

November 07, 2018

A Public Hearing was held by the Town Board of the Town of Colchester, Delaware County, New York on Wednesday, November 07, 2018 in the Town Hall for the purpose of hearing the public's comments on the Preliminary Budget for 2019. Proof of Notice having been read by the Town Clerk, the Public Hearing on the Preliminary Budget for 2019 was called to order by Supervisor Arthur M. Merrill.

Joan Homovich and Ruth Wilhowsky asked a few questions concerning the budget.

No one spoke in favor of the 2019 Budget.

No one spoke against of the 2019 Budget.

All persons desiring to be heard, having been heard, the Public Hearing was declared closed by Supervisor Merrill at 7: 25PM. Respectfully Submitted:

Respectfully Submitted:

Julie B. Townsend, Town Clerk

November 07, 2018

The regular meeting of the Town Board of the Town of Colchester, Delaware County, New York was held on Wednesday, November 07, 2018 immediately following the Public Hearing at 7:25 PM at the Town Hall.

Present:

Arthur M. Merrill	Supervisor
Mark W. Mattson	Councilman
Julie A. Markert	Councilwoman
Gregory L. Lavorgna	Councilman
Janet L. Champlin	Councilwoman

Recording Secretary: Julie B. Townsend Town Clerk

Others present: Kenneth R. Eck, Jr.-Highway Supt., Mike Martin-The Reporter, Jeff Francisco-Delaware Engineering, Joan Homovich, Alan Donner, Gene & Ruth Wilhowsky and Jim Shields.

The Meeting was called to order by Supervisor Arthur M. Merrill and led the group in the Pledge of Allegiance.

The minutes of the last regular meeting, October 17, 2018 had been distributed earlier. Janet Champlin made the motion to accept the minutes as written, seconded by Mark Mattson, all in favor, motion carried.

GUESTS: Jeff Francisco of Delaware Engineering

NO.100-2018 11/07/18 Bid DWD Contract #TC1-G-2018 & #TC1-E-2018

Janet Champlin made the following resolution:

WHEREAS, the Town has entered in contract with Delaware Engineering, PC for engineering services for the Downsville Water System Improvement Project Contracts #TC1-G-2018 & #TC1-E-2018, and are completing bid documents for said project;

THEREFORE, BE IT RESOLVED that the Town Board of the Town of Colchester hereby gives authorization to Delaware Engineering, PC to advertise for bids for Contract #TC1-G-2018 & #TC1-E-201815- Downsville Water System Improvement Project for construction work to start April 1, 2019.

Resolution was seconded by Mark Mattson.

This resolution was put to a vote by roll call and resulted as follows:

Town Supervisor, Arthur M. Merrill voting aye

Councilperson, Janet Champlin	voting aye
Councilperson, Gregory L. Lavorgna	voting aye
Councilperson, Julie A. Markert	voting aye
Councilperson, Mark W. Mattson	voting aye

The resolution was declared to be duly adopted by the members of the Town Board of the Town of Colchester.

**VISITOR COMMENTS:** Joan Homovich inquired to the status of the carved eagles' contract; the community deserves to have them in the community. Supervisor replied that he will resolve the contracts when time allows. Ms. Homovich stated that the lawn at the American Legion is a mess due to the recent election and all the rain. Highway Supt. Replied that he will take care of it. She also stated that it was very dark when leaving the building; could the Town help with lighting? Supervisor replied that he will talk with the Legion Commander. Ms. Homovich asked if drawing of the walking bridge were available for public review. Supervisor replied that they are still with the Engineer. Ms. Homovich asked if the walking bridge was considered in the plan for Downs Brook. Supervisor replied yes. Ms. Homovich commented that the community believes that the walking bridge is a luxury and that the pool bath house is a much needed necessity. Supervisor replied that we have budgeted \$10,000 in the 2019 Budget to upgrade the pool bath house and we will use in-kind services as much as possible for the walking bridge and apply for a grant.

Ruth Wilhowsky commented that she saw in the last minutes that 45 customers were delinquent in their water bills; can we shut them off? Supervisor replied that we do not turn off their water supply, if not paid by the end of October; the bills get added to the County/Town Tax bill.

Due to an emergency Councilwoman Champlin left the meeting at 7:55PM.

**CORRESPONDENCE:**

- Roscoe-Rockland Fire District- requests the Town Board to approve a resolution to assist them in applying for an Article of Incorporation with the Secretary of State. Board discussed.

NO.101-2018 11/07/18      Letter of Support Roscoe-Rockland Fire District

Greg Lavorgna made the following resolution:

WHEREAS, Roscoe-Rockland Fire District would like to submit an application for an Article of Incorporation to the New York Secretary of State; and

WHEREAS, John R. Theodore, Esq. has offered to assist with said application on behalf of the Roscoe-Rockland Fire District;

NOW, THEREFORE BE IT RESOLVED that the Town Board of the Town of Colchester hereby approves the formation of the corporation for the Roscoe-Rockland Fire District;

FURTHER RESOLVED, that the Town Board of the Town of Colchester hereby authorizes Supervisor Arthur M. Merrill to submit a Letter of Support for the Roscoe-Rockland Fire District's application for an Article of Incorporation.

Resolution was seconded by Mark Mattson, Mark Mattson-aye, Julie Markert-aye, Greg Lavorgna-aye, Arthur Merrill-aye, Janet Champlin-absent, resolution declared adopted.

- NYSEG- Courtesy letter letting us know that NYSEG will be working along Tub Mill Road on the property of tax map no. 339.-1-43; DWD Water Tank.
- CWC- Art Exhibit "Eye on the Mountains" on display at the CWC in Margaretville.

**REPORTS-** written reports on file at Town Clerk's Office:

- Cooks Falls Water District- October 2018- 27 customers balance due \$3,761.50; Receipts of \$3,120.02 disbursed to Supervisor.

- Downsville Water District- October 2018- 69 customers balance due \$12,275.47; Receipts of \$14,073.32 disbursed to Supervisor.
- Town Clerk- October 2018- Total disbursed \$2,074.32 of which \$2,014.32 was Town revenues.
- Police- October 2018 Activity Report.
- Planning Board- July 19, 2018 Minutes.
- Town Justice Edel- October 2018.

Supervisor Merrill reported that Paul G. Ryder III Construction has started on the Cooks Falls Garage Project.

Supervisor reported that the EV Station under the Clean Energy Communities Program/Grant has been installed; NYSEG needs to hook it up.

Supervisor reported that Tau Engineering PC has provided an agreement for professional services for the Gregory Hollow Road Aquatic Organism Passage Design (Culvert Replacement Project-Tiffany Hollow NFPP Grant); once Tau Engineers receives notice to proceed, they will start their engineering services and assist with bidding in April 2019. Board discussed.

NO.102-2018 11/07/18      Engineering Services Contract with Tau Engineering PC

Julie Markert made the following resolution:

WHEREAS, the Town of Colchester will require professional engineering services for the Gregory Hollow Road Aquatic Organism Passage Design (Culvert Replacement Project-Tiffany Hollow NFPP Grant); and

WHEREAS, Tau Engineering PC has submitted an engineering services proposal to include Topographic & Geomorphic Analysis, Hydraulic Modeling to Confirm Crossing Dimensions, Pre-Final and Final Design Packages, and Bid Assistance for said project; and

WHEREAS, Tau Engineering PC will complete the services in Enclosure A for a time and materials fee not to exceed \$19,900;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Colchester hereby authorizes Supervisor Arthur M. Merrill to execute an Engineering Agreement for the mentioned project to enter into Contract with Tau Engineering PC in accordance with the scope of services and terms of payments.

Resolution was seconded by Greg Lavorgna, Mark Mattson-aye, Julie Markert-aye, Greg Lavorgna-aye, Arthur Merrill-aye, Janet Champlin-absent, resolution declared adopted.

Supervisor commented that the Fire Dept. has funds in their budget for Fire Hydrants.

Councilman Mattson commented that the Girl Scouts are doing a fund raiser for this also.

Supervisor Merrill reported that Fees for Parking Violations were established for Local Law No.1-2018- A Local Law to Regulate and Prohibit the Parking of Trucks and Oversize Vehicles Exceeding 10,500 Pounds on Town Highways under Section 7-Penalties for Offenses; we will need to order tickets with fines indicated. Officer Cawley has suggested the following to be imprinted on tickets. Board reviewed and discussed.

Overweight Vehicle 1 <sup>st</sup> offense	fine \$50	after 30 days \$100
Overweight Vehicle 2 <sup>nd</sup> offense	fine \$150	after 30 days \$250
Overweight Vehicle 3 <sup>rd</sup> offense	fine \$275	after 30 days \$500

NO.103-2018 11/07/18      Parking Violation Tickets

Greg Lavorgna made the following resolution:

WHEREAS, on September 05, 2018 the Town Board of the Town of Colchester adopted Local Law No. 1 of the Year 2018- A Local Law to Regulate and Prohibit the Parking of Trucks and Oversize Vehicles Exceeding 10,500 Pounds on Town Highways; and

WHEREAS, on September 14, 2018 the Office of the Secretary of State had filed said Local Law and has become effective on this date;

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Colchester hereby authorizes the ordering of imprinted Parking Violation Tickets with the following fines/conditions:

Overweight Vehicle 1 <sup>st</sup> offense	fine \$50	after 30 days \$100
Overweight Vehicle 2 <sup>nd</sup> offense	fine \$150	after 30 days \$250
Overweight Vehicle 3 <sup>rd</sup> offense	fine \$275	after 30 days \$500

Resolution was seconded by Julie Markert, Mark Mattson-aye, Julie Markert-aye, Greg Lavorgna-aye, Arthur Merrill-aye, Janet Champlin-absent, resolution declared adopted.

Supervisor Merrill stated that we must adopt a new Sexual Harassment Policy to comply with New York State; the Town adopted a policy previously in July 1993. Board discussed.

NO.104-2018 11/07/18 Sexual Harassment Policy

Mark Mattson offered the following resolution:

WHEREAS, sexual discrimination is unlawful pursuant to the New York Human Rights Law §290 et seq., (codified as N.Y. Executive Law, Article 15), and the federal civil Rights Act of 1964, Act of 1964, Title VII (codified as 42 U.S.C. § 2000e et seq.) and applies to all employers in New York State; and

WHEREAS, New York State Department of Labor Law (Section 201-G, Prevention of Sexual Harassment), which was part of the 2018-19 State Budget, requiring all employers to adopt, post and distribute to all employees a sexual harassment prevention policy; and

WHEREAS, the law also requires that all employees complete the training that meets the minimum standards, no later than October 9, 2019, and annually thereafter.

NOW, THEREFORE, BE IT RESOLVED that in compliance with current laws the Sexual Harassment Policy and procedures annexed hereto be adopted as the official policy of the Town of Colchester; and

BE IT FURTHER RESOLVED that the Sexual Harassment Policy and Procedures established on July 21, 1993 be rescinded.

Resolution was seconded by Julie Markert, Mark Mattson-aye, Julie Markert-aye, Greg Lavorgna-aye, Arthur Merrill-aye, Janet Champlin-absent, resolution declared adopted.

Supervisor reported that the bid opening for Bid Proposal No. 01-18 was held today at 2PM; we received the following bids from one bidder:

**No.2 Heating Fuel**

Mirabito Energy Products- Jock Albany plus a Firm Differential of \$0.2975 per gal.  
Mirabito Energy Products- Firm Bid Price of \$2.8446 per gal.

**Kerosene**

Mirabito Energy Products- Jock Albany plus a Firm Differential of \$0.2975 per gal.  
Mirabito Energy Products- Firm Bid Price of \$3.1446 per gal.

**Winter Blend**

Mirabito Energy Products- Jock Albany plus a Firm Differential of \$0.2736 per gal.  
Mirabito Energy Products- Firm Bid Price of \$2.9193 per gal.

**Diesel Fuel**

Mirabito Energy Products- Jock Albany plus a Firm Differential of \$0.2736 per gal.  
Mirabito Energy Products- Firm Bid Price of \$2.8193 per gal.

**Propane**

Mirabito Energy Products- Jock Albany plus a Firm Differential of \$0.5500 per gal.  
Mirabito Energy Products- Firm Bid Price of \$1.85 per gal.  
Board discussed.

NO.105-2018 11/07/18 Award Bid Proposal No. 1-18 Fuel

Greg Lavorgna made the following resolution:

WHEREAS, the Town of Colchester had advertised for Bid Proposal No. 1-18 Fuel; and

WHEREAS, on November 07, 2018 the Town received said fuel bid from one bidder;  
WHEREAS, on November 07, 2018 the Town opened said fuel bid from the one bidder;  
THEREFORE, BE IT RESOLVED that the Town Board of the Town of Colchester hereby accepts the bid from Mirabito Energy Products for Bid Proposal No. 1-18 Fuel at a rates of:

No.2 Heating Fuel - Firm Bid Price of \$2.8446 per gal.

Kerosene- Firm Bid Price of \$3.1446 per gal.

Winter Blend - Firm Bid Price of \$2.9193 per gal.

Diesel Fuel- Firm Bid Price of \$2.8193 per gal.

Propane - Firm Bid Price of \$1.8500 per gal.

FURTHER RESOLVED, that the Town Board hereby gives authorization to Supervisor Arthur M. Merrill to enter into contract with Mirabito Energy Products of 49 Court Street, PO Box 5306, Binghamton, New York 13902 for fuel to be delivered at various locations within the Town of Colchester.

Resolution was seconded by Julie Markert, Mark Mattson-aye, Julie Markert-aye, Greg Lavorgna-aye, Arthur Merrill-aye, Janet Champlin-absent, resolution declared adopted.

Supervisor asked if there was any further discussion on the 2019 Budget, if not then he asked for a motion that the Preliminary Budget for 2019 as presented be adopted as the Final 2019 Budget.

NO.106-2018 11/07/18 2019 Budget Adopted

Mark Mattson made the following resolution:

BE IT RESOLVED, that the Town Board of the Town of Colchester hereby accepts the Town of Colchester Preliminary Budget for 2019 as presented and that it be adopted as the Final 2019 Budget.

Resolution was seconded by Julie Markert.

This resolution was put to a vote by roll call and resulted as follows:

Town Supervisor, Arthur M. Merrill	voting aye
Councilperson, Janet Champlin	absent
Councilperson, Julie A. Markert	voting aye
Councilperson, Mark W. Mattson	voting aye
Councilperson, Gregory L. Lavorgna	voting aye

The resolution having received majority vote of the members of the Town Board of the Town of Colchester, the 2019 Budget was declared to be duly adopted. And hereby affixed one certified copy of the 2019 Budget.

Supervisor Merrill read a proposed proclamation that the Commander of the James S. Moore Post 167 American Legion had asked us to adopt. Board discussed.

NO.107-2018 11/07/18 Bells of Peace: A World War I Remembrance

Greg Lavorgna made the resolution to adopt the following Proclamation:

A National Tolling of Bells to Honor Those Who Served in the Great War

WHEREAS, a century ago 4.7million American families sent their sons and daughters off to World War I; and

WHEREAS, men and women from the Town of Colchester served selflessly and honorably in World War I; and

WHEREAS, 116,516 Americans gave their lives in the war, and more than 200,000 were wounded; and

WHEREAS, the tolling of bells is a traditional expression of honor and remembrance; and

WHEREAS, in November 2018 the world will commemorate the 100<sup>th</sup> anniversary of the Armistice that ended the fighting in World War I at 11:00am, November 11,1918 – the eleventh hour of the eleventh day of the eleventh month; and

WHEREAS, on April 6, 2018, the United States World War I Centennial Commission called upon all Americans across the nation to toll bells in remembrance of those who served in World War I on Armistice Day, November 11, 2018;

NOW THEREFORE, BE IT RESOLVED that the Town Board of the Town of Colchester does hereby call upon all Americans across the nation to toll bells in remembrance of those who served in World War I at 11:00am on November 11, 2018.

Resolution was seconded by Julie Markert, Mark Mattson-aye, Julie Markert-aye, Greg Lavorgna-aye, Arthur Merrill-aye, Janet Champlin-absent, resolution declared adopted.

Supervisor reported that the County Planning Dept. is responsible for maintaining a current Multi-Jurisdictional All-Hazards Mitigation Plan; the plan must be evaluated and readopted by all jurisdictions covered in the plan every five years to remain eligible for federal mitigation funding offered annually and after presidentially declared events; this will be filed with FEMA. Board discussed.

NO.108-2018 11/07/18      Adoption of the Delaware County Multi-Jurisdictional All-Hazards Mitigation Plan Update

Julie Markert made the following resolution:

WHEREAS, Delaware County has gathered information and prepared an updated Delaware County Multi-Jurisdictional All-Hazards Mitigation Plan; and

WHEREAS, the Delaware County Board of Supervisors determined in Resolution 107 of 2003 that a multi-jurisdictional All-Hazards Mitigation Plan representing all the towns and villages in Delaware County would be more efficient to produce than each community drafting and adopting its own; and

WHEREAS, the Delaware County Multi-Jurisdictional All-Hazards Mitigation Plan has been prepared in accordance with the Disaster Mitigation Act of 2000; and

WHEREAS, Delaware County is a local unit of government that has afforded the citizens an opportunity to comment and provide input on the Plan and the actions in the Plan; and

WHEREAS, Delaware County and the Town of Colchester have reviewed the Plan and affirm that the Plan will be updated no less than every five years;

NOW THEREFORE, BE IT RESOLVED by the Town of Colchester Town Board that the Town of Colchester adopts the Delaware County Multi-Jurisdictional All-Hazards Mitigation Plan, and resolves to execute the actions in the Plan.

Resolution was seconded by Mark Mattson.

This resolution was put to a vote by roll call and resulted as follows:

Town Supervisor, Arthur M. Merrill	voting aye
Councilperson, Janet Champlin	absent
Councilperson, Gregory L. Lavorgna	voting aye
Councilperson, Julie A. Markert	voting aye
Councilperson, Mark W. Mattson	voting aye

The resolution was declared to be duly adopted by the members of the Town Board of the Town of Colchester.

Supervisor Merrill reported that Town Justice Edward DeRosia would like a lighted sign for the Cooks Falls Court Room; a quote from Stewart Signs was presented, \$5,768; Supervisor would like to set up a committee to research the issue for all departments. Board discussed further. Supervisor suggested to install two solar lights until further researched and resolved.

Supervisor commented that he had received a phone call for the Girl Scouts; they would like to replace the flag on Down's Grave; they are going to raise money for this. Supervisor suggests that the Town purchase flag out of Youth Funds in this year's budget. Board discussed.

NO.109-2018 11/07/18      Purchase Flag for Down's Grave

Julie Markert made the following resolution:

BE IT RESOLVED that the Town Board of the Town of Colchester does hereby authorize the purchase of one large American Flag to replace the flag at Down's Grave.

Resolution was seconded by Greg Lavorgna, Mark Mattson-aye, Julie Markert-aye, Greg Lavorgna-aye, Arthur Merrill-aye, Janet Champlin-absent, resolution declared adopted.

Supervisor Merrill reported that we have received two applications for sidewalk snow removal: Cassandra Gales and Steven Brown; Supervisor suggests hiring both and split up the duties: each would get one side of the bridge on Main Street and either Town Hall or old Eagle Hotel property. Board discussed.

NO.110-2018 11/07/18      Hire C. Gales & S. Brown for Snow Shoveling

Mark Mattson made the following resolution:

BE IT RESOLVED that the Town Board of the Town of Colchester hereby authorize the Town Supervisor to hire Cassandra M. Gales & Steven R. Brown to shovel snow off the bridge located at 15105 State Hwy 30, Downsville and other Town facilities as needed, by voucher and at the rate of \$10.00 per site per occasion.

Resolution was seconded by Julie Markert, Mark Mattson-aye, Julie Markert-aye, Greg Lavorgna-aye, Arthur Merrill-aye, Janet Champlin-absent, resolution declared adopted.

Supervisor Merrill made the following announcements:

- Town Clerk's Office Closed on Fridays in November
- Town Hall Closed Monday, November 12<sup>th</sup>- Veterans' Day
- Town Hall Closed Thursday & Friday, Nov. 22<sup>nd</sup> & 23<sup>rd</sup>- Thanksgiving Holiday
- Next Regular Board Meeting Wed., December 5<sup>th</sup> at 7PM –Nov. 21<sup>st</sup> meeting canceled

Councilwoman Markert inquired if Supervisor has spoken with Donald Reynolds regarding Paige Cemetery property line and issues? Supervisor replied that the Town Attorney is writing up an agreement.

**SUBMISSION OF BILL/EXPENSES:** Julie Markert made the motion, seconded by Mark Mattson, that the vouchers be approved, subject to any corrections or deletions, Mark Mattson-aye, Julie Markert-aye, Greg Lavorgna-aye, Arthur Merrill-aye, Janet Champlin-absent, motion carried. Abstract No.19-2018 Voucher No.567-613; Totaling \$264,884.96.

Julie Markert made the motion to go into executive session to discuss contract negotiations, litigation and highway personnel issues, seconded by Mark Mattson, Mark Mattson-aye, Julie Markert-aye, Greg Lavorgna-aye, Arthur Merrill-aye, Janet Champlin-absent, motion carried. Board entered executive session at 8:45 PM. Highway Supt was invited to stay. Board held discussion. Greg Lavorgna made the motion to enter back into regular session, seconded by Julie Markert, Mark Mattson-aye, Julie Markert-aye, Greg Lavorgna-aye, Arthur Merrill-aye, Janet Champlin-absent, motion carried. Board entered regular session at 9:16 PM. Board held discussion and then adopted the next three resolutions, regarding highway call-in help, teamsters contract and health insurance for Bookkeeper and change in insurance buy-out amount.

NO.111-2018 11/07/18      Call-in Temporary Help Policy for Removal of Snow & Ice

Mark Mattson offered the following resolution:

WHEREAS, it has been the policy of the Town of Colchester Highway Department, in conjunction with the Town Board of the Town of Colchester, to hire temporary help on a call-in basis to assist with the removal of snow and ice from the Town of Colchester Highways; and

WHEREAS, it has been the policy of said Town to use permanent Cemetery Employees for the removal of snow and ice; and

WHEREAS, it has been the policy of said Town that priority shall be given to permanent employees for overtime; and

WHEREAS, this is a favorable impact on the Town of Colchester's Budget and has worked well in the past;

THEREFORE, BE IT RESOLVED that the permanent employees assigned to Cemetery duty, namely, Ronnie L. MacDonald Jr. and Justin W. McAdams be transferred to the Highway Department; and

BE IT FURTHER RESOLVED, that the Superintendent of Highways for the Town of Colchester, be authorized to advertise for Part-Time Highway Employees for the 2018-2019 Winter Season.

Resolution was seconded by Julie Markert, Mark Mattson-aye, Julie Markert-aye, Greg Lavorgna-aye, Arthur Merrill-aye, Janet Champlin-absent, resolution declared adopted.

NO.112-2018 11/07/18 Ratify Agreement with Teamsters Local Union No. 317

Julie Markert made the following resolution:

BE IT RESOLVED, that the Town Board of the Town of Colchester hereby ratifies a three year (1-1-2019 through 12-31-2021) agreement with the Teamsters Local Union No. 713.

Resolution was seconded by Greg Lavorgna, Mark Mattson-aye, Julie Markert-aye, Greg Lavorgna-aye, Arthur Merrill-aye, Janet Champlin-absent, resolution declared adopted.

NO.113-2018 11/07/18 Amend Health Insurance Policy adopted 12/02/2015

Mark Mattson made the following resolution:

BE IT RESOLVED that the Town Board of the Town of Colchester hereby approves and authorizes the amendment of the Health Insurance Policy last adopted on December 02, 2015, annexed to this resolution and presented at this meeting, with a review of said policy to be made on an annual basis by the Town Board at the Organizational Meeting; and

BE IT FURTHER RESOLVED that such Policy shall take effect January 01, 2019.

Resolution was seconded by Greg Lavorgna, Mark Mattson-aye, Julie Markert-aye, Greg Lavorgna-aye, Arthur Merrill-aye, Janet Champlin-absent, resolution declared adopted.

**TOWN OF COLCHESTER  
HEALTH INSURANCE POLICY**  
**Per Resolution No. 126-2015 - Adopted 12/02/2015**  
**Amended 11/07/2018 Per Resolution No. 113-2018**

The Town of Colchester offers Health Insurance and Dental Insurance coverage to its employees according to the following schedule:

All full time Highway personnel receive full paid coverage as they choose (Union members in Teamster's Local 317 contribute 6% toward the cost).

Full time Transfer Station operator receives full paid coverage of his choice.

Full time Police officers receive full paid coverage of their choice.

The following full time elected officials receive full paid coverage for a single subscriber:

- Highway Superintendent
- Town Clerk
- Supervisor

All other elected officials may receive full coverage for a single subscriber by contributing 50% of the cost.

The following contracted employees receive full paid subscriber and spouse coverage:

- Town Attorney
- Downsville Water District Water Plant Operator
- Account Clerk/Data Processing

All full time employees who elect not to take the Health Insurance benefit may, upon proof of coverage from another source, sign a waiver (to be renewed annually) and receive a payment of \$2,000 for single eligible coverage or \$4,000 for family eligible coverage. Such payment will be made in June and December of that calendar year (50% in June; 50% in December).

Open enrollment for insurance coverage is done annually during December. All changes must be done during that period.

All payments towards Health/Dental Insurance must be done by personal check by the 10<sup>th</sup> of each month.

With no further business, Mark Mattson made the motion for adjournment, seconded by Greg Lavorgna, Mark Mattson-aye, Julie Markert-aye, Greg Lavorgna-aye, Arthur Merrill-aye, Janet Champlin-absent, motion carried. Meeting adjourned at 9:25 PM.

Respectfully Submitted:

Julie B. Townsend, Town Clerk