

TOWN BOARD

The Town Board, Town of Highlands, held an Executive Session, Re-organization meeting and Regular meeting, on Monday, January 11, 2016, at Town Hall, 254 Main St, Highland Falls, NY at 6:00pm.

PRESENT: William Edsall ---- Council Member
Tyrone King ---- Council Member
June Gunza ---- Council Member
Adrienne T. Voltaire ---- Council Member
Justin Rider ---- Counsel
June Patterson ---- Town Clerk

Supervisor Livsey opened the meeting at 6:00pm.

EXECUTIVE SESSION

Council Member Edsall made a motion seconded by Council Member Gunza to go into executive session to discuss Building Department personnel, Police Department personnel and Salaries.

MOTION CARRIED: 5-eyes (Livsey, Edsall, King, Gunza, Voltaire)
0-nays

Council Member Gunza made a motion seconded by Council Member Voltaire to close the executive session. Executive session closed at 7:00pm.

MOTION CARRIED: 5-eyes (Livsey, Edsall, King, Gunza, Voltaire)
0-nays

RE-ORGANIZATION MEETING

Supervisor Livsey opened the Re-organization meeting at 7:00pm.

Supervisor Livsey welcomed newly elected Council Member, Tyrone King, to the Board.

ELIGIBILITY

Supervisor Livsey stated that every elective officer of the Town is an elector of the Town of Highlands.

OATHS OF OFFICE

Supervisor Livsey said that every Town Officer of the Town has taken an oath of office.

OFFICIAL UNDERTAKING

Supervisor Livsey said that every Town Officer is covered by a blanket undertaking indemnifying against losses caused by the failure of the officers or employees to faithfully perform their duties or by their fraudulent or dishonest acts.

VACANCIES

Supervisor Livsey stated that there are no vacancies in the Town's elective offices.

APPOINTMENTS

Supervisor Livsey made a motion seconded by Council Member Voltaire to appoint **Rider, Weiner & Frankel** as the **Town Attorney** for a term of **one year**.

MOTION CARRIED: 5-eyes (Livsey, Edsall, King, Gunza, Voltaire)
0-nays

Supervisor Livsey said RFPs were sent out for the position of Vehicle & Traffic prosecutor and the only one received was from Rider, Weiner & Frankel. The Supervisor said the proposal is for \$1,000 a month for 12 months.

MOTION CARRIED: 5-eyes (Livsey, Edsall, King, Gunza, Voltaire)
0-nays

Supervisor Livsey made a motion seconded by Council Member Gunza to appoint **Rider, Weiner & Frankel** as the **V&T Prosecutors** effective February 1, 2016 at the proposed rate.

MOTION CARRIED: 5-eyes (Livsey, Edsall, King, Gunza, Voltaire)
0-nays

Supervisor Livsey made a motion seconded by Council Member Edsall to appoint **Robert Held** as **Sewer Inspector** and **Bruce Terwilliger** as **Deputy Sewer Inspector** at a rate of \$35 per inspection for a term of **one year**.

MOTION CARRIED: 5-eyes (Livsey, Edsall, King, Gunza, Voltaire)
0-nays

Supervisor Livsey said John Hager, Building Inspector, is resigning effective February 1, 2016 and he would like to move Mr. Terwilliger to his job at the current rate of pay.

Supervisor Livsey made a motion seconded by Council Member Edsall to appoint Bruce Terwilliger to take Mr. Hager's position upon his resignation. The Supervisor said this appointment will be effective February 2, 2016.

MOTION CARRIED: 5-eyes (Livsey, Edsall, King, Gunza, Voltaire)
0-nays

Supervisor Livsey made a motion seconded by Council Member Gunza to appoint **Kathy McGuinness** as the **Dog Control Officer** for a term of **one year**.

MOTION CARRIED: 5-eyes (Livsey, Edsall, King, Gunza, Voltaire)
0-nays

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Supervisor Livsey made a motion seconded by Council Member make **Orange County Department of Health** the **Health Officer** for the Town.

MOTION CARRIED: 5-eyes (Livsey, Edsall, King, Gunza, Voltaire)
0-nays

Supervisor Livsey made a motion seconded by Council Member Voltaire to appoint **Kelly Blauvelt** as the **Budget Officer** for a term of **one years**.

MOTION CARRIED: 5-eyes (Livsey, Edsall, King, Gunza, Voltaire)
0-nays

Supervisor Livsey stated that Stella Bailey has been the Historian for a very long time and she has been paid by the Village and Town. The Supervisor said the Village is no longer paying her and he would like to add \$1,500 to her salary to cover the amount lost from the Village.

Supervisor Livsey made a motion seconded by Council Member King to appoint **Stella Bailey** as the **Town Historian** at a salary of \$4,500 for a term of **one year**.

MOTION CARRIED: 5-eyes (Livsey, Edsall, King, Gunza, Voltaire)
0-nays

Supervisor Livsey said there is no Emergency Action Coordinator at this time, but if anyone is interested they can contact Chief Quinn or Council Member Gunza.

Supervisor Livsey made a motion seconded by Council Member Voltaire to appoint **James Patterson** as the **Highway Supt.** for a term of **two years**.

MOTION CARRIED: 5-eyes (Livsey, Edsall, King, Gunza, Voltaire)
0-nays

Supervisor Livsey made a motion seconded by Council Member Edsall to appoint **Jeff Perry** as the **Deputy Highway Supt.** for a term of **two years**.

MOTION CARRIED: 5-eyes (Livsey, Edsall, King, Gunza, Voltaire)
0-nays

Supervisor Livsey made a motion seconded by Council Member Gunza to appoint **James Patterson** as the **Water Superintendent** for a term of **two years**.

MOTION CARRIED: 5-eyes (Livsey, Edsall, King, Gunza, Voltaire)
0-nays

Supervisor Livsey made a motion seconded by Council Member Edsall to appoint **Kelly Blauvelt** as the **Executive Asst. to the Supervisor** for a term of **one year**.

MOTION CARRIED: 5-eyes (Livsey, Edsall, King, Gunza, Voltaire)
0-nays

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Supervisor Livsey made a motion seconded by Council Member Gunza to appoint **Marty Byrnes** to handle the **Ambulance Administrative Services** for a term of **one year**.

MOTION CARRIED: 5-eyes (Livsey, Edsall, King, Gunza, Voltaire)
0-nays

Supervisor Livsey made a motion seconded by Council Member Edsall to appoint **Nick Podias** to handle the **Water/Sewer billing** for the Town of Highlands.

MOTION CARRIED: 5-eyes (Livsey, Edsall, King, Gunza, Voltaire)
0-nays

Council Member Edsall made a motion seconded by Council Member Gunza to appoint **Bob Livsey** as the **Treasurer** for a term of **one year**.

MOTION CARRIED: 5-eyes (Livsey, Edsall, King, Gunza, Voltaire)
0-nays

Supervisor Livsey made a motion seconded by Council Member Voltaire to appoint **Kelly Blauvelt** as the **Comptroller** for a term of **two years**.

MOTION CARRIED: 5-eyes (Livsey, Edsall, King, Gunza, Voltaire)
0-nays

Supervisor Livsey said there is a vacancy on the Planning Board that he does not want to fill at this time since consolidation of the Village and Town Planning Boards is being discussed.

Supervisor Livsey made a motion seconded by Council Member Edsall to **not fill** the **Planning Board** vacancy at this time.

MOTION CARRIED: 5-eyes (Livsey, Edsall, King, Gunza, Voltaire)
0-nays

Supervisor Livsey made a motion seconded by Council Member Edsall to appoint **Joseph McCormick** to the **Consolidated Zoning Board of Appeals** for a term of **5 years**.

MOTION CARRIED: 5-eyes (Livsey, Edsall, King, Gunza, Voltaire)
0-nays

Supervisor Livsey made a motion seconded by Council Member Gunza to appoint **June Patterson** as the **Registrar** for a term of **two years**.

MOTION CARRIED: 5-eyes (Livsey, Edsall, King, Gunza, Voltaire)
0-nays

Supervisor Livsey made a motion seconded by Council Member Edsall to appoint **Lesley Peterson** as the **Deputy Registrar** for a term of **two years**.

MOTION CARRIED: 5-eyes (Livsey, Edsall, King, Gunza, Voltaire)
0-nays

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Supervisor Livsey made a motion seconded by Council Member Gunza to approve the appointment of **Lesley Peterson** as the **Deputy Town Clerk** for a term of **two years**.

MOTION CARRIED: 5-eyes (Livsey, Edsall, King, Gunza, Voltaire)
0-nays

2016 SALARY SCHEDULE

Supervisor Livsey made a motion seconded by Council Member Voltaire to approve the salary schedule as amended.

MOTION CARRIED: 5-eyes (Livsey, Edsall, King, Gunza, Voltaire)
0-nays

EMPLOYEE BENEFITS

Supervisor Livsey said the employee benefits are listed in the Employee Handbook or the Union Contracts for Police, Highway and Sanitation.

MILEAGE

Supervisor Livsey stated that the mileage reimbursement amount is .54 cents a mile.

HOLIDAYS, ETC.

Supervisor Livsey said the Holiday Schedule, Leave, Vacation, etc. is listed in the Employee Handbook or the Union Contracts.

TOWN BOARD

Meetings

Supervisor Livsey stated that Town Board meetings will be conducted according to Robert's Rules of Order and any exceptions will be by a super majority vote.

Supervisor Livsey made a motion seconded by Council Member Voltaire to set the "Regular Meetings" on the second and fourth Monday of each month at 7:00pm and any exceptions/special meetings will be advertised in accordance with Town Law.

MOTION CARRIED: 5-eyes (Livsey, Edsall, King, Gunza, Voltaire)
0-nays

Powers/Duties of Supervisor

Supervisor Livsey stated that the Supervisor is the Chief Executive of the Town. The Supervisor presides at Town Board meetings and is assigned by the Town Board certain additional duties and responsibilities as a result of his statutory role as Town Treasurer. The Supervisor is the Town Marriage Officer, if appointed by the Town Board.

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Deputy Town Supervisor

Supervisor Livsey said that he is appointing Council Member Gunza to the position of Deputy Supervisor and she will assume the duties of the Supervisor in his absence.

Board Liaisons

Supervisor Livsey read the liaison list and stated that it was not set in stone.

Official Newspaper

Supervisor Livsey said the official newspapers for the Town will be the News of the Highlands and/or the Times Herald Record.

Marriage Officer

Council Member Edsall made a motion seconded by Council Member Voltaire to appoint Supervisor Livsey as the **Marriage Officer** for a term of **one year**.

MOTION CARRIED: 5-eyes (Livsey, Edsall, King, Gunza, Voltaire)
0-nays

DEPOSITORIES

Supervisor Livsey made a motion seconded by Council Member Edsall to make Chase and First Niagara as the official depositories of the Town.

PETTY CASH

Supervisor Livsey said the Petty Cash funds are as follows: Court \$200 (\$100 per clerk), Town Clerk \$100, Police \$100 and Recreation \$100 (if needed).

Aaron Falk, Recreation Director, stated that he did not want a petty cash fund.

ACCOUNTING DUTIES

Supervisor Livsey said the Comptroller handles the accounting duties.

PROCUREMENT GUIDELINES

Council Member Edsall made a motion seconded by Council Member Voltaire to adopt the Procurement Policy for 2016.

RESOLUTION ADOPTED: 5-eyes (Livsey, Edsall, King, Gunza, Voltaire)
0-nays

******RESOLUTION ATTACHED******

INVESTMENT POLICY

Council Member Edsall made a motion seconded by Council Member Voltaire to adopt the Investment Policy for 2016.

MOTION CARRIED: 5-eyes (Livsey, Edsall, King, Gunza, Voltaire)
0-nays

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Council Member Voltaire made a motion seconded by Council Member Gunza to approve the minutes from the November 11, 2015 meeting.

MOTION CARRIED: **3-eyes (Livsey, Gunza, Voltaire)**
 0-nays
 2-abstain (King, Edsall)

Council Member Edsall made a motion seconded by Council Member Gunza to approve the minutes from the December 28, 2015 meeting.

MOTION CARRIED: **3-eyes (Livsey, Gunza, Edsall)**
 0-nays
 2-abstain (Voltaire, King)

COMMUNICATIONS

Supervisor Livsey said Mr. Falk has a lot of things he wants to do in the Recreation Department and the Supervisor shared the list with the Board. The Supervisor said he would like to talk about this at the next meeting, after the Board had time to look at it.

FINANCIAL

Accounts Payable

Supervisor Livsey said the Town paid out \$60,449.57.

Budget Transfers

Supervisor Livsey made a motion seconded by Council Member King to transfer \$1,000 from Highway part town fuel to Highway part town personnel.

MOTION CARRIED: **5-eyes (Livsey, Edsall, King, Gunza, Voltaire)**
 0-nays

Supervisor Livsey made a motion seconded by Council Member Gunza to transfer \$500 from Cemetery Plot sales to Cemetery other expenses.

MOTION CARRIED: **5-eyes (Livsey, Edsall, King, Gunza, Voltaire)**
 0-nays

Supervisor Livsey made a motion seconded by Council Member Voltaire to transfer \$750 from Ambulance fuel to Ambulance medical expenses.

MOTION CARRIED: **5-eyes (Livsey, Edsall, King, Gunza, Voltaire)**
 0-nays

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Supervisor Livsey made a motion seconded by Council Member Voltaire to transfer \$500 from Assessor other expenses Board Review to Assessor Certiorari.

**MOTION CARRIED: 5-eyes (Livsey, Edsall, King, Gunza, Voltaire)
0-nays**

Supervisor Livsey made a motion seconded by Council Member Voltaire to transfer \$300 from Ambulance fuel to Ambulance contracted expense.

**MOTION CARRIED: 5-eyes (Livsey, Edsall, King, Gunza, Voltaire)
0-nays**

Supervisor Livsey made a motion seconded by Council Member Gunza to transfer \$350 from Police fuel to Police cell phone expense.

**MOTION CARRIED: 5-eyes (Livsey, Edsall, King, Gunza, Voltaire)
0-nays**

Supervisor Livsey made a motion seconded by Council Member Edsall to transfer \$400 from Retirement (A fund) to Unemployment expense.

**MOTION CARRIED: 5-eyes (Livsey, Edsall, King, Gunza, Voltaire)
0-nays**

Supervisor Livsey made a motion seconded by Council Member Edsall to transfer \$175 from Retirement (B fund) to Unemployment expense.

**MOTION CARRIED: 5-eyes (Livsey, Edsall, King, Gunza, Voltaire)
0-nays**

BOARD REPORTS

Council Member Voltaire

No report.

Council Member Gunza

Council Member Gunza reported that she has been working with David Church from Orange County and he will be setting up a meeting with the Village and Town to update the Zoning Code.

Council Member Gunza also stated that there is a meeting on Wednesday morning to work on the Hazard Mitigation Plan.

Council Member King

No report.

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Council Member Edsall

Council Member Edsall stated that he would like to move forward with the lighting upgrade that was given to him by the Supervisor.

Supervisor Livsey said he will put that on the agenda for the next meeting.

Council Member Edsall said he received a quote for the radar type speed signs. Mr. Edsall had some questions for the Chief regarding these signs.

SUPERVISOR'S REPORT

Supervisor Livsey asked Council Member King to work with the Town Clerk to get the Ethics forms returned.

Supervisor Livsey said the new hours for the Highway Secretary are Monday through Friday from 9am to 2pm.

Supervisor Livsey asked Ms. Blauvelt to put the Water Department number on the website. The Supervisor also stated that, when the water was out recently, the Town did their best to notify the residents.

Ms. Blauvelt said she is looking into a different alert system than we already have.

Supervisor Livsey said he received a letter thanking the Town for taking care of a trash problem recently. The Supervisor asked for complaints to be put in writing, if possible.

Ms. Blauvelt said the number to the Water Department is 845-859-4421.

GENERAL BUSINESS

Partner's in Safety

Supervisor Livsey needs the Board to authorize him to sign the agreement with Partners in Safety for the Town's drug and alcohol testing.

Council Member Edsall made a motion seconded by Council Member Voltaire to authorize the Supervisor to sign the agreement with Partners in Safety.

MOTION CARRIED: 5-ayes (Livsey, Edsall, King, Gunza, Voltaire)
0-nays

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Town of Highlands Ambulance

Supervisor Livsey said the Town of Highlands Ambulance held their annual elections recently. The Supervisor said the Town Board are the Commissioners for the Ambulance District and need to approve the new officers.

Council Member Edsall made a motion seconded by Council Member Gunza to approve the new Operational Officers for the Town of Highlands Ambulance.

**MOTION CARRIED: 5-eyes (Livsey, Edsall, King, Gunza, Voltaire)
0-nays**

Chief Quinn's Report

Chief Quinn said the Police Department is providing service for the basketball games at O'Neill. The Chief said the last game they are scheduled to attend is on February 4.

Supervisor Livsey said he has heard positive things about the Officers.

Chief Quinn discussed the safety of the School Crossing Guard in Fort Montgomery. The Chief said DOT is looking into whether it is a school zone and if it is not the School will need to request it to be. The Chief said, once it is a school zone, the Town can control speed in that area. Chief Quinn said DOT is going to do a study and make recommendations.

Chief Quinn said he would like to purchase a Stop Sign paddle that is lit and have officer enforcement to help with the safety issue. The Chief asked the Board if they would want to purchase signage if the DOT recommends it.

Supervisor Livsey said, once the DOT makes their recommendations, the Town might be able to go to Senator Larkin or Assemblyman Skoufis for help.

Chief Quinn has a leave of absence extension request from Officer Theresa Careswell. The Chief said Ms. Careswell is asking for a two month extension, which would expire in March.

Council Member Gunza made a motion seconded by Council Member Voltaire to approve Officer Careswell's request for a leave of absence extension.

Chief Quinn asked the Board to allow him to canvass for a part-time officer because of certain circumstances.

Council Member Gunza made a motion seconded by Council Member Edsall to allow Chief Quinn to canvass for a part-time officer.

**MOTION CARRIED: 5-eyes (Livsey, Edsall, King, Gunza, Voltaire)
0-nays**

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Recreation Director

Mr. Falk thanked everybody for their help since he has started his new job. Mr. Falk also said he has made a new logo for the Recreation Department and showed the Board his sweatshirt that had the logo on it.

Council Member Gunza asked Mr. Falk to send any requests to the whole Board.

Supervisor Livsey informed Mr. Falk that anything he wants on the agenda need to be to him by noon on the Thursday before the meeting.

PUBLIC COMMENT

There was no public comment.

ADJOURN

Council Member Edsall made a motion seconded by Council Member Voltaire to adjourn the meeting. Meeting adjourned at 8:10pm.

MOTION CARRIED: 5-eyes (Livsey, Edsall, King, Gunza, Voltaire)
0-nays

Attest,

RESOLUTION

OF

January 11, 2016

A RESOLUTION TO ADOPT PROCUREMENT GUIDELINES

Council Member **Edsall** moved the following resolution which was seconded by Council Member **Voltaire**

WHEREAS, LEGISLATION RAISING THE GML, SEC 103 BIDDING LIMITS TO \$20,000 AND \$35,000 FOR PURCHASE AND PUBLIC WORKS CONTRACTS, RESPECTIVELY, EFFECTIVE JUNE 22,2010, REQUIRES LOCAL GOVERNMENTS TO ADOPT PROCUREMENT POLICIES FOR PURCHASES AND CONTRACTS FOR SERVICES THAT ARE NOT SUBJECT TO COMPETITIVE BIDDING; AND

Whereas, section 104-b of the GML requires every town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML, sect 103 or any other law; and

Whereas, comments have been solicited from those officers of the Town involved with procurement; now, therefore, be it

Resolved; that the Town of Highlands does hereby adopt the following procurement policies and procedures:

Guideline 1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML, sect 103. Every town officer, board, department head or other personnel with the requisite purchasing authority (hereinafter purchaser) shall estimate at the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of other town departments and past history to determine the likely yearly value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

Guideline 2. All purchases of a) supplies or equipment which will exceed \$20,000 in the fiscal year or b) public works contracts over \$35,000 shall be formally bid pursuant to GML, sect 103.

Guideline 3.

<u>Goods & Services Dollar Amount</u>	<u>Procedure</u>	<u>Public Works Dollar Amount</u>
Up to \$250	No competition required.	Up to \$250
\$251 - \$1,000	Documented solicitation of verbal or internet quotes from at least 3 sources. Purchase order required with approval of department head and comptroller.	\$251 - \$1,000
\$1,001 - \$2,500	Documented solicitation of verbal or internet quotes from at least 3 sources. Purchase order required with approval of supervisor and comptroller.	\$1,001 - \$2,500
\$2,501 - \$19,999	Written quotes from at least 3 sources. Purchase order required with approval of supervisor and comptroller.	\$2,501 - \$34,999
Over \$20,000	Subject to competitive bidding.	Over \$35,000

Purchases over \$250 must have a purchase requisition attached, signed by the Department Head and the Comptroller. Any purchase requisitions not approved by the Comptroller will not be processed for payment. In the absence of the Comptroller, the department liaison may approve the purchase requisition. Purchase requisitions over \$1,000 also require the signature of the Supervisor.

Any written RFP shall describe goods, quantity and the particulars of delivery. The purchaser shall compile a list of all vendors from whom written/fax/oral quotes have been requested and the written/fax/oral quotes offered.

All information gathered in complying with the procedures of this guideline shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

Guideline 4. The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the purchaser prepares a written justification providing reasons why it is in the best interest of the town and its taxpayers to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

Guideline 5. A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to procurement.

Guideline 6. Except when directed by the town board, no solicitation of written proposals or quotations shall be required under the following circumstances:

- A) Acquisition of professional services;
- B) Emergency purchases;
- C) Single source situations;
- D) Goods purchased from agencies for the blind or severely handicapped;
- E) Goods purchased from correctional facilities;
- F) Goods purchased from another governmental agency;
- G) Goods purchased at auction;
- H) Goods purchased for less than \$250;
- I) Utility bills.
- J) Gasoline for vehicles.
- K) Software support agreements.
- L) Dues and subscriptions.
- M) Health insurance premiums.
- N) Social security and workers' compensation premiums.
- O) Unemployment insurance.
- P) Postage.
- Q) Election officials' fees.
- R) Payments on leases.
- S) Purchases from municipal contract.
- T) Vehicle repairs.

Guideline 7. For the purposes of this policy, the following definitions apply:

EMERGENCY: Emergency purchase is defined in Section 103.4, Article 5A of the General Municipal Law. An emergency is defined by the Town of Highlands as a situation which threatens lives, health or public property safety.

In the case of an emergency requiring immediate action, the department head responsible for that operation will assume charge for the operation. The department head must write a memorandum within 72 hours of the emergency detailing the event and any purchases made. The memorandum must be submitted to the Town Board, the Purchasing Agent and the Comptroller.

SINGLE SOURCE PROVIDER: A single source provider is a source specifically selected amongst others, if any, due to specific reasons, i.e. replacement parts, compatibility, quality, service, support, etc. Documentation must be provided which details the specific reasons the sole source provider was chosen.

Guideline 8. This policy shall be reviewed annually by the Town Board at its organizational meeting or as soon thereafter as is reasonably practicable.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call which resulted as follows:

Tyrone King, Councilman, voting **Aye**

June Gunza, Councilwoman, voting **Aye**

Adrienne Voltaire, Councilwoman, voting **Aye**

William Edsall, Councilman, voting **Aye**

Mervin R. Livsey, Supervisor, voting **Aye**

The foregoing constitutes a true and complete copy of a resolution duly made, seconded and adopted at a special meeting of the Town Board, Town of Highlands, on January 11, 2016.

June Patterson, Town Clerk