

Minutes

Lebanon Town Board Organizational Meeting Town Offices

January 8, 2024, at 6:30 pm Meeting, called to order by Supervisor Ronda Winn

In Attendance:

Supervisor Ronda Winn
 Council Adam Carvell
 Council Marie Morgan
 Council Greg Fuller
 Council Chadwick Nower
 Town Clerk Joann Collins
 Highway Superintendent Jamie Goedel

Absent:

__0_ Residents in Attendance

The Privilege of the Floor:

APPROVAL OF MINUTES:

The minutes from December 11 ,2023 regular meeting approved.

On motion of Council Adam Carvell

Seconded by Council Greg Fuller

Dated: January 8, 2024

Payment of Bills & Claims:

The bills & claims reviewed.

Approved, 1/8/2024.

On Motion of Council Marie Morgan

Seconded by Council Adam Carvell

Town Officer Reports:

Planning Board: Lois Hartshorn Chair –

Having a Public Hearing at the next meeting on Monday Feb 19, for sub- division for Briam Musician

Board of Appeals: Chair- Daniel Clark

Nothing

Town Justice: Henry Moore –

Nothing

Dog Control:

No Report

A certificate letter was mailed out Dec 20, 2023, to notify her that her contract was not being renewed because she was not fulfilling her contract.

Code Enforcement Officer: Aaron Camp- Present

Not much happening.

Few inspections, and closers

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Site inspections have been done.

There is a trailer on Lebanon Hill Rd that having issues with creating n problems, he is avoiding any contact with Aaron. More on this, it will involve Dec and Sherriff.

Assistant district Attorney has requested documents for Burt Marshall properties.

Council Greg Fuller asked about tiny homes, Aaron stated that they must follow codes, Aaron asked if they want to be restrictive, Council Gregg Fuller stated that people are looking at putting in tiny homes for in-laws, Aaron asked if they want to have more than one rental on a property.

CEO Aaron Camp stated that the Town of Madison has a local law that states that a resident must have a permanent resident then they can have one other structure.

Aaron states that we would have to do a local law on restrictions on Air B-N-B's.

We have not had any applications filed yet in the town for tiny homes.

Town Assessor: Brian Fitts

Nothing

Town Clerk Joann Collins – Present

Report Submitted

Taxes are coming in steadily.

Town clerk stated that the Town of Hamilton called and asked if we would like to have their old copier /printer, the Town Board stated that it would be a good idea to get this.

Highway Superintendent: Jamie Goedel: Present

Stowell Rd and Billings Hill Rd were flooded out on Dec 18,

Jamie stated the to rent a sweeper in the spring would cost \$1100.00 per week, this would be cheaper than going and buying a new or used sweeper, that the town does not use that much. The Town Board agreed to this.

Jamie stated that he called Miller Environmental regarding the drains being pumped out.

Jamie also stated that he called Brad Newman from Madison County Highway about deeded highways and highways of use. He is waiting to hear back about this.

Council Adam Carvell stated that he understood the if the town maintains the road, then they have the right of way. Jamie stated that the Highway crew would like to leave the clothing stiped the way it is as far as they must put in a receipt then they get reimbursed. The town agreed to this.

Jamie asked about getting a dumpster, he stated that we have a lot of garbage it always is around the cans know when it gets picked up, having a dumpster would be better because it all would go in there, He called Bert Adams about this, and he said he could bring one up and the pickup would be weekly on this. The town board agreed to this.

Town Supervisor: Ronda Winn:

Report submitted.

Financials submitted and discussed.

The town board discussed all that is happening at the landfill, Supervisor Winn stated that her report discussed the Dec 12, meeting there was not any minutes from that meeting they were not posted, so she was not able to reference the minutes for her report.

The fund balance has gone up since 2021.

Our 7.4% increase was due to the contribution to SOMAC, because it was .79.

The town got a check for \$ 12,000 from SOMAC. For the 92 days of the last quarter, she asked what the town board would like to do with it. They agreed to put it in the general fund.
Council Greg Fuller asked if Supervisor Winn has heard how much the county is going to charge for ambulance service. She stated no it will be included in the county tax which this year it was not and that is the only reason she suggested that we make the contribution. Because otherwise we would be double dipping in the county tax and the town tax.

Supervisors reported **Approved.**
On Motion of Council Adam Carvell
Seconded by Council Marie Morgan
January 8, 2024

RESOLUTIONS:

RESOLUTION # 1-24 APPOINTMENT OF TOWN OFFICERS

THEREFORE BE IT RESOLVED the Lebanon Town Board affirms and makes the following appointments for 2024:

Deputy Supervisor/ Highway Committee Chair – Adam Carvell, Town Council
Buildings and Grounds / Public Safety Committee Chair – Greg Fuller , Town Council
Finance, Way and Means Committee Chair - Marie Morgan , Town Council
Personnel Committee Chair- Chadwick Nower , Town Council
Administration and Oversight/ systems Manager/ Government Operations/ Town Budget Officer
– Ronda Winn , Town Supervisor

On Motion Of Council Chadwick Nower
Seconded by Council Marie Morgan

Vote:

Carvell Yes Fuller Yes Morgan Yes Nower Yes Winn Yes

Approved X Defeated

Dated: Jan 8 , 2024

RESOLUTION# 2-2024 BOARD MEETING RULES OF PROCEDURE

THEREFORE BE IT RESOLVED, that the Lebanon Town Board reaffirms its practice of continuing to follow its current procedures governing the conduct of Town Board meetings and that copies of current Town Board meeting Rules of Procedure will be made available to the general public to review at each town board meeting

On Motion Of Supervisor Ronda Winn
Seconded by Council Adam Carvell
Vote:

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Carvell Yes Fuller Yes Morgan Yes Nower Yes Winn Yes

Approved X Defeated _____

Dated: Jan 8 ,2024

RESOLUTION # 3-2024 REAFFIRMING TOWN PROCEDURES FOR OFFICIAL UNDERTAKING

THEREFORE BE IT RESOLVED, that in keeping with Public Officers Law 11(2), which provides that in lieu of any individual undertaking, as required by law, the Lebanon Town Board reaffirms the practice of approving the ongoing procurement of a blanket undertaking from the duly authorized corporate surety covering the town's officers, clerks and employees as designated by the Lebanon Town Board, that such officials are presently bonded under current liability insurance for Commercial Crime at \$ 50,000 per loss, \$ 10,000 for Town Justice, and \$ 300,000 for Tax Collector and Town Supervisor, and Public Officers Liability coverage of up to \$1 million for all town officials and officers, and indemnifies from any losses caused by the failure of the Town Officers or employees to faithfully perform their duties or by their fraudulent or dishonest acts as outlined by the Town's liability insurance coverage.

On motion of Supervisor Ronda Winn

Seconded by Councilor Marie Morgan

Vote:

Carvell Yes Fuller Yes Morgan Yes Nower Yes Winn Yes

Approved X Defeated _____

Dated: Jan 8 ,2024

RESOLUTION NO 4-2024 TOWN BOARD REGULAR MEETING TIME FOR 2024

WHEREAS the Lebanon Town Board must set an official regular meeting date and time to transact business for the

Town of Lebanon as elected officials,

NOW THEREFORE IT RESOLVED , the Lebanon Town Board establishes the following meeting times for each Month at 6:30 pm

All meetings will be held at the Lebanon Town Office, 1210 Bradley Brook Rd , in the Hamlet. Meetings will be held on the second Monday of the month at 6:30 pm unless otherwise indicated for January, February, March, April , May, June, July, August, Sept, Oct, Nov, Dec.

On motion of Councilor Greg Fuller

Seconded by Councilor Adam Carvell

Vote:

Carvell Yes Fuller Yes Morgan Yes Nower Yes Winn Yes

Approved X Defeated _____

Dated: Jan 8,2024

RESOLUTION # 5-2024 NOTIFICATION OF ABSENCE /LEAVE BY TOWN OFFICERS

THEREFORE BE IT RESOLVED, THAT THE Lebanon Town Board reaffirms that it will require that all town officers, elected and appointed, will give a prior notice of a pending absence or leave and the duration of said absence or leave and directs that a copy of this resolution shall be distributed to all town elected and appointed officials by the Town Clerk

On motion of Councilor Chadwick Nower

Seconded by Councilor Adam Carvell

Vote:

Carvell Yes Fuller Yes Morgan Yes Nower Yes Winn Yes

Approved X Defeated

Dated: Jan 8, 2024

RESOLUTION #6-2024 TOWN CHECK SIGNATORS FOR 2024

BE IT FURTHER RESOLVED, that the Town Clerk is directed to notify all the current official banks for the Town of Lebanon of these three signatures and is authorized to complete any and all necessary paperwork in cooperation with the Town Supervisor to update the list of signatures

On Motion of Council Marie Morgan

Seconded by Councilor Adam Carvell

Vote:

Carvell Yes Fuller Yes Morgan Yes Nower Yes Winn Yes

Approved X Defeated

Dated: Jan 8, 2024

RESOLUTION NO. 7-2024 DEPOSIT PROCEDURES

WHEREAS, the Town Supervisor is the Chief Fiscal Officer of the Town and has responsibility for the management of town finances,
NOW Be It Resolved that the Lebanon Town Board reaffirms the practice that the Town Supervisor shall receive and deposit all checks made payable to the Town of Lebanon for deposit in the appropriate accounts other than those checks made out specifically to the Lebanon Town Justice, Lebanon Town Clerk/Tax Collector, or designated by the Town Board for collection
By the Town Clerk/Tax Collector.

On Motion of Supervisor Ronda Winn

Seconded by Councilor Marie Morgan

Vote:

Carvell Yes Fuller Yes Morgan Yes Nower Yes Winn Yes

Approved X Defeated

Dated: Jan 8, 2024

RESOLUTION NO. 8-2024 DESIGNATION OF OFFICIAL BANKS FOR TOWN OF LEBANON

WHEREAS, the Lebanon Town Board has the authority to designate an official bank for the Town of Lebanon, and

Whereas, the current financial crisis in the United States and the global economy necessitates that the Town of Lebanon consider diversifying its reserve accounts to ensure appropriate fund protections,

THEREFORE, BE IT RESOLVED, that the Lebanon Board designates n

the NBT Bank, N.A., Earlville and Hamilton branches, community Bank NA of Hamilton, and M&T Bank as the official depositories for the Town of Lebanon for 2024,
and

BE IT FURTHER RESOLVED that the Town Board directs the Town

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Supervisor to explore investment options at all three banks on a regular basis to ensure that town reserve deposits are obtaining competitive interest rates while also enjoying maximum protections under federal law and in compliance with town and state investment policies.

On motion of Councilor Marie Morgan

Seconded by Councilor Greg Fuller

Vote:

Carvell Yes Fuller Yes Morgan Yes Nower Yes Winn Yes

Approved X Defeated

Dated: Jan 8, 2024

RESOLUTION # 9-2024 TOWN DESIGNATION OF OFFICIAL NEWSPAPER

THEREFORE, BE IT RESOLVED, that the Lebanon Town Board designates the Oneida Daily Dispatch , a paid general circulation newspaper owned by Media News Group, entered as a third-class matter, as the official newspaper of the Town of Lebanon for 2024

On motion of Councilor Greg Fuller

Seconded by Councilor Marie Morgan

Vote:

Carvell Yes Fuller Yes Morgan Yes Nower Yes Winn Yes

Approved X Defeated

Dated: Jan 8, 2024

RESOLUTION # 10-2024 STATE RETIREMENT PAYMENT FOR 2024

THEREFORE, BE IT RESOLVED, that the Lebanon Town Board approves the pending bill and authorizes the Town Supervisor to make payments up to \$ 36,000 to the State of New York Retirement System

On motion of Councilor Marie Morgan

Seconded by Councilor Adam Carvell

Vote:

Carvell Yes Fuller Yes Morgan Yes Nower Yes Winn Yes

Approved X Defeated

Dated: Jan 8, 2024

RESOLUTION # 11-24 LEBANON APPOINTMENTS FOR 2024

BE IT RESOLVED , that the Lebanon Town Board makes the following appointments for 2024 for the Town of Lebanon :

Attorney for the Town: Costello, Cooney, and Fearon

Code Enforcement Officer : - Aaron Camp at an annual salary of \$ 12,084.00

Dos Control Officer : at an annual salary of \$ 2, 663.00

Deputy Highway Superintendent: Affirming Kyle Burgess appointed by Highway Supt. Jamie Goedel

Deputy Town Clerk/ Tax Collector – affirming Marie Morgan appointed by Town Clerk / Tax Collector Joann Collins

Town Records Access Officer _ Town Clerk Joann Collins
Town Registrar of Vital Statistics – Town Clerk Joann Collins at an annual salary of \$ 350.00
Town Historian – Town Clerk Joann Collins at an annual salary of \$ 800.00
Town Health Officer – Madison County Public Health Department
Dog Shelter – Wanderer’s Rest, Canastota NY

**On the Motion of Council Chadwick Nower
Seconded by Council Adam Carvell**

Carvell Yes Fuller Yes Morgan Yes Nower Yes Winn Yes
Approved X Defeated _____
Dated: Jan 8, 2024

RESOLUTION # 12-2024 APPROVAL OF PETTY CASH FOR THE TOWN CLERK/ TAX COLLECTOR
THEREFORE, BE IT RESOLVED, that the Lebanon Town Board approves the \$ 250.00 petty cash for the Town Clerk’s office for 2024 along with the current \$ 250.00 petty cash fund for the Tax Collectors office for 2024

**On motion of Councilor Marie Morgan
Seconded by Councilor Greg Fuller**

Vote:
Carvell Yes Fuller Yes Morgan Yes Nower Yes Winn Yes
Approved X Defeated _____
Dated: Jan 8, 2024

RESOLUTION # 13-2024 APPROVAL OF PETTY CASH FOR THE TOWN SUPERVISOR
THEREFORE, BE IT RESOLVED, that the Lebanon Town Board approves the \$ 25 petty cash for the Town Supervisor's office for 2024

**On Motion of Council Marie Morgan
Seconded by Councilor Adam Carvell**

Vote:
Carvell Yes Fuller Yes Morgan Yes Nower Yes Winn Yes
Approved X Defeated _____
Dated: Jan 8, 2024

RESOLUTION NO. 14-2024 TOWN MAIL COLLECTION PROCEDURES
WHEREAS, the Lebanon Town Board agrees that the receipt and timely distribution of mail is an integral part of town business,
THEREFORE, BE IT RESOLVED, that the Town of Lebanon mail collection and distribution procedures shall be established where the Town Clerk, Town Supervisor or Town Highway Superintendent shall collect the mail on a daily or timely basis, that the mail shall be dated by stamp by the town official collecting the mail, and placed in the

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appropriate Town Official mailbox, but that no letters or mail shall be opened without prior approval by the individual town official to whom the mail is addressed, and letters/packages/correspondences addressed to the Town of Lebanon shall be opened by the Town Clerk and/or Supervisor prior to their distribution to the appropriate town official.

On Motion of Supervisor Ronda Winn

Seconded by Councilor Marie Morgan

Vote:

Carvell Yes Fuller Yes Morgan Yes Nower Yes Winn Yes

Approved X Defeated

Dated: Jan 8, 2024

RESOLUTION # 15-2024 TOWN POLLING PLACE DESIGNATION FOR 2024

THEREFORE, BE IT RESOLVED, that the Town Board designates the following accessible polling places for the year 2024:

Lebanon Election District 1- Lebanon Town Office, 1210 Bradley Brook Rd, Lebanon

Lebanon Election District 2- Randallsville New Life Church, River Rd Randallsville

On motion of Councilor Greg Fuller

Seconded by Councilor Adam Carvell

Vote:

Carvell Yes Fuller Yes Morgan Yes Nower Yes Winn Yes

Approved X Defeated

Dated: Jan 8, 2024

RESOLUTION # 16-2024 COMPENSATION FOR APPOINTED DEPUTY TOWN CLERK, DEPUTY TAX COLLECTOR

THEREFORE, BE IT RESOLVED, that the Lebanon Town Board approves the pay rate of \$ 15 per hour for the appointed positions of Deputy Town Clerk, Deputy Tax Collector.

On motion of Councilor Chadwick Nower

Seconded by Councilor Adam Carvell

Vote:

Carvell Yes Fuller Yes Morgan Yes Nower Yes Winn Yes

Approved X Defeated

Dated: Jan 8, 2024

RESOLUTION # 17-2024 PLANNING AND APPEALS BOARD MEETINGS AND COMPENSATION FOR 2024

THEREFORE, BE IT RESOLVED, that the Lebanon Town Board does hereby establish the compensation for the Planning Board and Board Appeals at \$ 20 per member per regular meetings attended with a maximum of \$ 240 per member per year for meeting attendance for the year 2024.

On motion of Councilor Chadwick Nower

Seconded by Councilor Marie Morgan

Vote:

Carvell Yes Fuller Yes Morgan Yes Nower Yes Winn Yes

Approved X Defeated

Dated: Jan 8, 2024

RESOLUTION # 18-2024 MILAGE RATE FOR TOWN BUSINESS FOR 2024

THEREFORE, BE IT RESOLVED, that the Lebanon Town Board does hereby approve the mileage rate for 2024 for official town business at (.67) sixty-seven cents per mile and directs the Town Clerk to provide a copy of this resolution to all town officials.

On motion of Councilor Marie Morgan

Seconded by Councilor Greg Fuller

Vote:

Carvell Yes Fuller Yes Morgan Yes Nower Yes Winn Yes

Approved X Defeated

Dated: Jan 8, 2024

RESOLUTION # 19-2024 TOWN BILLING CYCLE FOR 2024

THEREFORE BE IT RESOLVED that the Lebanon Town Board will continue the past practice of having vouchers and claims received in a billing cycle up to the 7th of that particular month prior to the regularly scheduled Town Board meeting, but that Town Board members will have the option to review and present additional Bills and Claims for approval up to the 10th day of that given month and even on the day of the board meeting, and will continue to maintain the existing billing cycle for regularly scheduled Town Board meetings that fall on the second Monday of the month, and

BE IT FURTHER RESOLVED; the Town Clerk is directed to distribute this resolution to all towns elected and appointed.

On motion of Councilor Marie Morgan

Seconded by Councilor Adam Carvell

Vote:

Carvell Yes Fuller Yes Morgan Yes Nower Yes Winn Yes

Approved X Defeated

Dated: Jan 8, 2024

RESOLUTION # 20-2024 TOWN CLERK OFFICE HOURS FOR 2024

THEREFORE, BE IT RESOLVED, that the hours for the Town Clerk's office at 1210 Bradley Brook Rd will be set by the Town Clerk in keeping with Town Law and the hours will be posted by the Town Clerk.

On motion of Councilor Greg Fuller

Seconded by Councilor Marie Morgan

Vote:

Carvell Yes Fuller Yes Morgan Yes Nower Yes Winn Yes

Approved X Defeated

Dated: Jan 8, 2024

RESOLUTION # 21-2024 APPROVAL OF CONTRACTS FOR 2024 WITH FIVE STAR OCC MED DOT CONSORTIUM FOR DRUG AND ALCOHOL TESTING

THEREFORE, BE IT RESOLVED, that the Town Board by resolution authorizes the Town Supervisor to enter into an agreement with Five Star OCC MED for the purpose of alcohol and drug testing in 2024.

On motion of Councilor Adam Carvell

Seconded by Councilor Greg Fuller

Vote:

Carvell Yes Fuller Yes Morgan Yes Nower Yes Winn Yes

Approved X Defeated

Dated: Jan 8, 2024

RESOLUTION NO. 22-2024 DESIGNATING SEASONAL LIMITED USE HIGHWAYS FOR 2024

WHEREAS it is within the authority of the Town Board of Lebanon to set

"Seasonal, limited use of highways,"

THEREFORE, BE IT RESOLVED, that the Lebanon Town Board reaffirms.

that all the town roads in the Town of Lebanon that are "seasonal, limited use highways."

be posted. Snow and Ice Removal and maintenance may be temporarily discontinued from

November 1 St. to May 1 St. on the following sections of roads so designated pursuant to

Section 205-A of the Highway Law.

Billings Hill Road

Carn cross Road

Morgan Road

Vosburgh Road

Stowell Road

On motion of Councilor Adam Carvell

Seconded by Councilor Marie Morgan

Vote:

Carvell Yes Fuller Yes Morgan Yes Nower Yes Winn Yes
Approved X Defeated _____
Dated: Jan 8, 2024

RESOLUTION # 23-2024 AFFIRMING WEIGHT LIMITS FOR SEASONAL LIMITED USE HIGHWAYS IN THE TOWN OF LEBANON IN 2024

THEREFORE BE IT RESOLVED, that the Lebanon Town Board, pursuant to Vehicle and Traffic Law Section 1660 (11), reaffirms previous weight limits on Seasonal Limited Use Highways and adopts this resolution to temporarily exclude from all Seasonal Limited Use Highways any vehicle with a gross weight of over four (4) or more tons, or any vehicle with a gross weight in excess of two (2) tons on any axle, and directs the Town Highway Superintendent to erect signs on any and all Seasonal Limited Use Highways, and directs the Town Clerk to arrange for publication of said notice in the official town newspaper, the Mid-York Weekly, as needed.

On motion of Councilor Adam Carvell

Seconded by Councilor Greg Fuller

Vote:

Carvell Yes Fuller Yes Morgan Yes Nower Yes Winn Yes
Approved X Defeated _____
Dated: Jan 8, 2024

RESOLUTION # 24-24 APPROVAL FOR PAYMENT TO MADISON COUNTY /PERMA FOR WORKERS COMPENSATION COVERAGE FOR 2024

THEREFORE, BE IT RESOLVED, that the Lebanon Town Board authorizes payment not to exceed \$ 14,200 in annual premiums to PERMA / MADISON COUNTY and directs the Town Supervisor to make such payment as necessary by Jan.28,2024 to ensure timely coverage.

On motion of Councilor Marie Morgan

Seconded by Councilor Greg Fuller

Carvell Yes Fuller Yes Morgan Yes Nower Yes Winn Yes
Approved X Defeated _____
Dated: Jan 8, 2024

RESOLUTION NO. 25-24 AUTHORIZING SIGNING OF FIRE/AMBULANCE CONTRACTS FOR 2024 FOR TOWN OF LEBANON

Whereas, the Town of Lebanon Town Board has final authority on the payment of funds and contractual obligations for services, and

Whereas the Town of Lebanon needs to finalize annual standing agreements with fire and ambulance contract providers who provide these services to portions of the township,

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NOW THEREFORE BE IT RESOLVED, the Town Board approves and authorizes the Town Supervisor to sign and release funds to the following organizations once the necessary funds have been collected through the payment of local property taxes in 2024:

Village of Hamilton fire contract - \$31,972

Georgetown Fire Department - \$44,472

Village of Earlville fire contract - \$48995

Eaton fire district - \$7,952

SEVAC ambulance service - \$3967

Mercy Flight Service - \$500

On Motion of Councilor Marie Morgan

Seconded by Councilor Adam Carvell

Vote:

Morgan Yes Fuller Yes Nower Yes Carvell Yes Winn Yes

Approved X Defeated _____

Dated: January 8, 2024

RESOLUTION NO. 26-24

Whereas the Town of Lebanon Town Board requested a visiting Justice appointment by the 6th Judicial District of New York State and

Whereas the 6th Judicial district has appointed Justice Henry Moore of the Village of Earlville as the Visiting Justice for the Town of Lebanon until such time as the position can be filled by a local resident of the Town of Lebanon, and

Whereas Justice Henry Moore will be the Justice from January 1, 2024, until December 31, 2024. And

Now Therefore Be Resolved, that the Town of Lebanon Town Board accepts the assignment of visiting Justice Henry Moore as Justice for the Town of Lebanon.

On motion of Councilor Chadwick Nower

Seconded by Councilor Greg Fuller

Vote:

Carvell Yes Fuller Yes Morgan Yes Nower Yes Winn Yes

Approved X Defeated _____

Dated: Jan 8, 2024

DISCUSSION ITEMS:

Town Clerk stated that Maximum Security did finally show up and he explained what we need to do, there was an issue this afternoon with the alarm it went off,

The Town Clerk asked about the Handbook changes that the board would like to make, the time off which the board has discussed and wants to add. They want to remove the one-person plow rate and the bonus.

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The town board agreed to adopt the changes and then do more research on the sick bank that the Town Board would like to incorporate in the handbook. The sick bank can be a resolution all by itself. This will have to go to Madison County to have them check everything on the updated handbook.

Next Meeting

02/12/2024,

The motion to adjourn was made by **Council Marie Morgan and Seconded by Council Adam Carvell at 8:04 pm.**

Respectfully Submitted,

Joann L Collins
Recording Town Clerk