

**TOWN OF SPRINGWATER  
ORGANIZATIONAL TOWN BOARD MEETING  
JANUARY 02, 2024 – Approved**

**Organizational Policies and Procedures for 2024. Resolved that the following Policies and Procedures be adopted for the Springwater Town government for the calendar year 2024:**

**Meeting called to order** by Supervisor Deborah Babbitt Henry at 6:00pm.

**Pledge of Allegiance**

**Roll Call of Board** – Present: Councilmember Kyle Mason, Councilmember Tracey Proctor, Deputy Supervisor Lawrence Gnau, Supervisor Deborah Babbitt Henry

**Absent:** Councilmember Thomas Canute Jr.

**Present at Meeting** – Town Clerk Joyce Nisbet, Highway Superintendent Matt Nisbet, Code officer Alan Henry, Pat Hillyard

**Resolution # 1 - 2024**

Supervisor Babbitt-Henry appoints **LAWRENCE GNAU** as Deputy Supervisor. Deputy Supervisor shall be paid \$2200.00.

Resolution moved by Supervisor Babbitt-Henry  
Seconded by Deputy Supervisor Gnau

**Roll Call:**

Councilmember Kyle Mason, Aye  
Councilmember Tracey Proctor, Aye  
Deputy Supervisor Gnau, Aye  
Supervisor Babbitt-Henry, Aye

Resolution Carried.

**Resolution # 2 - 2024**

Town Board meetings will be held on the **SECOND (2nd)** Monday of each month at the Town Hall beginning at 7 pm and ending by 9 pm. Should this date fall on a legal holiday, the meeting may be held the following evening. Planning Board Meetings through 2024, will be held at 7:00 pm on the first Monday of the month. Court Meetings – will be held on the 2nd and 4th Thursday with civil court starting at 6:30 pm except for legal holidays; DA - 2nd Thursday of the month starting at 6:30 pm. Board of Appeals meetings will be held as needed. The Town Hall shall be open to the public on the following days; Wednesday, between the hours of 9:30 am until 3 pm. Town clerk's office shall make sure that the Town Hall is appropriately staffed during those hours.

Resolution moved by Supervisor Babbitt-Henry  
Seconded by Councilmember Mason

**Roll Call:**

Councilmember Kyle Mason, Aye  
Councilmember Tracey Proctor, Aye  
Deputy Supervisor Gnau, Aye  
Supervisor Babbitt-Henry, Aye

Resolution Carried.

**Resolution # 3 - 2024**

Legal Holidays for non-union employees for the year shall be: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Election Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving and Christmas Day. The Town Hall and all town buildings shall be closed on those days.

Resolution moved by Supervisor Babbitt-Henry  
Seconded by Deputy Supervisor Gnau

**Roll Call:**

Councilmember Kyle Mason, Aye  
Councilmember Tracey Proctor, Aye  
Deputy Supervisor Gnau, Aye  
Supervisor Babbitt-Henry, Aye

Resolution Carried.

**Resolution #4 – 2024**

The Legal newspaper will be the Livingston County News for notices of legal ads. Area Penny Saver(s) may be utilized for informational purposes.

Resolution moved by Supervisor Babbitt-Henry  
Seconded by Deputy Supervisor Gnau

**Roll Call:**

Councilmember Kyle Mason, Aye  
Councilmember Tracey Proctor, Aye  
Deputy Supervisor Gnau, Aye  
Supervisor Babbitt-Henry, Aye

Resolution Carried.

**Resolution # 5 - 2024**

Five Star Bank of Wayland will be designated as legal depository for Town of Springwater funds. Funds shall be deposited into checking accounts as needed, money market deposits and certificates of deposit for interest bearing accounts.

The Town Supervisor Deborah Babbitt-Henry and the Deputy-Supervisor Lawrence Gnau be empowered and they hereby are to carry out all necessary financial transactions of town funds, including but not limited to opening any deposit or checking account(s) in the name of the municipality; endorsing checks and orders for payment of money and withdraw funds on deposit; enter into written lease for the purpose of renting and maintaining a Safe Deposit Box in the financial institute; entering into any arrangement with the financial institute such as remote deposit capture, cash management, bill payment, automated clearing house, or other services or products offered by the financial institute. These actions as listed above may be accomplished with a single signature.

The Town Supervisor Deborah Babbitt-Henry and the Deputy-Supervisor Lawrence Gnau be empowered and they hereby are to carry out all necessary financial transactions of town funds, including but not limited to borrow money on behalf and in the name of this Municipality, sign execute and deliver promissory notes or other evidence of indebtedness and execute and deliver loan documents to pledge collateral for such indebtedness; endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by this Municipality as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all notes, bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment. These actions as listed shall require both signatures.

Resolution moved by Supervisor Babbitt-Henry  
Seconded by Deputy Supervisor Gnau

**Roll Call:**

Councilmember Kyle Mason, Aye  
Councilmember Tracey Proctor, Aye  
Deputy Supervisor Gnau, Aye  
Supervisor Babbitt-Henry, Aye

Resolution Carried.

**Resolution # 6 - 2024**

Salaries of all elected officials be approved for payment as entered in the 2024 budget.

POSITION	ANNUAL SALARY UNLESS OTHERWISE NOTED	FREQUENCY
Supervisor	\$12,000	Monthly
Town Council Deputy-Supervisor (Gnau)	\$3,157 \$2,200 <5,357>	Monthly
Town Council (Canute)	\$3,157	Monthly
Town Council (Mason)	\$3,157	Monthly
Town Council (Proctor)	\$3,157	Monthly
Town Justice (1)	\$10,500	Monthly
Town Clerk	\$27,500	Bi-Weekly
Highway Superintendent	\$63,860	Bi-Weekly

Resolution moved by Supervisor Babbitt-Henry  
Seconded by Deputy Supervisor Gnau

**Roll Call:**

Councilmember Kyle Mason, Aye  
Councilmember Tracey Proctor, Aye  
Deputy Supervisor Gnau, Aye  
Supervisor Babbitt-Henry, Aye

Resolution Carried.

**Resolution # 7- 2024**

The Town-appointed Assessor shall be **HOLLEY SMALT**. The assessor's term of office shall end on 12/31/2024

Resolution moved by Supervisor Babbitt-Henry  
Seconded by Deputy Supervisor Gnau

**Roll Call:**

Councilmember Kyle Mason, Aye  
Councilmember Tracey Proctor, Aye  
Deputy Supervisor Gnau, Aye  
Supervisor Babbitt-Henry, Aye

Resolution Carried.

**Resolution # 8 - 2024**

The Town appoints Temporary Sewer Administrator, **LYNN HOLMES**, with an annual salary of \$2,000.00

Resolution moved by Supervisor Babbitt-Henry

Seconded by Deputy Supervisor Gnau

**Roll Call:**

Councilmember Kyle Mason, Aye

Councilmember Tracey Proctor, Aye

Deputy Supervisor Gnau, Aye

Supervisor Babbitt-Henry, Aye

Resolution Carried.

**Resolution # 9 - 2024**

The Town appointment for Chairman of the Town Planning Board for 2024 shall be **Terry Kuznicki**. This position shall be an annual appointment for a term of one (1) year.

Resolution moved by Supervisor Babbitt-Henry

Seconded by Deputy Supervisor Gnau

**Roll Call:**

Councilmember Kyle Mason, Aye

Councilmember Tracey Proctor, Aye

Deputy Supervisor Gnau, Aye

Supervisor Babbitt-Henry, Aye

Resolution Carried.

**Resolution # 10 - 2024**

The Town Supervisor appoints **Jade Perkins** as the Confidential Secretary to the Supervisor/Bookkeeper. Her duties shall entail those as assigned by the Town Supervisor.

Resolution moved by Supervisor Babbitt-Henry

Seconded by Deputy Supervisor Gnau

**Roll Call:**

Councilmember Kyle Mason, Aye

Councilmember Tracey Proctor, Aye

Deputy Supervisor Gnau, Aye

Supervisor Babbitt-Henry, Aye

**Resolution # 11 - 2024**

The Town appoints **BALDWIN BUSINESS SERVICES (BBS)** as Book-Keeper for the Town of Springwater with a base fee of \$11,000 per year.

The Town retains the right to select additional accounting representatives as may be necessary.

Resolution moved by Supervisor Babbitt-Henry

Seconded by Deputy Supervisor Gnau

**Roll Call:**

Councilmember Kyle Mason, Aye

Councilmember Tracey Proctor, Aye

Deputy Supervisor Gnau, Aye

Supervisor Babbitt-Henry, Aye

Resolution Carried.

**Resolution # 12 - 2024**

The Town appoints the following Attorney(s) Firm(s) as legal counsel for the following projects:

General Council: Kruk & Campbell, James Campbell, Esq.

Labor Negotiations: Osborn Reed & Burke, LLP

The Town retains the right to select additional legal representatives as may be necessary.

Resolution moved by Supervisor Babbitt-Henry

Seconded by Deputy Supervisor Gnau

**Roll Call:**

Councilmember Kyle Mason, Aye

Councilmember Tracey Proctor, Aye

Deputy Supervisor Gnau, Aye

Supervisor Babbitt-Henry, Aye

Resolution Carried.

**Resolution # 13 - 2024**

The Town appoints **Joyce Nisbet**, as the Registrar of Vital Statistics with an annual salary of \$500.00.

Resolution moved by Supervisor Babbitt-Henry

Seconded by Deputy Supervisor Gnau

**Roll Call:**

Councilmember Kyle Mason, Aye

Councilmember Tracey Proctor, Aye

Deputy Supervisor Gnau, Aye

Supervisor Babbitt-Henry, Aye

Resolution Carried.

**Resolution # 14 - 2024**

The Town appoints **Christi Johnson**, as the Deputy Registrar of Vital Statistics with an annual salary of \$0.00.

Resolution moved by Supervisor Babbitt-Henry

Seconded by Deputy Supervisor Gnau

**Roll Call:**

Councilmember Kyle Mason, Aye

Councilmember Tracey Proctor, Aye

Deputy Supervisor Gnau, Aye

Supervisor Babbitt-Henry, Aye

Resolution Carried.

**Resolution # 15 - 2024**

Reimbursement per mile for necessary Town travel, as approved by the town board, not utilizing a Town vehicle, shall be at the Federal Rate of **\$0.67** per mile.

Resolution moved by Supervisor Babbitt-Henry

Seconded by Deputy Supervisor Gnau

**Roll Call:**

Councilmember Kyle Mason, Aye  
Councilmember Tracey Proctor, Aye  
Deputy Supervisor Gnau, Aye  
Supervisor Babbitt-Henry, Aye

Resolution Carried.

**Resolution # 16- 2024**

Justice Christi Johnson appoints **Sheila Duffy** as court clerk.

Resolution moved by Supervisor Babbitt-Henry  
Seconded by Deputy Supervisor Gnau

**Roll Call:**

Councilmember Kyle Mason, Aye  
Councilmember Tracey Proctor, Aye  
Deputy Supervisor Gnau, Aye  
Supervisor Babbitt-Henry, Aye

Resolution Carried.

**Resolution # 17 - 2024**

The Town Board authorizes the Town Superintendent of Highways to purchase equipment, tools and implements during the year without prior approval of the Town Board in an amount not to exceed \$15,000.00 following town procurement procedures.

The Town Board authorizes the Town Superintendent(s) of Sewer and/or Water to purchase equipment, tools and implements during the year without prior approval of the Town Board in an amount not to exceed \$3,500.00 following town procurement procedures.

Resolution moved by Supervisor Babbitt-Henry  
Seconded by Deputy Supervisor Gnau

**Roll Call:**

Councilmember Kyle Mason, Aye  
Councilmember Tracey Proctor, Aye  
Deputy Supervisor Gnau, Aye  
Supervisor Babbitt-Henry, Aye

Resolution Carried.

**Resolution # 18 - 2024**

**APPROVAL OF STANDARD WORK HOURS FOR ALL HIGHWAY OFFICERS AND EMPLOYEES:** Resolved that the Town Board approve the eight (8) hours per day as the standard number of work hours for all full-time highway officers and other full time employees of the Town of Springwater for retirement purposes.

Resolution moved by Supervisor Babbitt-Henry  
Seconded by Deputy Supervisor Gnau

**Roll Call:**

Councilmember Kyle Mason, Aye  
Councilmember Tracey Proctor, Aye  
Deputy Supervisor Gnau, Aye  
Supervisor Babbitt-Henry, Aye

Resolution Carried.

**Resolution # 19- 2024**

The Town resolves that the standard workday for the following elected/appointed officials for retirement reporting purposes shall be:

- Town Councilperson/Board member 6 hours
- Town Justice 6 hours
- Town Assessor 6 hours
- Town Supervisor 6 hours
- Town Clerk 8 hours
- Code Enforcement officer 8 hours
- Highway Superintendent 8 hours

Resolution moved by Supervisor Babbitt-Henry  
Seconded by Deputy Supervisor Gnau

**Roll Call:**

- Councilmember Kyle Mason, Aye
- Councilmember Tracey Proctor, Aye
- Deputy Supervisor Gnau, Aye
- Supervisor Babbitt-Henry, Aye

Resolution Carried.

**Resolution # 20 - 2024**

**AUTHORIZATION FOR SNOW AND ICE REMOVAL FOR FIRE AND EMERGENCY DEPARTMENTS:**

**WHEREAS** Article VII - Town Highway Superintendents, Section 140-b and 142-b (3) Town Highway Law and Article I, Section 4-1 Association of Towns, Town Highway Superintendents, does allow the Town Highway Department to utilize Town Highway Department Equipment to remove and control ice and snow to assist the Town Fire Department with ice and snow control on Fire Department Property.

**WHEREAS** the above-named references allow the Town Highway Department to assist the Town Fire Department and Medical Personnel during times of emergency.

**WHEREAS** the articles outlined above state the town board of any town may permit the use of town highway machinery and equipment within the town by any fire district upon agreement of the town board and the governing body of any such district.

**WHEREAS** the expenditures of taxpayers' funds to contract these services would cause unnecessary expense to the taxpayers.

**THEREFORE**, the Town Board hereby resolves to authorize the Highway Department to use Highway Department Equipment and Personnel to remove and control ice and snow on Town Fire Department property and to assist the Town Fire Department during times of emergency.

Resolution moved by Supervisor Babbitt-Henry  
Seconded by Deputy Supervisor Gnau

**Roll Call:**

- Councilmember Kyle Mason, Aye
- Councilmember Tracey Proctor, Aye
- Deputy Supervisor Gnau, Aye
- Supervisor Babbitt-Henry, Aye

Resolution Carried.

**Resolution # 21 - 2024**

The following positions shall have petty cash funds in an amount of:

- ♦ Town Clerk: \$75.00
- ♦ Court Clerk: \$75.00

Resolution moved by Supervisor Babbitt-Henry  
Seconded by Deputy Supervisor Gnau

**Roll Call:**

Councilmember Kyle Mason, Aye  
Councilmember Tracey Proctor, Aye  
Deputy Supervisor Gnau, Aye  
Supervisor Babbitt-Henry, Aye

Resolution Carried.

**Resolution # 22 - 2024**

Highway Superintendent, Matthew Nisbet, appoints **JUSTIN SHUTT** as Deputy Highway Superintendent at the contract rate.

Resolution moved by Supervisor Babbitt-Henry  
Seconded by Deputy Supervisor Gnau

**Roll Call:**

Councilmember Kyle Mason, Aye  
Councilmember Tracey Proctor, Aye  
Deputy Supervisor Gnau, Aye  
Supervisor Babbitt-Henry, Aye

Resolution Carried.

**Resolution # 23 - 2024**

The Town Clerk, appoints **Christi Johnson** as 1st deputy town clerk, Sheila Duffy as 2<sup>nd</sup> deputy town clerk. All positions at the budgeted rate.

Resolution moved by Supervisor Babbitt-Henry  
Seconded by Deputy Supervisor Gnau

**Roll Call:**

Councilmember Kyle Mason, Aye  
Councilmember Tracey Proctor, Aye  
Deputy Supervisor Gnau, Aye  
Supervisor Babbitt-Henry, Aye

Resolution Carried.

**Resolution # 24 - 2024**

The Town of Springwater Resolves that every organization applying for a Bingo and/or Games of Chance License from the Town of Springwater shall submit each year with the Application an Affidavit of Good Moral Character, signed by every Member-in-Charge and Assistants-to-Members-in-Charge, asserting that they have never been convicted of a crime; And further, Resolves that this Affidavit shall constitute a background check for Bingo and/or Games of Chance licensing purposes.

Resolution moved by Supervisor Babbitt-Henry  
Seconded by Deputy Supervisor Gnau



**Roll Call:**

Councilmember Kyle Mason, Aye  
Councilmember Tracey Proctor, Aye  
Deputy Supervisor Gnau, Aye  
Supervisor Babbitt-Henry, Aye

Resolution Carried.

**Resolution #25 - 2024**

**Seasonal Roadways in Springwater:** The Town of Springwater contains FOURTEEN (14) SEASONAL USE ONLY roadways or sections of roadways within the town limits.

Those roadways are: *COATES ROAD (portion), FEATHER STREET (portion), GILES ROAD (portion), GROUSE ROAD (portion), LIME KILN ROAD (portion), MAY ROAD (portion), PEGLOW ROAD (portion), QUANZ ROAD (portion), SCHRIBNER ROAD (portion), ASHLEY ROAD, LIDDIARD ROAD, RICHARDS ROAD, ROBINSON ROAD, WARNER ROAD.*

The Town of Springwater does not plow or maintain these roadways during the winter season: November 1 through April 1. Travel and usage of these roads during the winter season is prohibited and any usage of these roads will be at the driver's own risk.

Resolution moved by Supervisor Babbitt-Henry  
Seconded by Deputy Supervisor Gnau

**Roll Call:**

Councilmember Kyle Mason, Aye  
Councilmember Tracey Proctor, Aye  
Deputy Supervisor Gnau, Aye  
Supervisor Babbitt-Henry, Aye

Resolution Carried.

**Resolution #26 – 2024**

Adopting the **TOWN OF SPRINGWATER DISASTER PREPAREDNESS PLAN – 2024** as updated.

Resolution moved by Supervisor Babbitt-Henry  
Seconded by Deputy Supervisor Gnau

**Roll Call:**

Councilmember Kyle Mason, Aye  
Councilmember Tracey Proctor, Aye  
Deputy Supervisor Gnau, Aye  
Supervisor Babbitt-Henry, Aye

Resolution Carried.

**Resolution # 27 - 2024**

The Town Board authorizes the Town Supervisor to authorize the automatic payments for the following recurring town utility bills; Frontier Telephone, AT&T, NYSEG, and Spectrum to expedite and eliminate potential late payment penalties during the year without prior approval of the Town Board. These utility invoices will still be vouchered and approved at the regular town board meetings with appropriations deducted from the budgeted appropriate line items. These utility charges are necessary for the functioning of Town offices and departments.

Resolution moved by Supervisor Babbitt-Henry  
Seconded by Deputy Supervisor Gnau

**Roll Call:**

Councilmember Kyle Mason, Aye

Councilmember Tracey Proctor, Aye  
Deputy Supervisor Gnau, Aye  
Supervisor Babbitt-Henry, Aye

**Resolution # 28 - 2024**

The Town Board authorizes the Town Supervisor to authorize the automatic payments for the following recurring medical and dental payments; Excellus of Rochester, to expedite and eliminate potential late payment penalties during the year without prior approval of the Town Board. These Medical/Dental invoices will still be vouchered and approved at the regular town board meetings with appropriations deducted from the budgeted appropriate line items. These medical charges are necessary and monthly recurring for the town employees.

Resolution moved by Supervisor Babbitt-Henry  
Seconded by Deputy Supervisor Gnau

**Roll Call:**

Councilmember Kyle Mason, Aye  
Councilmember Tracey Proctor, Aye  
Deputy Supervisor Gnau, Aye  
Supervisor Babbitt-Henry, Aye

Resolution Carried.

**Resolution # 29 - 2024**

The Town Board authorizes the Town Supervisor to authorize the automatic payments for the following recurring town sewer internal modem utility bill; Orenco, to expedite and eliminate potential late payment penalties during the year without prior approval of the Town Board. These utility invoices will still be vouchered and approved at the regular town board meetings with appropriations deducted from the budgeted appropriate line items. These utility charges are necessary for the functioning of Town offices and departments.

Resolution moved by Supervisor Babbitt-Henry  
Seconded by Deputy Supervisor Gnau

**Roll Call:**

Councilmember Kyle Mason, Aye  
Councilmember Tracey Proctor, Aye  
Deputy Supervisor Gnau, Aye  
Supervisor Babbitt-Henry, Aye

Resolution Carried.

**Resolution # 30 - 2024**

The Town Board enacts the following Town of Springwater Policy & Procedure for Cell Phone usage for all town employees.

***Town of Springwater Cell Phone / Smart Phone Policy - 2024***

**Personal Cell/Smart Phones.**

The purpose of this cell phone policy is to form a work environment that is productive and free of distractions.

All employees must operate under this policy, regardless of position. It is the Town of Springwater's expectation that all cell phones will be off or on silent during your normal business hours so normal workflow remains undisturbed. It is expected that employees will only use their personal cell phones for emergencies or while taking your meal break or an unpaid break. You may not use your cellular phone or similar device to receive or place calls, text messages, surf the internet, check phone messages, or receive or respond to email while you are in any way doing activities that are related to your employment.

Due to research that indicates that smartphone or cell phone use while driving is dangerous, and may even approach the equivalent danger of driving while drunk, according to some studies, we are prohibiting employee use of cellular phones, either hands-on or hands-free, or similar devices, for business purposes related in any way to our town, while driving town owned equipment or vehicles.

This prohibition of cell phone or similar device use, whether personal or town issued, while driving includes receiving or placing calls, text messaging, surfing the internet, receiving or responding to email, checking for phone messages, or any other purpose related to your employment; the business; our customers; our vendors; volunteer activities, meetings, or civic responsibilities performed for or attended in the name of the town; or any other town-related activities not named here while driving.

We recognize that other distractions occur during driving, however curbing the use of cell phones and smartphones while driving, is one way to minimize the risk, for our employees, of accidents. Therefore, you are required to stop your vehicle in a safe location so that you can safely use your cell phone or similar device if you need to make or respond to an emergency phone call.

**Town Issued Cell/Smart Phones.**

The purpose of this cell phone policy is to create consistency in our workplace operations, including how we minimize distractions and allow for our normal workflow to continue

When cell phones are in use, please do so away from your colleagues so you don't become a distraction. Cell phones are not to be used to record or share confidential town information or use the Town of Springwater's network to download illegal or inappropriate materials from the internet.

Our town reserves the right to monitor your cell phone usage and take disciplinary action up to and including termination for more serious violations.

Resolution moved by Supervisor Babbitt-Henry  
Seconded by Deputy Supervisor Gnau

**Roll Call:**

Councilmember Kyle Mason, Aye  
Councilmember Tracey Proctor, Aye  
Deputy Supervisor Gnau, Aye  
Supervisor Babbitt-Henry, Aye

Resolution Carried.

**Resolution # 31 – 2024**

**ADOPTING BENEFITS FOR FULL TIME EMPLOYEES NOT COVERED BY A COLLECTIVE BARGAINING AGREEMENT FOR THE YEAR 2024**

Resolution moved by Supervisor Babbitt-Henry  
Seconded by Deputy Supervisor Gnau

**Roll Call:**

Councilmember Kyle Mason, Aye  
Councilmember Tracey Proctor, Aye  
Deputy Supervisor Gnau, Aye

Supervisor Babbitt-Henry, Aye

Resolution Carried.

**Supervisor's Report:**

1. The Town Supervisor Appoints the following board members to act as department liaisons for the year 2024:

**Highway:** Councilmember Mason

**Water:** Councilmember Canute

**Sewer:** Deputy-Supervisor Gnau

**Buildings & Grounds, Planning Board, Recreation/Public Services/Town Clerk:**  
Councilmember Proctor.

2. The next Regular Town Board meeting scheduled for Jan. 8<sup>th</sup> 2024

3. Declare April as Fair Housing month and authorize the Town Clerk's office to publish the appropriate quarterly legal ad in January, April, July, and October.

**Motion** made by Deputy Supervisor Gnau to declare April as Fair Housing month and authorize the Town Clerk's office to publish the appropriate quarterly legal ad in January, April, July, and October, Seconded by Supervisor Babbitt-Henry. **Roll Call:** Councilmember Kyle Mason, Councilmember Tracey Proctor, Deputy Supervisor Lawrence Gnau, Supervisor Deborah Babbitt Henry

4. The Town Supervisor Appoints the following board members to perform the annual Justice Court Audit for the year 2024: **Supervisor Babbitt Henry, Deputy Supervisor Gnau**

A signed copy of the audit report is to be submitted to: Justice Court Clerk, Town Supervisor's office.

**AJOURNMENT**

**Motion** made by Deputy Supervisor Gnau to adjourn the meeting at 6:40pm, seconded by Councilmember Mason; motion carried with all ayes.

Respectfully submitted,

Joyce Nisbet  
Town Clerk