

TOWN OF CLARKSON  
TOWN BOARD MEETING  
April 14, 2009

The Town Board of the Town of Clarkson held their regular meeting on Tuesday, April 14, 2009 at the Clarkson Town Hall, 3710 Lake Road, Clarkson, NY at 7:00 PM

**PRESENT:**

Paul Kimball	Supervisor
Christa Filipowicz	Councilperson
Allan Hoy	Councilperson
Patrick Didas	Councilperson
Sheldon Meyers	Councilperson
Sharon Mattison	Town Clerk
David Goodwin	Highway Supt.
Richard Olson	Attorney for the Town

**ALSO:**

William Ey	Ass't to Supervisor
** Pam Dolliver	Assessor
Chad Fabry	Building Insp/Code Enf.

\*\*excused

Supervisor Kimball opened the meeting, and Sharon Mattison, Town Clerk led all those present in the Pledge of Allegiance. A moment of silence was observed for those serving in the military.

**OPEN FORUM**

Pat Tooley, of 1937 Colby Street spoke regarding this year's rodeo. He told the Board that the "Special Friends Rodeo" will be June 11<sup>th</sup> and they are expecting close to 1,000 participants with food donations from Wegman's and Ryan's. This year's rodeo will be dedicated to breast cancer survivors with all proceeds going to local chapters.

**WIND GENERATOR COMMITTEE APPLICANTS**

The Town Clerks office has received three letters of interest from residents who wish to serve on the committee; there is one opening to fill. Interviews will be held on May 2, 2009 starting at 10:00 AM.

**TRAVEL POLICIES AND PROCEDURES UPDATE**

Motion by Councilperson Filipowicz  
Seconded by Councilperson Hoy  
To approve revisions to travel policies.  
Unanimously carried

**Discussion:** Councilperson Didas spoke on updating the current policy which was enacted in 2006. The revisions that Councilperson Didas is recommending are highlighted in yellow.

This manual contains information regarding Town of Clarkson (Town) travel policies and procedures.

If you have questions regarding information in this manual, call the Town's Assistant to the Supervisor at 637-1130.

**A. Introduction**

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This manual provides information about approved business travel from the Town (i.e., one's normal place of employment), or one's home, to a destination in Rochester, or outside of the Rochester area. Submit travel expenses that include an overnight stay, airline travel, tolls, meals, mileage, etc.

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The Town will reimburse employees for necessary and reasonable transportation and travel related expenses incurred in connection with Town approved business travel under the following circumstances:

- 1) The traveler has adhered to Town policies and procedures.
- 2) The travel expenses are allowable.
- 3) The expenses are supported by appropriate documentation.
- 4) An authorized individual(s), who is at least one level of management above the traveler, has approved the Travel Expense Report.

Employees should use discretion when expending Town funds and for ensuring that expenditures are necessary and appropriate for meeting business needs. Employees must be familiar with, and follow, the policies and procedures specified in this manual.

- 1) Each department is responsible for designating an appropriate individual to approve Town travel expenditures. Generally, this individual is the department head, Town Supervisor or the Town Board members.

The Town will periodically review travel policies and procedures and revisions may be made as part of the review process.

## **B. Travel Policies**

**Travel policies pertaining to Town approved business travel are summarized below. More detailed information is available in section C.**

1. **Airfare – Only coach class or promotional fares will be paid by the Town. First class air travel is not an allowable expense.**
2. **Approval for Reimbursing Travel Related Expenses – All reimbursements to employees for travel expenses must be approved by an authorized individual who is at least one level of management above the person submitting the request**
3. **Documentation – Original receipts for all expenses must be submitted with the reimbursement request.**
4. **Mileage Reimbursement Rate – Reimbursements for mileage are made at the rate determined by the Town Board (See C.2.a.). A description of the miles traveled and the business purpose is required.**
5. **Non-reimbursable Expenses – Travel expenditures that are not reimbursable include:**
  - a. Additional travel insurance, travel accident insurance or trip cancellation premiums.
  - b. Insurance (both CDW and Liability) from a car rental agency except when renting a vehicle outside of the United States.
  - c. Additional expenses associated with the cost of first class airfare.
  - d. Childcare and babysitting expenses.
  - e. Costs for commuting between your home and the Town office of the employee's employment.
  - f. Costs for personal medications.
  - g. Costs incurred by your failure to cancel transportation or hotel reservations.
  - h. Costs incurred by your spouse or other dependents traveling with you.
  - i. Entertainment expenses, including movies in your hotel room.
  - j. Gasoline expenses when the automobile mileage reimbursement rate is claimed.
  - k. Hairstyling and haircut expenses.
  - l. Kennel/boarding expenses for pets.
  - m. Laundry or cleaning expenses for trips less than one week.
  - n. Magazines or newspaper expenses.
  - o. NYS Sales Tax and sales tax paid in states that recognize Town's tax exempt status.
  - p. Other expenses not directly related to the business purpose of the travel assignment.
  - q. Parking or speeding tickets.

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6. **Reimbursable Expenses** – Travel expenses that are reimbursable to you include:
  - a. Automobile rentals.
  - b. Meal expenses, including tips, up to the amount established by the Town Board.
  - c. Expenses associated with baggage handling, storage, and tips.
  - d. Fax and modem line charges made in connection with official Town business.
  - e. Hospitality, if directly related to the business purpose of the trip.
  - f. Host/hostess gifts, in lieu of lodging, when the cost does not exceed what lodging expenses would have been.
  - g. Laundry expenses when you are away for seven or more consecutive days.
  - h. Lodging expenses.
  - i. Telephone calls, including those calls necessary to obtain transportation and hotel reservations, communicate with the office, and one personal call per day to your family.
  - j. Transportation costs.

**C. Travel Procedures—General**

The following travel procedures are standard within the Town:

1. **Air Travel**
  - a. Book flights on the normally traveled route to your destination.
  - b. While some restrictions or penalties may apply, advance reservations secure the lowest fares.
  - c. Air carrier selection and method of payment cannot be selected based upon your frequent flyer affiliation.
2. **Automobile Travel** – You should use your private automobile only if the itinerary or other aspects of Town business make it the most practical method of travel. A personal vehicle is recommended for local travel within a radius of approximately 100 miles from Town.
  - a. The Town will reimburse you for costs associated with automobile travel for business use based upon the current IRS standard mileage rate the rate per mile changes periodically, based upon IRS standard mileage rate changes.
  - b. The mileage rate is intended to reimburse you for gasoline, oil, normal maintenance, insurance, etc. It is not intended to reimburse full costs; it is to cover the incremental costs incurred when using your private vehicle for Town related travel.
  - c. If you choose, for personal reasons, to travel by automobile beyond the 100-mile radius from the Institute, you will be reimbursed at the current rate per mile up to, but not exceeding, the cost of the lowest applicable mode of travel. The alternative cost should be determined before the trip takes place and documented with a memorandum stating the price quoted for the trip by the travel agency.
3. **Cancellations and Refunds** – You are responsible for obtaining a refund of an advance payment if there is a cancellation. All charges, cancellations, and refunds associated with Town approved travel are the responsibility of the department.
4. **Documentation Requirements** – In order to be reimbursed, you must provide original receipts as documentation for all expenditures. If original receipts are not available, include a memo of explanation when you submit your reimbursement request. Your supervisor, or an individual who is one level of management above you, must approve the memo. When meals are charged to a credit card, please provide both the credit card receipt and the vendor's (item detail) receipt, if available.
5. **Hospitality** – We ask your thoughtful consideration regarding expenditures for hospitality while traveling. On those occasions when hospitality expenditures are beneficial to the Town, reimbursement may be requested.
  - a. The relationship of the expenditure to the mission of the Town the trip must be clearly indicated.
  - b. Original receipts are required for reimbursement.

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6. **Lodging** – When traveling, stay in reasonably priced, commercial class hotels and motels. Use your personal credit card for lodging expenses.
  - a. Ask for municipal or corporate discounts at all hotel and motels, many of which charge reduced rates to those who identify themselves as a Town employee.
  - b. You will be reimbursed for the actual reasonable expense of lodging for each night that you are traveling away from home.
7. **Miscellaneous Transportation**
  - a. Taxis and Shuttle Services – The Town will reimburse you for expenses for taxis or shuttle services for travel between the airport or rail station to your hotel, between appointments, or between hotels and conference locations or business appointments. Receipts must be obtained for all such transportation.
  - b. Rail Transportation – The Town will reimburse you for the cost of railroad fare not to exceed the cost of the lowest applicable airfare.
9. **Registration Fees** – Pay conference registration fees with a Town voucher or your personal credit card.
10. **Sales Tax Exemption** – The Town is a not-for-profit organization and is exempt from New York State sales tax on all goods and services purchased by employees for business use. In order to obtain the sales tax exemption, present the New York State Sales Tax Exempt Form to the vendor at the time service is rendered or goods are received.
11. **Traveling with Your Spouse or Other Dependents** – No travel, lodging, or meal expenses for your spouse or other dependents, above the cost of your expenses will be reimbursed to you by the Town.
  - a. Personal travel expenses for spouse or other dependents cannot be incurred in the name of the Town with the intention they will be reimbursed by you to the Town.
12. **Travel required for mandatory training** – All overnight travel must be requested in advance for approval by the Town Board with confirmation by the traveler that the training is not available at a site closer to Town. Any travel that is required training must be obtained at a venue that is closest to Town where applicable and comparable training is also available.

**WEBSITE REORGANIZATION**

Councilperson Filipowicz had handed out an outline at the March 24<sup>th</sup> meeting asking for Board member input. Supervisor Kimball stated that the Board has been rather busy and feels everyone could use more time to review the outline. This matter is tabled to May 12<sup>th</sup>, 2009 Town Board meeting.

**AUTHORIZATION FOR DEPUTY TOWN CLERK TO ATTEND RECORD OFFICER TRAINING**

Motion by Councilperson Hoy

Seconded by Councilperson Meyers

For Deputy Town Clerk, Kris Coon, to attend NYS Assoc. of Local Govt. Records Training in Utica, NY from June 7-10.

Unanimously carried

**MOTION AUTHORIZING SUPERVISOR TO SIGN AGREEMENT WITH BOYLAN BROWN**

Motion by Councilperson Hoy

Seconded by Councilperson Didas

To sign agreement to retain the law firm of Boylan, Brown, Code, Vigdor & Wilson, LLP on an hourly basis at the rate of \$200 per hour to perform legal services for the Town as special counsel in connection with employment law matters. The rate of \$200 per hour is actually a discounted rate from the regular rate of \$325 per hour.

Unanimously carried

**BROCKPORT SOCCER CLUB MEMORANDUM OF UNDERSTANDING**

Supervisor Kimball and Highway Supt. Goodwin attended a meeting with the Brockport Soccer Club to discuss the Memorandum of Understanding. Supervisor Kimball and Supt. Goodwin have worked out an agreement with the Club regarding who will care for the soccer fields. At

this time the MOU is still a “work in progress”. Supervisor Kimball will keep the Board updated when more information is available.

**04.14.2009**

**MOTION AUTHORIZING SUPERVISOR TO SIGN ASBESTOS PRE-DEMOLITION SURVEY FOR 3726 Lake Road**

Supt. Goodwin was informed by Lu Engineers that per regulations, an Asbestos Pre-Demolition Survey will be required on the Cobblestone Building, located at 3726 Lake Road. Lu Engineers has provided a written Scope of Services and Fee Proposal in the amount of \$2,784.97, for the project.

Motion by Councilperson Hoy

Seconded by Councilperson Didas

To authorize the Supervisor to sign Asbestos Pre-Demolition Survey for 3726 Lake Road.

Unanimously carried



April 6, 2009

Town of Clarkson  
P.O. Box 858  
Clarkson, New York 14430

Attn: Mr. Paul Kimball,  
Town Supervisor

**Re: Asbestos Pre-Demolition Survey  
3726 Lake Road, Clarkson, New York**

**P09-120**

Dear Mr. Kimball:

We are pleased to provide the enclosed Scope of Services for the above referenced project. It is anticipated that the Cobblestone Building on 3726 Lake Road, constructed in 1850 and having a total area of approximately 1,600 square feet, will be demolished. As per regulations, an asbestos pre-demolition survey will be required.

If you have any questions or require any additional information, please contact us.

Respectfully submitted,



Greg Andrus, CHMM  
Project Manager

Enclosure: Scope of Services  
Fee Proposal

**SCOPE OF SERVICES - LU ENGINEERS  
PRE-DEMOLITION ASBESTOS SURVEY  
Town of Clarkson  
3726 Lake Road**

**P09-120**

Lu Engineers proposes to provide professional engineering services in accordance with the following scope:

**SCREENING / SITE INVESTIGATION / ASSESSMENT / SAMPLING**

1. Prepare forms for inspection. Download existing floor plans including roof plan and associated areas received electronically from the Town of Clarkson. (Note existing base mapping is not available, Lu Engineers shall develop hand drafted drawings of the existing structure.) Conduct a room by room visual survey of the interior and exterior of the building to identify and quantify the suspect asbestos containing materials that will be collected for sampling and analysis.
2. Review previous sampling reports.
3. Review existing architectural, electrical and plumbing drawings.
4. Collect bulk samples of suspect Asbestos Containing Materials (ACMs). Sampling will be performed in accordance with AHERA regulations, 40 CFR Part 763.86 and 763.87 and NYS Code Rule 56-5. The sample locations shall be noted on inspection forms. For estimating purposes, it is assumed that a total of thirty-six (36) samples will be collected and analyzed. Asbestos bulk sampling will be conducted by NYSDOL certified Asbestos Inspectors. Should additional samples be required to be collected based on the visual inspection, they shall be collected while on-site but will not be analyzed until we receive approval for the additional analytical costs.

Asbestos Pre-Demolition Survey  
3726 Lake Road

P09-120  
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5. Sample analysis shall be performed by a laboratory approved by a New York State Department of Health (NYSDOH). AmeriSci New York Laboratory is the intended lab that shall analyze the collected samples. The analysis shall proceed as follows:
  - Initially, testing of all samples using the Polarized Light Microscopy (PLM) method of gravimetric reduction, acid digestion, and point counting analysis shall be conducted to determine the presence of asbestos mineral fibers.
  - Per ELAP requirements, a second test of each non-friable, organically-bound material (NOB) sample that is PLM-negative, will be analyzed using Transmission Electron Microscopy (TEM).
  - For estimating purposes, it is assumed that sixteen (16) NOB samples will require TEM testing as part of the ELAP NOB analysis.
  
6. Development and submission of three copies of an Asbestos Survey Report for the 3726 Lake Road Building summarizing the findings of the site investigation. The Report will meet the requirements of an "Asbestos Survey", as defined in NYS Code Rule 56-5 and "an inspection", as defined in 40 CFR Part 61.145, and 40 CFR Part 763, Subpart E.
  
7. Project Management

#### **INSURANCE**

Lu Engineers shall procure and maintain in force for the duration of the project the following insurance policies:

- Consultants Public Liability (governing claims for bodily injury, death or property damage). Limit: \$1,000,000.
- Automobile Bodily Injury Liability and Property Damage (covering owned, non-owned and hired vehicles). Limit: \$1,000,000.
- Professional Liability due to the design professional's negligent acts, errors or omissions. Limit: \$1,000,000.

A certificate of insurance will be provided, if required, after acceptance of this proposal.

Asbestos Pre-Demolition Survey  
3726 Lake Road

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**LIMITATION OF LIABILITY**

To the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of the Consultant and the Consultant's office partners, employees and subconsultants, and any of them, to the Client and anyone claiming by or through the Client, for any and all claims, losses, costs or damages, including attorneys fees and costs and expert-witness fees and costs or claims expenses resulting from or in any way related to the Project or the Agreement from any cause or causes shall not exceed the total compensation received by the Consultant under this Agreement, or the total amount of \$50,000, whichever is greater. It is intended that this limitation apply to any and all liability of cause of action however alleged or arising, unless otherwise prohibited by law.

**COSTS**

We offer our services for a cost plus to a maximum fee (not to exceed) of \$2,784.97 as developed in Attachment A.

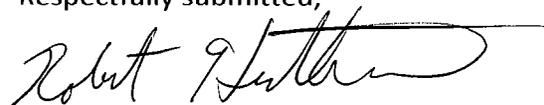
**PAYMENT SCHEDULE**

Monthly invoices shall be submitted for work accomplished during the previous month. The invoices are due and payable within 20 days of receipt. The monthly fee shown on the invoice will be for the actual cost plus fixed fee of work completed.

**AGREEMENT**

Please acknowledge your acceptance by signing this original and returning a copy to our office. This agreement, when signed by both parties, will be considered a written contract. Our work shall commence upon receipt of the signed agreement.

Respectfully submitted,



Robert W. Hutteman, P.E.  
President

Paul M Kimball  
Town of Clarkson

4/14/09  
Date

Paul M Kimball  
Print Name



**ATTACHMENT A**  
**ENGINEERING SERVICES FOR ASBESTOS PRE-DEMOLITION SURVEY**  
**3726 Lake Road**  
**Clarkson, NY**  
**P09-120**

TASK DESCRIPTION	PROJECT MANAGER	SENIOR ENGINEER	ENGINEER	TECH	TOTAL
<b>I. SCREENING / SITE INVESTIGATION / ASSESSMENT / SAMPLING</b>					
1. Prep, download drawing files, site inspection	0	0	4	4	8
2. Review sampling reports	0	0	1	0	1
3. Review existing plans	0	1	1	0	2
4. Collect Samples	0	0	3	3	6
5. Sample Analysis Coordination	0	1	0	0	1
6. Asbestos Report	0	2	0	8	10
7. Project Management	0	1	0	0	1
Total Hours	0	5	9	15	29
2009 Hourly Rate	\$ 56.00	\$ 35.00	\$ 25.00	\$ 19.00	
Direct Labor	\$ -	\$ 175.00	\$ 225.00	\$ 285.00	\$ 685.00
Overhead (137%)	\$ -	\$ 239.75	\$ 308.25	\$ 390.45	\$ 938.45
Profit (15%)	\$ -	\$ 62.21	\$ 79.99	\$ 101.32	\$ 243.52
Direct Labor Subtotal for Task I:					\$ 1,866.97

Expenses	Unit	Unit Cost	Task I	
			No Units	Cost
1. Mileage and Tolls (Site)	EA	\$ 35.00	1	\$ 35.00
Asbestos Bulk Sample Analysis*				
Polarized Light Microscopy (PLM)	EA	\$ 8.00	20	\$ 160.00
Non-Organically Bound (NOB)	EA	\$ 13.00	16	\$ 208.00
Transmission Electron Microscopy (TEM)	EA	\$ 25.00	16	\$ 400.00
2. Asbestos Collection Supplies	EA	\$ 1.00	25	\$ 25.00
3. Postage	EA	\$ 30.00	3	\$ 90.00
* Five day turn around time				
<b>TOTAL EXPENSES:</b>				<b>\$ 918.00</b>

SUMMARY		LABOR	EXPENSES	TOTAL
TASK I Screening, Site Inspection, Sampling	\$	1,866.97	\$918.00	\$2,784.97

**04.14.2009**

**UPDATE TO BUSINESS CONTINUITY PLANNING PROPOSAL**

Councilperson Didas stated he had initiated the Business Continuity Planning Proposal not realizing there is already an existing plan in place, however, due to the age of the existing plan he feels an update is necessary. Councilperson Hoy offered to take the lead on the project as he worked on the existing plan. The proposed update will serve as an expansion to the existing plan as it is more detailed. Councilperson Hoy will meet with Department Heads so he can explain the process to them. Councilperson Meyers stated that he found the recommendations easy to understand. Councilperson Hoy will work to incorporate the two plans and bring it back in front of the Town Board by August 1, 2009.

**MOTION TO AWARD BORING CONTRACT FOR CLARKSON HAMLIN TOWNLINER WATER DIST. #2**

Motion by Councilperson Hoy

Seconded by Councilperson Meyers

To award contract to PM&A Contracting Inc., 2899 Fowlerville Rd., Piffard, NY 14533, for lowest bid in the amount of \$6,750.00 to bore under NY Rt. 18 for Clarkson Hamlin Water District #2.

Unanimously carried

**Discussion:** Received a total of three written quotations from reputable boring contractors, the other two being; Babcock Utilities, Gasport, NY with a bid amount of \$9,585.00 and Morsch Pipeline Inc., Avon, NY with a bid amount of \$11,025.00.

**MOTION ORDERING THE BUILDING INSPECTOR TO SECURE UNSAFE BUILDING AT 3027 REDMAN ROAD PER SEC. 48.13 OF THE TOWN CODE**

Bldg. Insp. Fabry notified the Board that the house located at 3027 Redman Rd. is vacant and was found, upon inspection, to be an unsafe structure due to a leaking roof and missing first floor doors and windows. Insp. Fabry visited the property as the result of a complaint from a caller who did not leave their name. The caller stated that it appears that the house is being used as a "party house". Insp. Fabry recommended that all first floor doors and windows be boarded up by Emergency Closures Company at an approximate cost of \$400.00. On March 25, 2009 the owner, Mary Gilmore, who now resides in Alabama, was notified by Certified and First Class Mail of the properties violations and was advised that at the Town Board meeting on April 14, 2009, an order will be issued to secure the building, at her expense, if the building is not secured before that date.

Motion by Councilperson Hoy

Seconded by Councilperson Didas

To order the Building Inspector to have the building at 3027 Redman Rd. secured per Section 48.13 of the Clarkson Town Code. The Town will provide compensation for the securing and place the charge on property tax bill, 262489 039.01-1-11.

Unanimously carried

**AWARDING OF SWEEPER BID**

Supervisor Kimball stated that after speaking with Supt. Goodwin and Attorney Richard Olson, his recommendation is to reject all bids as they did not meet bid specs and re-advertise for bids to be received at the office of the Town Clerk until 9:00 AM on April 28, 2009. Supt. Goodwin stated that the same set of specs will be used.

**MOTION TO RE-ADVERTISE FOR BIDS ON INTERMUNICIPAL SHARED SERVICES STREET SWEEPER**

Motion by Councilperson Didas

Seconded by Councilperson Hoy

To re-advertise for street sweeper bids to be received at the office of the Town Clerk until 9:00 AM on April 28, 2009, using the same set of specs.

Unanimously carried

**04.14.2009**

**AUTHORIZATION FOR HIGHWAY SUPT. GOODWIN AND HIGHWAY FOREMAN VISCARDI TO ATTEND HIGHWAY SCHOOL**

Motion by Councilperson Didas

Seconded by Councilperson Filipowicz

Authorizing permission for Hwy. Supt. Goodwin and Hwy. Foreman Viscardi to attend Highway school, June 1-3, at Cornell University, Ithaca, New York.

Unanimously carried

**Discussion:** Supt. Goodwin stated that this will be his 22<sup>nd</sup> year of attendance, exempting him from the \$95 tuition.

**AUTHORIZE SURPLUS HIGHWAY EQUIPMENT TO BE SOLD AT MUNICIPAL AUCTION**

Motion by Councilperson Meyers

Seconded by Councilperson Hoy

To sell the following equipment at the Municipal Auction:

1998 Ford p/u with 112,795 miles

1968 5-ton Army dump truck

1972 10-ton Army trailer

2008 Bobcat-S185 Skid Steer Loader

Unanimously carried

**Discussion:** Supt. Goodwin received a price guarantee from Teitsworth Auctioneers for \$20,100.00, for the 2008 Bobcat, which was the purchase price in 2008.

**MOTION TO APPROVE PURCHASE 2009 BOBCAT SKID STEER LOADER**

Motion by Councilperson Didas

Seconded by Councilperson Hoy

To purchase a 2009 Bobcat S185 Skid Steer Loader at the State Contract price of \$20,100.00.

Unanimously carried

**MINUTES**

Motion by Councilperson Hoy

Second by Councilperson Meyers

To approve March 24, 2009 minutes.

Unanimously carried.

**MINUTES**

Motion by Councilperson Didas

Second by Councilperson Hoy

To approve March 26, 2009 minutes.

Unanimously carried.

**MINUTES**

Motion by Councilperson Filipowicz

Second by Councilperson Didas

To approve April 1, 2009 minutes as amended.

Unanimously carried.

**Discussion:**

A brief discussion took place between Councilpersons Filipowicz and Meyers. Councilperson Filipowicz wanted to clarify language being used in the minutes regarding the 2009 reassessment process by stating that our consultant, GAR, is expected to use information presented and that this is not 'precedent setting' which Councilperson Meyers statement may imply. The unusual circumstance this year is the number of neighborhoods that are disputing assessments in light of the economic downturn, even though the period of neighborhood review predated the current economic crisis by several months. The entire Board expects that this information be considered in the assessment review period.

**04.14.2009****AUDIT**—04-01-2009

Vouchers 20090379-20090464; Total \$95,690.20; Gen. \$18,696.22; Hwy. \$14,261.16; SF \$59,640.75; SL \$2,975.16; SS \$116.91

Motion by Councilperson Hoy

Second by Councilperson Filipowicz

Unanimously carried.

**Discussion:** The Board questioned the amount of the fire budget billing received from the Village of Brockport. Bill Ey informed the Board that the last two billings have been billed at the 2009 amount, however, he has paid the correct amount. The Board reminded Bill Ey that all vouchers need to have receipts attached.

**EXECUTIVE SESSION**

Motion by Councilperson Didas

Seconded by Councilperson Hoy

To move into an Executive Session at 7:25 PM to discuss a personnel issue.

Unanimously carried

Motion by Councilperson Hoy

Seconded by Councilperson Meyers

That the Board returns to Regular Session at 7:40 PM.

Unanimously carried

Motion to adjourn at 7:40 p.m. by Councilperson Filipowicz

Second by Councilperson Didas

Unanimously carried.

Respectfully submitted,

Sharon S. Mattison

Town Clerk

**APPROVED 05-02-2009**