



# Arlington Fire District

11 Burnett Boulevard  
Poughkeepsie, NY 12603  
www.afd.org

Business: (845) 486-6300  
Fax: (845) 486-6322

**For Emergencies**  
***DIAL 911***

*"Safeguarding Our Community"*

## BOARD OF FIRE COMMISSIONERS ORGANIZATIONAL MEETING MINUTES January 8, 2018

### ATTENDEES:

Comm. Ralph Chiumento  
Comm. José Seco  
Comm. Jon Adams  
Comm. Blake Williams  
Comm. Peter Valdez

Chief: Tory Gallante  
District Secretary: Renee O'Neill  
Treasurer: James Passikoff

Comm. Seco acted as temporary Chairman and opened the 2018 Organizational Meeting of the Arlington Board of Fire Commissioners at 7:00 p.m.

### I. NEWLY ELECTED COMMISSIONERS TO TAKE OATH OF OFFICE

Comm. Seco stated that Comm. Valdez and Comm. Chiumento took their Oaths of Office and welcomed them back to the Board.

### II. ELECTION OF CHAIRMAN OF THE BOARD

A motion was made by Comm. Seco, Jon Adams (for Chairman for 2018). No second was made.

- No action.

A motion was made by Comm. Valdez to elect Ralph Chiumento as Board of Fire Commissioners Chairman for 2018. Seconded by Comm. Williams.

### POLL OF THE COMMISSIONERS:

Comm. Adams – Yes  
Comm. Seco – Yes  
Comm. Chiumento – Yes  
Comm. Valdez – Yes  
Comm. Williams – Yes

- Motion Carried, 5 – 0

Chairman Chiumento took over the meeting.

III. **APPOINTMENT OF ACTING CHAIRPERSON FOR 2018**

In the absence of Chairman, the other Board members may designate one of themselves to act as temporary Chairman.

Chairman Chiumento directed District Secretary O’Neill to attach the affidavit of publication sent to the media of the date of the Organizational Meeting to the minutes.

IV. **APPOINTMENT OF DISTRICT SECRETARY**

A motion was made by Comm. Adams that we appoint the existing District Secretary, Renee O’Neill as the District Secretary for the year 2018 at the salary set forth in the budget. Seconded by Comm. Williams.

Comm. Chiumento reported that the issue of living outside the District came up five years ago and were to advertise in five years. The Board should have done something for this year, but it’s too late. Directed the Chief to do RFP’s in August for the Secretary and Treasurer so the Board is prepared for next year. Comm. Adams stated that a search was conducted in the past and no one was found with residency.

- Motion Carried, 5 – 0

District Secretary O’Neill took her Oath of Office prior to the meeting and it was filed with the Town of Poughkeepsie Town Clerk.

V. **APPOINTMENT OF DISTRICT ATTORNEY’S**

Comm. Chiumento would like to do RFP’s for general matters for costs and/or services. Comm. Adams will assist in preparing the RFP to be circulated.

A motion was made by Comm. Chiumento that we retain for labor matters, Thomas, Drohan, Waxman, Petigrow & Mayle, LLP. Seconded by Comm. Adams.

- Motion Carried, 5 – 0

A motion was made by Comm. Chiumento to temporarily appoint the firm Thomas, Drohan, Waxman, Petigrow & Mayle, LLP for general matters until the RFP is completed. Seconded by Comm. Williams.

- Motion Carried, 5 – 0

VI. **APPOINTMENT OF DISTRICT TREASURER**

A motion was made by Comm. Valdez to appoint Jim Passikoff as Treasurer. Seconded by Comm. Seco.

Comm. Chiumento stated that the same rule applies to the Treasurer as the District Secretary. (for living out of the District).

- Motion Carried, 5 – 0

Treasurer Passikoff will take his oath of office and it will be filed with the Town of Poughkeepsie Town Clerk.

Establish status of the Annual Report for prior year. (*Within sixty (60) days after the end of the fiscal year, must submit to the Board of Fire Commissioners, a copy of the Annual Report submitted to the Department of Audit and Control by their due date of February 28, 2018*)

Review and approve Treasurer's Surety Bond. Determine if it is sufficient, expiration date and renewal. (*The District's current insurance term is March 1, 2017 through March 1, 2018*)

VII. Resolution for Treasurer to pay claims in advance of audit. (#'s 1 – 4 are as per NY Town Law §176-4a).

BE IT RESOLVED, that the Treasurer of the Arlington Fire District is authorized to pay, in advance of an audit by this Board of Fire Commissioners of the Arlington Fire District the following claims. Any such claims must be presented to the next meeting of the Board of Fire Commissioners of the Arlington Fire District for audit:

1. Utility payment for light;
2. Telephone payment;
3. Payment to the U.S. Postmaster for postage expenses;
4. Payment for freight or delivery charges.

And;

5. Any other claims for payment where finance or interest charges may be incurred.

A motion was made by Comm. Adams to approve (the aforementioned resolution).  
Seconded by Comm. Valdez.

- Motion Carried, 5 – 0

VIII. **APPOINTMENT OF DISTRICT NEWSPAPER**

A motion was made by Comm. Valdez to designate the Poughkeepsie Journal as the District's official newspaper. Seconded by Comm. Seco.

- Motion Carried, 5 – 0

IX. **APPOINTMENT OF DISTRICT BANKS**

A motion was made by Comm. Seco to designate banks and trust companies to deposit District funds as stated below:

- A. M&T Bank
- B. Bank of America
- C. Key Bank
- D. TD Bank
- E. Chase
- F. Orange Bank & Trust Company
- G. Citizens Bank
- H. Catskill Hudson Bank

Seconded by Comm. Valdez.

- Motion Carried, 5 – 0

X. **SIGNATURES OF CHECKS**

*Set forth two additional signers of checks for the Fire District in addition to Treasurer Passikoff. Chairman Chiumento stated one signature is required on checks up to \$5,000.00, two signatures over \$5,000.00 for the general checking account. One signature only for the payroll account.*

A motion was made by Comm. Chiumento that Comm. Adams and myself be the two signers. Seconded by Comm. Seco.

- Motion Carried, 5 – 0

XI. **ESTABLISH PETTY CASH FUND – not to exceed \$250.00 as per NY Town Law §176 (4-c).**

A motion was made by Comm. Adams to establish a Petty Cash Fund of \$250.00. Seconded by Comm. Seco

- Motion Carried, 5 – 0

XII. **DESIGNATION OF MEETING DATES**

A motion was made by Comm. Chiumento that the first and third Monday of the month, with the exception of Mondays that fall on a legal holiday which the meeting will be held on the following Monday, at 7:00 p.m. at Headquarters. Seconded by Comm. Williams.

- Motion Carried, 5 – 0

XIII. **MEMBERSHIPS**

District:

- Association of Fire Districts of the State of New York - \$500.00 (Budget line 5412 – Dues)

- West Law (online) - \*\$1,551.00 (Budget line 5425 – Publications)  
\*As per the Business Office, this is an estimate only based on past history. Renewal is around May timeframe)
- NFPA Standards (online) - \$1,345.00 (Budget line 5474 – Fire Prevention)

Chiefs:

- International Association of Fire Chiefs – \$234.00 (Budget line 5412 – Dues)
- New York State Association of Fire Chiefs – \$175.00 (Budget line 5412 – Dues)
- Fire Chiefs Council of Dutchess County – \$100.00 (Budget line 5412 – Dues)
- New York State Career Fire Chiefs – \$50.00 (Does not include \$35 per meeting fee and/or lodging fees, if applicable; Budget line 5412 – Dues)

EMS:

- Dutchess County EMS Council – \$75.00 (Budget line 5483 – EMS Training)
- New York State Volunteer Ambulance & Rescue Association – \$75.00 (Budget line 5483 – EMS Training)

Fire Prevention

- National Association of Fire Investigators – \$195.00 (Budget line 5474 – Fire Prevention)
- National Fire Protection Association – \$175.00 (Budget line 5474 – Fire Prevention)
- New York State Association of Fire Investigators – IAAI Chapter 23 – \$1,375.00 (Budget line 5474 – Fire Prevention)

Training:

- Fire Department Training Network – Dept. Membership – \$240.00 (Budget line 5472 – District Training)

A motion was made by Comm. Adams to approve memberships in county and state organizations as listed as item #15 of the agenda of the Organizational meeting. Seconded by Comm. Williams.

- Motion Carried, 5 – 0

**XIV. REVIEW, RE-EXAMINE LEASES & CONTRACTS**

XV. **REVIEW AND AFFIRM OF FIRE DISTRICT POLICIES**

A motion was made by Comm. Chiumento to affirm Fire District polices. Seconded by Comm. Valdez.

- Motion Carried, 5 – 0

XVI. **APPOINTMENT OF COMMITTEES FOR 2018:**

Comm. Chiumento appointed the following Board members to the Committees listed below:

- A. Service Awards – Comm. Williams & Comm. Valdez
- B. District Inspections – Comm. Williams & Comm. Adams
- C. District Officers / Chief Liaison – Comm. Chiumento & Comm. Adams
- D. EMS & Paramedic Liaison – Comm. Williams & Comm. Valdez
- E. Public Relations – Comm. Williams & Comm. Chiumento
  
- F. Equipment Maintenance – Comm. Williams & Comm. Seco
- G. Buildings and Grounds – Comm. Valdez & Comm. Seco
- H. Capital Equipment – Comm. Williams & Comm. Chiumento
- I. Union Negotiations & Contract – Comm. Chiumento & Comm. Valdez
- J. Career Staff Liaison – Comm. Chiumento & Comm. Adams
- K. Volunteer Recruitment – Comm. Williams & Comm. Seco
- L. Volunteer Liaison – Comm. Williams & Comm. Seco
- M. District Safety & Health – Comm. Williams & Comm. Adams
- N. Strategic Plan – Comm. Adams & Comm. Seco
- O. Finance Committee – Comm. Chiumento & Comm. Williams
- P. IT Operations Committee – Comm. Williams & Comm. Adams
- Q. Croft Lease – Comm. Adams & Comm. Valdez
- R. Rochdale Lease – Comm. Valdez & Comm. Chiumento

XVII. **DEPARTMENT ELECTION RESULTS**

The results of the Department Election that was held on December 7, 2017 for 1<sup>st</sup> Assistant Chief, District President and District EMS Captain are as follows:

- 1. 1<sup>st</sup> Assistant Chief – John Richardson
- 2. District President – *VACANT*
- 3. District EMS Captain – *VACANT*

A motion was made by Comm. Chiumento that we appoint John Richardson for 1<sup>st</sup> Assistant Chief. Seconded by Comm. Williams.

- Motion Carried, 5 – 0

XVIII. **APPOINTMENT OF ALTERNATE RECORDS MANAGEMENT OFFICER**

*Once appointed and having taken the oath of office, the District Secretary automatically becomes Records Management Officer.*

A motion was made by Comm. Chimento that the Chief to act as back up to the Records Management Officer when the Secretary is unavailable. Seconded by Comm. Williams.

- Motion Carried, 5 – 0

Comm. Chimento stated that the Board will take a ten minute break to get signatures of Commissioners for paperwork and will resume the regular meeting at 7:35 p.m.

Respectfully submitted,

Renee O'Neill  
District Secretary

NOT YET APPROVED

Ad Number: 0002583200

Run Dates: 12/13/17

**LEGAL NOTICE**

PLEASE TAKE NOTICE, that the Organizational Meeting for the Arlington Fire District of the Town of Poughkeepsie, County of Dutchess, New York will be held on the 4th day of January, 2018 at 7:00 p.m. on that day at Arlington Fire District Headquarters, 11 Burnett Boulevard, Poughkeepsie, New York.

This notification is being given to the news media pursuant to the provisions of Section 94 of the Public Officers Law of the State of New York.

By Order of the Arlington Fire District Board of Fire Commissioners.

DATED: December 5, 2017

Renee O'Neill  
District Secretary      2583200



AFFIDAVIT OF PUBLICATION  
FROM



CECILIA HERNANDEZ

being duly sworn says that he/she is the principal clerk of THE

POUGHKEEPSIE JOURNAL, a newspaper published in the County of Dutchess and the State of New York, and the

notice of which the annexed is a printed copy, was published in the newspaper on the date (s) below:

Zone:  
*Dutchess*

Run Dates:  
12/13/17

*Cecilia Hernandez*

Signature

Sworn to before me, this 15<sup>th</sup> day of December 2017

*Vilma Avelar*

Notary Signature

Vilma Avelar  
Notary Public State of New York  
NO. 01AV6318411  
Qualified in Westchester County  
Commission Expires January 26, 2019

Ad Number: 0002583200



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## LEGAL NOTICE

PLEASE TAKE NOTICE, the meeting of the Board of Fire Commissioners of the Arlington Fire District scheduled for Thursday, January 4, 2018 at 7:00 p.m. has been rescheduled to Monday, January 8, 2018 immediately following the Organizational meeting at 7:00 p.m. at Arlington Fire District Headquarters, 11 Burnett Boulevard, Poughkeepsie, NY, County of Dutchess

By Order of the Arlington Fire District Board of Fire Commissioners.

DATED: January 5, 2018

Renee O'Neill  
District Secretary





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## BOARD OF FIRE COMMISSIONERS MEETING MINUTES January 8, 2018

### ATTENDEES:

Comm. Ralph Chiumento – Chairman  
Comm. José Seco  
Comm. Jon Adams  
Comm. Blake Williams  
Comm. Peter Valdez

Chief: Tory Gallante  
District Secretary: Renee O’Neill  
Treasurer: James Passikoff

Chairman Chiumento opened the Arlington Fire District Board of Fire Commissioners’ meeting at 7:35 p.m., took a roll call of the attendees and reminded everyone to silence their cell phones. Everyone stood and recited the pledge of allegiance.

I. **PUBLIC COMMENT PERIOD** - *No action(s) taken by the Board, unless otherwise noted*

II. **COMMENTS FROM THE BOARD** - *No action(s) taken by the Board, unless otherwise noted*

III. **ABSTRACT**

A motion was made by Comm. Adams to approve Abstract 18– 1A for a grand total of \$75,009.64, totaling 37 checks. This consists of \$5,391.10 in paid bills with a total of 6 checks and \$69,618.54 in unpaid bills with a total of 31 checks. Seconded by Comm. Valdez.

- Motion Carried, 5 – 0

IV. **APPROVAL OF PREVIOUS MEETING MINUTES**

A. **December 18, 2017 Board of Fire Commissioners’ Meeting**

A motion was made by Comm. Williams to approve the minutes of the December 18, 2017 meeting. Seconded by Comm. Seco.

- Motion Carried, 4 – 0 – 1 (Comm. Valdez abstained)

V. **MONTHLY COMMITTEE REPORTS** - *No reports given unless otherwise noted.*

- A. Service Awards – Comm. Williams & Comm. Valdez
  - 1. E-mail dated December 20, 2017 from PenFlex regarding the tax code amended for LOSAP.
  - 2. Comm. Valdez reported that he reached out to RBC Wealth Management to obtain online access to review our portfolio, will speak to Comm. Williams and report back to the Board.
- B. District Inspections – Comm. Williams & Comm. Adams
- C. District Officers / Chief Liaison – Comm. Chiumento & Comm. Adams
- D. EMS & Paramedic Liaison – Comm. Williams & Comm. Valdez
- E. Public Relations – Comm. Williams & Comm. Chiumento
- F. Equipment Maintenance – Comm. Williams & Comm. Seco
- G. Buildings and Grounds – Comm. Valdez & Comm. Seco
- H. Capital Equipment – Comm. Williams & Comm. Chiumento
- I. Union Negotiations & Contract – Comm. Chiumento & Comm. Valdez
  - 1. Comm. Valdez reported that he provided his contact information to the Union representatives, proposed having a monthly meeting as communication is essential and looks forward to working with them this year.
- J. Career Staff Liaison – Comm. Chiumento & Comm. Adams
- K. Volunteer Recruitment – Comm. Williams & Comm. Seco
- L. Volunteer Liaison – Comm. Williams & Comm. Seco
- M. District Safety & Health – Comm. Williams & Comm. Adams
- N. Strategic Plan – Comm. Adams & Comm. Seco
- O. Finance Committee – Comm. Chiumento & Comm. Williams
  - 1. Comm. Seco reported that he would like to be on the Finance Committee and replace Comm. Williams. Feels he is more qualified.
- P. IT Operations Committee – Comm. Williams & Comm. Adams
- Q. Croft Lease – Comm. Adams & Comm. Valdez
- R. Rochdale Lease – Comm. Valdez & Comm. Chiumento

VI. **CORRESPONDENCE** – *None unless otherwise noted*

- A. Received “Fire District Affairs – December 2017 – January 2018”.

VII. **ACTIONS TO BE TAKEN BY THE BOARD** – *None unless otherwise noted*

VIII. **DONATIONS** – *None unless otherwise noted*

**IX. SCHOOL REQUESTS**

The following member(s) have been approved by Chief Gallante to attend the course(s) listed below. The training requested is either located in county or is a course to maintain certification and therefore is for Commissioners notification purposes only:

None submitted.

**The following school requests require consideration by the Board of Fire Commissioners:**

- A. Pat Tremper: "Hazard Materials Incident Safety Officer", January 17 – 18, 2018 at DES Valhalla. (No costs, not requesting use of District vehicle)

A motion was made by Comm. Adams to approve. Seconded by Comm. Williams.

- Motion Carried, 5 – 0

- B. Joe Moore: "Fire Dynamics & Ventilation Effects", January 18, 2018 at Westchester County Police Academy / ATF. (No costs, not requesting use of District vehicle, 10 hours own time)

A motion was made by Comm. Valdez to approve. Seconded by Comm. Seco.

- Motion Carried, 5 – 0

- C. Pat Tremper: "Ice/Cold Water Rescue – Technician Level", January 27 – 28, 2018 at Brewster FD. (No costs, not requesting use of District vehicle)

A motion was made by Comm. Adams to approve. Seconded by Comm. Seco.

- Motion Carried, 5 – 0

- D. Eric Henschel: "Introduction to Fire Investigation", January 29 – February 2, 2018 at NYS Academy of Fire Science. (\$25 registration, \$191 lodging, meals included, requesting use of District vehicle, 48 hours District time, 28 hours own time)

A motion was made by Comm. Valdez to accept. Seconded by Comm. Williams.

Discussion.

**POLL OF THE COMMISSIONERS:**

Comm. Adams – Yes

Comm. Seco – No

Comm. Chiumento – Yes

Comm. Valdez – Yes

Comm. Williams – Yes

- Motion Carried, 4 – 1

- E. Pat Tremper: “Hazardous Materials Incident Command”, February 5<sup>th</sup> – 7<sup>th</sup>, 27<sup>th</sup> – 28<sup>th</sup> and March 1, 2018 at DES Valhalla. (No costs, not requesting use of District vehicle)

A motion was made by Comm. Adams to that we approve Pat Tremper. Seconded by Comm. Seco.

- Motion Carried, 5 – 0

- F. Chris Mills: “Hazardous Materials Incident Safety Officer”, February 8, 2018 at Westchester County Training Center. (No costs, requesting use of District vehicle, 9 hours District time (no back fill required), 2 hours own time (*Day time class for Training Officers*))

A motion was made by Comm. Williams to approve. Seconded by Comm. Adams.

- Motion Carried, 5 – 0

- G. Erin Hanlon: “Fire Investigator I”, February 8, 2018 at Westchester County Training Center. (\$25 National Certification, not requesting use of District vehicle, 7 hours own time)

A motion was made by Comm. Williams to approve. Seconded by Comm. Seco.

- Motion Carried, 5 – 0

- H. Gary Lewis: “Rope Ops”, April 6<sup>th</sup> – 8<sup>th</sup> and 20<sup>th</sup> – 22<sup>nd</sup>, 2018 at NYS Academy of Fire Science. (\$25 registration, \$240 lodging, meals included, \$142 materials, not requesting use of District vehicle, 24 hours District time, 47 hours own time)

A motion was made by Comm. Williams to approve. Seconded by Comm. Adams.

Discussion.

POLL OF THE COMMISSIONERS:

Comm. Adams – Yes

Comm. Seco – Yes

Comm. Chimento – Yes

Comm. Valdez – Yes

Comm. Williams – Yes

- Motion Carried, 5 – 0

- I. Gary Lewis: “Rope Rescue Tech Level I”, August 6 – 9, 2018 at NYS Academy of Fire Science. (\$25 registration, \$151 lodging, meals included, requesting use of District vehicle, 24 hours District time, 37 hours own time)

A motion was made by Comm. Adams to approve. Seconded by Comm. Valdez.

- Motion Carried, 5 – 0

- J. James Passikoff: “Advanced Fire Commissioner Training”, January 13, 2018 at Highland Fire District. (\$250 registration, not requesting use of District vehicle – deferred to the Board by Chief Gallante)

A motion was made by Comm. Williams to approve. Seconded by Comm. Valdez.

Discussion. Treasurer Passikoff withdrew his school request.

- No action taken by the Board.

X. **COMMISSIONERS ITEMS** - *No reports and/or discussions unless otherwise noted*

A. Comm. Chimento

1. Volunteer Recruitment Coordinator

A motion was made by Comm. Chimento to hire a recruitment coordinator at a part time basis, 10 hours per month, \$15.00 per hour and the hours would accrue so if they only spend 5 hours one month, the balance would rollover the next month so if they wanted to do some kind of event it would be more then 10 hours in the month to do it. We have not been doing recruitment for the last six months, maybe longer, so we need to get this going and in a hurry. Seconded by Comm. Valdez.

Discussion.

- Motion Carried, 5 – 0

2. Flags on Apparatus

A motion was made by Comm. Chimento the District display flags from rear of all fire apparatus where it can safely be displayed. Seconded by Comm. Valdez.

Discussion.

- Motion Carried, 5 – 0

3. RE: Volunteer Recruitment, proposing that Volunteer Orientation be done online.



4. RE: leasing of other properties; lease proposal came back at \$192,000 per year and that does not include gas and electric.

A motion was made by Comm. Chiumento that we advise the provider of the building the information that we are not interested. Seconded by Comm. Valdez.

- Motion Carried, 5 – 0

**XI. DISTRICT STAFF ITEMS**

**A. Chief - Tory Gallante**

1. Back in 2013, the Board appointed Captain Mihans as District Safety Officer. He is no longer in the Training Bureau and is recommending the Board appoint Captain Chris Mills as District Safety Officer.

A motion was made by Comm. Valdez as recommendation by Chief Gallante. Seconded by Comm. Seco.

- Motion Carried, 5 – 0

2. Recently the Board approved three vehicles subject to permissive referendum – (two Suburban's and one Tahoe) The two Suburban's are off the table for now and wants to review with the new committee. Continuing purchase of the school vehicle (Tahoe). Will resubmit for a referendum should the two vehicles which are now on hold, change.

3. Preliminary call volume for 2016 (6,039) vs. 2017 (5,981); overlapping calls went from 38.9% in 2016 to 24.7%, down by 14.7% which is a result of the new model by going back in service quicker and going with commercial ambulance.

4. Items for Executive Session

- A. Employment history of eight (8) individuals
- B. Discussion of Lease of Real Property

**B. 1<sup>st</sup> Assistant Chief John Richardson – (absent)**

**C. Director of EMS David Violante**

1. Look forward to this year and would like to get together with the EMS liaison committee.

**D. Treasurer James Passikoff – (No report)**

With no further open business to discuss, a motion was made by Comm. Chiumento to adjourn to Executive Session. Seconded by Comm. Valdez.

- Motion Carried, 5 – 0

The Board adjourned to Executive Session at 8:14 p.m.

**XII. EXECUTIVE SESSION**

The Board came out of Executive Session 8:38 p.m. and returned to Open Session.

**XIII. OPEN ITEMS**

As a result of Executive Session, a motion was made by Comm. Williams that we approve Lt. Chris Saya and Lt. Joe Tarquinio to transition from contingent permanent to permanent position of Lieutenant. Seconded by Comm. Valdez.

- Motion Carried, 5 – 0

As a result of Executive Session, a motion was made by Comm. Williams to approve Denise Holzberger to carryover 3 hours of vacation time from 2017 to 2018. Seconded by Comm. Valdez.

- Motion Carried, 5 – 0

A motion was made by Comm. Chimento that the District terminate the real estate search within the District and focus on the Croft and Rochdale lease. Seconded by Comm. Valdez.

- Motion Carried, 5 – 0

With no further business to conduct, a motion was made by Comm. Williams to adjourn the meeting. Seconded by Comm. Chimento.

- Motion Carried, 5 – 0

Meeting adjourned at 8:40 p.m.

Respectfully Submitted,

Renee O’Neill  
District Secretary

