

**RECORD OF PROCEEDINGS
SPECIAL MEETING – 2024 BUDGET WORK SESSION
MONDAY, OCTOBER 2, 2023 - 5:30 P.M.**

MEMBERS PRESENT: Koons, Bell, Berger, Canton, Cavanagh, Galicki, Porter

OFFICIALS PRESENT: Fiscal Officer Romanowski, Chief Rizzo, Street Commissioner Alder

The Mayor called the Special Council meeting to order. The Fiscal Officer read the roll.

Police Department/Safety Fund

The Chief distributed a budget worksheet to Council. The major item requested is a new cruiser. The price range has not yet been provided by Ford, but the department is working with a dealership to obtain the information. As a result, his line item will appear to be high, but he does not anticipate spending this much. He estimated \$50,000 with the vehicle being between \$42,000 and \$48,000. The \$73,000 includes graphics and equipment installation.

There is no contract amount for Chagrin Valley Dispatch (CVD), but the estimated increase is about 10%, which would be \$6,000.

The Chief reported that the department is taking a reduction in copier and supplies of \$6,500. They purchased a new machine that will last over 10 years like the previous one.

The Chief would like to see the uniform allowances raised to \$2,000. It has not increased since 2013. He will discuss this with HR. The Chief said it is currently \$800 and he would like it raised to \$1,200 since uniform and equipment costs have gone up significantly. The Fiscal Officer asked about the increase for part-time officers, and the Chief explained this is based on the number of hours, so it may increase by \$100.

There would be no changes to the line item that includes Flock cameras, mobile data terminal (MDT) costs, and software costs. The department would be incurring new software expenses because it will be changing to the new CVD software since the State is abandoning the software the department currently uses.

The Mayor noted that Community Service would increase from \$5,000 to \$8,000. The Chief said this is due to the increase in the cost of supplies utilized for the events. Cavanagh asked if this included Shop with a Cop, and the Chief advised it would be for Village events only like Cops and Kids Fishing. Some of the community events are now supported by the Police Association. Cavanagh asked what other events this would include, and the Chief said it would be for supplies kept in the cruisers and educational materials for the 3rd Grade Seatbelt program, for example. Porter asked if the supplies included things given to kids in domestic violence situations. The Chief stated that they keep kits in the cruisers for individuals with autism and special needs. The department buys teddy bears for domestic violence situations and on-site emergencies.

The Mayor noted savings with gasoline. The Chief agreed and said that this will also depend on whether the department can get another hybrid vehicle.

With regard to the Village's move to the Geauga County Automatic Data Processing (ADP), Bell asked the Chief if he would need to replace any hardware like laptops or computers. The Chief said no, and he has a computer line item that he can routinely use in case there is such a need. On average, the department replaces a computer per year. He further explained that the Police Department will not be with ADP and will not have to make the changes the Village will. CVD currently supports everything the Police Department uses.

Bell asked what the cruiser inventory was before the United Auto Workers' (UAW) strike. The Chief said that previously, there were thousands of orders cancelled by Ford. The second hybrid the Village was supposed to get in 2022 was cancelled, so the Village only got one of the two cars. Bell asked if the Village might not get one in 2024, and the Chief said it was possible. If this were to occur, Ford would continue to maintain the order on file and would build 2025 models early, which would be delivered in late 2024.

Porter asked about the School Resource Officer (SRO) Chagrin Schools is considering. The Chief said he is still in the process of working with the documentation. He has some preliminary numbers for this. If HR approves the position and a job description is developed and presented to the board, their cut will be 70%, which is how much time the officer would be in the schools. For a First Class Patrolman, this would mean the Village would have to kick in \$40,542. Galicki asked if this just included pay or total compensation, and the Chief said it would be the total compensation package. The district's portion would be \$94,599. An officer in a different class could be as low as \$81,434 for the district and \$34,900 for the Village. This would depend on the years of experience of the officer. Porter asked what number should be included in the budget, and the Chief said a maximum of \$40,000. This would give the Village the officer on the off-school days. In the summer, for example, the officer would be available to fill shifts. The Fiscal Officer indicated that the full amount must be budgeted since it is a reimbursement. The Chief stated that the maximum amount for the additional officer would be \$135,141. The Chief indicated that this would not include the cost-of-living increase. He added that the full-time salary line item would have to be adjusted. Porter noted that this would bring it to 1,060,000. Berger asked if there would be additional costs billed to the school, and the Chief said no. The numbers include salary, bonus, healthcare, health savings account, OP&F contribution, uniforms, etc. Berger asked if the officer would have a vehicle because this would be an additional cost. The Chief said in doing his research, other departments do not normally charge for a cruiser unless it is on a traffic detail. The district would not be charged for a vehicle associated with an SRO or School Safety Officer (SSO). On a detail where the vehicle has to stay running, a nominal amount is charged. The Fiscal Officer clarified that the cruiser would be one of the Village's current cruisers that would just be parked. The Chief explained that the formerly unmarked car would be used which does not have all of the equipment or MDT in it.

The Chief addressed the school zone flashers. He included an estimate to replace the onboard computer which would be about \$3,800. The other project was the crosswalk, which he thought should be a future project for which the Engineer might find grant funds. He added that another future project for consideration would be crosswalks at Chillicothe Rd. and Bell Rd. The new traffic light has the capability to incorporate pedestrian crossing. He proposed asking the Engineer about the potential for grant money for this as well. Although the Engineer's recommendation would be needed, having crosswalks on two sides was discussed, one for northbound to southbound and the other for eastbound to westbound. Council discussed foot traffic relative to

the Bell Station. The Mayor suggested this matter be discussed at the next Safety Committee meeting.

There was discussion about the line item for school zone flashers and whether it should be under Streets or Safety. The Fiscal Officer said this would be a street item like streetlights. The Chief suggested it would be an upgrade to equipment. Porter offered that it could be put in the Streets Department budget under equipment maintenance.

Expenses Fire and Ambulance/Ambulance Fund

The Mayor said that the Village is up to \$510,000 for the ambulance and fire contract. It was \$1,000 per day and it is climbing. Porter observed that it was \$20,000 more than last year per the contract, which is a 5% increase. The Fiscal Officer said it was a 4% increase. Each year was 4% in the last contract which ends in 2025.

Street Maintenance

The Street Commissioner said that without hearing from the Engineer, the worst roads in the Village currently are Hazelwood, Reserve Trail, Countryside, Leaview, and Lakeview. These are not expected to be done in one year. It would possibly be Hazelwood, Reserve Trail, and Countryside as a third option. Lakeview and Leaview would be in a single year. The Mayor said Hazelwood and Countryside are long and will be expensive. The Fiscal Officer asked for an estimate, but the Street Commissioner did not have one and was uncertain whether the Engineer had done his Pavement Condition Index (PCI) for this year. The Street Commissioner would try to get some numbers from the Engineer on Friday. Excluding Bell Rd. east, Berger asked if Council would want a Road Program similar in size to the one in 2023. Porter said that the net cost to the Village for Bell Rd. east would be \$250,000. There was \$1,000,000 in grant funds and \$250,000 would be the Village's portion. The Village has had massive Road Programs for the last couple of years. He proposed that if the Village added a \$350,000 Road Program apart from Bell Rd. east, it would make a \$650,000 Road Program. It would not be as big as some of the Village's Road Programs, but the Village was catching up and Porter thought the progress should continue. The Fiscal Officer advised that Bell Rd. east is in 2025 because of the timing of the Northeast Ohio Area Coordinating Agency (NOACA) grant. Berger clarified that Porter's estimate then for the 2024 Road Program would be \$350,000. Porter and the Mayor said this was not enough. Porter proposed \$600,000 for Hazelwood, Countryside, and Reserve Trail. Porter offered that Council could consider an \$850,000 Road Program as well because finances are stable. The Street Commissioner discussed the logistics of completing culvert work in conjunction with the Road Program. Porter concluded that it would be \$600,000 for the Road Program, pending PCI results and estimates.

Cavanagh addressed the Street Commissioner's line items for storm water and storm sewers and noted that they must have really picked up the pace because the costs went way up. The Street Commissioner verified that a lot of storm water work had been done on Village and private property with ditch and retention basins. Porter said he was concerned there was not enough money in storm water given the need to finish Manor Brook Phase I and the ditching behind the homes on Chillicothe Rd. He thought there would be more projects and suggested increasing line 243.004 (storm sewers) from \$30,000 to \$40,000. The Street Commissioner explained that storm water could be surface runoff water, but a lot of the water converts to storm sewer water like the issue between Maple Ridge and Fairview. The plan here will be to put in a pipe from the back yards of both roads into an inlet, so it does not flow on top of the ground.

Bell referred back to the Road Program discussion and said that using the PCI from earlier this year, the proposed Road Program would be \$630,000 to do Hazelwood (\$340,648), Countryside (\$153,338), and Reserve Trail (\$122,504). Galicki thought increased costs should be included since the numbers were from March 2023. The Mayor proposed \$650,000. The Fiscal Officer reminded Council of Engineering costs associated with the Road Program as well.

Porter suggested adding \$3,800 for the school zone flashers to line 231.002 (traffic signals). It would increase from \$3,090 to \$6,890.

Berger addressed line item 235.004. The amended budget of 2023 was \$37,000 and the estimate is \$25,000. He asked why it decreased. The Fiscal Officer explained it was to pull money for another project. Berger said that a line item needed to be added for the pond evaluations. Porter did not see this as a 2024 project and said there were only a legal expenses at this point. Porter said the evaluations would be fairly simplistic and the Street Commissioner suggested a college student could do the soundings and he described the process of measuring the silt. Cavanagh offered that it was done at the Paw Paw Lake Silt Pond for \$780. Porter advised that first the Village would have to get easements. The Fiscal Officer asked about associated expenses with the easements, and Porter said \$10. Berger said it would not be budgeted, but he suggested putting in a line item for \$500 to identify that the project is coming.

The Mayor referred to line item 5504 storm water. He said in 2021 there was \$44,000 and in 2022 there was \$60,000 in it. He thought it should be increased from \$25,000 to \$50,000 because things come up. Berger said that the balancing act is between what is realistic and how much money the Village has to spend. There has to be an understanding that when they reach the end of the process, the Village will be out of balance with the money that is available and then it will be necessary to go back and cut items. The Fiscal Officer advised that as of September 25th for storm water, the Village had spent just under \$11,000.

Berger addressed the line item for the Engineer, and noted the Village amended the budget for \$240,000 and the estimate for 2024 is \$100,000. He asked whether there were no projects for the Engineer in 2024. The Fiscal Officer explained that everything is a percentage based on what Council decides the projects will be. Part of the \$100,000 is the estimated engineering costs for Bell Rd. east. Engineering will depend on what is decided for the Road Program size, Bell Rd. east, and any other projects. Engineering is also in several funds based on the different projects. Porter suggested that the project would include a \$650,000 Road Program, a \$400,000 salt dome, and a storm water project. The Fiscal Officer added that there would be engineering costs prior to the start of the Bell Rd. east project. Porter suggested keeping the \$100,000. Berger explained that the budget this year was \$238,000 but only \$100,000 for next year which was a huge drop. Porter attributed this to the Central Retention Basin and the Manor Brook projects. The Fiscal Officer acknowledged that the \$100,000 represents engineering for Bell Rd. east and the salt dome but the list is not complete.

The Fiscal Officer asked for clarification about what was included in the Traffic Signals line item. The Mayor said there was already \$3,090 in it and \$3,800 would be added for the school zone flashers. The Fiscal Officer explained that the \$3,090 is for street signs and there are two different line items. The Traffic Signals line should have \$3,800 and the Street Signs stays at \$3,090.

The Mayor referred to expenses, **Large Equipment D13**, one ton and said it will be about \$110,000 and is the only item. He asked about resale. The Street Commissioner said it was looking pretty good because of maintenance that had been done. He thought the Village could get \$20,000 to \$25,000 if sold outright or \$15,000 to \$20,000 as a trade-in. The Fiscal Officer asked if the cost given by the Street Commissioner was without the trade-in. The Street Commissioner concurred. Berger said it was the gross or sticker price. The Fiscal Officer explained that she initially put this in the Special Equipment Fund, but it should be taken out because it will go in the Large Equipment Reserve Fund.

The Mayor asked Council to look at the sheet that said **Expenses Bell Road east, D12**, \$1.3 million. The Street Commissioner asked if this included the storm water work that the Village will be doing, and the Mayor said no but thought they should ask the Engineer. The Street Commissioner said the work included the drainage between Snyder Rd. and 1600 Bell Rd. The Engineer has assessed it and the size of the pipe will need to be doubled.

There was discussion about the **State Highway Expense** line.

Regarding **Expenses Road and Bridge and Special Road**, the Fiscal Officer explained that the Road and Bridge Fund is a revenue, and the money can only be spent on road and bridges. When Council decides on the size of the Road Program, the first \$230,000 will come from this fund. The remainder will come from the Street Maintenance Fund which comes from the General Fund.

Regarding the **Expenses Service Fund**, the Mayor noted that the Service Building went from \$10,000 up to \$18,000, and down to \$15,000. He clarified that he was speaking about A02100. The Fiscal Officer explained that she based this on what the Village paid the last couple of years. The Mayor said that at the bottom of the sheet it indicated that the Building Department and Village Hall would need new water tanks and new furnaces before long. He suggested \$7,000 for this. Berger asked about the size of the furnaces and suspected that \$7,000 would not cover two furnaces. He thought they would be in the \$10,000 to \$12,000 range. Both replacements are scheduled for 2026. Porter suggested doing one this year and one next year. Galicki offered that there are a lot of things they would like to have, but they must also worry about where the money is going. The Street Commissioner said they could just put the money in the budget and if the furnaces failed, the money could be carried over to the following year. The Fiscal Officer clarified that for 2026, she should increase the line for furnaces to \$15,000 for both.

Berger asked if there was such a thing as a miscellaneous line for setting aside money for emergencies like the furnaces breaking. The Fiscal Officer explained that the budget is done by fund, so she would be able to identify money that could be shifted around and then the budget would be amended at the next Council meeting.

The Mayor addressed **Expenses Special Land and Building**, which reflected an increase to \$426,000 from \$50,000. Porter clarified this was for the Salt Dome. Galicki asked how the cost went from \$675,000 in 2022 for a salt dome to \$426,000 in 2023. The estimate did not make sense to him. The Street Commissioner said he did not have the Engineer's prices when he put the \$426,000 out there. Berger asked what the real number would be today, and the Street Commissioner said he did not know. There will be engineering costs, land clearing which would be done in-house, core testing for the soil, concrete, and the structure. Design costs could be cut by getting the plans from Orange Village, which could be adapted. Berger clarified that for

purposes of budgeting, \$426,000 is not a good number. The Street Commissioner said he would want to add a climate-controlled space for the Mobile Drone Vehicle on the side of the Salt Dome. The plan includes a 16-foot storage area under the roof where gravel and sand could be stored and then a 16-foot-wide garage could be added with a garage door. He spoke to Lt Pocek about it, and was told this was acceptable. Galicki thought this would add a couple hundred thousand to the \$675,000. Galicki thought this project could approach \$1 million and said Council needed some solid numbers instead of guesses. The Mayor added that there are still two cars that sit outside and suggested putting three garages on the salt dome. The Street Commissioner said he has vehicles that sit out as does the Police Department. The roadside mower and the hydro seeder are both outside and should be under cover. The Mayor suggested that the Street Committee discuss the salt dome at their next meeting. He thought the garage would be the first thing to be kicked off the budget but it was something to think about. Porter suggested putting \$650,000 as a place holder in the budget for replacing the salt dome, which is necessary but perhaps not with the extras.

Regarding the park restroom, \$86,000 is the anticipated cost and they are still waiting to see if the Village will get \$16,000 from the Ohio Department of Natural Resources (ODNR). The Mayor and Fiscal Officer enumerated everything included in the \$86,000.

Berger asked about Property \$16,760. The Fiscal Officer explained this was money from the Northeast Ohio Public Energy Council (NOPEC), which the Village will lose if no one comes up with an energy efficient project. Bell suggested using it to replace the furnaces. Porter proposed using it for the solar energy project. The Street Commissioner added that a roof is needed for the Service Department garage. The original bid was \$40,000 and the last bids were \$23,000. The Fiscal Officer verified that the NOPEC money can be used on a roof. Berger asked then if the roof would be put in the budget. The Mayor questioned whether the roof was really needed, and the Street Commissioner said it was over 30 years old. Galicki recalled that within the past couple of years, replacement of the roof was discussed, and it was determined only a portion of it needed to be replaced and the remainder was in great shape. The Street Commissioner said this was the flat roof on the middle bay and office area and the roof being discussed is on the other side. Galicki asked if the roof was leaking, and the Street Commissioner said not at this time. Galicki offered that he would not replace his own roof until it was necessary, but if the Street Commissioner felt it was necessary to go ahead. However, he reminded Council there was not an unlimited checkbook. The Street Commissioner pointed out that they were willing to replace a furnace that works. Porter explained the difference between the two replacements. Bell questioned whether there might be an insurance issue if the building did not have a new roof. Berger asked the committee to come up with a recommendation.

Porter noted that the roof replacement relates to the solar panel proposal, and if the Village planned to pursue solar panels on the Streets Department building, the roof should be replaced first. Galicki thought the solar panel proposal was dismissed. Porter explained that Kokosing only wanted panels on the Police Department. Another contractor may provide bids for all three buildings. He believed that the Streets Department building gets sun almost all the time during the day. Galicki reminded Porter that it was a 13-year return on investment. Berger said this was for the Police Department, which is why the committee determined it did not make sense. The committee is waiting for two more quotes.

The Mayor said that \$23,000 would be included for the Street Department roof. Porter asked if they wanted to put in the \$25,000 as a placeholder subject to later removal. The Mayor said this would be in D0307E250009 **Special Land and Building**. The Fiscal Officer clarified this was \$650,000 for the salt dome and \$25,000 for the roof at the Service Department. The Mayor concurred.

The Mayor proposed including \$20,000 for trees for the Manor Brook project. Porter clarified that this could not be charged to the grant, and the Fiscal Officer concurred.

The Mayor reviewed that it would be \$650,000 for the salt dome, \$25,000 for the Service Department roof, \$86,000 for the park restroom, and \$20,000 for retention pond trees. The Fiscal Officer verified they would be using the \$16,760 for the Service Department roof. The Mayor and Porter agreed.

Canton proposed collaboration between the Village and CT Consultants for a plan for the corner lot. He contacted two clock makers, Electric Time and Tom's Watch USA, about a road clock. They will be mailing brochures to Canton for a 10.5-foot-tall clock for \$17,000 - \$23,000 plus shipping. He said this was a 'want' and not a 'need' but envisioned a beautiful clock with a nice brick patio, a couple of benches, and a couple trees. Along with this, perhaps CT Consultants could develop an idea for usage of the other area that remains. He believed the Service Department could assemble and lay whatever electrical was needed. Porter asked if Hudson has a clock and Berger clarified it is a clock tower. Galicki said it belongs to the Western Reserve campus. Canton said that Gates Mills has one by the Post Office. Cavanagh offered that she could not imagine anyone would want to sit by traffic. The Mayor suggested putting \$30,000 aside as a wish for the corner property and then having a discussion with CT. The Fiscal Officer asked if this would be for 2024 and suggested that Council should first decide how to move forward before having design work done since the Village pays for engineering by the hour. The Mayor referred it to the Properties Committee.

The Mayor asked Council to consider buying 131 Fairview, which is a house that has seen its better days. The reason he would buy it is because at that end of the Village, the homes are crowded and 10 feet apart. The house would probably come up for sale and he would tear it down and create a little park. The house was appraised for \$174,000 in 2020. He talked to the owner, and she is getting ready to sell. There are lots on either side of her and there is a man who lives next to the property who wants to sell off part of his lot.

Regarding **Expenses Cemetery Fund**, the Fiscal Officer advised that the money the Village gets from the Cemetery stays in that fund. Berger asked if it covers both cemeteries, and the Fiscal Officer said yes. Berger spoke about the legislation that was recently passed to repair the headstones in Rarick Cemetery and asked if money was in the budget for this. Porter thought it would be under foundation supplies, and the Street Commissioner said it is the same cement used for foundation footers. Berger noted there was nothing in foundation supplies, and the Fiscal Officer explained that it gets put to miscellaneous, but to date the Village had only spent \$1,400. Berger asked if \$10,000 would cover it and the Street Commissioner agreed. The Fiscal Officer explained that the money the Village gets for selling lots must go to that fund. As a way to recoup the costs of the Service Department personnel doing burials, some of the money is taken from that fund to pay wages.

The Street Commissioner explained that when the arbor vitae were planted, the row of full burial plots became restricted. He proposed turning them into cremation lots instead.

Parks and Recreation

The Mayor noted that under Miscellaneous/Other, it was up to \$13,000. There was discussion about whether the Fall Festival budget had been raised for 2023 to accommodate the Centennial. It was typically around \$7,500.

The Mayor asked whether money could be taken out of Miscellaneous/Other for a burn in the park. The Fiscal Officer agreed. The Mayor asked about mowing and Berger clarified he was referring to haying which the Fiscal Officer said would be under Miscellaneous/Other. The lawn care is under the Streets Department.

Building Department

Bell said that there was a line item for the Zoning Inspector, and the committee would be discussing this at the next Building Committee meeting. The job description is up in the air right now. The budget was \$7,200 but the Zoning Inspector had only worked an hour and a half this year. The Mayor said that regarding Inspection Solutions, the Building Inspector will be blowing the budget this year. The budget is \$48,250 and the Fiscal Officer said that it was currently at \$43,000. Bell said the committee would also discuss this on October 5th.

The Fire Inspector was discussed. The Fiscal Officer noted that he quickly responds to requests and keeps up with the inspections. Every business must be inspected yearly, and he also does daycare inspections, plan reviews on new builds, etc. A little extra is included in the budget in case he has more hours.

The Fiscal Officer asked if Council had addressed **Operating Expenses** which included Trash Day, and verified nothing would be changing.

The Mayor addressed health care and said there will be a 7.7% increase which is wonderful compared to the last couple of years.

Cavanagh asked about having enough flags, and the Mayor thought it might be necessary to come up with some flags in another year or two. The Fiscal Officer said there is \$2,000 in the budget and the Street Commissioner spent \$480 so there is money available. Typically, he purchases new flags at the end of the season.

General Fund

Berger reported that the Solicitor came back with a proposal on a new contract. In 2023, the Village was offered a program by Thrasher Dinsmore & Dolan where the first 10 hours were billed at \$160 per hour instead of the normal \$225 rate. That was not offered for 2024, which equates to \$7,800 in additional costs. The Finance Committee needs to consider the proposal and determine whether to recommend it to Council and/or see if it is negotiable. Porter offered that the Solicitor had done a lot of work for the Village with storm water and other matters. He thought the fees might taper off at some point. Berger pointed out that in addition to the Solicitor, the Village has hired an HR attorney with Mansour Gavin and will have spent \$15,000 in 2023. The total legal expenses are in excess of \$140,000 and he would like to see that reduced. The Mayor said the service is perfect in that the Solicitor is quick and efficient. He tries not to use her, but he

thought they all tried not to call her until she was needed, and she is conscious of this. The Village has used her a lot and gotten good advice.

Cavanagh asked if \$5,000 was enough for the Mayor's Discretionary fund. Council discussed what came out of this fund and the Fiscal Officer said she would provide a list. Cavanagh did not think the Mayor should have to pay for the Veterans Luncheon out of this fund.

Berger asked about the ADP change. Porter saw that the Fiscal Officer had put in \$20,000. She explained her financial software is around \$4,000 and the ADP will be around \$15,000. The hardware will be purchased this year.

Berger addressed a request to advertise donations for Wreaths Across America via the Village newsletter. The consensus of the Finance Committee was that it is not an appropriate job for the Village to solicit and collect donations for this. An option the committee offered was that if Council thought it was important to the Village, then a line item should be included in the budget for it. The second option would be for Council members to individually write their own check to that fund and put together a donation to submit it to the Wreaths Across America on behalf of the veterans, which was done last year. The committee did not think the Village should be in the business of collecting donations and passing them along to a third party. Cavanagh stated that the Wreaths Across America people who cover Evergreen Cemetery do not want another cemetery that is as close as South Russell's. They sponsor it and collect the money. She felt that the Village's cemeteries were worthy. The Fiscal Officer advised that the Administrative Assistant researched the program, and the South Russell Cemetery was covered through the Evergreen Cemetery Wreaths Across America group. It was just a matter of getting volunteers to put the wreaths on the graves. The donated money is not necessarily for our cemetery but for the overall program. The Mayor wanted to discuss it at the next Finance Committee meeting.

Bell verified healthcare had been discussed. The Fiscal Officer advised this was the discussion about the 7.7% increase. She had the representative shop around and no one came close to this. There is one more quote expected, but again, no one came close. The Village is grandfathered, which means this plan is no longer offered and is based on the health of our group and not the general public.

Cavanagh made a motion to adjourn the meeting at 7:09 p.m., seconded by Canton. Voice vote – ayes, all. Motion carried.



William G. Koons, Mayor



Danielle Romanowski, Fiscal Officer

Prepared by Leslie Galicki