

**Wednesday, April 12, 2023**

**Village of Kinderhook - Public Hearing on the Tentative Budget for the fiscal year Beginning on June 1, 2023, and ending on May 31, 2024 and the Regular Monthly Meeting of the Village Board of Trustees Minutes**

<b>Present: Mayor Mike Abrams Clerk/Treasurer Nicole Heeder</b>	<b>Trustees: Dorene Weir James Mark Browne Susan Patterson Quinn Murphy</b>
<u>Attendees:</u> Jerry Callahan Renee Shur – Economic Development Director Trevor Bean – Code Enforcement Officer Matt Cohn – Fire Dept. Chief Rich Phillips Bill Mancini – Climate Smart Chair Kate Johnson – Village Historian Jim Dunham – past Mayor Dave Booth – DPW Superintendent Clark Griffin – The School rep. Astrid Montagano Sandra Tolosa	

**Call to Order:**

**Mayor Abrams opened Public Hearing on the Tentative Budget for fiscal year beginning June 1, 2023, ending May 31, 2024 at 7:07 p.m.**

**Mayor Abrams read Public Hearing notice published on April 5, 2023.**

**1. Public Hearing on the Tentative Budget for fiscal year beginning June 1, 2023, and ending May 31, 2024**

**Mayor – Trustees published village priorities last year, which can be found on village website:**

- 1) delivering essential services, including water purification/delivery, fire department, etc.;**
- 2) updating village codebook, last updated 2003;**
- 3) long-term financial plan to create long term village savings plan, assessment finished this week, and**
- 4) complete Albany Ave, Williams St. projects, which have 100 year old water mains, roads/sidewalks fairly poor condition, and need to be replaced.**

**Situation:**

**We have substantial infrastructure needing to be replaced over next 15 years, 2 sections of water mains **2.5 miles**, 8 miles of roads/sidewalks, \$1m/mile, ways to defray costs, as it's very expensive. Three quarters of village water meters are past their useful life, a \$300,000 estimate, NYS mandated assessment of lead service line inventory, required to change 5% every year, costing hundreds of thousands of dollars to do so. Usual expenses, maintenance, DPW equipment, replace firetrucks, substantial costs ahead of us, not a lot of savings, how to pay for these now, and years ahead, and begin saving for future needs?**

### **Strategy:**

Over last year, submitted for grants, to move forward with projects, and improve infrastructure without substantially raising taxes.

### **Background:**

Annual budget is \$1.3m, and we'll raise \$380,000 in taxes this year. Village went aggressively after grants. Received \$1.9m in federal grant money to redo Albany Ave., sidewalks/water main; and secondly received NYForward grant which will be a lot of work. Having been notified we had 6 weeks to submit for grant, talked to trustees to see if doable, Renee (Shur) focused time/effort around grant, took a lot of hours/time & Renee (Shur) turned it around, and we got \$2.5m due to her efforts. Last year awarded \$4m in grant money, not enough but will get us going in right direction, that's 10 years in tax dollars or \$6,000/resident and business needed to equate to those grants.

### **Process:**

In putting together this budget, published guidance on village website, instinct to put village on stable financial path for years ahead, fully fund essential services, make significant investments in critical infrastructure, and stay below NYS tax cap.

### **Initiatives:**

Long term financial planning by Village Trustees, Jerry Callahan and Clerk/Treasurer Nicole Heeder. Did a water asset assessment, conducted by NYS Rural Water Assn. with Water Comm. Dale Leiser, and Super. Dave Booth assisting. Same with roads/sidewalk/drainage asset assessment, Super. Dave Booth helped, as did Trustee Browne, and Tighe & Bond. Mayor mentioned Trustee Brown's work on Albany Ave also. Had some support from Fiscal Advisors for bonding Albany Ave. and regular input from independent financial auditor, working with Clerk/Treasurer Nicole (Heeder), for transparent budget process in which all trustees helped and all were responsible for portions of budget. Mayor thanks Trustees, Village Treasurer Heeder, DPW Super. Booth. Raising \$331,938 taxes, in compliance with NYS tax cap, an increase of \$9,798 from last year's budget, increase tax approximately \$15.88/resident & business.

### **Public comment/inquiry:**

Resident Rich Phillips thanks Mayor for putting \$25,000 in for firefighters. Posed questions and comments.

Rich Phillips asks:

- 1) On page 11 General fund revenues – asks increase sales tax, garbage stickers, and questions A3089 what is \$15,000 for? Per Clerk it's the revenue coming in for one of the (Greenway) grants.
- 2) Asks what \$54,600 public safety – what is that? Mayor responds it's for LWRP.
- 3) Rich asks: Is that one time? Yes. \$54,600 per Trustee Weir that's a 5 year grant.
- 4) Rich asks are we getting another year of \$54,600 again, no. So basically have less revenues next year? Treasurer Heeder replied its offset by an expense, we only raised the difference between the expense and the revenue is what's raised in budget.
- 5) Asks: Interfund transfer \$49,000 for municipal building, Treasurer Heeder replied it's coming in from building savings account for work on Village Hall.
- 6) Rich mentioned he saw \$ pg. 14 - \$49,000 for buildings. Treasurer Heeder, taken out of special reserve fund for buildings. Rich what about \$60,000 for truck? Treasurer Heeder replied that's the down payment for new dump truck.
- 7) Rich asks: we're buying truck this year, give them down payment, bond rest, first payment next year? Correct per Treasurer.
- 8) Asks A5110.2 Equipment Side by Side? – is that the \$15,000? Per Treasurer, Yes. What about the payment for the truck? Treasurer Heeder we knew we were taking from savings, should have come in as an interfund transfer and an expense out of the A5110.2, but that's a wash, she will amended the streets

equipment budget A5010.2 for an additional \$60,000. So it will come in as a revenue of \$60,000 interfund transfer and go out as A5110.2 as equipment down payment.

- 9) Pg. 16 –What are we calling the bond payment for \$501,000, that can't call it 2016 Tierra Star truck? Must have missed label, Treasurer to change and states it's just worksheet before enter data into system. Where is ½ million dollars?
- 10) Rich – What is the \$22,500 for sidewalks? Per Mayor Abrams, that's for Church St.
- 11) Rich asks: Where is ½ m now? Capital budget. Per Treasurer Heeder - Actual money in its own savings account, drawing out payment on interest on 900 series, if you want to see whole expense it's in HH3 Capital Project.
- 12) Rich asks: Is it true you'll pay off this year in November? We don't have to, options to renew or pay through NY Forward once find out what they will be paying. What was term for bond, renewal each year first 5 year, all determined by cash flow.
- 13) Rich asks – \$21,000 in interest, what are we spending half million dollars? Trustee Browne replied we got first invoice from DOT, all depends on cash flow. Mayor – we had to bond that. Rich asks if we have to do it right now. Yes we did, per Mayor. Rich said sounds like not going to use \$21,000 in first year. Trustee Browne replied – that's cash flow for preliminary and final design.
- 14) Rich Phillips had general comments: couple trends – CPI increase understood, but spending going up 14% this year in General fund appropriations, over last year 33%, hopes not planning raising, per Mayor some of that money's coming from savings, but per Mayor not apples to apples, some money coming from grants. Rich says but spending should come down, wants to see where revenues are, will they be here next year or will they go away in coming years. Then have bigger tax. Per Rich - last thing – looked over last 4-5 years on end of year surplus, saw really big increase in surplus, usually result of bad budgeting, always reason why. Treasurer Heeder replied – due to 2 years of COVID. Rich states, this year surplus of \$418,547 of the people's money, going to apply \$146,500 that leaves \$272,047 that's 71.2% of budget. The last time village was audited in 2001, got slapped on hand for ratio of 38%. Treasurer Heeder states there's \$100,000 going into savings account for future streets. Rich - last year 56% of budget, taxpayer's money sitting there, do something with it instead of letting it sit there, auditors would not approve. Rich has three concerns, spending, revenues, and surplus. Mayor replied - that's pretty much everything.

**Trustee Weir made motion to close public hearing, Trustee Patterson seconded, all voted 'Ayes.'**  
**Public hearing adjourned at 7:33 p.m.**

**Mayor opened regular monthly meeting at 7:33 p.m.**

**1. Clerk/Treasurer**

**- Minutes of March 15, 2023 Village Board meeting; March 22, 2023 Preliminary Budget workshop and April 3, 2023 Organizational and budget meeting.**

**Trustee Weir motioned to approve all Minutes, seconded by Trustee Patterson, all voted 'Aye.'**

**- Budget Amendments-Presented by the Village Treasurer.**

**Mayor motioned to approve budget amendments submitted by Village Treasurer, Trustee Weir seconded, all voted 'Aye.'**

**- Abstract- Treasurer Heeder reported abstract totaling \$21,180.13; General Fund \$24,916.66, Water fund \$3,263.47.**

**Trustee Browne motioned to accept abstract, Trustee Patterson seconded, all voted 'Aye.'**

**- Treasurer's Report- Per Treasurer Heeder, to answer resident question on capital projects for Albany Ave. total was \$10,433.76 spent out.**

**Trustee Browne motioned to approve Treasurer's Report, Trustee Weir seconded, all voted 'Aye.'**

**- Tentative Budget for fiscal year beginning June 1, 2023 and ending May 31, 2024**

**Mayor motioned to adopt budget beginning June 1, 2023 and ending on May 31, 2024, Trustee Browne seconded, all voted 'Aye.'**

**Clark Griffin works for Jack Shaiman Gallery. They're planning another spring opening party Sunday 5/21/23 hoping to get back to pre-Covid attendance numbers, 3,000 - 4,000, many variables but prepping for that number.** Colleague and he met with Mayor and CEO to preestablish ways to address basic concerns, a little different this year, new administration, small adjustments, list of issues to deal with 1) tents over 400 square feet require inspections, working with CEO and Cantele tent rentals, dealing with other stricter codes, crowd that large, 3-4 thousand over 5 hours, 1-6pm most folks outside in back yard over 4 acres, not staying the entire day, all staff at gallery, 7 full time people becoming crowd control managers. NYS has made it easier by having online classes for staff. 4 classes done now, great class/information. They have extra parking confirmed from Vanderpoel backyard adding 100 slots, another 30 slots St. Paul's Church parking lot, street parking, and will buses running which will stay in Chuckie Rothermel's lot. Last year extra parking at St. Paul's wasn't used, will improve signage, perhaps police officer help direct? Improve signage and visual coordination, maybe police officer can assist. Mayor mentions we'll put an email blast out for folks. Event free, open to all, will post that information. Spoke to VRS, crowd estimations don't reach need for necessary presence, but they sent him form, if VRS is wanted, there are different levels which they're happy to pay for. What if heat wave on that day, may need them. Mayor agrees. Crowd control management video – good thing, Fire Department wants you to make emergency plan, which they're making, its going to be a lot more formal than previous parties, needs to talk to Matt Cohn fire Department. Trustee Patterson asks - last year did you provided parking attendant, yes – will have 1 possibly 2 attendants, with Vanderpoel parking new to them, on row of people parking perpendicular. Trustee Patterson asks this year someone in front of school? Yes. Trustee Patterson asks - someone out by cars? Happy to have people there and at extra parking. No parking at the School unless special needs drop-off. Been great working with Village, smooth/rational. Wants to work together. One issue is grading at back of property, may be issue with access if grass doesn't take, may need to make pathways. Per CEO – may need 3 -12 foot paths. Will know within a week. Will loop CEO into Cantele information. Per Mayor, let us know if you need anything.

## **2. Code Enforcement Officer (CEO Trevor Bean)**

**- Monthly Report – \$418,000 improvements last month, no new buildings reported.**  
**- Proposed Application for Food truck vendor permit – proposed yearlong permit, in conjunction with peddlers used, got a lot of questions, attached fire code with it so vendors know what's expected. Looks good per Mayor. Can go forward with single day permit for village food truck night, single time use, same requirements for fire safety, if Trustees want to adopt that.**

**Mayor motioned to adopt proposed application for Food Truck vendor permit, Trustee Weir seconded, all voted 'Aye.'**

## **3. Fire Department. (Chief Matt Cohn)**

**10 Calls, 1drill, 1 detail reported. Working on fit test machine, drill April 10<sup>th</sup>, 7pm. At Kinderhook Library 4/13/23 10:15am. Have Installation Banquet this Saturday 4/15/23, and 4/22/23**

**driver training certification. Had meetings and need to vote on: Matt Cohn Chief, Larry Eisen Assistant Chief, Dave Bartlett 1<sup>st</sup> Assistant.**

**Mayor made a motion for installation of Matt Cohn - Chief, Larry Eisen - Assistant Chief, Dave Bartlett - 1<sup>st</sup> Assistant, Trustee Murphy seconded, all voted 'Aye.'**

**4. Water & Sewer Commissioner (Comm. Dale Leiser absent)  
- Unpaid water & sewer**

**5. DPW. (Super. Dave Booth)**

**- Monthly update – Bob Welch Contracting new windows, Smith Well Drilling for pumps, replace check valve on 1, ball valve on 3, DPW doing potholes, chipped 40 yards of wood from storm, opened bathrooms at playground, installed new little libraries Mills Park, and grass work going forward.**

**6. Economic Development Director (Director Renee Shur)**

**- Director proposed idea of closing off area in village square, May through October. Spoke with Dave (Booth), they'd (DPW) be thrilled not to move concrete planters, put in place to provide more coherence to important location in village, practical for safety, businesses would love to see more seating in village green, picnic tables, DPW could move them on Fridays for farmers market then they could move back Mondays. Most folks in survey think it makes sense. Bold step, in step with movements in many small towns to make areas more pedestrian safe. Safety issue as size of planters stop errant cars from going into that area. Trustee Browne questions why not just close off May – Oct.? That's the proposal. Trustee Patterson asks: why allow parking in October? Superintendent responds DPW must be able to plow that area. Trustee Patterson mentions it does take away 4 parking spots, but has no issue with it. Asks has Renee (Shur) spoken to businesses? Yes. Trustee Patterson says she's thinking of Dutch Inn and Broad St. Bagels. Trustee Weir asks what size picnic tables and where? Renee (Shur) replied it's to be discussed. Trustee Patterson asks why picnic tables not café tables? Renee (Shur) replied they're too light weight, too movable, could be taken.**

**Trustee Weir motioned to close off area in Village Square May 1<sup>st</sup> – Oct. 31<sup>st</sup>, Trustee Browne agrees through end of October for events, Trustee Patterson seconded, all voted 'Aye.'**

**Kate Johnson, Village Historian, provided a brief historical report of Kinderhook Village green. The village green area is 2 centuries old, a local newspaper editor once referred to it as an odd shape patch of land, and by 1864 villagers had tamed it and made it oval, surrounded with cast iron fence, public pump north side of green, towering elm offered villagers shade. By late 1800s Kinderhook resident and philanthropist Sarah Clark Bain made enhancements to Village Green. She promoted beautification of public spaces, as source of civic and community pride. She was widow of Peter Bain, stone edging of green making it look refined, also paid for stone water trough, placing of water trough for growing sensitivity for watering horses. Water trough was also a memorial to her father James Clark, a store keeper, one of 3 men who raised funds for public well in center of village. Per author Edward Collier it provided source of potable water, helped make juncture of streets, Center of Kinderhook. More about that story on walking tour hosted by geo tourist. Mr. Clark's role in developing Kinderhook, plaque shows some improvements made by Sarah, happenings in this locale, Kinderhookers announcing public events by 1830s, eg. political gatherings, rallies, speeches/parades, 4<sup>th</sup> of July, Martin Van Buren's election to the presidency – welcomed back to Kinderhook, also musical concerts on green prior to grandstand construction in 1915. The 20<sup>th</sup> century saw carnivals, some gatherings were solemn, some festive. On Memorial Day 1932 the green morphed into magical Dutch land, windmills etc. delighting auto tourist and others alike. The Farmers Market and food truck night are part of village square traditions going back nearly 200 years.**

**7. KBPA**

## **8. Trustee Weir**

- **Recreation Commission** -Monthly meeting was Monday April 10<sup>th</sup>, asked board to consider allowing non-resident children to participate in summer program with \$200 registration fee, was tabled last meeting, Mayor states he's not supportive right now, and Trustee Patterson wants to wait and see. Decision to table discussion to next meeting, program starts June 26<sup>th</sup>. Large number of (employee) applications to go through, 13 applications. Mayor asks how'd meeting with Director go? Trustee Weir replied great!

Community night and plan to relocate beer tent on playground? It's ok with Mayor to move tent closer to playground so folks can watch their kids, as long as there's a separation, and it's a one-time thing. Trustee Browne agrees.

Trustee Browne motioned to accept new site plan as presented, Trustee Murphy seconded, all voted 'Aye.'

Trustee Weir asks board to consider Richard Byrne to fill the vacancy left by Quinn Murphy on Recreation Commission.

Mayor motions to appoint Richard Byrne, Trustee Murphy seconded, all voted 'Ayes.'

- **Tennis Court** - met with Dave (Booth); also going to paint the Pickleball.

- **Rothermel Park** – met with **Parkitect?** last Monday to discuss upgrades, surfacing, they're company state reaches out to.

- **Greenway Grant** – Kayak Launch – applications completed by Trevor Bean for Greenway Grant, very helpful in moving project forward, reached out to DEC for regulatory approval, and thanks Superintendent Booth for assistance moving project forward.

- **Little Free Library** – operational!

## **9. Trustee Browne**

- **Village Historian Kathleen Johnson** – Trustee Browne thanks Village Historian for her presentation, remembered Ruth reminded us (VOK) that the 250<sup>th</sup> anniversary is 2026, the Commission now solvent, need to plan accordingly.

- **Historic Preservation Commission** – Meeting held March 16<sup>th</sup> with workshop conducted prior to meeting. Discussed addition of steps for 12 Broad St., Commission made minor suggestions coming to CEO. Regular meeting discussed old business not resolved, discussed new business, submitted the annual report to NYS Parks, Recreation and Historic Preservation, and reviewed and approved fencing at 17 Albany Ave.

- **Albany Avenue Pedestrian and Bicycle Improvement Project** – Trustee Browne shared recommendation who could be on steering committee (advisory only, has no authority) the idea to use them once closer to preliminary design to present to public. Has met with Trustee Murphy, Christopher Ventura, and will do reach out to public who have questions, will send out a request for questions prior to 1<sup>st</sup> public meeting so they can be answered in advance. To meet with HVEA on April 28<sup>th</sup> regarding preliminary design. Submitted invoice to DOT, it goes then to OSC, then back to VOK, within 90 days. Worked with Tom Butcher (tree expert), did walkthrough on Albany Ave. for trees in the way (of project), asks board for permission for Tom to survey, independent identification and professional opinion whether to keep or replace trees, as source work for HVEA, and Tom Butcher will not bid on future work for trees. For all trees 4 foot into someone's property, need plans to keep trees alive. Will be big vulnerability from legal perspective. Tom Butcher will have recommendations for companies that can remove larger trees, will loop in HVEA at conclusion of the survey. Trustee Weir asks is there fee for this survey? Trustee Browne responded \$3,600 which can be charged against the grant. Trustee Patterson asks - threshold? Trustee Browne didn't get 3 bids as under threshold, checks with Clerk Heeder. Clerk Heeder replied yes, believe so, certain criteria for professional services, why you may not

need those. Trustee Browne states we can table this so he can get comparison bids. Resident Rich Phillips asks only looking at trees 4 feet in? Trustee Browne answered a little bit more.

- Albany Avenue Water Main Upgrade Project – As reported he and Super. Booth met with HVEA and brought up to speed with details and ideas they've had about radio frequency devices. Discussed ways to go about entire water project. Have had conversations with Environmental Facilities Corporation, regarding letter received about revolving funds, low interest loans for water projects.

- Albany Hudson Electric Trail – had annual meeting with them, shared survey results, discussed maintenance, mowing usage, trouble spots, weather strips (for ADA compliance) all in bad shape, discussed trees/brush trimming. National Grid and Nelson tree service doing work on trail, trees/limbs, biggest concern, cuttings, stumps, using chemicals to dissolve them, mentions there's a lot of dogs on trail, they'll announce when this crew comes through, tag stumps, and send email to residents keep dogs away. Repair holes at Rothermel park (taking out ballards), got contract out to company they're working with.

#### 10. Trustee Patterson

General Code – confirmed legal and editorial to us this month, then certain number of business days to respond.

- Planning Board – Update new Chair - monthly meeting 4/6, new chair Dave Pesano.

- Climate Smart Task Force monthly update – Bill Mancini reports and thanks Trustee Patterson for her help, thanks Trustee Murphy for coming on, first meeting last night, mostly planning for Earth Day event 4/22/23, Dash for Trash cleanup with volunteers, encouraging teens, Anne Birckmayer asking local businesses, and runners club is collaborating. In addition to trash pickup, Library has recycling opportunities, plastic drive. Library wants to do recycling with GE engineers in Schenectady who are accepting old computer parts. They're willing to take stuff from here, will put box in square and will disseminate information. New member, proposal for Astrid Montagano, asks board to approve her appointment to Task Force.

Mayor appoint Astrid Montagano to Climate Smart Committee with no term, Trustee Patterson seconded, all voted 'Aye.'

Bill Mancini sent email this afternoon, he and Trustee Quinn (Murphy) met with Brandee Nelson, engineer from Tighe & Bond, getting 3 hours of free coaching time to talk about feasibility and planning, he presented 2 items, street lighting and upgrades to the pump station. Another meeting scheduled tentatively for this Friday. Awaiting (new lighting) assessment from National Grid. Trustee Patterson mentions she'll follow up and they need written request on village letterhead for street light conversion, will write letter and send to Clerk/Treasurer Heeder who will get it signed and send it out. Bill Mancini references 2016 water system assessment for pump house. Referenced 2020 street lighting assessment. Would like to get any newer information to share on those items. RTE – Real Time Energy sent email for free estimate to do street light conversion. Trustee Patterson in favor, should we wait to get estimate from National Grid? Bill Mancini - more options. Trustee Patterson states they gave us 2 similar municipalities, spoke to Tara (Donadio), she contacted a trustee in Pleasantville where RTE did work and will relay what issues they had, what problems resolved. Climate Adaptation and Resiliency Plan questionnaire submitted to Cornell Cooperative Extension (CCE). 14 possible participants including himself and other task force members. Questionnaires to be sent out to stakeholders. With that information workshops will formulate mitigation plan for vulnerabilities in communities, changes taking place, similar to mitigation plan of county, where towns are given an opportunity to provide input. Anyone wishing to get involved should contact Bill Mancini.

#### 11 -. Trustee Murphy

-Zoning Board- Trustee Murphy to take over HPC, but Trustee Browne will still cover for a bit.

#### 12. Mayor Abrams

- **Enhanced Enforcement Program**: 80+ speeding tickets issued, mostly on Broad St. Trustee Murphy asks how many shifts? Per Mayor 2 per month.

- **NY Forward Local Planning Committee Members** – Mayor received call from representative, VOK needs to put together a committee for approval, projects identified in grant and moneys are not final, must submit projects, which is open to anyone else in village, to go in front of committee for assessment, a 6 month process, local investment plan put together outlining all projects to be done in village, with NYS DOS having final approval for which projects get done within NYForward Grant. Put together team of consultants to come to village. The State has selected folks below to serve on Committee: Mayor Abrams (chairs committee), REDC co-chair is Mathew Nelson, Bill Laraway, Ken Neilsen, Michael Tucker, Kevin Monahan, Steve Phillips, Karen Vecellio, Julia Joseph, Anne Birckmayer, Brad Lohrenz, **Burt \_\_, Darren \_\_**, and Tracy Pratt. Rich Phillips asks can village put in for projects? Yes absolutely said Mayor.

- **The School Annual Event** - May 21st from 1:00-6:00 pm

- **Kinderhook Memorial Library Artist Studio Tour** - April 29th 1-5:00 pm and April 30th; 11am-3:00 pm (throughout town, galleries/homes, spoke to Brad Lohrenz, who requested closing Jarvis Lane, village is not closing Jarvis Lane officially, but will put out email identifying alternate locations to park in village, and have signage, etc.)

### 13. **Applications**

- a. David Smith is requesting Van Buren Hall 4/14 from 1:30 pm – 4:00 pm; May 13<sup>th</sup> noon -6 pm
- b. Rock Solid church is requesting Playground Pavilion and field on 6/13 from 11:30-3:30pm
- c. Amanda Boyd-Grout is requesting Van Buren Hall and lift on 12/2 from 3-7 pm swing dancing

Mayor motioned to approve applications, Trustee Weir seconded, all voted ‘Aye.’

### 14. **Taxpayer Time**

Putting 4-5 port-a-pottys in village.

Former Mayor Jim Dunham provided update on Martin Van Buren gravesite.

Astrid Montagano question regarding surface of tennis court – Trustee Weir to reach out to JR tomorrow.

Mayor Abrams motioned to adjourn meeting at 8:45 p.m., Trustee Weir seconded, all voted ‘Aye.’

Submitted by Sue Pulver, Recording Secretary.