

DATE OF MEETING: January 20, 2015
PLACE OF MEETING: Village Hall, Pawling, New York
MEMBERS PRESENT: Mayor Robert Liffland
Trustee Stan Mersand
Trustee John Burweger
Trustee Brian Griffin
Trustee Daniel Peters

The meeting was called to order at 7:04 P.M. with the Pledge of Allegiance.

Ms. Tonia Shoumatoff of the Housatonic Valley Association gave a presentation on efforts to improve collaboration around the management of the Ten Mile River.

RESOLUTION

Authorizing Settlement of Action by 58A JVD INDUSTRIES, LTD., Against the Village of Pawling.

At a meeting of the Village Board of Trustees of the Village of Pawling ("Village Board"), held at the Village of Pawling Village Hall on the 20th day of January 2015, at 7:00 p.m., Village Mayor, Robert Liffland, called the meeting to order, and Trustee Peters, seconded by Trustee Mersand, moved the following resolution, to wit.

WHEREAS, on or about October 24, 2006, 58A JVD Industries, Ltd., ("58A") and the Village of Pawling ("Village"), entered into a written contract (the "Contract") for construction of new curbs, street lighting, pavers and irrigation for a public work project known as the Village Green Phase 1 project ("the Project"); and

WHEREAS, the total aggregate price of the Contract, with approved change orders and extra work, was \$472,780.99; and

WHEREAS, the Village paid 58A the sum of \$441,964.43 for work satisfactorily completed on the Project; and

WHEREAS, 58A commenced an action in New York State Supreme Court against the Village for additional fees in the amount of \$30,816.56 for disputed work on the Project; and

WHEREAS, the Village and 58A have tentatively agreed to resolve the claims alleged by 58A against the Village according to the terms contained in the Stipulation of Settlement attached hereto; and

WHEREAS, pursuant to the terms of the Stipulation of Settlement, the Village shall pay the sum of \$20,000.00 to 58A in full satisfaction of all claims 58A may have against the Village relating to the Project; and

WHEREAS, the terms of the Stipulation of Settlement further require the Village and 58A to execute Mutual Release forms, releasing each other from any and all claims related to the Project; and

WHEREAS, the terms of the Stipulation of Settlement further require 58A to discontinue the action pending in New York State Supreme Court against the Village; and.

WHEREAS, the Village Board has determined that the terms of the Stipulation of Settlement, a copy of which is attached hereto, are just, reasonable and in the best interest of the Village; and

WHEREAS, entering into a stipulation of settlement is a Type II action under the New York State Environmental Quality Review Act ("SEQRA") and is therefore not subject to environmental review; and

BE IT FURTHER RESOLVED, that the Village Board hereby approves the terms of and authorizes the Village to enter into the Stipulation of Settlement, in the form attached hereto; and

BE IT FURTHER RESOLVED, the Village Board hereby authorizes Ian S. MacDonald, as the attorney for the Village, and Robert Liffland, as Mayor of the Village, to sign the Stipulation of Settlement, in the form attached hereto, as well as authorizing Ian S. MacDonald to execute a Stipulation of Discontinuance, discontinuing the action in New York State Supreme Court between 58A and the Village, on behalf of the Village; and

BE IT FURTHER RESOLVED, the Village Board hereby authorizes the Mayor to sign any documents that may be necessary to effectuate the Stipulation of Settlement, including but not limited to a General Release releasing 58A, and to take such administrative and ministerial action as may be necessary to effectuate the terms of the Stipulation of Settlement.

The following resolution was voted upon with all Board members voting as follows:

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|------------------|------|
| Mayor Liffland | Aye |
| Trustee Burweger | Aye |
| Trustee Peters | Aye |
| Trustee Mersand | Aye |
| Trustee Griffin | Aye. |

The Resolution was adopted.

RESOLUTION OF THE BOARD OF TRUSTEES OF THE VILLAGE OF PAWLING

Identifier: Resolution Approving Engineering Contract for Village of Pawling Water Treatment Plant Drinking Water State Revolving Fund and Zarecki & Associates, LLC

The following Resolution was proposed by Trustee Peters, who moved its adoption, and seconded by Trustee Mersand.

WHEREAS, the Village of Pawling ("Village") board of trustees adopted a bond resolution on June 2, 2014, authorizing the Village to incur an amount of indebtedness to construct a new water treatment plant ("WTP") on a Village-owned site adjacent to the lower Pawling Reservoir, located on Reservoir Road in the Town of Pawling; and

WHEREAS, to advance this vitally important community drinking water improvement, the Village must provide for the design and construction of the WTP and issuance of the permits

required by law, which services must be provided by the Village's engineers, Zarecki & Associates, LLC ("Engineers"); and

WHEREAS, the Village of Pawling Board of Trustees wishes to enter into a contract for engineering services with Engineers to proceed with the finance, design, permit acquisition and ultimate construction of the WTP: now, therefore

BE IT RESOLVED, the mayor is authorized to execute the Engineering Contract for the Village of Pawling Water Treatment Plant Drinking Water State Revolving Fund (DWSRF) with the Engineers, which contract is annexed hereto as Exhibit "A", and to compensate Engineers as provided in Table 1 of Exhibit "A" of such contract.

The question of the foregoing Resolution was duly put to a vote, the Board of Trustees voting as follows:

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| Mayor Robert Liffland | Aye |
| Trustee Daniel Peters | Aye |
| Trustee John Burweger | Aye |
| Trustee Brian Griffin | Aye |
| Trustee Stan Mersand | Aye. |

The Resolution was adopted.

MOTION by Trustee Burweger to approve the minutes from December 1, 2014 (Organizational Meeting and Regular Meeting). **SECONDED** by Trustee Peters. There was no discussion; all were in favor and the motion carried.

MOTION by Trustee Mersand to approve the minutes from December 15, 2014. **SECONDED** by Trustee Peters. There was no discussion; all were in favor and the motion carried.

MOTION by Trustee Griffin to approve the Metro North Treasurer's Report for December 2014. **SECONDED** by Trustee Peters. Trustee Mersand asked if anyone had explored purchasing new meter machines or upgrading the existing machines. Trustee Griffin said they had received some proposals and the initial hardware cost would be about \$2,000 and he was waiting on proposals for the software, modem and installation but it would probably be in the \$5,000 - \$10,000 range. There was no further discussion; all were in favor and the motion carried.

RESOLUTION OF THE BOARD OF TRUSTEES OF THE VILLAGE OF PAWLING

Identifier: Adopting amendments to VP Procurement Policy

The following Resolution was proposed by Trustee Mersand, who moved its adoption, and seconded by Trustee Burweger.

WHEREAS, the Village of Pawling ("Village") maintains a policy to govern the procurement procedures for purchases of goods and services with public money; and

WHEREAS, the policy proposal is attached to this resolution as Attachment "A";

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Village of Pawling adopts the attached Procurement policy effective immediately and directs the village

clerk to send copies to all authorized persons designated in section 7, and the Pawling Joint Sewer Commission.

The question of the foregoing Resolution was duly put to a vote, the Board of Trustees voting as follows:

| | |
|-----------------------|-----|
| Mayor Robert Liffland | Aye |
| Trustee Daniel Peters | Aye |
| Trustee John Burweger | Aye |
| Trustee Brian Griffin | Aye |
| Trustee Stan Mersand | Aye |

**ATTACHMENT 1
AMENDED PROCUREMENT POLICY**

**VILLAGE OF PAWLING
PROCUREMENT POLICY**

WHEREAS, Pursuant to subsection 1 of Section 103 of the General Municipal Law, as separately amended by Chapters 453 and 454 of the laws of 2009, wherein amended by section 104-b, requires that procedures be established for purchasing goods and services that fall below the monetary bid limits and said procedures be approved by the governing board; GML §103 requires a formal bid for all purchases in excess of \$20,000 and public works contracts in excess of \$35,000; and goods and services which are not required by law to be procured pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public moneys in the best interests of the people of the Village of Pawling ("Village"), to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption; to this end the following policies and procedures have been adopted; and

WHEREAS, comments have been solicited from all officers in the Village involved in the procurement process;

NOW, THEREFORE BE IT RESOLVED, that the Village of Pawling does hereby adopt the following Procurement Policy, which shall apply to goods and services and public work expenditures as provided herein, which are not required by law to be publicly bid.

PROCUREMENT POLICY FOR THE VILLAGE OF PAWLING

1. Before any solicitation of vendors occurs, every purchase or contract to be made must be initially determined to be a purchasing contract or a public works contract. The village engineer or the attorney for the village will be consulted when possible to advise if any given purchase or public work is exempt from competitive bidding requirements or for any reason is not subject to competitive bidding requirements. A public works contract may only be let by the mayor and Board of Trustees ("Board") or a delegate of the Board. A purchasing contract for goods or services exceeding \$20,000.00 may only be let by the Board of Trustees, if exempt from competitive bidding, as provided below in section "6" and in the general municipal law section 103, or after competitive bidding pursuant to section 103 of the general municipal law.

Only persons authorized to make purchases by section "7" below may commit the Village to a purchasing contract below \$20,000.00, as limited by this Procurement Policy. Once the initial determination is made by an authorized purchaser, a good faith effort will be made to determine whether it is known or can reasonably be expected that the aggregate amount to be spent on the item of supply or service is not subject to competitive bidding, taking into account past purchases and the aggregate amount to be spent in the fiscal year. The following items are not subject to competitive bidding pursuant to Section 103 of the General Municipal Law: purchase contracts under \$20,000.00 and public works contracts under \$35,000.00; emergency purchases; certain municipal hospital purchases; goods purchased from agencies for the blind or severely handicapped; goods purchased from correctional institutions; purchases under state and county contracts; and surplus and second-hand purchases from another governmental entity.

The decision that a purchase or contract is not subject to competitive bidding will be documented in writing by an authorized purchaser named in section "7" below. This documentation may include written or verbal quotes from vendors, a memo from the purchaser indicating how the decision was arrived at, a copy of the contract indicating the source which makes the items or service exempt, a memo from the purchaser detailing the circumstances which led to an emergency purchase, or any other written documentation that is appropriate.

2. All quotes for goods and services will be secured by use of written requests for proposals, written quotations, verbal quotations, or any other method that assures that goods or services will be purchased at the lowest price and that favoritism will be avoided, except in the following circumstances: purchasing contracts over \$20,000 and public works contracts over \$35,000; goods purchased from agencies for the blind or severely handicapped pursuant to Section 175-b of the State Finance Law; goods purchased from correctional institutions pursuant to Section 186 of the Correction Law; purchases under State contracts pursuant to Section 104 of the General Municipal Law; purchases under county contracts pursuant to Section 103(3) of the General Municipal Law; or purchases pursuant to subdivision 6 of this policy. (Electronic mail may be accepted for written quotes.)

3. The following method of purchase will be used when required by this policy in order to achieve the highest savings:

| <u>Estimated Annual Amount of Purchase Contract</u> | <u>Method</u> |
|--|---|
| \$500 - \$2,999 | Verbal quotations |
| \$3,000 - \$19,999 | Written/fax quotations or written request for proposals |
| <u>Estimated Annual Amount of Public Works Contract</u> | <u>Method</u> |
| \$500 - \$2,999 | Verbal quotations |
| \$3,000 - \$14,999 | Written/fax quotations |
| \$15,000 - \$34,999 | Written/fax quotations or written request for proposals |

A good faith effort shall be made by the authorized purchaser to obtain a minimum of three written proposals or quotations. If the purchaser is unable to obtain more

than one proposal or quotation, the authorized purchaser will document the attempt made to obtain multiple proposals. In no event shall the failure to obtain multiple proposals be a bar to the procurement.

4. Documentation is required for the action taken in connection with each procurement.

5. Documentation and an explanation are required whenever a contract is awarded to other than the lowest responsible offeror. This documentation will include an explanation of how the award will achieve savings and further the purposes of Section 104-b of the General Municipal Law. Such documentation shall be submitted to the village clerk who will maintain a file for such submissions.

6. Pursuant to General Municipal Law Section 104-b (2)(f), the Procurement Policy may contain circumstances when, or types of procurements for which, in the sole discretion of the Village Board of Trustees, the solicitation of alternative proposals or quotations are not in the best interest of the Village. In the following circumstances it may not be in the best interest of the Village of Pawling to solicit quotations or document the basis for not accepting the lowest bid:

a. Professional services or services requiring special or technical skill, training or expertise. The individual or company must be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity and moral worth. These qualifications are not necessarily found in the individual company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

In determining whether a service fits into the above category the Board of Trustees shall take into consideration the following guidelines:

- a. whether the services are subject to State licensing, certification or testing requirements;
- b. whether substantial formal education or training is a necessary prerequisite to the performance of the services; and
- c. whether the services require a personal or fiduciary relationship between the individual and municipal officials.

Professional or technical services shall include but not be limited to the following: services of an attorney; services of a physician, registered nurse or other medical provider; technical services of a professional engineer engaged to prepare plans, maps, estimates and other activities for which a professional engineering license is required in the State of New York; securing insurance coverage and/or services of an insurance broker; services of a certified public accountant; municipal financial consulting services; investment management services; printing services involving extensive writing, editing or art work; operation and management of municipally owned property and facilities, including water and sewer systems; and computer software or programming services for customized programs, or services involved in substantial modification and customizing of pre-packaged software. ("Additional Services" provided by water and sewer facility operators pursuant to a current operator contract with the Village shall not require competitive bidding procedures if the additional services to be provided are not predominant over the basic services described in the operating contract.)

b. Emergency purchases pursuant to Section 103(4) of the General Municipal Law. Due to the nature of this exception, these goods or services must be purchased immediately and a delay in order to seek alternative proposals may threaten the life, health, safety or welfare of the residents of the Village. This section does not preclude alternate proposals if time permits. Prior approval of emergency purchases by the Board of Trustees is not required under this subsection "b". Prior approval of emergency purchases by the mayor or any member of the Board by telephone or electronic messaging is required with the exception of emergency purchases by the mayor or any member of the Board. Documentation concerning such emergency purchasing shall be submitted to the village clerk and provided to the Board and shall be the basis for the approval of payment of the charges if approved by the Board.

c. Purchases of surplus and second-hand goods from any source. If alternate proposals are required, the Village is precluded from purchasing surplus and second-hand goods at auctions or through specific advertised sources where the best prices are usually obtained. It is also difficult to try to compare prices of used goods and a lower price may indicate an older product.

d. Goods and services under \$500. The time and documentation required to purchase goods and services through this policy may be more costly than the item itself and would therefore not be in the best interests of the taxpayers. In addition, it is not likely that such *de minimis* contracts would be awarded based on favoritism.

e. Sole Source. In cases where a reasonably diligent and documented search discloses that a good, service or specialized equipment is available from only one vendor, or is so unique or specialized, or in cases where there is common knowledge of the existence of a monopolistic situation for a particular good or service being sought, such good or service may be purchased from a single identified vendor without competitive bidding or solicitation of quotations. The requesting department must complete and submit a Sole Source Justification form with the Board of Trustees. Determination of sole source status shall be at the discretion of the Board of Trustees.

7. Individuals authorized to make purchases as limited by this Procurement Policy are:
Mayor Robert Liffland
Trustee John Burweger
Trustee Stan Mersand
Trustee Brian Griffin
Trustee Daniel Peters
Village Clerk Jennifer Osborn
Village Treasurer Elizabeth Shedd
Working Supervisor James Greges
Village Justice Taren Cummings and
Village Court Clerk Veronica Daniels.
8. For a subcontractor who is contracted by a contractor for a public work contract with the Village, the contractor must provide proofs of all the subcontractor's insurances, workers compensation proof of coverage, prevailing wage

schedules, and certified payrolls to the Village in certified form in the manner required by Articles 8 and 9 of the labor law of the State of New York and delegated by the Board.

9. The awarded contractor must provide proof of insurance coverage, including workers compensation coverage, prevailing wage schedules and certified payrolls.
10. All public work must be warranted in writing for a specified time contained in the contract.
11. All public work must be inspected by the Village inspectors prior to acceptance of the work by the Village, with a full written punch list of items that have been satisfactorily completed before the Village accepts the work and releases the surety; contractors shall acknowledge in writing punch lists of incomplete work.
12. All public work contracts shall require contractors and subcontractors to comply with all applicable federal and state laws including I-9, W-2, F1099 compliance.
13. The Board may require in any public work contract that security for the performance of the public work contract and satisfactory completion thereof, maintenance thereof, and payment by the contractor of suppliers and subcontractors may be by irrevocable standby letter of credit rather than a surety bond.
14. **Standardization.** Where the Village has determined that it is required for the health, safety or welfare of the people of the Village, or for the effectiveness and efficiency of Village operations, standardization of supplies or equipment with existing supplies or equipment, or with supplies or equipment needed for inter-municipal task forces or partnerships, is permitted and the specifications may limit the purchase to a single brand or trade name. Competitive solicitations are still required even though product pool is limited. The factors that shall be considered in determining to standardize on a single brand or trade name include:
 - Repair and maintenance costs would be minimized.
 - User personnel training would be facilitated.
 - Supplies or spare parts would be significantly reduced.
 - Modifications to existing equipment would be minimized or made unnecessary.
 - Training requirements for repair and maintenance personnel would be significantly reduced or eliminated.
 - Proper operation of a function or program requires single brand or trade name supplies or equipment to be compatible with existing supplies or equipment.
 - Overall purchase or operational costs would be minimized.**Standardization of Purchases.** With respect to the above factors considered for standardization, the resolution shall contain a full explanation of its reason for its adoption. The mayor shall review and approve any such resolution prior to its submittal to the Board.

15. Authorized persons shall determine if any contract for goods and services or public work may be subject to Minority and Women Business Enterprise regulation and the Wicks Law (General Municipal Law §101 and the Village will comply with applicable requirements of each.
16. All requests for quotes, qualifications, proposals and bids for a procurement contract shall designate a person employed by the Village who may be contacted by vendors in relation to such request, as provided by Finance Law §139-j(2)(a).
17. The mayor may designate standard contract forms to be used for vendor and consultant services.
18. Best Value. Pursuant to General Municipal Law §103(1) purchase contracts and public work contracts (except those subject to NYS Labor Law Article 8) may be awarded on the basis of "best value" to the offeror that optimizes quality, cost and efficiency among responsive and responsible offerors. Best Value solicitations shall prescribe the minimum specifications and requirements that must be met in order to be considered responsive and shall describe and disclose the general manner in which the evaluation and selection shall be conducted. The basis of award of the solicitation shall identify the relative importance and/or weight of cost and the overall technical criteria to be considered by a procuring agency in its determination of best value. The evaluation may also identify a quantitative factor for small businesses or certified minority-or-women-owned businesses as defined in Executive Law §300(1), (7), (15) and (20). The basis of award shall reflect, wherever possible, objective and quantifiable analysis. Documentation on the procurement record shall, where practicable, include a quantification of the application of the evaluation criteria to the rating of proposals and the evaluation results, or, where not practicable, such other justification which demonstrates that best value will be achieved.

Contracts for goods and services and public works should contain appropriate provision for reasonable attorneys fees and costs of other professional consultants and court costs incurred by the Village to be reimbursed by the other party to the contract in any action by the Village to enforce the terms of the contract against the other party(ies), where such provision may be negotiated into the contract or imposed by the specifications.

19. The Board will schedule a meeting of employees of the village annually to be oriented to these policies.
20. This Policy shall go into effect upon its adoption and will be reviewed annually.

Adopted: February 3, 1992

Reviewed and amended: April 2, 2001

Reviewed: April 4, 2005, April 3, 2006, April 9, 2007 and April 7, 2008

Reviewed and amended: December 7, 2009

Reviewed: December 6, 2010

Reviewed and amended: December 5, 2011, December 3, 2012 and December 2, 2013

Reviewed and amended: January 20, 2015

The Resolution was adopted.

MOTION by Trustee Mersand to approve the Request for Proposals for Tree Trimming and Removal Services. **SECONDED** by Trustee Peters. There was no discussion; all were in favor and the motion carried.

MOTION by Trustee Mersand to approve the Request for Proposals for Electrical Services. **SECONDED** by Trustee Peters. There was no discussion; all were in favor and the motion carried.

RESOLUTION

Requesting Authorization from the New York State Legislature to Reduce the Speed Limit to 15 mph on Portions of Dutcher Avenue, Charles Colman Boulevard, West Main Street and East Main Street

At a meeting of the Board of Trustees of the Village of Pawling ("Village Board"), held at the Village of Pawling Village Hall on the 20th day of January 2015, at 7:00 p.m., Trustee Peters, seconded by Trustee Mersand, moved the following resolution, to wit.

WHEREAS, the Village Board of Trustees ("Village Board") has determined, through studies conducted in conjunction with the Poughkeepsie-Dutchess County Transportation Council, that particular sections of Charles Colman Boulevard and East and West Main Streets within the Village are more dangerous than other streets within the Village to pedestrians walking along and crossing those streets as well as to individuals entering and exiting their parked vehicles along the particular sections of those streets; and

WHEREAS, the studies relied on by the Village Board included a Cross Line Count and a Pedestrian and Bicycle Count conducted on Charles Colman Boulevard; and

WHEREAS, the dangers to pedestrians on those particular sections of Charles Colman Boulevard and East and West Main Streets is due to the high number of pedestrians walking along and crossing such streets combined with the high number of motor vehicles traveling and parking on such streets. The manner in which vehicles park along those streets, which can obstruct the view of both pedestrians and motorists, also contributes to the danger; and

WHEREAS, the Village Board has also found that a section of Dutcher Avenue in the vicinity of the nursery school located at 2 Dutcher Avenue poses a potential danger to pedestrians due to the number of students and parents of students of the nursery school, walking along and crossing Dutcher Avenue, when either going to or coming from the school; and

WHEREAS, the particular sections of Charles Colman Boulevard, East and West Main Streets and Dutcher Avenue, which the Village Board has determined to be more dangerous to pedestrians are (1) the portion of Charles Colman Boulevard between the intersection of Charles Colman Boulevard and Union Street and the intersection of Charles Colman Boulevard and West Main Street, (2) the portions of West Main Street and East Main Street between the

intersection of West Main Street and Dutcher Avenue and the intersection of East Main Street and Coulter Avenue, and (3) the portion of Dutcher Avenue between the intersection of Henry Street and Dutcher Avenue and the intersection of West Main Street and Dutcher Avenue; and

WHEREAS, the current speed limit throughout the Village is thirty (30) miles per hour; and

WHEREAS, the Village Board has determined the danger to pedestrians along the above described portions of Charles Colman Boulevard, Dutcher Avenue, East Main Street and West Main Street, would be significantly reduced if the speed limit were reduced from thirty (30) miles per hour to fifteen (15) miles per hour; and

WHEREAS, the New York State Vehicle and Traffic Law does not authorize the Village to reduce the speed limit on portions of Village roads to less than twenty-five (25) miles per hour; and

WHEREAS, the Village Board has determined it would be in the best interest of the Village to request the New York State Legislature to enact legislation authorizing the Village to reduce the posted speed limit in those areas from thirty (30) miles per hour to fifteen (15) miles per hour; and

NOW, THEREFORE, BE IT RESOLVED, that the Village Board hereby determines that in order to protect the health, safety and welfare of pedestrians, as well as motorists, within the above described portions of Charles Colman Boulevard, Dutcher Avenue, East Main Street and West Main Street, it is necessary to reduce the speed limit along the above described portions of those streets from the current thirty (30) miles per hour to fifteen (15) miles per hour; and be it further

RESOLVED, the Village Board hereby requests the New York State Legislature, through the offices of the Senator and Assemblyperson who currently serve the Village, to enact legislation authorizing the Village to reduce the posted speed limit on the areas of the above referenced streets from thirty (30) miles per hour to fifteen (15) miles per hour; and be it further

RESOLVED, the Village Board hereby authorizes Trustee Griffin to execute any and all documents, on behalf of the Village, necessary to commence and/or complete the process of having the New York State Legislature enact legislation authorizing the Village to reduce the speed limit on those portions of Charles Colman Boulevard, Dutcher Avenue, East Main Street and West Main Street described above from thirty (30) to fifteen (15) miles per hour.

The foregoing resolution was voted upon with all members voting as follows:

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| Mayor Liffland | Aye |
| Trustee Burweger | Aye |
| Trustee Peters | Aye |
| Trustee Mersand | Aye |
| Trustee Griffin | Aye. |

The Resolution was adopted.

The Board discussed the water rates, funding for water projects and water conservation.

MOTION by Mayor Liffland to direct counsel to come up with the right wording on the water conservation issue in the form of a letter. **SECONDED** by Trustee Mersand. There was no discussion; all were in favor and the motion carried.

MOTION by Trustee Mersand to approve the Metro North bills in the amount of \$5,915.41. **SECONDED** by Trustee Griffin. There was no discussion; all were in favor and the motion carried.

MOTION by Trustee Mersand to adjourn the meeting and go into Public Comment at 9:10 P.M. **SECONDED** by Trustee Burweger. There was no discussion; all were in favor and the motion carried.

Village Clerk