

THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
REGULAR MONTHLY MEETING MINUTES
AT THE VILLAGE HALL
MARCH 8, 2023
18:30:00

AT 18:30:00/6:30:00 MAYOR SOUVA CALLED THE MEETING TO ORDER, AFTER THOSE IN ATTENDANCE RECITED THE PLEDGE OF ALLEGIANCE.

PRESENT WHERE: MAYOR MARK SOUVA

TRUSTEES: SHAREEF STOKELY, KIM VOGT, KERRY COLTON, PATTY BATES

CLERK: KIMBERLY AUGUSTINE

DPW: SUPERINTENDENT RICHARD ROSS & DAVID POTOCKI

GUESTS: KENNETH CLARK, GAIL ALEXANDER, MATT COOPER, CHRISTOPHER BARBOSA, GERALD CARTER, BILL ST. LOUIS, JUDY ST. LOUIS, LEWIS ALEXANDER, SCOTT DOYLE, CINDY DOYLE, HAYDEN McATEE(18:35/6:35), SYDNEY FURGISON(18:35/6:35), JULIE ABBASS(18:54/6:54)

RACOG UPDATE:

- RACOG HAS BEEN MEETING WITH LEWIS COUNTY AND JEFFERSON COUNTY LAW ENFORCEMENT, AND GOVERNORS TRAVEL TRAFFIC & SAFETY COMMITTEE; IN REGARDS TO RADAR DIGITAL SIGNS. THEY ARE ADDING A TRAFFIC SAFETY COORDINATOR, WHICH IS A FULLY FUNDED STATE GRANT POSITION. IN THE COMING YEARS, THEY ARE LOOKING TO APPLY FOR A EQUIPMENT GRANT. THIS POSITION WILL BE STATIONED AT THE TUG HILL COMMISSION, IF APPROVED, AND WILL SERVE THE LOCAL FOUR COUNTIES.
- RACOG ECONOMIC SUMMIT WILL BE HELD APRIL 27TH, 9AM-12PM.
LOCATION-GLENFIELD: HOWARD G. SACKETT TECHNICAL CENTER
LUNCH TO FOLLOW THE SUMMIT.
REGISTRATION FOR THIS EVENT IS NOW OPEN.
- LOCAL GOVERNMENTS CONFERENCE WILL BE HELD APRIL 5TH & 6TH.
- THE RACOG VIDEO IS FINISHED AND CAN BE VIEWED ON THE RACOG WEBSITE.

DPW UPDATE FOR FEBRUARY 2023:

- MEET WITH STEVE FREEMAN FROM RURAL WATER FOR LEAK ON WELL #5.
- PICKED UP 10 BAGS OF ICE MELT FROM SLACK
- RINSED OFF F-250 & F-450.
- PUT PLANT HANGER BACK UP ON FRONT PORCH.
- DID SURVEILLANCE READING ON 4 WATER METERS TO GAIN HISTORY

**THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
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- GARBAGE TRUCK WENT TO TERRY GROFFS FOR A CHECK ENGINE LIGHT. NOTHING WAS WRONG, AND THE LIGHT HAS STAYED OFF.
- WASHED TWO SETS OF STAGE #1 WATER FILTERS.
- WASHED ONE SET OF STAGE #2 WATER FILTERS.
- ORDERED TWO BOXES OF STAGE #1 WATER FILTERS.
- REPLACED REVERSE AND BACK UP LIGHTS, ON THE DRIVER SIDE OF F-250.
- SNOWBLOWED OUT ALL FIRE HYDRANTS, IN THE VILLAGE.
- REMOVED SNOWBANKS ON RT. 12
- CLEANED INSIDE OF GARBAGE TRUCK PACKER
- MONTHLY WATER AND SEWER SAMPLES TO CONVERSE LABS
- DID METER READINGS ON 6 HOUSES IN VILLAGE.
- SENT MONTHLY WATER REPORT TO DOH.
- PLOWED OUT SNOW DUMP AT WOODBATTLE WATER PLANT.
- WILL WORK ON PRICING HYDRANTS.

FIRE DEPARTMENT

- RUTLAND FIRE DEPARTMENT CONTRACT HAS BEEN SIGNED, AND THEY WILL START GETTING PAID.
- THE TERRY FUND OUT OF NJ, CONTACTED MAYOR SOUVA VIA EMAIL, IN REGARDS TO THE WHITE VAN. THEY HAVE BEEN MONITORING THE SITUATION WITH THE VILLAGE & FIRE DEPARTMENT. THEY REQUESTED THAT THE VAN, THAT WAS A DONATION, BE RETURNED TO THEM.
- OUR FIRE DEPARTMENT ATTORNEY, CANDANCE RANDALL HAS REVIEWED ALL DOCUMENTS AND SUGGESTED THAT THE BOARD OF TRUSTEES DO A RESOLUTION TO GIVE BACK THEIR VAN AS SOON AS POSSIBLE THAT THE VILLAGE CAN.

RESOLUTION 18-2023

TRUSTEE VOGT MADE A MOTION FOR RESOLUTION TO RETURN THE TERRY FUNDS VAN.
SECONDED BY TRUSTEE COLTON.

VOTE TAKEN:

TRUSTEE STOKELY: AYE

TRUSTEE VOGT: AYE

TRUSTEE COLTON: AYE

TRUSTEE BATES: AYE

MAYOR SOUVA: AYE

ALL AYES, MOTION CARRIED

RESOLUTION 18-2023 APPROVED 3.3.2023

WATER & SEWER PROJECTS UPDATE: MATT COOPER

THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES REGULAR MONTHLY MEETING MINUTES



Memo To: Village of Copenhagen Board

Date: March 8, 2023

From: Matt Cooper

Project No.: 2110.001/2110.003

Subject: Board Update:

1. Wastewater Treatment Facility Disinfection & Improvements Project
2. Water Supply Project

1. Wastewater Treatment Facility Disinfection & Improvements Project:

- Budget
 - **Revised Project Budget: \$1,000,000**
 - **User Rate Increase: \$42 per year**
 - Revised Bond Resolution passed
- Funding
 - Engineering Planning Grant (EPG) - \$22,900 awarded for study.
 - 50% Disbursed at beginning of study.
 - 50% Disbursed at completion of study - 12/10/20
 - Water Quality Improvement Project (WQIP)
 - \$353,400 grant Awarded – December 2021 – Declined grant
 - Covers 80% construction costs and inspection cost
 - **\$622,200 grant application submitted – July 2022 - Awarded**
 - Clean Water State Revolving Fund (CWSRF)
 - **\$377,800 loan – revising loan documents to increased amount**
 - Water Infrastructure Improvements Act (WIIA)
 - \$90k+ grant application – September 2022 – **Not Awarded**
 - Would decrease loan amount for project if awarded
- Schedule
 - Design: Design Drawings & Specs Approved by DEC – March 2022
 - Bidding:
 - Bids Opened March 23, 2022 – Over Budget
 - **Rebid - March 2023**
 - DEC Compliance
 - Submit Engineering Plans & Specifications – November 1, 2021
 - Begin Construction – May 1, 2022, **Extended to July 1, 2023**
 - Begin Disinfection – May 1, 2023, **Extended to May 1, 2024**
 -
 - EFC Loan Closing – **awaiting EFC to schedule closing**
- Action Items
 - **Standardize on Trojan UV**
 - **Set new bid date**

**THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
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2. Water Supply Project:

- Preliminary Engineering Report – Woodbattle WTP Rehabilitation
 - Submitted to NYSDOH & EFC – May 2020
 - Project Budget: \$1,101,000

- Funding
 - Water Infrastructure Improvements Act (WIIA)
 - 60% grant of total project cost
 - Applications due November 21 – **Awarded \$660,600**
 - SEQR and Bond Resolution are completed
 - Drinking Water State Revolving Fund (DWSRF)
 - Low interest loan for costs not covered by grant - \$440,400

- Permits
 - Woodbattle wells are already included in Village’s water supply permit
 - DEC has renewed the SPDES permit for the Woodbattle WTP lagoon

- Schedule - Tasks
 - Emergency work to the Woodbattle WTP completed – November 2020
 - DOH inspection found WTP to be in compliance – November 2020
 - Complete record drawings of emergency work – January 2021
 - Submit WIIA Grant Application – November 2021
 - Submit DWSRF Financing Application – **In progress**
 - **Design – In progress**
 - **DOH Review of Drawings & Specs – Submission planned for April 2023**
 - **Bid – June 2023**
 - **Construction Start – August 2023**
 - **Construction Complete – May 2024**

- Action Items
 - **Approve Engineering Agreement Amendment #4**

**THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
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March 7, 2023

Mr. Mark Souva, Mayor
Village of Copenhagen
9915 Main Street
PO Box 237
Copenhagen, New York 13626

Re: Village of Copenhagen – Water Supply Project
Engineering Agreement – **Amendment No. 4**

File: 2110.003.001

Dear Mr. Souva:

Please find attached Amendment No. 4 to the engineering services Agreement for the Village of Copenhagen Water Supply Project. This amendment will increase the estimated hourly fee total for Subcontract Administration, Verification of Existing Conditions, Funding Assistance, and Record Drawings services to reflect the additional anticipated cost of services for the project. A new subcontracted service for Well Sampling is added to the Agreement. The total increase of all items is \$17,500.

Amendment No. 4 includes the reissuance of the following Agreement Exhibits to reflect all previous and new services and fees to be authorized under our Agreement:

- Exhibit K – Amendment to Owner-Engineer Agreement
- Exhibit C, Appendix 1 – Summary of Fees & Reimbursable Expenses Schedule

If this proposal satisfactorily sets forth your understanding of the arrangement between us, we would appreciate your signing two (2) copies of Exhibit K of the Amendment, retain one (1) copy for your file, and return one (1) copy to our office. We appreciate this opportunity to be of service to the Village of Copenhagen and look forward to continue working with you on this project. If you have any questions regarding any item of this proposal, please feel free to contact our office.

Sincerely,

BARTON & LOGUIDICE, D.P.C.

Matthew J. Cooper, P.E.
Senior Associate

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This is **EXHIBIT K**, consisting of **2** pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated **October 24, 2019**.

**AMENDMENT TO OWNER-ENGINEER AGREEMENT
Amendment No. 4**

The Effective Date of this Amendment is: **March 8, 2023**.

Background Data

Effective Date of Owner-Engineer Agreement: **October 24, 2019**

Owner: **Village of Copenhagen**

Engineer: **Barton & Loguidice, DPC**

Project: **Water Supply Project**

Nature of Amendment: [Check those that are applicable and delete those that are inapplicable.]

- Additional Services to be performed by Engineer
- Modifications to services of Engineer
- Modifications to responsibilities of Owner
- Modifications of payment to Engineer
- Modifications to time(s) for rendering services
- Modifications to other terms and conditions of the Agreement

Description of Modifications:

This amendment will increase the estimated hourly fee total for Subcontract Administration, Verification of Existing Conditions, Funding Assistance, and Record Drawings services to reflect the additional anticipated cost of services for the project. A new subcontracted service for Well Sampling is added to the Agreement. The total increase of all items is \$17,500.

This Amendment includes the reissuance of the following Agreement items to reflect all services and fees to be authorized by this Amendment and all previous authorizations:

- Exhibit K – Amendment to Owner-Engineer Agreement*
- Exhibit C, Appendix 1 – Summary of Fees & Reimbursable Expenses Schedule*

**THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
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Agreement Summary:

Original agreement amount:	<u>\$ 25,000.00</u>
Net change for prior amendments:	<u>\$ 223,000.00</u>
This amendment amount:	<u>\$ 17,500.00</u>
Adjusted Agreement amount:	<u>\$ 265,500.00</u>

Change in time for services (days or date, as applicable): May 31, 2024


The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

OWNER:

ENGINEER:

By: _____
Print name: Mark Souva

By: 
Print name: Matthew J. Cooper, P.E.

Title: Mayor

Title: Senior Associate

Date Signed: _____

Date Signed: 3/7/2023

RESOLUTION 19-2023

TRUSTEE BATES MADE A MOTION FOR RESOLUTION TO MOVE FORWARD WITH AMENDMENT #4, TO PUMP AND TEST THE WELL.

SECONDED BY TRUSTEE COLTON.

VOTE TAKEN:

TRUSTEE STOKELY: AYE

TRUSTEE VOGT: NAY

TRUSTEE COLTON: AYE

**THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
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TRUSTEE BATES: AYE
MAYOR SOUVA: AYE
4-AYES & 1-NAY, MOTION CARRIED

RESOLUTION 19-2023 APPROVED 3.3.2023

NEW BUSINESS

-SEWER BILLS: MAILED 3.1.23 DUE 3.31.23

SEWER RATE IS \$8.00 WATER RATE IS \$5.00

THERE WAS A GLITCH IN WILLIAMSON SYSTEM

-AMR VS AMI NEPTUNE READING WATER SYSTEM

CONSTANT READING SYSTEM FOR WATER & SEWER; INSTEAD OF DPW DRIVING AROUND
AND GRABBING READS ONCE A MONTH.

POSSIBLY MERGING WITH SMART CITY CONTROLS-ZACH

-FIOA REQUESTS ON INFORMATION TERRY FUND REQUEST.

-MAYOR SOUVA AND CLERK AUGUSTINE WILL BE MEETING WITH NORTH COUNTRY CPAs, IN

PREPAREDNESS FOR THE VILLAGE BUDGET. IN ACCORDANCE WITH BUDGET, TRUSTEE VOGT
SUGGESTED WE SET A DATE FOR PUBLIC HEARING OF VILLAGE BUDGET.

RESOLUTION 20-2023

TRUSTEE VOGT MADE A MOTION FOR RESOLUTION TO HAVE THE PUBLIC HEARING OF VILLAGE
BUDGET, APRIL 12th OF 2023 AT 18:00/6:00 PM. SECONDED BY TRUSTEE BATES.

VOTE TAKEN:

TRUSTEE STOKELY: AYE

TRUSTEE VOGT: AYE

TRUSTEE COLTON: AYE

TRUSTEE BATES: AYE

MAYOR SOUVA: AYE

ALL AYES, MOTION CARRIED

RESOLUTION 20-2023 APPROVED 3.3.2023

-COPENHAGEN FD INC. HAS ASKED THAT SCOTT ALEXANDER TO RETURN GEAR. MAYOR SOUVA HAS
A LIST OF ITEMS THAT HE HAS. THE VILLAGES FIRE DEPARTMENT LAWYER HAS SUGGESTED,
THAT SCOTT ALEXANDER TURN ALL ITEMS THROUGH LETTER. THE VILLAGE ACCEPTS THE
LETTER. THEN MAKE A MOTION TO LET SCOTT ALEXANDER KEEP THE GEAR TO WITH THE
RUTLAND FD.

TRUSTEE VOGT MADE A MOTION TO ACCEPT THE RETURN OF HIS EQUIPMENT. SECONDED BY
TRUSTEE STOKELY.

**THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
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VOTE TAKEN:

TRUSTEE STOKELY: AYE

TRUSTEE VOGT: AYE

TRUSTEE COLTON: AYE

TRUSTEE BATES: AYE

MAYOR SOUVA: AYE

ALL AYES, MOTION CARRIED

RESOLUTION 21-2023

TRUSTEE VOGT MADE A MOTION FOR RESOLUTION TO ALLOW SCOTT ALEXANDER TO HAVE THAT EQUIPMENT, TO USE IN SERVICE WITH RUTLAND FIRE DEPARTMENT. SECONDED BY TRUSTEE STOKELY.

VOTE TAKEN:

TRUSTEE STOKELY: AYE

TRUSTEE VOGT: AYE

TRUSTEE COLTON: AYE

TRUSTEE BATES: AYE

MAYOR SOUVA: AYE

ALL AYES, MOTION CARRIED

RESOLUTION 21-2023 APPROVED 3.3.2023

OLD BUSINESS

-WELCOME BINDERS & BAG FOR NEW RESIDENTS, ARE BEING WORKED ON WITH DESIGN AND SOURCING.

-1ST ANNUAL COPENHAGEN FALL FEST IS NO LONGER ON THE TABLE. CLERK AUGUSTINE ASKS THE COMMUNITY TO HELP WITH COPENHAGEN CARES EVENTS.

-SIDEWALK LEGISLATION IS BEING WORKED ON FOR THE VILLAGE.

-COPENHAGEN MEMORIAL SIGN HAS BEEN DESIGNED. CLERK AUGUSTINE WOULD LIKE BOCES WOODSHOP TO MAKE A REPLICA OF THE ORIGINAL SIGN.

-TRUSTEE VOGT ASKED DPW TO WORK ON A SOLUTION TO SECURE COPENHAGEN CARES FLOWERS POTS, TO DETER THEFT. ALSO THAT WE WORK ON SOLUTION FOR RAIN COLLECTION BY GAZEBO, SO THE FLOWERS MAY BE WATERED.

-THE VILLAGE IS STILL WAITING FOR CAMERAS THROUGH SMART CITIES TECHNOLOGY GRANT.

-WAITING TO HEAR BACK FROM LEWIS COUNTY ON SOIL AND WATER ON DRAINAGE EVALUATION.

-JUNE TIME, MOLDS FOR STATUE, JEFF SPRINGS.

-TRUSTEE VOGT HAS SET RFP CONTRACT FOR REVIEW. AT THIS DATE, THE VILLAGE HAS NOT HEARD BACK YET.

RESOLUTION 22-2023

TRUSTEE VOGT MADE A MOTION FOR RESOLUTION TO GET THE RFP BID OUT AS SOON AS WE GET IT BACK FROM THE ATTORNEY. SECONDED BY TRUSTEE STOKELY.

**THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
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TRUSTEE STOKELY.

VOTE TAKEN:

TRUSTEE STOKELY: AYE

TRUSTEE VOGT: AYE

TRUSTEE COLTON: AYE

TRUSTEE BATES: AYE

MAYOR SOUVA: AYE

ALL AYES, MOTION CARRIED

RESOLUTION 22-2023 APPROVED 3.3.2023

-FIRE DEPARTMENT NEED TO BE ASSIGNED EDUS, AND WILL START RECEIVING A WATER & SEWER BILL.

RESOLUTION 23-2023

TRUSTEE VOGT MADE A MOTION FOR RESOLUTION TO CHARGE TWO EDUS TO COPENHAGEN FIRE DEPARTMENT INC. SECONDED BY TRUSTEE STOKELY.

VOTE TAKEN:

TRUSTEE STOKELY: AYE

TRUSTEE VOGT: AYE

TRUSTEE COLTON: AYE

TRUSTEE BATES: AYE

MAYOR SOUVA: AYE

ALL AYES, MOTION CARRIED

RESOLUTION 23-2023 APPROVED 3.3.2023

RESOLUTION 24-2023

TRUSTEE VOGT MADE A MOTION FOR RESOLUTION TO BEING SENDING WATER & SEWER BILLS TO COPENHAGEN FIRE DEPARTMENT INC. SECONDED BY TRUSTEE STOKELY.

VOTE TAKEN:

TRUSTEE STOKELY: AYE

TRUSTEE VOGT: AYE

TRUSTEE COLTON: AYE

TRUSTEE BATES: AYE

MAYOR SOUVA: AYE

ALL AYES, MOTION CARRIED

RESOLUTION 24-2023 APPROVED 3.3.2023

-LOUD STREET PARKING IS STILL BE MONITORED BY VILLAGE AND COPENHAGEN CENTRAL SCHOOL.

-TREASURERS REPORT

**THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
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03/08/2023 12:53:15

MONTHLY REPORT OF TREASURER

TO THE VILLAGE BOARD OF THE VILLAGE OF COPENHAGEN:

The following is a detailed statement of all moneys received AND disbursed BY me during the month of February, 2023:

DATED: March 8, 2023

TREASURER

	Balance 01/31/2023	Increases	Decreases	Balance 02/28/2023
A GENERAL FUND - TOWNWIDE				
CASH - CHECKING	102,887.88	53,572.43	16,307.18	140,153.13
CASH - SAVINGS	644,303.85	0.00	0.00	644,303.85
PETTY CASH	200.00	0.00	0.00	200.00
TOTAL	747,391.73	53,572.43	16,307.18	784,656.98
F WATER FUND				
CASH - CHECKING	133,440.01	62,427.67	15,871.02	179,996.66
CASH - SAVINGS	123,117.50	0.00	0.00	123,117.50
TOTAL	256,557.51	62,427.67	15,871.02	303,114.16
G SEWER FUND				
CASH - CHECKING	70,518.62	0.00	3,860.43	66,658.19
CASH - SAVINGS	101,576.71	0.00	0.00	101,576.71
TOTAL	172,095.33	0.00	3,860.43	168,234.90
SF FIRE DISTRICT				
TOTAL	0.00	0.00	0.00	0.00
TA TRUST & AGENCY				
CASH - CHECKING	-3,599.28	11,969.36	10,451.37	-2,081.29
TOTAL	-3,599.28	11,969.36	10,451.37	-2,081.29
TOTAL ALL FUNDS	1,172,445.29	127,969.46	46,490.00	1,253,924.75

**THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
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APPROVAL FOR FEBRUARY MEETING MINUTES

THE BOARD REVIEWED THE MINUTES, A MOTION WAS MADE BY TRUSTEE BATES TO APPROVE FEBRUARY MEETING MINUTES. SECONDED BY TRUSTEE STOKELY.

VOTE TAKEN:

TRUSTEE STOKELY: AYE

TRUSTEE VOGT: AYE

TRUSTEE COLTON: AYE

TRUSTEE BATES: AYE

MAYOR SOUVA: AYE

ALL AYES, MOTION CARRIED

ACCOUNT	VOUCHER RANGE	AMOUNT
GENERAL	182-202	\$9,401.33
WATER	98-112	\$13,099.03
SEWER	74-83	\$4,652.96

APPROVAL FOR CLAIMS AND ABSTRACT PAYMENT

THE BOARD REVIEWED THE MINUTES, A MOTION WAS MADE BY TRUSTEE VOGT TO PAY CLAIMS AND FINANCIALS.. SECONDED BY TRUSTEE BATES.

VOTE TAKEN:

TRUSTEE STOKELY: AYE

TRUSTEE VOGT: AYE

TRUSTEE COLTON: AYE

TRUSTEE BATES: AYE

MAYOR SOUVA: AYE

ALL AYES, MOTION CARRIED

ADJOURNMENT

AT 19:34:00/7:34PM A MOTION WAS MADE BY TRUSTEE VOGT TO ADJOURN THE MEETING. SECONDED BY TRUSTEE BATES..

VOTE TAKEN:

TRUSTEE STOKELY: AYE

TRUSTEE VOGT: AYE

TRUSTEE COLTON: AYE

**THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
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TRUSTEE BATES: AYE

MAYOR SOUVA: AYE

ALL AYES, MOTION CARRIED