

PLEDGE OF ALLEGIANCE

OATHS OF OFFICE: Filed

BLANKET BOND: Secured with NBT-Mang Insurance Agency, Hamilton, NY

THE FOLLOWING APPOINTMENTS WERE MADE:

RESOLUTION NO 2-2019 PLANNING BOARD MEMBERSHIP AND CHAIRMAN AND CO-CHAIRMAN FOR 2019

BE IT RESOLVED, the membership and terms of office for the Town of Brookfield Planning Board are as follows:

<u>MEMBER</u>	<u>TERM EXPIRES DECEMBER 31,</u>
Daniel McCoach (Chair)	2023
Karen Nowak (Secretary)	2020
Karen Beehm	2021
Ralph Keith	2021
Kate Peerman	2022
Vacancy	2019

BE IT FURTHER RESOLVED, the board recognizes Daniel McCoach as Chairperson, Karen Beehm as Co-Chairperson and Karen Nowak as Secretary.

Moved for adoption by: Abrams
Second by: Head
Vote of Board: All Ayes Abrams, Corbin, Head, Mayne, Walker

RESOLUTION NO 3-2019 APPOINTING A TOWN ATTORNEY AND FIXING THE SALARY THEREOF

WHEREAS, Paragraph (a), subdivision 2, Section 20 of the Town Law authorizes the Town Board of any town to establish the office of Town Attorney and make appointment thereto, and fixes the term of such office as indefinite and states that appointees thereto shall be removable at the pleasure of the Town Board,

NOW THEREFORE, BE IT RESOLVED, that **Tina Weyland-Smith** be and he hereby is appointed Town Attorney for the Town of Brookfield for an indefinite term removable at the pleasure of the Town Board at an hourly rate of \$175.00 per hour with no compensation for travel.

Moved for adoption by: Abrams
Second by: Walker
Vote of Board: All Ayes Abrams, Corbin, Head, Mayne, Walker

**DESIGNATION OF DEPUTY TOWN SUPERVISOR,
DEPUTY HIGHWAY SUPERINTENDENT &
DEPUTY TOWN CLERK/TAX COLLECTOR**

DEPUTY SUPERVISOR:

Town Supervisor, Loren Corbin hereby designates Jefferson Mayne, Deputy Supervisor.

DEPUTY HIGHWAY SUPERINTENDENT:

Highway Supt. Paul Owens designates Mark Zediker, Deputy Highway Superintendent.

DEPUTY TOWN CLERK/TAX COLLECTOR:

Town Clerk, Sherry Perretta, designates Sharon Woolsey as Deputy Town Clerk/Tax Collector.

TOWN HISTORIAN:

Supervisor Corbin hereby appoints Elizabeth Stalter as local town historian for a term of one (1) year, beginning January 1, 2019 and terminating December 31, 2019 at a salary of \$400.00.

RESOLUTION NO 4-2019

**FIXING SALARIES FOR THE CALENDAR YEAR
2019**

WHEREAS, Section 27 of the Town Law directs that the Town Board of each town shall fix, from time to time, the salaries of all officers, officials and employees of said town whether elected or appointed, and determine when the same shall be payable,

NOW THEREFORE, BE IT RESOLVED, that this board hereby fixes the various salaries according to the following schedule:

ACC'T. NO.	POSITION	SALARY	PER	PAYABLE
A1010.1	Councilman (4)	\$ 2,249.50	year	monthly
A1110.1	Justice	\$12,946.00	year	monthly
A1110.1	Just. Ct. Clerk	\$ 6,000.00	year	monthly
A1220.1	Supervisor/Budget Officer	\$ 8,280.00	year	monthly
A1410.1	Town Clerk/Tax Coll	\$16,488.00	year	monthly
A1410.1A	Dep. Town Clerk/Tax Coll.	\$ 1,200.00	year	bi-weekly
A1355.1	Assessor	\$14,317.00	year	monthly
A1450.1	Election Inspectors	\$		Paid by Madison County
A1620.1	Custodian	\$ 3,000.00	year	monthly
A4020.1	Registrar	\$ 500.00	year	monthly
A5010.1	Supt. of Highways	\$51,917.00	year	bi-weekly
	Deputy	PER UNION CONTRACT		bi-weekly
	MEO (1)	PER UNION CONTRACT		bi-weekly
	MEO (4)	PER UNION CONTRACT		bi-weekly
	FT-PT (1)	\$ 11.10	hour	bi-weekly
	Part-Time Wing Men	\$ 11.10	hour	bi-weekly
A3510.4	Dog Control Officer	\$ 2,750.00	year	monthly
A7510.1	Historian	\$ 400.00	year	monthly
A1355.4	Bd. Assessment Review	\$ 75.00	year	annually
		\$ 11.10 per hr.	after 1 st day	
A8090.1	Codes Enforcement Officer	\$ 9,579.00	year	monthly
A1310.1	Bookkeeper	\$15,600.00	year	monthly

Moved for adoption by: Walker
 Second by: Head
 Vote of Board: All Ayes Abrams, Corbin, Head, Mayne, Walker

RESOLUTION NO 5-2019

**ESTABLISHING RATE OF MILE
COMPENSATION**

WHEREAS, subdivision 1 of Section 116 of the Town Law authorizes the Town Board of any town to determine by resolution to allow and pay specified town officers and employees a reasonable mileage allowance for the use of his or her own automobile for each mile actually and necessarily traveled by him or her in the performance of the duties of his or her office or position,

NOW THEREFORE, BE IT RESOLVED, that all town officers, provided money is appropriated in their budget, may, by proper claim, charge for mileage actually and necessarily traveled in the performance of their duties at the rate of 58.0 cents per mile.

Moved for adoption by: Abrams
Second by: Walker
Vote of Board: All Ayes Abrams, Corbin, Head, Mayne, Walker

RESOLUTION NO 6-2019

MEDICAL AND SURGICAL BENEFITS

EFFECTIVE JANUARY 1, 2019

Paragraph A: The town will be obligated to pay * 70.0% toward monthly benefits if the employee has dependents. Anything in excess of this amount will be deducted from the employee's wages as per negotiated union contract.

Paragraph B: The town will be obligated to pay * 70% toward monthly benefits if the employee has no dependents. Anything in excess of this amount will be deducted from the employee's wages as per negotiated union contract.

Paragraph C: The Town of Brookfield will cover the Highway Superintendent for health insurance provided by same insurer as union members and will be subject to same obligations as pertains to union members.

Anniversary date of employment will be January 1.

Any full time employee injured while working on the job for the Town of Brookfield will be considered for a maximum of one (1) year of medical/surgical benefits. This would correspond with paragraph A (if with dependents) or paragraph B (if without dependents). The employee must have a lost time accident to qualify for this benefit.

* PER UNION CONTRACT

Moved for adoption by: Abrams
Second by: Head
Vote of Board: All Ayes Abrams, Corbin, Head, Mayne, Walker

RESOLUTION NO 7-2019

RULES OF PROCEDURE

WHEREAS, pursuant to the provisions of Section 63 of the Town Law, the board may determine the Rules of its Procedure, and the Supervisor may, from time to time, appoint one or more committees, consisting of members of the board, to aid and assist the board in the performance of its duties,

NOW THEREFORE, BE IT RESOLVED, that the Town Board adopt the “Rules of Procedure” on file in the clerk’s office and the “Roberts Rules of Order” when it does not conflict with the above mentioned rules.

Moved for adoption by: Head
Second by: Walker
Vote of Board: All Ayes Abrams, Corbin, Head, Mayne, Walker

RESOLUTION NO 8-2019

DETERMINING TIME AND PLACE OF REGULAR MONTHLY MEETINGS OF THE TOWN BOARD

BE IT RESOLVED, that pursuant to the provisions contained in Section 62 and 63 of the Town Law, the Town Board of the Town of Brookfield shall hold regular monthly meetings throughout the year 2019 at 7:00 pm on the second Monday of each month in the Town Hall, Brookfield, New York excepting the following months where date and time will remain as stated and location will be as follows:

APRIL	Firehouse, North Brookfield, New York
JUNE	Firehouse, Leonardsville, New York
AUGUST	Firehouse, North Brookfield, New York
OCTOBER	Firehouse, Leonardsville, New York

Moved for adoption by: Abrams
Second by: Walker
Vote of Board: All Ayes Abrams, Corbin, Head, Mayne, Walker

RESOLUTION NO 9-2019

DESIGNATING THE OFFICIAL NEWSPAPERS OF THE TOWN OF BROOKFIELD

BE IT RESOLVED, that pursuant to the provisions contained in subdivision 11, Section 64 of the Town Law, the board hereby designates the Waterville Times and The West Winfield Star as official newspapers for the Town of Brookfield.

Moved for adoption by: Abrams
Second by: Head
Vote of Board: All Ayes Abrams, Corbin, Head, Mayne, Walker

RESOLUTION NO 10-2019 **DESIGNATING DEPOSITORIES**

BE IT RESOLVED, that pursuant to the provisions of Section 29 and 37 of the Town Law, the Community Bank in Hamilton, NY is hereby designated as depository for all moneys received by the Supervisor, and

BE IT FURTHER RESOLVED, that the NBT Bank in Edmeston, NY is hereby designated depository for all moneys received by the Town Clerk and Tax Collector, and

BE IT FURTHER RESOLVED, that the Community Bank in Hamilton, NY is hereby designated depository for all moneys received by Justice Rhodes, and

Moved for adoption by: Abrams
Second by: Walker
Vote of Board: All Ayes Abrams, Corbin, Head, Mayne, Walker

RESOLUTION NO 11-2019 **ESTABLISHING TOWN CLERK AND TAX COLLECTOR PETTY CASH FUND**

BE IT RESOLVED, the Town Board hereby authorizes the continuance of the PETTY CASH FUND for the Town Clerk and Tax Collector for the year 2019.

BE IT FURTHER RESOLVED, that the Town Board hereby authorizes the amount of the PETTY CASH FUND for the Town Clerk and Tax Collector to be \$75.00.

Moved for adoption by: Abrams
Second by: Head
Vote of Board: All Ayes Abrams, Corbin, Head, Mayne, Walker

RESOLUTION NO 12-2019 **AUTHORIZING THE TOWN SUPERINTENDENT OF HIGHWAYS TO PURCHASE EQUIPMENT, TOOLS, IMPLEMENTS AND REPAIRS WITHOUT PRIOR APPROVAL OF THE TOWN BOARD**

BE IT RESOLVED, pursuant to provisions in subdivision (1a) Section 142 of the Highway Law, the Town Superintendent of Highways of the Town of Brookfield be and hereby is authorized to purchase equipment, tools and implements and repairs during the year 2019 without prior approval of the Town Board, and

BE IT FURTHER RESOLVED, any amount to exceed Three Thousand dollars (\$3,000.00) per invoice must be approved by the Town Highway Committee.

Moved for adoption by: Abrams
Second by: Head
Vote of Board: All Ayes Abrams, Corbin, Head, Mayne, Walker

RESOLUTION NO 13-2019

REQUIRING THE SUPERVISOR TO SUBMIT TO THE TOWN CLERK A COPY OF HIS ANNUAL REPORT TO THE STATE COMPTROLLER AND REQUIRING THE TOWN CLERK TO ADVERTISE NOTICE OF SAID FILING

BE IT RESOLVED, pursuant to Section 29 subpart 10a of the Town Law that in lieu of the annual financial report by subpart 10 of Section 29 of the Town Law, the Supervisor shall submit to the Town Clerk within sixty (60) days after the close of the fiscal year 2018, a copy of his report to the State Comptroller, and

BE IT FURTHER RESOLVED, that the Town Clerk shall publish notice of said filing within ten (10) days in the official newspapers of the Town of Brookfield.

Moved for adoption by: Abrams
Second by: Mayne
Vote of Board: All Ayes Abrams, Corbin, Head, Mayne, Walker

RESOLUTION NO 14-2019

DESIGNATING DELEGATE AND ALTERNATE DELEGATE TO THE ASSOCIATION OF TOWNS MEETING

BE IT RESOLVED, that the Town Board of the Town of Brookfield does hereby designate Loren Corbin, Supervisor as delegate and NO DESIGNATION as alternate delegate to the Annual Business session of the Association of Towns of the State of New York, to be held in New York City on February 17 – 20, 2019 and to cast the vote of the aforesaid Town, pursuant to Section 6 of Article III of the Constitution and by-laws of said Association.

Moved for adoption by: Head
Second by: Walker
Vote of Board: All Ayes Abrams, Corbin, Head, Mayne, Walker

RESOLUTION NO 15-2019

APPOINTING A CODES ENFORCEMENT OFFICER AND FIXING THE SALARY THEREOF

BE IT RESOLVED, that Chad Trudell be and hereby is appointed by the board to serve at the discretion of the board and removable at the pleasure of the board as Codes Enforcement Officer for the Town of Brookfield and that his salary will be \$9,579.00 per year, payable monthly, plus 58.0 cents per mile for necessary mileage with approval of the town board per voucher submitted with monthly report.

Moved for adoption by: Abrams
Second by: Head
Discussion: Board would like to schedule meeting with CEO Trudell.
Vote of Board: All Ayes Abrams, Corbin, Head, Mayne, Walker

RESOLUTION NO 16-2019

APPOINTING A DOG CONTROL OFFICER

WHEREAS, Section 119 of the Agriculture and Markets Law permits the Town Board to create the position of Dog Control Officer and appoint one or more persons thereto,

NOW THEREFORE, BE IT RESOLVED, that Jodi Hawes be and he hereby is appointed as Dog Control Officer for the Town of Brookfield for an indefinite term removable at the pleasure of the Town Board, and

BE IT FURTHER RESOLVED, she will be compensated annually at a figure of \$2,750.00 per year, payable monthly, plus 58.0 cents per mile for necessary mileage with approval of the town board per voucher submitted with monthly report.

Moved for adoption by: Abrams
Second by: Head
Vote of Board: All Ayes Abrams, Corbin, Head, Mayne, Walker

RESOLUTION NO 17-2019

**AUTHORIZING THE HIGHWAY
SUPERINTENDENT TO ADVERTISE FOR
REGULAR UNLEADED GASOLINE, FUEL
OIL, DIESEL FUEL AND PROPANE**

BE IT RESOLVED, pursuant to Section 103 of the General Municipal Law of the State of New York, the Town Board of the Town of Brookfield authorizes the Highway Superintendent, Paul Owens, to advertise for sealed bids on No.2 Fuel Oil, Diesel Fuel, Regular Unleaded Gasoline and Propane, and delivered to two (2) remote areas, and

BE IT FURTHER RESOLVED, sealed bids will be received at the office of the Town Clerk until 2:00 p.m. February 9, 2019, and

BE IT FURTHER RESOLVED, sealed bids received will be opened and read by the Town Clerk at the regular monthly board meeting to be held on February 11, 2019.

Moved for adoption by: Abrams
Second by: Walker
Vote of Board: All Ayes Abrams, Corbin, Head, Mayne, Walker

RESOLUTION NO 18-2019

**INVESTMENT AND PROCUREMENT POLICY
FOR THE TOWN OF BROOKFIELD FOR 2019**

ATTACHED, hereto and made a part hereof as if the same were herein at length set forth and marked Exhibit "A" is a copy of the Town of Brookfield investment and procurement policy for the fiscal year 2019.

Moved for adoption by: Head
Second by: Walker
Vote of Board: All Ayes Abrams, Corbin, Head, Mayne, Walker

RESOLUTION NO 19-2019

**ACCEPTANCE OF TOWN OF BROOKFIELD
HIGHWAY DEPARTMENT WORK RULES
BY THE TOWN BOARD**

BE IT RESOLVED, the Town Board of the Town of Brookfield hereby accepts the Town of Brookfield Highway Department Work Rules.

Moved for adoption by: Abrams
Second by: Mayne
Vote of Board: All Ayes Abrams, Corbin, Head, Mayne, Walker

RESOLUTION NO 20-2019

PAYING BILLS PRIOR TO AUDIT

BE IT RESOLVED, that the Town Board of the Town of Brookfield desires to authorize the Supervisor to pay claims for public utilities, postage, Justice Court payments to New York State, bond payments and health and disability insurance prior to audit.

Moved for adoption by: Abrams
Second by: Walker
Vote of Board: All Ayes Abrams, Corbin, Head, Mayne, Walker

RESOLUTION NO 21-2019

**PAYING GENERAL PAYROLL MONTHLY
ON THE 20th OF EACH MONTH**

BE IT RESOLVED, that the Town Board of the Town of Brookfield desires to pay the General payroll personnel, with the exception of those that take advantage of direct deposit, on a monthly basis;

BE IT FURTHER RESOLVED, that the bookkeeper and Town Supervisor have the board's approval to pay the general payroll personnel on the 20th of each month.

Moved for adoption by: Abrams
Second by: Head
Vote of Board: All Ayes Abrams, Corbin, Head, Mayne, Walker

RESOLUTION NO 22-2019

AUTHORIZING THE TOWN SUPERINTENDENT

**OF HIGHWAYS TO PROVIDE ASSISTANCE TO
ANY FIRE DISTRICT OR SCHOOL DISTRICT
LOCATED WHOLLY OR PARTLY WITHIN THE
TOWNSHIP OF BROOKFIELD**

BE IT RESOLVED, pursuant to provisions in subdivision (1b) Section 142 of the Highway Law, the Town Superintendent of Highways of the Town of Brookfield be and hereby is authorized to give assistance to fire companies at a fire and help in snow and ice removal from fire company properties, and,

BE IT FURTHER RESOLVED, to remove snow and ice from school district property and keep all bus turn around areas clear, and

BE IT FURTHER RESOLVED, said assistance is at the discretion of the highway superintendent.

Moved for adoption by: Abrams
Second by: Mayne
Vote of Board: All Ayes Abrams, Corbin, Head, Mayne, Walker

RESOLUTION NO 23-2019

**RESOLUTION FOR THE TIME CAPSULE
JANUARY 14, 2019**

WHEREAS, the Town of Brookfield is a pioneer community with a strong and vital history,

WHEREAS, the Brookfield Town Historical Society created a time capsule that represents our community in the 20th century,

WHEREAS, the Town of Brookfield and the Brookfield Town Historical Society wish to pass on this community's legacy to citizens of the 22nd century,

WHEREAS, the contents within shall be publicly available for study and maintained at the Historical Society, the local school library, or in the town archives,

WHEREAS, the hope is that when this is opened in January of 2100, you will have found equilibrium within the socio-economic sectors of your lives and all nations enjoy His blessings,

BE IT RESOLVED, that in January of 2100 the Town of Brookfield shall open the time capsule.

Moved for adoption by: Abrams
Second by: Mayne
Vote of Board: All Ayes Abrams, Corbin, Head, Mayne, Walker

RESOLUTION NO 24-2019

APPOINTING A REGISTRAR OF VITAL STATISTICS AND DEPUTY

WHEREAS, Section 4121 and 4123 of the Public Health Law invest in this Board the power and duty to appoint a Registrar of Vital Statistics,

NOW THEREFORE, BE IT RESOLVED, that Sherry Perretta be and she hereby is appointed Registrar of Vital Statistics for the Town of Brookfield, and

BE IT FURTHER RESOLVED that, being also Town Clerk for the Town of Brookfield, the term of office shall be four (4) years, beginning January 1, 2018 and ending December 31, 2021, coterminous with the term of office of Town Clerk.

BE IT FURTHER RESOLVED, that Deputy Town Clerk, Sharon Woolsey, also is appointed Deputy Registrar of Vital Statistics, beginning January 1, 2018 and ending December 31, 2021.

Moved for adoption by: Head
Second by: Walker
Vote of Board: All Ayes Abrams, Corbin, Head, Mayne, Walker

RESOLUTION NO 25-2019

BROOKFIELD TOWN PARK COMMITTEE MEMBERSHIP FOR 2019

<u>MEMBER</u>	<u>TERM EXPIRES DECEMBER 31,</u>
David VanNort	2020
Jeff Mayne	2021
Frank Kabana Jr	2019
Paula Crespo	2020
Heather VanNort	2022
Michael Head	2023
Diana Head	2023

Moved for adoption by: Abrams
Second by: Mayne
Discussion: Modify membership to remove Frank Kabana, Jr. due to current legal dispute with same.

<u>MEMBER</u>	<u>TERM EXPIRES DECEMBER 31,</u>
David VanNort	2020
Jeff Mayne	2021
Paula Crespo	2020
Heather VanNort	2022
Michael Head	2023
Diana Head	2023

Moved for adoption by: Abrams
Second by: Head
Vote of Board: All Ayes Abrams, Corbin, Head, Mayne, Walker

RESOLUTION NO 26-2019

**BOARD OF APPEALS MEMBERSHIP AND CHAIRMAN
FOR 2019**

BE IT RESOLVED, the membership and terms of office for the Town of Brookfield Board of Appeals are as follows:

<u>MEMBER</u>	<u>TERM EXPIRES DECEMBER 31,</u>
Richie Head	2019
Jackie Mineo	2019
VACANCY	

BE IT FURTHER RESOLVED, the board recognizes Jackie Mineo as Chairman of said Board of Appeals.

Moved for adoption by: Abrams
Second by: Mayne
Vote of Board: All Ayes Abrams, Corbin, Head, Mayne, Walker

RESOLUTION NO 27-2019

**COMPREHENSIVE PLANNING COMMITTEE
MEMBERSHIP AND CHAIRMAN FOR 2019**

BE IT RESOLVED, the membership and terms of office for the Town of Brookfield Comprehensive Planning Committee are as follows:

<u>MEMBER</u>	<u>TERM EXPIRES DECEMBER 31,</u>
Charles Blood (Co-Chair)	2022
Karen Beehm (Co-Chair)	2019
Rachael Owen (Secretary)	2022
VACANT	2021
VACANT	2020
Kimberly Reed	2023

Moved for adoption by: Abrams
Second by: Walker
Vote of Board: All Ayes Abrams, Corbin, Head, Mayne, Walker

RESOLUTION NO 28-2019 **SETTING RULES OF CONDUCT FOR BOARD MEETINGS**

WHEREAS, board meetings for the Town of Brookfield are held to conduct the people’s business on a monthly basis other than when special meetings are called:

NOW THEREFORE BE IT RESOLVED, attached hereto and made part hereof as if the same were herein set forth and marked exhibit ‘B’ is a copy of the Town of Brookfield Rules of Decorum.

Moved for adoption by: Abrams
Second by: Walker
Vote of board: All Ayes Abrams, Corbin, Head, Mayne, Walker

RESOLUTION NO 29-2019 **WORKPLACE VIOLENCE POLICY FOR 2019**

WHEREAS, pursuant to the provisions of the Workplace Violence Protection Act, New York Labor Law section 27-b, all public employers must develop and implement programs to prevent, minimize and respond to workplace violence; and

WHEREAS, the Town Board of the Town of Brookfield adopted a Town of Brookfield Workplace Violence Policy on December 27, 2011;

NOW THEREFORE, BE IT RESOLVED, that the Town Board adopt the “Town of Brookfield Workplace Violence Policy” on file in the clerk’s office for the year 2019.

Moved for adoption by: Abrams
Second by: Head
Vote of Board: All Ayes Abrams, Corbin, Head, Mayne, Walker

RESOLUTION NO 30-2019 **SEXUAL HARASSMENT PREVENTION POLICY FOR 2019**

WHEREAS, New York State Labor Law requires all employers to adopt a sexual harassment prevention policy; and

WHEREAS, the Town Board of the Town of Brookfield adopted a Sexual Harassment Prevention Policy on October 15, 2018;

NOW THEREFORE, BE IT RESOLVED, that the Town Board adopt the “Town of Brookfield Sexual Harassment Prevention Policy” on file in the clerk’s office for the year 2019.

Moved for adoption by: Abrams
Second by: Walker
Vote of Board: All Ayes Abrams, Corbin, Head, Mayne, Walker

RESOLUTION NO 31-2019

BOARD OF ETHICS MEMBERSHIP FOR 2019

BE IT RESOLVED, the membership for the Town of Brookfield Board of Ethics are as follows:

MEMBER

Ernest Merrill
Diana Weaver
Tammy Krause (alternate)
Karen Nowak (alternate)

Moved for adoption by: Abrams
Second by: Head
Vote of Board: All Ayes Abrams, Corbin, Head, Mayne, Walker

TOWN OF BROOKFIELD TOWN BOARD STANDING COMMITTEES:

HIGHWAY	CORBIN/ABRAMS
BUILDING & INSURANCE	MAYNE/WALKER
PUBLIC SAFETY	MAYNE/HEAD
RULES & SPECIAL DISTRICTS	HEAD/WALKER
FINANCE	CORBIN/ABRAMS

OTHER COMMITTEES-TOWN BOARD REPS:

PLANNING BOARD	ABRAMS
PARK COMMITTEES	HEAD /MAYNE
COMPREHENSIVE PLANNING COMMITTEE	MAYNE/ABRAMS
TOWN HALL IMPROVEMENT COMMITTEE	CORBIN

Meeting adjourned at 7:05 pm upon a motion by Abrams, seconded by Mayne. Carried unanimously.