor said with the new employees she has tried to come up with procedure for all Town policies that are in writing, has received signoff sheets from the employees. Clerk Brooks reports one employee still outstanding with their payroll paperwork; Supervisor thanks Clerk's office for handing out tax, insurance, payroll paperwork, collecting it and transmitting it to the accountant.

Insurance Supervisor met with Marshall and Sterling, it is the end of a 'soft' market, plan to renew on March 5 before March Board Meeting, and plan to take action at February Work Meeting.

Town Courts liaison Councilman Norris reports new clerk is working out well, however she has given her two-week notice to take a job in Village of Catskill where she lives and which was created by the shift in judges following election. Justice Cosenza has made phone calls, looking at local courts if they had prospects, discussed a more prudent ad, advised that with her 2 weeks notice, there is a 5week window to find someone toward the Assistant District Attorney court night.

Bicentennial Committee Supervisor reports the tee shirts with logos in process, an event scheduled on March 13, 3pm at Town Hall, the presentation of the Bicentennial logo, a presentation with Dick Brooks and 50 schoolchildren, a postal cancellation from US Post Office, 100 postcards, and refreshments. This will all be covered in the newsletter.

Farmers' Market liaison Councilman Norris reported met January 6 after the Agriculture Committee meeting, delaying February 3<sup>rd</sup> meeting until February 17, made final preparation for the yearly vendor meeting to be held at Pegasus Restaurant on January 25, discussed the Market's insurance policy and to check to see if the market can get a better rate, plan to shop policy with other agents. Next meeting is February 17, 7:30 pm. Farmers' Market will change their date.

Seniors Supervisor reported that the newsletter has a senior citizen survey. Also, she was approached by high school student whose mom contacted Ellie Alfeld; if a senior is known who would look forward to a visitor, contact Ellie Alfeld. Ellie Alfeld also announced Food and Fun luncheon was held on Thursday, as Wednesday was snowstorm, speaker was unable to attend, and Dick Brooks filled in and told lots of stories, some that appeared in the newspaper, and was a delightful afternoon. Second Wed in February- menu available.

Memorial Committee Councilman Byas said a meeting has not been set up yet. Supervisor reminded that the Barbara Weeks Memorial Account balance is \$317.87, at National Bank of Coxackie.

Economic Development Committee was previously reported.

**ADJOURNMENT**

**Councilman Norris moved to adjourn and was seconded by and Councilman Meredith.** The adoption of the motion was duly put to a vote, and upon roll call, the vote was as follows:

<b>ROLL CALL VOTE:</b>	<b>BYAS-AYE</b>	<b>FINKE-AYE</b>	<b>MEREDITH-AYE</b>
	<b>NORRIS-AYE</b>	<b>O'RORKE-AYE</b>	

**Motion Carries**

The meeting was adjourned at 9:02 pm.

Respectfully submitted,

Janet A. Brooks  
Town Clerk