

1988
KWIC MINUTES



KEUKA WATERSHED IMPROVEMENT COOPERATIVE

110 Court St.
Penn Yan, New York 14527
315-536-5110 Phone
315-536-5545 Fax



KWIC

Merton Plaisted, Chairman
Norman Snow, Secretary/Treasurer
William Weber, Recording Secretary
William Mayer, Esq, Counsel

James C. Smith, Manager

17 January 1998

Minutes of the Regular Meeting held in Jerusalem Town Hall on 24 November 1997

The meeting was called to order by Chairman Plaisted at 7:40 p.m.

Members present were:

John Andersen - Jerusalem
Myron Baran - Pulteney
Thomas Chadwick - Urbana
James Multer - Barrington
Dr. Sam Pennise - Hammondsport
Norman Snow - Milo

Guests present were:

JC Smith - KWIC Manager
Peter Landre - Yates Co. Cornell Co-op Ext.
Paul Schmied, PE, NYS DEC, Avon
Edward Balsley, Gate Manager

Upon a motion by Mr. Andersen, second by Mr. Chadwick, the minutes of the 27 October 1997 were approved.

Financials (See enclosure)- Upon a motion by Mr. Baran, second by Dr. Pennise, current bills in the amount of \$345.12 plus the normal December bills were approved for payment. All in favor. The cash balance on hand is \$30,775.44.

Manager's Report (see enclosure)

JC passed out the usual materials plus a newsletter. Mr. Smith reported further on the Fellows situation in Pulteney. He had discovered the sewage disposal problem was only one of many with their property.

The developer has agreed to fix the sewage problem utilizing the services of Richard Osgood, P.E.

JC Smith pointed out, from his inspection report, that things are ahead of last year.

Policies and Procedures (see enclosure)

This document appears to be suitable to distribute to people involved in realty transfers.

There was a discussion on pump-outs on Zone 1 inspections.

upon a motion by Mr. Chadwick, second by Dr. Pennise, it was agreed to amend the policies and procedures according to the new hand-out (enclosed).

Members

Myron Baran - Pulteney
James Multer - Barrington
Richard Gardiner - Urbana

Emery L. Cummings - Hammondsport
John Andersen - Jerusalem
Leigh MacKerchar - Penn Yan

Attendance at Meetings

Chairman Plaisted pointed out to the members the importance of having designated alternates for meetings.

Mr. Balsley agreed to check on the Village of Penn Yan attendance problem.

Meeting Frequency

Mr. Baran suggested that meeting every other month might be more productive, as both KWIC and KLOC appear to be quite stable.

Further discussion with Mr. Baran making the motion to meet every other month, second by Mr. Multer, all in favor.

The next meeting will be 26 January 1998 in Penn Yan.

Keuka Lake Looking Ahead

Peter Landre reported on a meeting to be held in January on a Statewide basis for collaborative decision making.

On January 14th 50 students will meet with various members of KLA, KLOC, KWIC. Peter asked if he could set up interviews with People for the 14th January. Peter will contact the individuals.

Keuka Park Sewer District

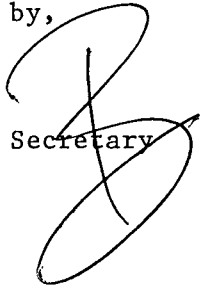
Mr. Andersen reported to the members that the Town of Jerusalem is attempting to extend the sewer district from #442 EBD to 1015 EBD. Upon a motion by Dr. Pennise, second by Mr. Multer the members approved an endorsement of this project by KWIC.

Adjournment - There being no further business, the meeting was adjourned at 8:37 p.m. upon a motion by Mr. Multer, second by Mr. Baran.

Submitted by,

W. Weber
Recording Secretary

Encls.



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William Mayer, Esq, Counsel

James C. Smith, Manager

21 March 1998

Minutes of the Regular Meeting held in the Milo Town Hall on 26 January 1998

The meeting was called to order by Chairman Plaisted at 7:59 p.m. All members were present.

Guests present were: J. C. Smith, KWIC Manager
Peter Landre, Yates Co. Cornell Co-op Ext.
Joseph Littleton, KLA

Minutes

Upon a motion by Mr. Snow, second by Mr. Baran the minutes of 24 Nov. 1997 were approved.

Finances (see attached)

Upon a motion by Mr. Andersen, second by Dr. Pennise, the bills were approved for payment with the exception of Yates Co., which were not available for review.

Manager's Report (see attached)

- . Aerobic systems present a problem with expired service agreements.
- . Inspections reports were compiled and commented on.
- . Yates Co. will provide voice mail for KWIC.

Discussion

Mr. Andersen asked what was to be done about the towns that were behind in reported inspections. Was it the actual work or paperwork?

The problem was identified as being largely related to the local inspectors.

Mr. Baran reported that Pulteney had performed more inspections that the paperwork showed. There was some question as to the actual number of inspections based on truck traffic.

As we have 3 full years of inspections, Dr. Pennise asked for 12 month summaries of 95, 96, 97.

Members

Myron Baran - Pulteney
James Multer - Barrington
Richard Gardiner - Urbana

Emery L. Cummings - Hammondsport
John Andersen - Jerusalem
Leigh MacKerchar - Penn Yan

Organization Meeting

Chairman Plaisted made the following comments

- . He wants the members to give the treasurer the authority to pay bills when due because of alternate month meetings.
- . The Bi-monthly meetings will normally be on the 4th Monday of the alternate month.
- . He does not feel any substantial decisions should be made without Board approval.
- . He feels strongly that the success of KWIC is dependent upon total co-operation of the Chairman, Manager and Board.
- . Members should be vouchered for semi-annual payments in February and July of each year.

Election

Upon a motion by Mr. Andersen, second by Dr. Pennise, Merton Plaisted was nominated for chairman.

Upon a motion by Mr. Chadwick, second by Mr. Andersen the nominations were closed and the Secretary was instructed to cast a ballot for Chairman Plaisted. All in favor.

Mr. Chadwick was elected Vice-Chairman upon a motion by Dr. Pennise, second by Mr. Chadwick, Norman snow was elected Secy/Treasurer. All in favor.

Payment of Bills

Upon a motion by Dr. Pennise, second by Mr. Andersen, Recording Sec'y. Weber was instructed to voucher members for the semi-annual payment in February. All in favor.

Upon a motion by Dr. Pennise, second by Mr. Baran, Treasurer Snow was authorized to pay all bills in a timely fashion. All in favor.

Civil Service Status of Manager

As JC Smith is now a full-fledged Civil Service employee, upon a motion by Chairman Plaisted, second by Mr. MacKerchar, JC Smith is hereby appointed the official KWIC manager. All in favor.

Public Officials Briefing

Mr. Littleton indicated he was prepared to brief the newly elected persons on the Member Boards.

Computer Update (see attached)

Upon a motion by Mr. Snow, second by Dr. Pennise, JC Smith was authorized to proceed with the Christiansen quote of \$2324. All in favor.


Peter Landre Report

Collaborative Meeting rescheduled for 20 March. (see attached)
Watershed Management Plan. A grant has been applied for and the report will be finished this winter, distributed to members. A summary document is required.

Adjournment

Upon a motion aby Mr. Multer, second by Mr. Snow, the meeting was adjourned at 9:00 p.m.

W. Weber, Recording Secretary
encls.



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William Weber, Recording Secretary
William Mayer, Esq, Counsel

James C. Smith, Manager

Minutes of Regular Meeting held in Penn Yan Village Offices on 30 March 1998

The meeting was called to order by Chairman Plaisted at 7:00 p.m.

All members were present in addition to the following guests:

Carol Howland - NYSEG
Steve Giordini - NYSEG
Richard Osgood - PE
JC Smith - KWIC Manager
Peter Landre - Cornell Co-op Ext.
Walt Scott - KLA
Ed Balsley - KLOC Gate Manager
Dr. Alexander Wahlig - KLA Chairman
Joseph Littleton - KLA

Minutes of 26 January 1998

- . There was a question on truck traffic vs. pumping records.
- . The Board, Managers and Inspectors should be considered a co-operative group.
- . The recording secretary was re-appointed.

With the previous corrections noted, upon a motion by Mr. Snow, second by Mr. Baran, the minutes were approved.

Financials (see attached)

- . Mr. Snow reminded the members of the motion on 26 Jan 1998 for payment of various bills because of the bi-monthly meeting schedule.
- . Upon a motion by Mr. Andersen, second by Mr. Chadwick, the bills were approved for payment.

Manager's Report

- . JC Smith reported on his trip to Albany.
- . On this trip, the meeting with the NYS Commissioner of Health, KWIC was the only organization present of its type, further proof of KWIC's unique place in our State's environment.
- . JC met with local code officers and contractors (Yates, Steuben & Schuyler) with a good turn out and results.
- . JC pointed out there is no current training program in place for inspectors and contractors.
- . On-site Waste Water Assoc. met in Catskills. Perhaps this sort of organization can train people or influence legislation. Mostly East end of State was present.

There is a meeting in April that JC wants to attend and only needs hotel costs paid for. Upon a motion by Dr. Pennise, second by Mr. Snow, JC Smith was given permission to attend this meeting.

- . See attached inspection report for 3 year history, especially Urbana with 69% done vs. 60% required.

. JC talked about post card reminders for inspectors.

Members

Myron Baran - Pulteney
James Multer - Barrington
Richard Gardiner - Urbana

Emery L. Cummings - Hammondspport
John Andersen - Jerusalem
Leigh MacKerchar - Penn Yan

NYSEG - Keuka Hydro Station

- . Ms. Howland and Mr. Giordini represented NYSEG and spoke about the year 2003 expiration of their Hydro license.
- . NYSEG has informed FERC they will not renew their license (dating back to 1923) and will decommission the plant.
- . NYSEG will file for a non-power license to carry them through period 2001 - 2003.
- . License must be applied for 3 years in advance.
- . The process involves all interested parties to develop a plan. This is a collaborative approach and will involve people during the summer also.
- . A question was raised regarding the dam in Bradford, the Canal and the plant itself.
- . Mr. Giordini said NYSEG does not envision selling the plant as a generating facility, but another party could apply by 2001.
- . The plant is currently off line because of mechanical problems and lack of demand.
- . Chairman Plaisted offered KWIC's assistance.
- . Mr. Scott of KLA asked about the building on Keuka Lake.
- . NYSEG is happy to donate all historical materials to local historians.
- . KWIC should intervene.

Training Session

- . JC Smith asked for a name change to "briefing" sessions.
- . The next session is scheduled for Pulteney as a whole Board.
- . Barrington will be briefed as individuals.
- . Jerusalem will be on the 2nd Wednesday at 8:15 p.m.
- . Wayne is the second Tuesday in May.
- . There are no new members in Hammondsport, Milo or Penn Yan.

Computer Update

The current computer was fine until Friday when a bug developed with Windows 95. It is being looked into.

KEUKA Looking Ahead (See attached)

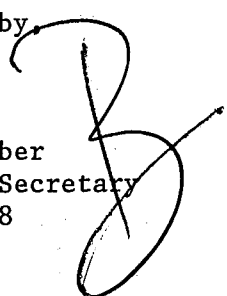
- . Peter Landre thanked participants for work with Cornell Students. 18 people in the watershed were visited.
- . There is in place a \$278,000. grant for Road Stabilization.
- . Agriculture is being handled by Steve Eskildsen.
- . See the attached Recreation Survey.

ADJOURNMENT

Upon a motion by Mr. Chadwick, second by Mr. MacKerchar, the meeting was adjourned at 7:54 p.m.

Submitted by

William Weber
Recording Secretary
22 May 1998



Town of Pulteney

Box A

Pulteney, New York 14874

(607) 868-4222



RE: KEUKA LAKE WATERSHED PERIMETER COMMITTEE MEETING

DATE: APRIL 25, 1988

PLACE: TOWN HALL, PULTENEY, N.Y.

Chairman William Weber called the meeting to order at 7:35 P.M. A list of those present is attached.

Mr. Weber introduced Richard Bills (NYS Dep't. of Health, Hornell District Office), John Herring (Yates County Weed Control Committee), Les Travis (Yates County Soil & Water Conservation Service), and John T. Andrews (Executive Vice President KLSPO as Secretary to the Watershed Perimeter Committee).

The minutes for the meeting of September 25, 1987 were approved as written.

Chairman Weber apologized for the distribution and misunderstanding of the data of the fecal coliform test presented at the last meeting.

Mr. John Herring of the Yates County Aquatic Vegetation Program said that the Septic Tank Survey is not finished yet. It is still in the draft form.

Mr. Herring passed out the Keuka Lake Watershed Survey Final Report dated April, 1988. He then showed graphs and explained the findings to everyone. About 1 out of 6 homes in the Watershed area were contacted. There were 928 respondents making it about a 70% response rate for the questionnaires.

There was no report given on the Tributary Data.

Mr. Herring gave a report on the Workshop held at Keuka College January 30, 1988.

Mr. Robert Canfield, CEO for Wayne, talked about the upcoming meeting of the Federation of Lakes Association at Keuka College in June. It is co-sponsored by the Water Resources and Keuka Lake Association.

Chairman Weber reported that the Keuka Lake Water Study Program shows that, at this time, Keuka Lake is in good shape with saturation levels of dissolved oxygen and other chemical parameters all okay.

Town of Pulteney

Box A

Pulteney, New York 14874

(607) 868-4222

Minutes Page 2

Chairman Weber reported that the Town of Pulteney Watershed Septic System Permits are now the same format as the rest of the Watershed area. Also KLSPO has purchased the same forms for Mr. Mahrt's use.

Chairman Weber spoke about erosion problems and asked the Supervisors of the various towns to consider some sort of erosion law in their respective towns. He gave them a sample "SITE REVIEW PLAN" law.

The 1988 budget figures are approximately \$38,475.00. This amount will cover the entire operation of Bill Mahrt for the year and is to be shared by the paying members of the Perimeter Committee according to the established formula.

Mr. Wesley Ryder, Utilities Manager for the Village of Penn Yan, spoke on the possibility of hiring a person part-time for about 20 hours per week at \$7.50 per hour to check septic systems (other than new construction and realty transfers) around the lake. This person would be under the supervision of Mr. William Mahrt, the inspector for Yates County, Urbana and Hammondsport.

Mr. James Howell, Inspector for Wayne, gave examples and suggestions used in Wayne and Schuyler County studies done, as to preparing the public for such a study.

Mr. Les Travis from the Yates County Soil & Water Conservation Service, said that he would check on possible funding for the studies.

Chairman Weber outlined the results of the Pulteney Workshop for Contractors & Realtors. He felt it had a very positive effect on getting the Watershed and Building Code rules out to them.

Chairman Weber showed the KLSPO aerial photographs of Pulteney's shoreline to everyone.

Chairman Weber set September 26, 1988 at 7:30 P.M. for the next meeting.

A motion was made by Supervisor Breuer and seconded by Deputy Supervisor Snow that the meeting be adjourned. Carried.

Sharon Daggett
Recording Secretary

Keuka Lake Watershed Permittee

Committee Meeting

25 April 88

ATTENDANCE LIST

Bill Mahat
Wes Hayden
Charles Egnew
Tom Howell
Richard Bibe
Vette M. T. Lewis
John Herring
Dick Ackerman
John T. Andrews
Merton Plarsted
Robert Canfield
Stoeg Helbig
Jim Mutter
Jack Snow
Ned Bremer

Watershed Inspector
P. Y. M. Utilities Manager
Pultney water shed
Wayne Watershed Inspector
N. Y. S. Dept of Health
Yates Co. SWCD
Yates Co. Ag. Veg. Program
T/ Jerusalem Board
KLSPO, Inc
Supervisor Town of Wayne
Planning Bd, Town of Cayuga
Code Enforcement O. Milo - Barrington
Barrington Supervisor
town of Milo
" " "

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17 July 1998

Minutes of the Regular Meeting held in Wayne Town Hall on 1 June 1998

The meeting was called to order by Chairman Plaisted at 7:06 p.m.

Members present were:

John Andersen - Jerusalem
Dr. Sam Pennise - Hammondsport
Thomas Chadwick - Urbana
Merton Plaisted - Wayne
Myron Baran - Pulteney
Leigh MacKerchar - Penn Yan
Norman Snow - Milo

Guests present were:

JC Smith - KWIC Manager
Dr. Alexander Wahlig - KLA.
Richard Osgood, P.E.
Edward Balsley
3 Residents of the Town of Pulteney

Minutes

The minutes of the 30th March 1998 meeting were approved upon a motion by Mr. Andersen, second by Mr. Baran.

Treasurer's Report (see attachments)

Treasurer Snow reported a balance on hand of \$29,923.89. Upon a motion by Mr. Chadwick, second by Mr. Baran, the bills were approved for payment.

Manager's Report (see attachments)

JC Smith reported that Real Estate transfer inspections should have a 10 day notice requirement. He also noted a small number of transfers escape inspection and the buyer could end up "holding the bag". JC spoke of some legal remedies that need to be researched. Causes were identified as:

- . Ignorance
- . Properties sold by the USA
- . Foreclosures

Upon a motion by Dr. Pennise, second by Mr. Baran, JC Smith was authorized to seek legal advice on remedies.

Members

Myron Baran - Pulteney
James Multer - Barrington
Richard Gardiner - Urbana

Emery L. Cummings - Hammondsport
John Andersen - Jerusalem
Leigh MacKerchar - Penn Yan

Zone 1 Inspections

JC reported that:

- . Wayne is behind in percent completed to date.
- . Mr. Littleton was very helpful with explanations to the Wayne Town Board.
- . The Inspectors' letter now says all tanks will be inspected.
- . Pulteney - Charles Egresi has sent out about 150 letters and the situation is improving with 39 inspections completed this year. The total for Pulteney is now 25%.
The Towns/Villages on schedule are:
 - Urbana
 - Jerusalem
 - Barrington
 - Hammondsport

Guests from Pulteney

Mr. Baran introduced three members of the Pulteney community who had problems with getting sewage disposal permits in the upland zone because of poor soils.

- . Mr. Gene Plante (Barry Cermak, contractor) described his dilemma of wanting to build a new house with poor soils, but whose contractor does not wish to use the sand filter system JC Smith is authorized to approve under a DOTT waiver. JC pointed out he has no authority to approve other types of non-conventional systems and Mr. Plante has only the option of using the sand filter or hiring an engineer for submission of plans and specs. to DOTT, Hornell. It is known that many contractors claim to be able to construct raised bed systems on poor soil, but the DOTT regulations do not permit local authorization for these systems. Dr. Wahlig (Health Officer for Pulteney) pointed out these are DOTT regulations, not just KWIC rules.
- . Mr. & Mrs. Wm. Van Sickle described a similar situation as Mr. Plante and the DOTT regulations, Article 75, still remain the prevailing control document.

Chairman Plaisted ended this discussion by voicing support for KWIC and JC Smith.

Keuka Lake Looking Ahead

The attached hand-out was made available to the KWIC Members.

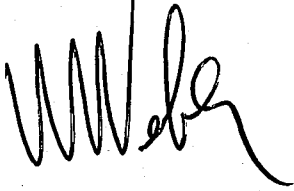
Other Business

Recording Secretary Weber was instructed to prepare the semi-annual vouchers (attached herewith) for payment by the members in August, 1998.

Adjournment

Upon a motion by Mr. Andersen, second by Mr. Chadwick the meeting was adjourned at 7:47 p.m.

Submitted by,



W. Weber
Recording Secretary

Encls.

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James C. Smith, Manager

Minutes of the Regular Meeting held in Urbana Town Hall on 27 July 1998

The meeting was called to order by Chairman Plaisted at 7:53 p.m.

All the members were present along with the following guests:

Gary Smith - Friends of the Outlet and Village of Penn Yan
JC Smith - KWIC Manager
Peter Landre - Cornell Co-op Ext. Yates County
Dr. Alexander Wahlig - Chairman KLA
Gary Fraser - KLA
Edward Balsley - Gate Manager

Minutes

Upon a motion by Mr. Andersen, second by Dr. Pennise, the minutes of 1 June 1998 were approved.

Finances

- .Treasurer Snow handed out the attached financial reports.
- .Upon a motion by Mr. Andersen, second by Mr. MacKerchar, current bills in the amount of \$798.56 were approved for payment.
- .Treasurer Snow asked the members to change the vouchers to reflect a levy for municipalities of each - \$2500 rather than the \$3250 previously budgeted.
- .JC Smith pointed out the rent for space from the county is \$1200., but has not seen any bill for that.
- .Chairman Plaisted reported the 1999 Budget would be available for each Municipal Board by September. (see attached)

Manager's Report (see Attachments)

- .JC Smith reported that he had spoken at the Bluff Point Assoc. meeting and answered questions on inspections, sewers and water quality.
- .JC mentioned he will defer inspections in proposed Sewer District extension #2, Jerusalem for obvious reasons.
- .JC Reported that he had attended a conference in the Catskills where there were Federal Officials expressing interest in septic systems for rural and hamlet areas. KWIC was nicely recognized.
- .There was no report from Atty. Mayer on field inspections.

Members

Myron Baran - Pulteney
James Multer - Barrington
Richard Gardiner - Urbana

Emery L. Cummings - Hammondsport
John Andersen - Jerusalem
Leigh MacKerchar - Penn Yan

.JC presented an overhead slide show giving the status as of mid 1998. A town by town review was given, Pulteney has 29 aerobic systems, which alters the inspection requirements. There was information on the case work load for Zone 1 inspections.

Other portions of the case work load are:

- Transfers
- Construction
- Complaints
- Holding tank inspections (done annually)

Things needed:

- .KLA to help in Pulteney
- .Reminder notices
- .Mailings
- .Steuben County has fewer pumpers than Yates
- .Work load of individual inspectors varies from time to time.

JC reported that the timetable from inspection failure to remedy is 180 days.

Documentation is kept in 3 places: - Home
- Town
- KWIC Headquarters

Liability Insurance

Comm. Plaisted had no information on this matter. Upon a motion by Dr. Pennise, second by Mr. Snow, Chairman Plaisted was authorized to execute insurance when the necessary information is available.

Budget (see attachment)

- .JC suggested \$500. be added for training/conferences for State programs.
- .JC needs a high quality level for \$1600.
- .JC wants a raise in salary of \$1000.
- .JC suggested a re-imburement of \$2000. for work on watershed management plan.

Peter Landre Report

Peter indicated 50-100 copies of management plan were going to be available.

Adjournment

There being no further business, the meeting was adjourned upon a motion by Mr. Andersen, second by Mr. Chadwick at 8:44 p.m.

W. Weber
Recording Secty.
18 Sept. '98



Encls.

AGENDA



KEUKA LAKE DISTRICTING COMMITTEE

AUGUST 23, 1988

Antler Museum

1. Introductions
2. Review of "mission statement" from last meeting.
3. Discussion of sample powers (Part I of attachment from 8/17 memo).
 - a.) any deletions?
 - b.) any additions?
 - c.) other discussion
4. Discussion of Part II - Areas of Responsibility
 - I. Septic systems and wastewater disposal.
 - a.) advisory versus regulatory role
 - II. Water Quality
 - a.) passive clearinghouse or active initiator of programs?
 - III. Erosion Control
 - a.) advisory versus regulatory role
 - b.) role of existing agencies (SWCD, Planning Boards, Zoning Boards, Building Codes, etc.)
 - IV. Shoreline Development
 - a.) advisory versus regulatory role.
5. Time and place of next meeting.

*Next mtg: Oct 18 3rd Time 7³⁰
Tremplin*

Sept 24 Watershed Presentation Mtg

- (c.) To take any other, further or additional action or perform any other additional service or function as shall be authorized by adoption of a proposition for such subject to the provisions of this act.
- (d.) To adopt restrictions and controls as to the type of uses of property owned by the district and type of structures that may be erected on lands of the district and into the waters of Keuka Lake and may provide that such restrictions shall apply to such lands when transferred by the district and thereafter shall continue as restrictions running with such lands.

Budget

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James C. Smith, Manager

14 Nov. 1998

Minutes of the Regular Meeting held in Hammondsport on 28 Sept. 1998

The meeting was called to order by Vice Chairman Chadwick at 8:23 p.m.

Members present were:

Thomas Chadwick - Urbana
James Multer - Barrington
Myron Baran - Pulteney
Karl Wilhelm - Wayne
Dr. Sam Pennise - Hammondsport

Guests present were:

JC Smith - KWIC Manager
Dr. Alexander Wahlig - KLA.
Gary Fraser - KLA
Vincente D'Ingianni - Wayne

Minutes

Upon a motion by Mr. Baran, second by Mr. Multer, the minutes of 27 July were approved.

Finances

There was no Treasurer's report as there were computer problems and Treasurer Snow had been ill.

Because of prior authority granted, all routine bills are approved for payment.

Manager's Report

JC Smith handed out the attached report.

Zone 1 inspections are moving along nicely.
Real property transfers still represent a minor problem, but nothing that the Manager and local inspectors cannot handle.

JC did mention that Atty. Mayer pointed out the sewage disposal inspection requirement runs with the land and must be done either by buyer or seller as they agreed, but it must be done prior to title transfer.

Members

Myron Baran - Pulteney
James Multer - Barrington
Richard Gardiner - Urbana

Emery L. Cummings - Hammondsport
John Andersen - Jerusalem
Leigh MacKerchar - Penn Yan

1999 Budget

This budget is contained in the 9/28 minutes. Upon a motion by Dr. Pennise, second by Mr. Baran, the budget for 1999 was adopted.

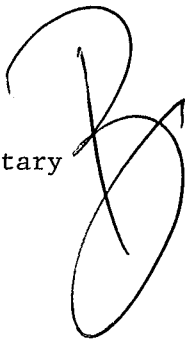
Adjournment

Upon a motion by Dr. Pennise, second by Mr. Multer, the meeting was adjourned at 8:37 p.m.

Submitted by,

W. Weber
Recording Secretary

Encl.

A large, stylized handwritten signature in black ink, appearing to be 'W. Weber', is written over the typed name and title.