

VILLAGE OF NEW BERLIN

May 12, 2026 Board Meeting Minutes DRAFT

Call to Order: 6:30 PM

Pledge to Flag

Roll Call

Mayor Peter Lennon - Present

Deputy Mayor/Trustee Kelly Banks – Present

Trustee Richard Noble - Present

Trustee Allan Hunter – Present

Trustee James Crawford – Present

Attendance:

Clerk/Treasurer Brian Pinney – Present

Jared Kline – DPW Supervisor

Carley Thomas – Barton & Loguidice

Tony Canuel – CD Loan Committee

Mike Wesolowski

Approval of prior Board Meeting Minutes: 10 March (regular meeting), 30 March (special meeting), 14 April (regular meeting), 21 April, 30 April and 6 May. Richard made the Motion, seconded by Allan. All approved.

Public Concerns and Visitors:

Mike Wesolowski asked when the Village Code of Ethics was distributed to the new board. He was informed that they were given to the new board upon the start of their term along with the signature pages.

Water Improvement Project:

Carley Thomas advised on the water project update. The water main contract, water main layout was submitted to the Department of Health and Rural Development. We had already gotten a third term of comments. Rural Development indicated that they are all set. Carley informed us that they did reach out to the Department of Health today, and they did indicate that they started their review and would have it with us in the next couple of weeks. They are awaiting approval of work zone traffic control plans. They were submitted to DOT in February. Once the contractor is on board, they need to apply for the permit and that is considered approval. They will reach out to Chobani and lumber companies who are primary users of Route 8.

Carley advised that we have 54 out of the 82 easements. There are 20 remaining, but out of the 28, there are only 4 that are critical. Critical is basically on somebody's property that we absolutely need for construction. They have mailed the critical properties, so hopefully they will hear back from them soon.

Regarding the pre-construction foundation surveys, Carley advised that they have been reaching out to people but not having a lot of luck contacting the owners. At a minimum, they will have the inspector do pre-construction photographs. Carley advised that what is considered close to the foundation is 10 feet within it. They do not have a date yet for inspector to take pictures, but they will be hired through Barton and Loguidice (B&L).

The Water Treatment Plan will be contract number two. B&L submitted the plans to the agency at the beginning of March and just received comments back last week. It is approximately 14 pages long, but no showstoppers or anything that looks like it will be a big change in design. Even though this is good news, it will just take B&L approximately four weeks to go through all the comments and address them. The plan is still to bid for that in July.

Regarding Well #3, B&L is still working to put together a sub-agreement for the well driller to decommission well #3. As previously discussed, the Department of Health expects the village to formally decommission that well.

CDBG, which is OCR, that RFP for the grant administration services was posted and proposals were due on May 1st. Carley requested that we let her know our selection with that. The EER, environmental review for OCR was sent out on May 10th. The village published the Notice of Intent for request for release of the funds. It has an 8-day comment period that anybody from the public can come and comment. Carley advised that they had 2 weeks' holidays and weekends to make sure we had 8 days. So, on Friday the 15th, we will be able to submit the request because there were no comments during the comment period: Pete just signed the form tonight. We have it all set to go for the 15th. The MWBE quarter 3, 2026 report will be due on July 15th. Carley advised that we have months for that. They are just sending the village over the monthly reports as those come in. Short term closing: There have been some discussions with EFC, and the closing will be in September. Conversations with EFC are still on-going about the gap loan; EFC is working on it. The only other item needed is an affidavit of the bond announcement, but this was received. SRBC Grant: The 10% Village contribution requirement will be for the installation of the meters. The last funding item is a STAG Grant. This project was put on Josh Riley's short list. The short list project must go to the House Appropriations committee and on to the Senate Appropriations Committee. If it passes both chambers, it will then be submitted to the president as part of the FY 27 budget. We also received a notification from Senator Gillibrand's office that we are on her short list as well.

Regarding the lease agreement for the supplemental parking on Main Street, this will start on September 7th and run for one year. Obviously, this has a dual purpose; one is to provide an outlet valve when we don't have on street parking – worst case scenario is 3-4 days at a time over the construction period or maybe in the case of West Street a couple of weeks. When we don't have on street parking, the parking lot over here in front of Milford Academy will be available to us from September 7th, 2026, through September 2027.

Carley asked if we could move the meeting to release the bids for Contract #1 to the 27th or 28th after Memorial Day. Do we need to have a full meeting or is just a matter of granting the authority to go out and bid? It could be a 10-minute meeting and accept the motion. Everyone was asked about their availability. Everyone agreed to meet on the 27th at 9:00 AM.

Carley advised that Brian Skidmore has got it on his to-do list to make a selection on the village's contractor representative. There are a couple of people who are very interested in the position. This person should be coordinating regularly with not only the traffic piece of

it, but also with the fire department. We've considered the fire department and the traffic flow pattern in the planning, but, they need to understand where we are on a periodic basis.

The second item on the agenda under New Business is the resolution to perform a single audit of the water operational budget, if necessary. This engagement agreement is one of the remaining things required by RD. This will be done tomorrow. Carley left the meeting at this time.

Department Reports and Action Items

Fire Department Report:

Jared Hanslmaier was not in attendance. He did not send in his monthly report for the Board Meeting. Pete advised that he did attend the first FD general meeting last week. The training that we supported last year in Indianapolis was very beneficial-both with what they brought back from it. As we noted in the budget development, we were not going to be doing that on an annual basis to that extent. We may be able to send one or two, but this year we sent 4. We will also see what other funding sources the department itself must be able to complete that level of training. Pete would like to sit down with Brian and Audra Prentice, who was the treasurer for the FD and try to understand a little bit more of their budgeting. There appear to be several accounts; some of which – such as those funds from boot drives, harvest dinners and things like that are monitored, but the responsibility of the Fire Department to administer..

EMS Report:

Bryan Whitaker was absent from the meeting. Allan handed out the April Call Report to the board members. Allan reported that the call numbers, from a whole budgetary process, look like things are “a tad low”. We do have one call unaccounted for that Brian is going to work with the County to figure out. Allan advised that they are trying to get things where we are not missing a lot of calls. We did miss 7 because of no crew, another one for another call, and 3 for outside hours. So, we must step up as much as we can with what we have. Apparently, we didn't have any crew on the village clean-up day/opening day of Little League- this was a high exposure day. vBryan had related that he tried to get someone, but in fact, we were not

going to have anyone. We also have other events coming up, but I want to make sure that they were on for those and with more updating for the next event. The 23rd is the Village Crawl and it is not a village sponsored event, but it is within the village so there will be a lot of people in the Village. Richard asked if we must bring somebody in to cover the Crawl, does the Crawl organization get billed for that person for being on standby? No-, in a parallel situation, if there was a call while our guys were on standby down at the football game, they would leave the game and attend the call- .While they reposition the rig near the football field, the crew's primary responsibility is to the community overall. Allan will check with Bryan since they are switching scheduling software from When To Work to another platform. However, with the new platform we will need a new login to monitor scheduling.

DPW Report:

Jared Kline advised that everyone knows that we already purchase a street sweeper. He discussed having it moved with a permit in view of the fact the the trailer could exceed the 102-inch max width. CHIPS will not pay for the transport. Taking the purchase and the transport together, we are probably under \$1,500.00 under what was budgeted. Jared advised that they have taken down a few problematic trees in the cemetery. There will also need to be full resurfacing of roads that are way too far gone for micro-surfacing- Lake Street, Whitmore, and Action.

There was talk of 920 feet adding on to School Street to the State's CHIPS inventory of Village-maintained roadways. Pete will request that the board approve a motion to allow he and DPW to sign the appropriate documentation when received from the CHIPS manager. Basically, it is adding 920 feet of School Street to the CHIPS inventory. Right now, the county real property office lists that the road which goes up behind Milford Academy is a municipal road. It is not his privately owned property; therefore It is a municipal road, but it has never been captured as part of the inventory and is not currently eligible for CHIPS reimbursement.

Jared advised that banners are mostly up, but they need more brackets. He explained that they come down with new poles and others have been destroyed by truck traffic. Pete advised that three sets had been ordered for the village and three sets for the town.

A discussion was held regarding Brendan from State DoT asking to us sign a shared service agreement. Jimmy saw no value for this: It would be normal routine type of thing, but they

would charge us for this service. The service agreement is \$30,000.00 worth of service every year.

Richard had not heard from, but will follow-up with Jessica DeVries regarding the Village Planters. We have ordered the paint for the parking lot as we need some yellow for the parking stripes and the route around the back of Milford's main lot to the lower cemetery., Pete advised that the -step up to the sidewalk should be painted yellow before Memorial Day.

Pete asked if Jimmy was comfortable with the proposed truck purchase that he and Jared had discussed. We are still on the same page with the 600. Are we more partial to aluminum or stainless bed? The only thing is \$2000.00 in difference that Jim saw. With stainless aluminum, it still takes something special to fix it. It is not like putting steel together. We would need a TIG welder. This is a haul truck so the length is 11 feet, not the normal 10's or 9's. Pete also asked if they were comfortable doing the lighting package themselves. It comes as the chassis. You pick the box and believe that the price had an installation and then whatever lights that we have to put on, we can do ourselves. They will go with additional lights, brake lights, flash button. We had talked about trading in the long truck, but now the 2012 truck appears to be the vehicle designated for re-sale. We will probably get a few dollars more from the 2012 on this Non-Auctions International, probably another couple thousand on that than what we had planned as we developed a budget. Again, without a state budget, we don't know what we are getting for CHIPS funding. Until the budget is approved, they will pick the truck and go with the cheapest aluminum body at 11 feet, and we are going to put all the extras on ourselves. This allows us enough money for the other expenses such as resurfacing of those three streets mentioned above. We also pick up the reimbursement of the sweeper. Again, CHIPS tend to run in a way that the the more you spend, the more you receive next year. This is why the town has had so much money in CHIPS.

Code Enforcement Report:

Brian Banks was absent from the meeting. Kelly advised that the grass is getting high at some of the properties. If they are not mowed next week, Brian will do violations – 59, 65, and 80 North Main Street and 26 Cushman Street. Basically, they are the same properties that we had a problem with last year. There is one on North Main that is coming up for a tax

auction. There is someone living in this house without water. The county and Social Services have been contacted. The DEC visited 10 Hill Street, the road that leads to Chase Nursing Home. DMV was contacted regarding the property on Green Street. Their remedy order is approximately 2 weeks old now. The landlord has 30 days to fix the exhaust stick on the stove in the shed. We have also spoken with the neighbors who are Greater Opportunities, which will try to exercise some influence as well because they have had issues with the property owner as well. Brian received a Facebook complaint about Green Street saying that the complainant was also worried about bullying, so she asked about the police. We are trying to use all available outside resources to bring this proposer into compliance. There is a camera that should be able to get that part of Green and Genesee Streets. It is just a matter of NYSEG turning the power on for us. Greater Opportunities have cameras in their new buildings as well. They have a camera bank in their laundry room that has probably at least 6 or 8 cameras so that would be very helpful. The property on Green Street has a tractor parked on the sidewalk, which is a violation. There are a lot of other potential violations, but nobody wants to take corrective action. We were told to just start to fine. We need to make sure that the landlord is accountable for certain of these violations. This property owner has been contacted by County Codes.

Clerk/Treasurer Report:

Brian P advised that any excess money in the accounts is transferred to the IntraFi account to accrue interest; back and forth from the accounts to achieve it. The final water re-levy for any outstanding water bills was sent to the County. Brian made a comparison from last year which was \$31,901.00 and was \$24,775.00 for this year. We had more people paying more of their water bills this year. The office continues to make progress with ACH. There are a lot less crisis ASAP bills than what we had just 2 or 3 months ago. In regard to the new sweeper purchased from the auction, we were able to save \$200.00 by doing a bank ACH versus the Treasurer sending a check out or credit card. It also saved us from postage costs too. We are making great progress with improvements including new mails for the Village.

We will make the selection for an administrator for the CDBG grant as part of New Business. Everyone was made available the three applications.

Grant Status:

CDBG Request for Release of Funds Status – As far as grant status, as Carly said, the request for funds for CDBG, the comment period would have ended at the end of day 8. Brian Skidmore anticipates that between the comment period and the request with environmental adjustments, we should be seeing CDBG dollars become available in early June.

Committee Reports:

CD Loan Committee – Tony Canuel advised that as of today, we have 12 active loans, represented by an outstanding balance of \$4,508.00. There were 2 delinquent loan payments. We currently have no loans in the process. Questions were raised as to how we handle delinquent loan payments. They receive a \$25.00 late fee added to their overall balance for the month. If they made a payment, but they missed a month, they are basically a month behind. As long as they continue to at least be the month behind, we are not going to continue to charge a \$25.00 late fee each month. They will be reminded about their current arrear status. We still have \$135,000.00 available in the entire account but will earn more money if we get loans out. Currently, there are no applications.

Community Events Committee - Kelly Banks advised that the Memorial Day Parade will start at 9:30 AM on Monday, the 25th with at the Honors ceremony to follow. Chicken will be from Columbus House and we are doing a presale of it.

Commissioner Reports and Action Items

Building and Grounds/Richard:

Firehouse driveway sealing – Richard is meeting with Maryellen to discuss the sealing of the concrete pad at the firehouse.

Painting of library – Richard has spoken with 607 Painting (by text). He is committed to finishing both buildings by June 17th. However, his lift, which we want to borrow for Jared to do servicing over at the tower, is in Utah and will not be back until the end of June. He will have to rent the lift.

Exposed 2x4's in entryway of apartments – Richard has a solution to fix this issue.

Front Apartment Insurance Claim – Maryellen is handling the insurance claim.

Rear Apartment Update – Richard advised that there are several things to do to bring the apartment to modern standing, cosmetic and the rest of the wall piping so it will not freeze again. Richard spoke to Motivated Labor. He is going to give me a call tomorrow morning to find out a time to return an estimate for painting the apartment and fixing the sheet rock in the back closet. Richard will donate the sheet rock as he has a piece large enough for it. With the shortage of apartments in this area, we will have no problem getting somebody in by July 1st. In addition to this, there is a handout for optional items. Richard advised that he and Pete have talked about putting in a digital door lock on the downstairs door as it is always left open. We may also want to upgrade the thermostats in both apartments. Hopefully, we can regulate the heat a bit better. He will test the actual outlets tomorrow to make sure they are functional, but they are 20-year-old outlets and rather dingy in color. They are also mixed colors with white and almond, along with the switches. He has included the cost of replacing all the outlets and switches, so they have a unified face. We do have to replace the GFCI outlets in the kitchen and bathroom as well. The shower door in the bathroom was also discussed whether to replace it. He is also replacing the light bulbs in the hallway as it is dark. The carpet cleaning will probably be later this month. He will reach out to Jim Parks. There were also two expenditures for \$250.00, one for washing the walls down so they can properly paint them, and the other one is for cleaning the bathroom. Richard advised that he has a washer/dryer combination that he is willing to sell to the village for \$400.00. It will fit in the same space where the tenant had her set. Regarding the security deposit for Carol Riley, her son is adamant that he would like the prorated length. Carol did not have a lease; she was month to month. Her son notified us on May 6th that she would be leaving and have everything cleaned out by May 9th, which they did. However, we are supposed to get 30 days' notice. They did pay June's rent because he wasn't sure what was going on, whether or not she was coming back or not. Richard's suggestion is that we reimburse them \$425.00 (current rent amount). A discussion was held regarding the repairs for the apartment and how we do not have a signed lease or proof of a previous security deposit paid to the village. Repairs will be well over \$400.00 before renting the apartment. Richard recommended paying them \$425.00.

Damaged Siding at Firehouse –

DPW/Jim:

Update process for short notice of burial preparation. Jimmy was asked if he had been in contact with Charlie and Molly of Dakin. We tabled the issue. No board member should present when and how the term should be to bury a loved one. We will discuss this further in time with them.

Fire Department and Mayor/Pete:

Youth/Kelly:

Kelly advised that Jared would get the pipe tomorrow. The court will be torn up after May 18th and should be less than a month to complete this part. The basketball court will obviously be closed at this time. We will then start working on the playground. We will meet again to make sure that we meet all ADA compliance codes. On the source grant, we must order the generator. Kelly said that she has a generator for Terry and a power source for the Memorial Day Parade. The sound system will be on the terrace and will run that from Julie or Chad. The paint for the pole will be ordered.

EMS /Allan:

Employee Manual – To be addressed in *Old Business*.

EMS Meetings with Contract Partners – Allan will introduce himself at the Columbus and Town of New Berlin meetings, so they will know him when it's time for us to do contract discussions.

Website Management – Allan advised that we are giving the treasurer and registrar new email addresses. He will set up the routing of these new email addresses within the next few days. We will start auto replying to anyone using the old email address and start auto forwarding to the new email address. We have to determine how much we want to keep. We have a gig of space per mailbox which is not a lot, especially in the environment that we are in. We will look into record management training through NYCOM for guidance.

Mayor/Pete:

Emergency Operations Manual – Pete advised that the manual is on his desk. He would like to enroll Richard into this as he is going to the recovery training.

Employee Manual Update – General& EMS – Pete advised that they would get the EMS employee manual done tonight and then we will be able to migrate these updates over into the General manual. We need to get the EMS one taken care of because it affects our ability to have leverage over the staffing issue, which is something that needs to be discussed. It is a quantum leap ahead of what it was two years ago and will do the job for now.

Revitalization/Urbanization Plan – No new action taken this month

EMS Training Funding Policy – No new action taken this month

Cameras in the Village – Pete advised that he did have a good meeting with NYSEG about the cameras. There is one form that needs to be submitted. The contractor is working with Dave Kaminsky on the actual hardware models on the poles.

Tree Planting Program - Bob Slavicheck and Mike Alishauskas are part of a program where they have been able to get additional trees. They have another one identified for Cushman Street. We also have a tree program for people who want to sign up and work through that program, and partner with this organization.

Old and New Business

Old Business:

-Spectrum Service Update – Richard and Maryellen will continue to work this as part of the transition

-Update on Letter of Intent with Good Shepherd Communities, Submission of Legislation and subsequent contract (follow -on from Public Hearing). Jason has signed the Letter of Intent for Good Shepherd. They will pick up the cost of the road. When that time comes, we will maintain the roads during construction period to the point that supports construction vehicles/activities. We are not going to invest any significant amounts of money during that construction period. We agreed to a portion of the net sale being rolled back into the water line, which will probably be next year as well. Jared said that he could do that for a very reasonable price. They are paying the attorney fees for getting the whole process through Albany and doing the survey. Dave Merzig, has not been actively involved in this piece of the process. Pete will forward the documents to him that we send to Albany later tonight.

-Tree removals in the cemetery. Jared advised that there has been one tree removal.

-Acoustic tiles for Chobani Center. Maryellen has already purchased them. We will figure out how they are to be hung, so they are not permanently attached to the wall.

-Assignment of Systems Administrator for Village Communications/Network duties- To be discussed in detail as an agenda item at a future meeting.

The lease was signed this week by Mr. Chaplick for one year. We will paint the stripes in the parking spaces. Pete advised that there are approximately 30 additional parking spaces that could be used throughout the year. It will be very favorable during the time when there is no on-street parking because of the construction period but will get the public used to parking over there as an alternative. We will have additional signage to direct folks from out of town to be able to use that as an alternate municipal parking lot.

New Business:

- Approval of EMS Employee Manual. The last edits were made over the weekend. We did one note that Allan made, and Pete highlighted it. You may have seen in the past that some of these quote a pay scale. We have taken it off that pay scale and said that the pay will be discussed during the budget process. It is also referred to in another document, and we don't need to have redundant numeric information that has to be kept or renewed in more than one place. We now have a document that Bryan Whitaker can operate with and is consistent. Allan made the motion to approve, seconded by Pete. All in favor.

-Resolution to enable use of home rule for potential sale of parcel to Good Shepherd. Resolution 2026-9 was read by Allan who made the motion to approve, Jim seconded it, and all voted in favor. Resolution 2026-9 as amended will be sent forward to Albany as part of the application for legislative approval.

General Insurance Policy for Village (NYMIR) from NBT. NBT provided us the policy with adjustments based on Richard's comments. Again, this policy is based on the adjustment of the cost of rebuild cost of the gazebo and the pavillion. We do need something as far as framing and administrative tracking. They are willing to adjust that, but have worked pretty hard to make the policy something that is roughly 5.5%, which is less than what they had anticipated.

-Approval of Bonadio Letter of Engagement for single audit required for RD approval of Water Project. This is the single audit that is required for the rural development grant to be those hours. We contacted some of our accounting firms and the one that jumped out was Bonadio. They have a very strong reputation. They did come in with a proposed letter of engagement at a cost of \$28,000 . Pete advised that he reviewed the procurement contract

after speaking with Dave Merzig, and he said that this is a high enough dollar value that it would be advisable to have board approval and awareness. He advised that there is nothing called out in the village's procurement manual that says that there is a threshold for this type of service. Pete did want go on record that this is happening in the village, express awareness and approval in fact that if we are going to be paying \$28,000.00 for this audit, which will be covered as part of the water project. The request for one procurement of specialized services. Resolution 2026-10, one time of specialized accounting services for the water infrastructure project. Whereas the Village of New Berlin has received notification that they have been awarded funding, both grant of \$1.5 million and loan of \$7.462 million from the US Department of Agriculture, Office of Rural Development to support village's drinking water infrastructure project. Whereas the release of these funds requires the completion of numerous agreements and access to activations prior to the project being let for bid, one of which is an engagement to perform a single audit of the water fund, a self-sustaining fund separate from the general fund, and whereas the performance of such an audit is captured as expenses in the accounting lines for the overall water project with payment for services. If needed, to come from the resources in the village capital project account. Whereas the performance of a single audit is a service that is deemed by New York State Controller's Office and the village counsel to be a "specialized service" and therefore outside the established municipal requirements for procurement and competitive bidding outlined in the village's procurement policy. The Village of New Berlin, whereas the Village of New Berlin has received a letter of engagement to perform such a single audit services from the Syracuse office of Bonadio and Company, LLP. Whereas the Bonadio letter of engagement for "required supplemental services" or RSI quoted their services for \$28,000.00, which although judged to be within the appropriate cost span for such services is at a cost worthy of forward awareness and approval. Therefore, be it resolved that the Village of New Berlin approved the purchase of specialized services and that the representatives signed the engagement letter with Bonadio and Company, LLP for the performance start date to be determined of this covered "specialized service" and the "price". Once signed, the engagement letter will be forwarded to the project officer at the Department of Agriculture's Office of Rural Development, thus enabling them to respond. Motion was made Richard, seconded by Allan.. All in favor.

Selection of CDBG Grant Administrator. Pete remarked that the board had seen 3 packets that were applied from Ruah Integrated Solutions, G&G and a resume submitted by Ms. Jimison (without compliance for the RFP), and the scoring criteria for the selection. Pete opened it up for comments. Richard had called the references from G&G and wrote an email to Julie from Ontario County. Pete also provided feedback from his contact with

G&G's reference from Frankfort, NY and Ruah's reference from the state of Delaware. . Pete reminded the board that G&G was the one that did the original submission. They helped to actually write the RFP for the contract itself and did our income study some years ago, so they are very familiar with this area. Pete also reminded the board that G&G was very specific that they would apply that any residual funds up to the \$40,000.00 (of the allocated \$100,000) back into the project itself. Pete thought G&G's presentation was not only more thorough, but they also addressed the project directly. Richard made the motion to selection of the grant administrator, seconded by Allan: All were in favor.

Reminder that the 21 May for Special Meeting to Let Water Project Contract One for Bid has been moved to May 27th at 9:00 AM.

Date of contractor selection for Contract Number One – to be executed by B&L. The contract bids will be returned to Barton & Loguidice. Pete anticipates that RFP will be released for a minimum of four weeks, so the selection will be probably be sometime in late June. The actual contractor for contract one will be selected.

-Hiring of summer hire to maintain the cemetery – We had an open announcement for a summer hire to maintain help in the cemetery. Richard made the motion to approved Steven Johnson's application as a part-time summer hire; Allan seconded it. All in favor.

-Purchase of truck (reimbursable from CHIPS) for DPW – The specifications and timing of this procurement will be discussed at the June 9th meeting.

-Approval of additional segment of School Street to village maintenance inventory for CHIPS. Jimmy made the Motion to approve, seconded by Kelly. All in favor.

Resolution to approve abstracts.

Allan read the resolution approving the payment vouchers, whereas the Treasurer of the Village has presented the following bills for payment: General Fund \$66,658.44, Water Fund \$1,806.39, EMS Fund \$2,558.52 and Capital Project Fund \$117,542.23; total expenditure is \$188,565.58. Whereas, the Board of Trustees has audited the claims presented for payment now, therefore be it resolved that the Village of New Berlin Board of Trustees hereby approves payment of the aforementioned bills for payment resolution introduced by Allan, seconded by Richard. All in favor.

Motion to adjourn: Allan made the motion to Adjourn; Jim Seconded: All voted to approved- meeting adjourned at 9:13 PM