

**THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
AGENDA
AT THE VILLAGE HALL
DECEMBER 11, 2024
18:30:00/6:30:00**

PLEDGE OF ALLEGIANCE

APPROVAL OF NOVEMBER MINUTES

UPDATES

RACOG

THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
MEETING MINUTES
DECEMBER 11, 2024

RIVER AREA COUNCIL OF GOVERNMENTS

November 2024

MUNICIPAL MANAGEMENT MONTHLY ANNOUNCEMENTS

RACOG UPDATES

- **RACOG Economic Visioning Summit**

Starting the planning of the RACOG Economic Visioning Summit. Still looking at a date to have it at the Jefferson Lewis BOCES Howard G. Sackett Technical Center.

- **Local Government Student Activity**

We had 11 students participate from Beaver River, Copenhagen, and Lowville school districts. It sounds like this program will expand into other BOCES.

- **Student Board**

We have had a couple students interested in being part of the student board for RACOG. We are currently working out details on that.

- **Websites**

Brian Phelps will be doing a website training at the town of Denmark for any municipalities interested on December 10, 2024 at 10:00am.

- **Water/Wastewater Operator Training**

There was a meeting with BOCES and they are focusing on wastewater operator certification right now, because of some funding DEC said that is out there. For a new student program, it will take about two years to get it up and running. However, they are talking about offering the program through adult continuing education next September. If your municipality might be interested in sending employees to this training let me know. If you are willing to have interns work at your facility, also let us know.

The water certification is still on the table and that is the next certification they are looking into.



UPCOMING

Next RACOG Meeting

January 23, 2025 @ 6:00 PM
Town of Wilna Municipal Building

NYS Association of Conservation
Commissions' Conference on the
Environment Presentations Available
tinyurl.com/NYSACC-Presentations

**THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
MEETING MINUTES
DECEMBER 11, 2024**

TRAININGS

- **Upcoming Webinars from the Office of the Comptroller**

Training: The NYS Office of the Comptroller Academy for Local Officials no cost accounting related webinars.

Location: Webinar

Dates: November 6 -21, 2024

Website/Registration: [Click Here](#)

- **The Little Voices depicts the mostly-autobiographical life of Lee Wasmuth**

Training: Portraying daily life and a burgeoning romance set in Tug Hill Country, The Little Voices depicts the mostly-autobiographical life of Lee Wasmuth, a Tug Hill native whose early childhood was spent in the Page community along the Glenfield & Western Railroad.

Location: Webinar

Dates: November 19, 2024 from 6pm to 7pm

Website/Registration: [Click Here](#)

- **Cornell Local Roads Training**

Training: The NYS Local Technical Assistance Program hosted by the Cornell Local Roads Program has many webinars and online training courses available for those unable to attend in-person training programs.

Location: Various

Dates: November 12, 2024 to March 11, 2025

Website/Registration: [Click Here](#)

- **AOT Annual Training School**

Training: AOT Annual Training School

Location: NYC

Dates: February 16 - 19, 2025

Website/Registration: [Click Here](#)

GRANTS

- **U.S. Department of Energy BUILT Nonprofits**

The Building Upgrades Inspiring Local Transformation (BUILT Nonprofits) funding opportunity will support nonprofit building improvement projects that reduce energy use, lower carbon emissions, and generate short- and long-term energy cost savings, allowing operational dollars to be redirected toward mission-critical work.

Due Date: November 12, 2024

Website: [Click Here](#)

- **Work Zone Package Giveaway**

The NYS LTAP Center - Cornell Local Roads Program is offering a eighth year of its work zone package program, which provides sets of work zone equipment at no charge to highway and public works departments in NY.

Due Date: November 15, 2024

Website: [Click Here](#)

- **Cannabis Community Grants and Locator Maps Available**

The New York State Office of Cannabis Management (OCM) has announced availability of the first round of the Community Investment Program, funded by taxes on legal adult-use cannabis sales. In this first 2024 grant cycle, only 501(c)(3) nonprofit organizations who provide services for young people (individuals ages 0-24 years) in designated geographies of New York State are eligible to apply.

Due Date: Unknown

Website: [Click Here](#) or [Map Click Here](#)

- **SBA Loan Assistance and FEMA Disaster Aid**

Homeowners, residents, and businesses in the North Country can now apply for loans through the U.S. Small Business Administration (SBA) to aid recovery from severe weather events, including the remnants of Tropical Storm Debby and the flooding on July 10.

Due Date: Physical Property Damage - November 8, 2024 and Economic Injury - June 9, 2025

Website: [Click Here](#)

**THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
MEETING MINUTES
DECEMBER 11, 2024**

TRAININGS

- **NYCOM Annual Meeting and Training School**

Training: NYCOM Annual Meeting and Training School

Location: Bolton Landing

Dates: May 28 - 30, 2025

Website/Registration: [Click Here](#)

GRANTS

- **Federal Grants for Energy Projects that Reduce Business Costs**

The Adirondack North Country Association (ANCA) has been awarded a \$137,000 technical assistance grant from USDA Rural Development to launch REAP ADK+, a new program aimed at assisting small businesses and farms navigate a federal grant program (REAP) regarding renewable energy and energy efficiency projects.

Due Date: Unknown

Website: [Click Here](#)

- **Vacant Property Clearance Grant Program**

Eligible applicants are non-entitlement units of general local government (county, town, city, or village), excluding metropolitan cities, urban counties, and Indian Tribes that are designated entitlement communities.

Due Date: December 31, 2024 (Rolling Basis)

Website: [Click Here](#)

- **Naturally Lewis 2024 Grants**

The Lewis County Development Corporation's Community Economic Development Program recently announced four grant programs available in 2024.

Due Date: Various Dates

Website: [Click Here](#)

- **NYS Council on the Arts Capital Projects**

Up to \$80 million in capital funding is now available to nonprofit arts and cultural organizations throughout the New York State Council on the Arts Capital Projects Fund.

Due Date: January 14, 2025

Website: [Click Here](#)

PAGE 03

DPW

- Put reflective tape on barrels that are covering hydrants

THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
MEETING MINUTES
DECEMBER 11, 2024

- Cleaned out catch basins on Cataract St.
- Took water and sewer samples to Converse for the month
- Drained water in UV building
- Had a couple more keys made for Woodbattle water plant padlocks
- Took hanging flower pots over to Woodbattle water plant
- Took old air compressor over to Woodbattle water plant
- Found Phil eggston curb stop
- UV building is all locked up for the season
- Had our boiler inspection done for the year
- Read all village meters
- Had overhead door here to give quotes on garage door openers
- Started up small hand held generator
- Moved hydrant from Steve Petrus house up to sewer plant
- Annual fire extinguishers and smoke detectors all done
- Put some more road grinding on the road to sewer plant
- Asked Denmark for the use of the bucket truck for Christmas decoration
- Shut the last valve at UV building
- Picked up more hypo and 6 bags of ice melt
- Picked up a 6 pack of 9 watt bulbs and a pack of zip ties
- Took 9 new ribbon light and put them up to the sewer plant
- Cleaned out drain in bathroom
- Put new bulb in three bay shop
- Both plows are on pickup trucks
- Put new cable on the 8'' plow old one was missing
- Put F-450 inside the garage at sewer plant
- Read all village meters
- Put new LED bulbs in 4 snowflakes
- All Christmas banners are up and 4 snowflakes
- Moved snow from village parking lot
- Moved snow from down at bandstand
- State was in and moved snow from fog line in the village
- Had Powis in to fix chimney at sewer plant
- Pushed snow away from some of the Hydrants
-

MEETING ROOM CHAIRS
GARAGE DOOR OPENER QUOTES

THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
MEETING MINUTES
DECEMBER 11, 2024

DPW

From: Mervin Zehr <adkgaragedoor@gmail.com>
Sent: Friday, November 15, 2024 10:52 AM
To: DPW

MT5011



Village of Copenhagen

Date	P.O. No.	11/15/24	Project
		Name/Address	

A non-refundable deposit and a signature is needed to order the door. All sales are final and cannot be changed or cancelled after the order is placed. An order can ONLY be cancelled, and refunded, IF there is PRICE CHANGE DURING PRODUCTION.

There is a 4% convenience fee on all card payments.

Total	\$4,191.00
-------	------------

THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
MEETING MINUTES
DECEMBER 11, 2024



**THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
MEETING MINUTES
DECEMBER 11, 2024**

Page 1 of 1

**PROPOSAL
RAYNOR OVERHEAD DOOR SALES, INC.**

7129 State Fair Blvd.
Syracuse, NY 13209
Phone 457-9439
Fax 457-2671

25055 Water St.
Watertown, NY 13601
Phone 788-0012
Fax 788-0011

Proposal Submitted To Village of Copenhagen	Phone 315-688-4229 Date 12/4/2024
Street 4 Main Street	Job Name
City, State Zip Copenhagen, NY	Email: dpw@villageofcopenhagen.com

We hereby submit specifications and estimates for:

To Install:

(2) Model MJ5011U Commercial Operator, side mount with CPS-U photo eyes, three button wall control station & 1 remote for each unit.

Note: Job is prevailing wage & is tax exempt.

NOTE: All wood, steel, jambs, spring pads, and electrical work needed including wire to wall buttons and safety edges is to be supplied by others.

It is expressly agreed that purchaser is liable for payment of reasonable attorneys fees upon an action for collection. Returns are subject to a 35% restocking fee. Special orders are not returnable. There is a \$35 fee on all return checks

We Propose hereby to complete in accordance with above specifications, for the sum of :

Three Thousand One Hundred Forty Eight Dollars (\$3,148.00)

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance

Authorized

Signature - John Hobbs

Note: this proposal may be

Withdrawn by us if not accepted

Within 15 days

Acceptance of Proposal-The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____

Signature _____

Signature _____

**THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
MEETING MINUTES
DECEMBER 11, 2024**

Overhead Door Company of Watertown

Overhead Door Company of Watertown Overhead Door Company of Watertown

25223 NYS Rt. 3
Watertown, NY 13601

25223 NYS Rt. 3
Watertown, NY 13601

Telephone: (315) 788-4390
Fax: (315) 782-2845

Telephone: Same
Fax: Same

The Genuine. The Original.



Proposal # 1-12657

PROPOSAL SUBMITTED TO: WO COPENHAGEN				Date 1 1/19/2024		Attention RICH ROSS			
STREET				Job Name wo COPENHAGEN					
COPENHAGEN		State NY	ZipCode 13626	Job Location COPENHAGEN Vehicle storage					
Phone Number		Fax Number		Job Phone dpw@villageofcopenhagen.com					
ITEM #	QTY	SERIES	DOOR WIDTH	DOOR HEIGHT	OPENING WIDTH	OPENING HEIGHT	OPERATION	HEAD ROOM	PRICE
1	2		Infinity	2000	Sidemount	Operators			\$1560.00
2	1		Odyssey	1000	Drawbar	Operator			\$589.00
3	1		Double	Roller	Top	Fixtures			\$60.30

INSTALL 2 SIDEMOUNT OPERATORS ON LEFT SIDE LOOKING IN DOOR, AND CENTER DOOR.
INSTALL DRAWBAR OPERATOR ON RIGHT SIDE LOOKING IN DOOR IF POSSIBLE. WE WILL
LOWER THE TOP FIXTURES ON THE DOOR, IF THAT DOES NOT GIVE US ENOUGH ROOM,
WE WILL INSTALL DOUBLE ROLLER TOP FIXTURES TO GIVE US THE 2" WE NEED TO INSTALL
THE OPERATOR.

We hereby propose to complete in accordance with above specification, for the sum of:

Two Thousand Two Hundred Nine Dollars and Thirty Cents

2209.30

Signature

MARK GEHRING

Direct Dial:

B&L
SEWER PROJECT
SC SPENCER PAY #3

THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
MEETING MINUTES
DECEMBER 11, 2024



November 20, 2024

Mr. Mark Souva, Mayor
and Village Board
Village of Copenhagen
9915 State Route 12
Copenhagen, NY 13626

Re: WWTF Disinfection and System Improvements
Contract No. 1B – Electrical Construction

Subj: Third and Final Payment

File: 2110.001.001

Dear Mayor Souva and Village Board Members:

Enclosed please find one (1) copy of Payment Request No. 3 for the above-referenced project for work done through November 19, 2024. The total amount of contract work and materials stored through the third and final payment estimate is \$60,643.06. The amount previously certified for the first and second payment applications is \$56,002.50. As this is the final payment, no retainage has been withheld. Therefore, the total amount due to the contractor for the third and final payment is \$4,640.56.

At this time, we recommend that the Village approve and process the third payment for this Contract in the amount of \$4,640.56 to S.C. Spencer Electric, Inc.

Very truly yours,

BARTON & LOGUIDICE, D.P.C.

A handwritten signature in dark ink, appearing to read "TJ Jennings".

Taylor J. Jennings, P.E.
Managing Engineer

TJJ/tlh

Enclosures

2110.001.001 Contract No. 1B Rec. Pay #3 11.19.24

120 Washington Street, Suite 100, Watertown, NY 13601 • Office: 315-701-9810 • Fax: 315-451-0052 • BartonandLoguidice.com

The experience to
listen
The power to
solve 

THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
MEETING MINUTES
DECEMBER 11, 2024



VILLAGE OF COPENHAGEN
DISINFECTION AND SYSTEM IMPROVEMENTS PROJECT
CONTRACT NO. 1B - ELECTRICAL CONSTRUCTION
PAYMENT NO. 3

Pay App #3

ITEM NO.	DESCRIPTION	SCHEDULED VALUE	QUANTITY COMPLETE THIS PERIOD	VALUE COMPLETE THIS PERIOD	STORED MATERIALS	QUANTITY COMPLETE TO DATE	VALUE COMPLETED AND STORED TO DATE
1	Mobilization	\$3,000.00	0%	\$0.00	\$0.00	100%	\$3,000.00
2	Bonds and Insurance	\$4,000.00	0%	\$0.00	\$0.00	100%	\$4,000.00
3	Gear Materials	\$8,500.00	-29%	\$ (2,500.00)	\$0.00	100%	\$8,500.00
4	Gear Labor	\$8,000.00	15%	\$1,200.00	\$0.00	100%	\$8,000.00
5	Power Distribution Materials	\$8,500.00	-79%	\$ (6,700.00)	\$0.00	100%	\$8,500.00
6	Power Distribution Labor	\$9,000.00	15%	\$1,350.00	\$0.00	100%	\$9,000.00
7	Lighting Materials	\$3,200.00	0%	\$0.00	\$0.00	100%	\$3,200.00
8	Lighting Labor	\$1,800.00	0%	\$0.00	\$0.00	100%	\$1,800.00
9	Underground Materials	\$3,500.00	0%	\$0.00	\$0.00	100%	\$3,500.00
10	Underground Labor	\$2,800.00	0%	\$0.00	\$0.00	100%	\$2,800.00
11	Demo	\$3,000.00	100%	\$3,000.00	\$0.00	100%	\$3,000.00
12	Lighting Protection	\$4,000.00	100%	\$4,000.00	\$0.00	100%	\$4,000.00
13	Misc Work Allowance	\$1,343.06	100%	\$1,343.06	\$0.00	100%	\$1,343.06
TOTALS		\$60,643.06		\$1,693.06			\$60,643.06
Original Contract Amount							\$69,300.00
Change Order Summary							
Change Order No. 1							(\$5,000.00)
Change Order No. 3							(\$3,656.94)
Revised Contract Amount							\$60,643.06
Total Work Completed and Materials Stored To Date							\$60,643.06
Less Retainage (5%)							\$0.00
Less Amount Certified Previously							\$56,002.50
AMOUNT DUE CONTRACTOR							\$4,640.56

Approved by: 
Taylor J. Jennings, P.E.
Managing Engineer

THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
MEETING MINUTES
DECEMBER 11, 2024

CONTINUATION PAGE

Page 2 of 2

PROJECT: Village of Copenhagen - WWTP APPLICATION #: 3 Final
 WWTP Disinfection & System Improvements DATE OF APPLICATION: 12/04/2024
 PERIOD THRU: 12/04/2024
 PROJECT #: Electrical

Payment Application containing Contractor's signature is attached.

A	B	C	D	E	F	G		H	I
			COMPLETED WORK			TOTAL COMPLETED AND STORED (D + E + F)	% COMP. (G / C)		
ITEM #	WORK DESCRIPTION	SCHEDULED AMOUNT	AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD	STORED MATERIALS (NOT IN D OR E)				
1	Mobilization	\$3,000.00	\$3,000.00	\$0.00	\$0.00	\$3,000.00	100%	\$0.00	
2	Bonds & Insurance	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00	100%	\$0.00	
3	Gear Materials	\$8,500.00	\$11,000.00	(\$2,500.00)	\$0.00	\$8,500.00	100%	\$0.00	
4	Gear Labor	\$8,000.00	\$6,800.00	\$1,200.00	\$0.00	\$8,000.00	100%	\$0.00	
5	Power Distribution Materials	\$8,500.00	\$15,200.00	(\$6,700.00)	\$0.00	\$8,500.00	100%	\$0.00	
6	Power Distribution Labor	\$9,000.00	\$7,650.00	\$1,350.00	\$0.00	\$9,000.00	100%	\$0.00	
7	Lighting Materials	\$3,200.00	\$3,200.00	\$0.00	\$0.00	\$3,200.00	100%	\$0.00	
8	Lighting Labor	\$1,800.00	\$1,800.00	\$0.00	\$0.00	\$1,800.00	100%	\$0.00	
9	Underground Materials	\$3,500.00	\$3,500.00	\$0.00	\$0.00	\$3,500.00	100%	\$0.00	
10	Underground Labor	\$2,800.00	\$2,800.00	\$0.00	\$0.00	\$2,800.00	100%	\$0.00	
11	Demo	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00	100%	\$0.00	
12	Lightning Protection	\$4,000.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00	100%	\$0.00	
15	Work Allowance	\$1,343.06	\$0.00	\$1,343.06	\$0.00	\$1,343.06	100%	\$0.00	
	TOTALS	\$60,643.06	\$58,950.00	\$1,693.06	\$0.00	\$60,643.06	100%	\$0.00	

CONTINUATION PAGE

Quantum Software Solutions, Inc. Document

THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
MEETING MINUTES
DECEMBER 11, 2024

Certified Payroll Report

Contractor				S.C. SPENCER ELECTRIC, INC. 5940 SPENCER ROAD CONSTABLEVILLE, NY 13325										Project		Copenhagen UV										Project/Contract #		1 Payroll Number For Week Ending 6/23/2024									
Employee Name		ID	Work Classification	Pay Type	Hours Worked by Day							Timesheet	Hours	Paid	Hours	Pay	Rate	Gross Pay	Job	Fringe	Check	Rate	Number	Gross Pay	Total	Social	Medi-	Federal	State	Tax	Other	Deduct	Total	Net Pay			
Brady W. Chrzanowski		2769	Copenhagen - Wage Electrician	RT	17	18	19	20	21	22	23		16.00	16.00	42.00		672.00		0.81	17023		2,288.72	141.90	33.19	358.00	121.49	9.14	663.72	1,625.00								
Brady W. Chrzanowski		2769	Copenhagen - Fringe Electrician	RT			8.00	8.00					16.00	16.00	13.53		216.48		0.26	17023		2,288.72	141.90	33.19	358.00	121.49	9.14	663.72	1,625.00								
Bryan Chrzanowski		1203	Copenhagen - Wage Electrician	RT	8.00		8.00	8.00					24.00	24.00	42.00		1,008.00		1.62	17025		2,031.36	125.94	29.46	336.00	112.73	8.18	612.31	1,419.05								
Bryan Chrzanowski		1203	Copenhagen - Fringe Electrician	RT	8.00		8.00	8.00					24.00	24.00	7.94		190.56		0.31	17025		2,031.36	125.94	29.46	336.00	112.73	8.18	612.31	1,419.05								
Patrick J Salmon		8822	Copenhagen - Wage Electrician	RT	8.00								8.00	8.00	42.00		336.00		0.81	17028		2,356.24	146.08	34.16	259.00	124.23	9.39	572.86	1,763.38								
Patrick J Salmon		8822	Copenhagen - Fringe Electrician	RT	8.00								8.00	8.00	13.53		108.24		0.26	17028		2,356.24	146.08	34.16	259.00	124.23	9.39	572.86	1,763.38								

**THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
MEETING MINUTES
DECEMBER 11, 2024**

BIL-GS FUNDING

**THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
MEETING MINUTES
DECEMBER 11, 2024**



KATHY HOCHUL
Governor

JAMES V. McDONALD, MD, MPH
Commissioner

JOHANNE E. MORNE, MS
Executive Deputy Commissioner

December 10, 2024

The Honorable Mark Souva
Mayor, Village of Copenhagen
9915 State Route 12
Copenhagen, NY 13626

Re: Drinking Water State Revolving Fund
Bipartisan Infrastructure Law General Supplemental Funds
DWSRF Project No. 18825
Interconnection with Carthage/W. Carthage, Upgrade to Water Treatment Plant
Village of Copenhagen, Lewis County

Dear Mayor Souva:

The NYS Department of Health (DOH) has completed an evaluation for Federal Fiscal Year (FFY) 2024 Bipartisan Infrastructure Law General Supplemental (BIL-GS) and FFY 2025 Base Drinking Water State Revolving Fund (DWSRF) Hardship funding for the project referenced above. I am pleased to inform you that this project is eligible for a BIL-GS grant award of up to \$3,724,410, a Base DWSRF grant of up to \$660,600, and BIL-GS interest free financing of \$1,879,290.

This letter supersedes the BIL-GS award letter dated November 22, 2024. The Base DWSRF grant will replace the New York State Water Infrastructure Improvement Act (WIIA) grant of \$660,600 that was previously awarded for this project on April 25, 2022, and which is no longer available for this project.

This funding determination is based on the criteria as described in the Federal Fiscal Year 2025 DWSRF Intended Use Plan (IUP).

Please note the following with regard to this funding determination:

- This funding award remains in effect through September 30, 2026, by which time a Project Finance Agreement (PFA) must be executed with the New York State Environmental Facilities Corporation (EFC).
- All projects that receive DWSRF/BIL-GS funding must meet certain programmatic requirements including, but not limited to:
 - Davis Bacon Federal Prevailing Wage rates
 - American Iron and Steel
 - Minority and Women-owned Business Enterprises (MWBE) /Equal Employment Opportunities (EEO)/ Disadvantaged Business Enterprises (DBE) participation
 - Architectural/engineering (A/E) procurement: Municipalities requesting to fund costs for A/E services must procure those services in accordance with federal requirements (provisions of 40 U.S.C. 1101 et seq) and will be required to execute an EFC Certification for A/E services procurement (see attached). The certification must be signed by an authorized representative of the municipality. The A/E procurement requirements apply to all projects receiving DWSRF/BIL assistance.

THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
MEETING MINUTES
DECEMBER 11, 2024

This DWSRF/BIL funding award letter is not a formal commitment by DOH & EFC to provide financial assistance. Such a commitment will be reflected in the PFA once executed by EFC and the applicant community. DOH & EFC may deny or otherwise adjust the financial assistance for your project if the project scope or total eligible project cost changes or based upon our review of the complete DWSRF financing application. In addition, financial assistance for your project may only be provided after receiving formal approvals from the EFC Board of Directors and the New York State Public Authorities Control Board.

Please confirm your acceptance of the funding award and intent to proceed with this project by completing and signing the enclosed form and returning it to design@health.ny.gov no later than **January 17, 2025**. Without your confirmation, we may bypass your project and award these funds to another community.

Our team along with staff at EFC will continue to assist you and your representatives through the financing process. We look forward to working with you on this important public health infrastructure project to ensure that your community has a safe, affordable, and sustainable drinking water system. Please contact me at david.phillips@health.ny.gov with any questions.

Sincerely,



David S. Phillips, P.E.
Chief, Design Section and
DWSRF Program Manager
Bureau of Water Supply Protection

 Digitally signed
by David Phillips
Date: 2024.12.10
14:41:41 -05'00'

ecc: NYSDOH – M. King/W. Grady/E. Ingles
DOH Watertown District Office - C. Curley/M. Tracy
NYSEFC – M. Cunningham/R. Walker
Village of Copenhagen Clerk – K. Augustine
BCA Architects & Engineers – E. Becker/M. Lehman

**THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
MEETING MINUTES
DECEMBER 11, 2024**

ACKNOWLEDGEMENT AND ACCEPTANCE OF BIL-GS FUNDING AWARD

Please confirm your community's acceptance of the BIL-GS funding and intent to proceed with this project by signing below. Please return the completed form and attachments listed below to design@health.ny.gov no later than January 17, 2025.

Also please provide information on any BANs related to the project.

ACKNOWLEDGMENT BY THE AWARDEE:

DWSRF Project No. 18825
Interconnection with Carthage/W. Carthage, Upgrade to Water Treatment Plant
Village of Copenhagen, Lewis County

The Awardee intends to proceed with this project and accepts the BIL-GS funding award.

_____ (Signature of Authorized Representative)

_____ (Print Name)

_____ (Title) _____ (Date)



**Environmental
Facilities Corporation**

**Department
of Health**

**New York State Revolving Fund
ARCHITECTURAL/ENGINEERING
SERVICES PROCUREMENT FOR
CERTAIN ENVIRONMENTAL
FACILITIES CORPORATION FUNDED
PROJECTS**

Effective October 1, 2024

**New York State Environmental Facilities Corporation
625 Broadway, Albany, NY 12207-2997
P: (518) 402-6924
www.efc.ny.gov**

THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
MEETING MINUTES
DECEMBER 11, 2024

ARCHITECTURAL/ENGINEERING SERVICES PROCUREMENT FOR STATE REVOLVING FUND ("SRF") AND SEWER OVERFLOW AND STORMWATER REUSE MUNICIPAL GRANT ("OSG") FUNDED PROJECTS

Municipalities requesting financing for A/E services must procure A/E services in accordance with certain qualifications-based requirements. This guidance document describes the types of services that are considered A/E services and how these A/E services must be procured.

Please Note: This guidance document applies to all SRF projects funded by the Environmental Facilities Corporation ("EFC") and all projects receiving OSG grants.

What types of services are covered A/E services?

Contracts for program management, construction management, feasibility studies, preliminary engineering, design, engineering, surveying, mapping, or A/E services as defined in 40 U.S.C. 1102(2)(A-C):

(A) professional services of an architectural or engineering nature, as defined by state law, if applicable, that are required to be performed or approved by a person licensed, registered, or certified to provide the services described in this paragraph;

(B) professional services of an architectural or engineering nature performed by contract that are associated with research, planning, development, design, construction, alteration, or repair of real property; and

(C) other professional services of an architectural or engineering nature, or incidental services, which members of the architectural and engineering professions (and individuals in their employ) may logically or justifiably perform, including studies, investigations, surveying and mapping, tests, evaluations, consultations, comprehensive planning, program management, conceptual designs, plans and specifications, value engineering, construction phase services, soils engineering, drawing reviews, preparation of operating and maintenance manuals, and other related services.

How must A/E services be procured?

Municipalities must procure A/E services pursuant to the provisions of 40 U.S.C. 1101 et seq. In general, these require:

- (i) Public announcement of the solicitation (e.g., a Request for Qualifications);
- (ii) Evaluation and ranking of the submitted qualifications statements based on established, publicly available criteria (e.g., identified in the solicitation). Evaluation criteria should be based on demonstrated competence and qualification for the type of professional services required (e.g., past performance, specialized experience, and technical competence in the type of work required);
- (iii) Discussion with at least three firms to consider anticipated concepts and compare alternative methods for furnishing services;

**THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
MEETING MINUTES
DECEMBER 11, 2024**

- (iv) Selection of at least three firms considered to be the most highly qualified to provide the required services; and
- (v) Contract negotiation with the most highly qualified firm to determine compensation that is fair and reasonable based on a clear understanding of the project scope, complexity, professional nature, and the estimated value of the services to be rendered. In the event that a contract cannot be negotiated with the most highly qualified firm, negotiation continues in order of qualification.

How does the municipality show compliance with the federal A/E procurement requirements?

Municipalities will be required to execute an EFC Certification for Architectural/Engineering Services Procurement for SRF/OSG Funded Projects in the form attached to this guidance ("Certification"). The Certification must be signed by an authorized representative of the municipality. It cannot be signed by a hired contractor or consultant. A separate form must be submitted for each subject architectural or engineering agreement.

What if the municipality does not generate interest from at least three firms?

A procurement of A/E services shall be considered in compliance even when the municipality does not generate three responses so long as the municipality made a good faith effort to publicly advertise and directly solicit participation.

What A/E documentation does a municipality need to keep?

The Certification and documentation evidencing completion of the procurement steps outlined above are required to be kept on file by the municipality and be made available for inspection upon EFC's request. These documents must be kept for the term of the EFC financing plus 6 years.

Are contract amendments subject to federal A/E procurement requirements?

Significant contractual amendments are subject to this requirement. Significant contractual amendments are amendments to existing contracts that have a value greater than \$100,000 AND introduce a new scope of work or task.

THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
MEETING MINUTES
DECEMBER 11, 2024



**Environmental
Facilities Corporation**

**Department
of Health**

**Environmental Facilities Corporation Certification for Architectural/Engineering
Services Procurement for State Revolving Fund and Sewer Overflow and
Stormwater Reuse Municipal Grant Funded Projects**
Provide a separate form for each architectural or engineering agreement

Municipality:

EFC Project Number:

Contract ID	Contractor Name	Scope of Services included in RFQ	Agreement Execution Date
		☐ Planning ☐ Design ☐ Bidding ☐ Construction Administration ☐ Construction Observation ☐ Additional Services ☐ Other _____	

I, _____, am an Authorized Representative of the Municipality.

I hereby certify that the Municipality has procured the Architectural and Engineering Services (as that term is defined in 40 U.S.C. 1102) for the contract(s) listed above in accordance with 40 U.S.C. 1101 *et seq.*, as outlined below.

- (i) Public announcement of the solicitation (e.g., a Request for Qualifications);
- (ii) Evaluation and ranking of the submitted qualifications statements was based on established, publicly available criteria (e.g., identified in the solicitation). Evaluation criteria should be based on demonstrated competence and qualification for the type of professional services required (e.g., past performance, specialized experience, and technical competence in the type of work required);
- (iii) Discussion with at least three firms to consider anticipated concepts and compare alternative methods for furnishing services;
- (iv) Selection of at least three firms considered to be the most highly qualified to provide the services required; and
- (v) Contract negotiation with the most highly qualified firm to determine compensation that is fair and reasonable based on a clear understanding of the project scope, complexity, professional nature, and the estimated value of the services to be rendered. In the event that a contract could not be negotiated with the most highly qualified firm, negotiation continued in order of qualification.

Authorized Representative

Title:

Date:

THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
MEETING MINUTES
DECEMBER 11, 2024

PROPERTY MAINTENANCE
JUNK LEFT OUT ON THE SIDEWALK
FIRE DEPARTMENT
RUTLAND
COPENHAGEN FIRE DEPARTMENT INC

PUBLIC COMMENTS

OLD BUSINESS

WINDSTREAM
SETTLEMENT AMOUNT
DEER RIVER RETAINING WALL (COUNTY-PUSHED TILL AT LEAST SPRING)
LEWIS COUNTY DRAINAGE
ANCA
LED LIGHTS
NY POWER AUTHORITY PROJECT COMMITMENT AND INVOICE
CULVERT REPAIR- SPRING REPAIR

NEW BUSINESS

WILLIAMSON ANNUAL CONTRACT

**THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
MEETING MINUTES
DECEMBER 11, 2024**

Williamson Law Book Company

790 Canning Parkway Victor, New York 14564

November 15, 2024

Village of Copenhagen
Accounts Payable
PO Box 237
Copenhagen, NY 13626

Annual Software Support Contract

Enclosed is an invoice renewing your Software Support coverage for the following program(s)

Accounting Software
(12/1/24 through 11/30/25)

This agreement is between Williamson Law Book Company (WLB) and Village of Copenhagen (customer) and will provide annual software support and maintenance as described herein.

Williamson Law Book Company agrees to provide the customer with:

- Support to assist with the above-named software program(s). Support will be provided by internet, phone or fax during normal business hours.
- Notice of all program enhancements and their benefits.
- All state mandated changes at no extra charge.

The customer agrees to:

- Maintain hardware in proper working condition.
- Make continued efforts to work with and properly use WLB software.
- Train new personnel in the event of employee turnover. (Additional training may be purchased from WLB)

Charges for this Software Support shall be \$1805.00 as specified on the enclosed invoice.

*****Please sign and return one copy of this contract with your payment*****

Thank you,



Williamson Law Book Company

Accepted for the Village of Copenhagen

By: _____ Title: _____ Date: _____

THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
MEETING MINUTES
DECEMBER 11, 2024



INVOICE NO. **203768**
CUSTOMER I.D. NO. V1COPENHAGEN

RECEIVED

BILL TO:

Village of Copenhagen
Accounts Payable
Box 237
Copenhagen, NY 13626

NOV. 15 2024

SHIP TO:

Village of Copenhagen

Village of Copenhagen
Village Clerk's Office
9915 St. Route 12
Copenhagen, NY 13626

DATE
11/15/2024

SHIP VIA
P.O. NUMBER

F.O.B.
SALES REPRESENTATIVE
Greg Chwiecko

TERMS
Due Date: 12/15/24

REQ.	SHP	PART NO.	DESCRIPTION	PRICE	AMOUNT
			*WLB Accounting Software Support Contract from 12-1 to 11-30		1805.00
			Invoice subtotal		1805.00
			Invoice total		1805.00

We appreciate your continued patronage!

WILLIAMSON LAW BOOK COMPANY certifies that the above account is true and correct; that the items, services and disbursements charged were rendered to or for the municipality on the dates stated; that no part has been paid or satisfied; that taxes from which the municipality is exempt are not included; and that the amount claimed is actually due.

INTEREST WILL BE CHARGED ON LATE PAYMENTS AT THE RATE OF 18% PER ANUM.


AGNES A. MAIN, Authorized Signature

**THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
MEETING MINUTES
DECEMBER 11, 2024**



INVOICE NO. **203768**
CUSTOMER I.D. NO. V1COPENHAG

BILL TO:

Village of Copenhagen
Accounts Payable
Box 237
Copenhagen, NY 13626

SHIP TO:

Village of Copenhagen
Village Clerk's Office
9915 St. Route 12
Copenhagen, NY 13626

DATE
11/15/2024

SHIP VIA

P.O. NUMBER

F.O.B.

SALES REPRESENTATIVE
Greg Chwiecko

TERMS
Due Date: 12/15/24

REQ. SHP PART NO.

DESCRIPTION

*WLB Accounting Software
Support Contract from
12-1 to 11-30

PRICE

AMC

1805.00

Invoice subtotal

Invoice total

1805.00

1805.00

We appreciate your continued patronage!

WILLIAMSON LAW BOOK COMPANY certifies that the above account is
true and correct; that the items, services and disbursements charged were
rendered to or for the municipality on the dates stated; that no part has been
paid or satisfied; that taxes from which the municipality is exempt are not
included; and that the amount claimed is actually due.

INTEREST WILL BE CHARGED ON LATE PAYMENTS AT THE RATE OF 18% PER ANNUM

Agnes N. M.

SP

VOUCHER

DETAILED INVOICES MAY BE ATTACHED, AND TOTAL ENTERED ON THIS VOUCHER.
CERTIFICATION BELOW MUST BE SIGNED.

TERMS _____ PURCHASE ORDER NO. _____

CLAIMANT'S CERTIFICATION

11-15-24
DATE

DATE _____ AUTHORIZED OFFICIAL _____

DATE _____

AUDITING BOARD _____

31

THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
MEETING MINUTES
DECEMBER 11, 2024



Speed Aware Radar Speed Signs

★★★★★ 1 Review

As low as

\$2,988.85 Quantity discounts available

SKU TSIGN-560

Quantity Discounts

Quantity	2
Price	\$2,858.85

Product Configuration

Select Color



RESOLUTION

\$362.50 TO BE TRANSFERRED FROM BUDGET LINE A1420.2 LEGAL TO G1420.4 LEGAL.

OPEN FORUM

FINANCIALS

TREASURER REPORT

THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
MEETING MINUTES
DECEMBER 11, 2024

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 November, 2024:

DATED: December 9, 2024

TREASURER

	Balance 10/31/2024	Increases	Decreases	Balance 11/30/2024
A GENERAL FUND - TOWNWIDE				
CASH - CHECKING	204,777.08	2,713.25	53,484.49	154,005.84
CASH - SAVINGS	572,858.83	14.70	25.00	572,848.53
PETTY CASH	212.27	0.00	0.00	212.27
TOTAL	777,848.18	2,727.95	53,509.49	727,066.64
F WATER FUND				
CASH - CHECKING	192,983.28	16,813.22	44,277.98	165,518.52
CASH - SAVINGS	123,168.86	2.02	0.00	123,170.88
TOTAL	316,152.14	16,815.24	44,277.98	288,689.40
G SEWER FUND				
CASH - CHECKING	107,269.95	49,706.81	5,238.11	151,738.65
CASH - SAVINGS	101,288.29	1.66	0.00	101,289.95
TOTAL	208,558.24	49,708.47	5,238.11	253,028.60
H CAPITAL FUND				
CASH - CHECKING	-156,673.39	156,673.39	0.00	0.00
CASH - SAVINGS	512,007.57	0.00	378,873.39	133,134.18
TOTAL	355,334.18	156,673.39	378,873.39	133,134.18
SF FIRE DISTRICT				
	0.00	0.00	0.00	0.00
TOTAL	0.00	0.00	0.00	0.00
TA TRUST & AGENCY				
CASH - CHECKING	223.89	13,449.82	13,576.51	97.20
TOTAL	223.89	13,449.82	13,576.51	97.20
TOTAL ALL FUNDS	1,658,116.63	239,374.87	495,475.48	1,402,016.02

PAY BILLS

THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
MEETING MINUTES
DECEMBER 11, 2024

12/11/24 09:52:31

VILLAGE OF COPENHAGEN
Abstract of Unaudited Vouchers
GENERAL FUND

Total Claims: \$98,363.57 12/01/24 Number 007

Voucher #	Claimant	Account #	Amount	Check	Date
0	Glider Oil 33723 228892-2/VILLAGE DIESEL 76.1 GALLONS	A5110.41	192.72		
596	JOHN R DUDLEY CONSTRUCTION FIFTH PAYMENT/SERVICES RENDERED THRU 6.30.24	H8130.2	75,287.50	4941	12/02/24
597	Advanced Business Systems, Inc 618348 11.20.24/FIREWALL UPGRADE	A1325.2	227.66	4942	12/02/24
598	National Grid 78849-27107 12.5.24/VILLAGE OF COPENHAGEN	A1620.4	51.49	4943	12/02/24
599	National Grid 86849-27113 12.5.24/BANDSTAND	A1620.41	81.07	4944	12/02/24
600	Campany, McArdle & Randall QUARTER 2&3/SERVICES RENDERED 4.1.23-12.31.24	A1420.4	3,230.00	4945	12/02/24
601	Great America Financial Serv. 37987908 12.22.24/monthly copier & computer payment	A1010.4	59.09	4946	12/09/24
601	Great America Financial Serv. 37987908 12.22.24/monthly copier & computer payment	A1325.4	59.09	4946	12/09/24
602	NYS & Local Employees Retiremt 40412 ERS/2025 ANNUAL INVOICE	A9010.8	9,279.00	4947	12/09/24
603	Excellus 00320304-0001 12-2024/MONTHLY EMPLOYEE INSURANCE	A9060.8	1,222.14		
604	Charter Communications 143657501120124 12.31.24/MONTHLY INTERENT SERVICE	A1620.4	129.99		
605	National Grid 78849-27107/VILLAGE	A1620.4	51.49		
605	National Grid 78849-27107/OUTDOOR LIGHTING SERVICE	A5182.4	294.13		
606	SC SPENCER ELECTRIC 12.09.24/3RD & FINAL PAYMENT	H8130.2	4,640.56		
607	Glider Oil 33215 228892-1/VILLAGE GAS 143.9 GALLONS	A5110.41	323.59		
607	Glider Oil 15242 228892-11/VILLAGE PROPANE 353.3 GALLONS	A1620.4	603.57		
608	Lewis County Solid Waste/ Rec 11.5.24 59894/3.18 TONS.	A8160.4	318.00		
608	Lewis County Solid Waste/ Rec 11.12.24 60397/3.9 TONS	A8160.4	390.00		

THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
MEETING MINUTES
DECEMBER 11, 2024

12/11/24 09:52:31

VILLAGE OF COPENHAGEN
Abstract of Unaudited Vouchers
GENERAL FUND

Total Claims: \$98,363.57

12/01/24

Number 007

Voucher #	Claimant	Account #	Amount	Check	Date
608	Lewis County Solid Waste/ Rec 11.19.24 61077/3.21 TONS	A8160.4	321.00		
608	Lewis County Solid Waste/ Rec 11.26.24 61657/2.85 TONS	A8160.4	285.00		
609	Gillees Auto Truck & Marine 221549 11.15.24/SPARK PLUG AND STABIL	A1640.4	14.48		
610	First National Bank of Omaha 12.22.24/CHRISTMAS LED BULBS	A7550.41	443.24		
610	First National Bank of Omaha NOV & DEC ADOBE	A1325.4	59.98		
610	First National Bank of Omaha BUILDING SUPPLIES	A1325.2	86.84		
611	Advanced Business Systems, Inc 619001 12.2.24/MONTHLY IT	A1325.4	75.53		
611	Advanced Business Systems, Inc 618407 11.25.24/MONTHLY PHONE SERVICE	A1325.4	152.00		
612	Sherman Electric Inc 133775/LED BULBS AND CABLE TIES	A1640.4	17.35		
613	Slack Chemical Co, Inc 478057 11.20.24/6 BAGS ICE MELT	A1640.4	89.70		
614	Farney's Inc. Home & Building 216941 11.21.24/DRAIN CLEANER LAG SCREWS ANCHORS	A1640.4	25.95		
614	Farney's Inc. Home & Building 216718 11.13.24/KEY CUTS	A1640.4	5.97		
614	Farney's Inc. Home & Building 217012 11.25.24/CABLE FOR 250 PLOW	A5110.4	10.41		
615	White's Farm Supply, Inc BW47657 11.21.24/KUBOTA SERVICE CHARGE	A1640.4	15.03		
616	DAVID JOHNSON & COMPANY 1124 11.6.24/WINDENMARK PROJECT 16 METAL DRUMS	A2705	320.00		
Total:			98,363.57		

THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
MEETING MINUTES
DECEMBER 11, 2024

12/11/24 10:44:30

VILLAGE OF COPENHAGEN
Abstract of Unaudited Vouchers
WATER FUND

Total Claims: \$34,751.68 12/01/24 Number 007

Voucher #	Claimant	Account #	Amount	Check	Date
346	M&T Bank D0-16635 11.13.24/ANNUAL PAYMENT FOR EFC LOAN	F9730.6	31,933.00	2813	12/02/24
347	Advanced Business Systems, Inc 618348 11.20.24/FIREWALL UPGRADE	F1325.2	227.66	2814	12/02/24
348	National Grid 60501-47107 12.5.24/REZ NY 194	F8320.4	166.43	2815	12/02/24
349	National Grid 48347-97003 12.5.24/STODDARD RD PUMP	F8320.4	1,064.69	2816	12/02/24
350	National Grid 58143-25002 12.5.24/WATER PIT	F8320.4	32.05	2817	12/02/24
351	National Grid 66701-46108 12.5.24/WOODBATTLE RD PUMP	F8320.4	23.66	2818	12/02/24
352	Great America Financial Serv. 37987908 12.22.24/MONTHLY COPIER & PRINTER PAYMENT	F1325.4	118.17	2819	12/09/24
353	Slack Chemical Co, Inc 479482 11.20.24/MONTHLY CHEMICALS	F8330.4	370.70		
353	Slack Chemical Co, Inc 213298 11.20.24/DRUM RETURN CREDIT	F8330.4	-110.00		
354	VERIZON 457321554000180/STODDARD PHONE LINE 315.688.2617	F8320.21	38.30		
355	Converse Laboratories, Inc 71703 12.2.24/MONTHLY DRINKING WATER TESTING	F8330.4	30.00		
356	Advanced Business Systems, Inc 619001 12.2.24/MONTHLY IT	F1325.2	75.53		
357	Glider Oil 15791 228892-8/WOODBATTLE NORTH 121.3 GALLONS PROPANE	F8320.4	192.38		
357	Glider Oil 15798 228892-9/WOODBATTLE SOUTH 57.2 GALLONS PROPANE	F8320.4	90.72		
357	Glider Oil 14928 228892-5/STODDARD PLANT 244.9 GALLONS PROPANE	F8320.4	388.39		
358	HARTFORD STEAM BOILER 1313219 11.20.24/INSPECTION 11.14.24 ON STODDARD BOILER	F8320.4	110.00		

Total: 34,751.68

Page 1 of 1

**THE VILLAGE OF COPENHAGEN BOARD OF TRUSTEES
MEETING MINUTES
DECEMBER 11, 2024**

12/11/24 09:53:08

**VILLAGE OF COPENHAGEN
Abstract of Unaudited Vouchers
SEWER FUND**

Total Claims: \$2,656.45 12/01/24 Number 007

Voucher #	Claimant	Account #	Amount	Check	Date
288	Advanced Business Systems, Inc 618348 11.20.24/FIREWALL UPGRADE	G1325.2	227.66	2591	12/02/24
289	National Grid 35310-60002 12.5.24/WASTE WATER FACILITY	G8130.4	1,362.56	2592	12/02/24
290	National Grid 03410-54000 12.5.24/ROBERTS RD PUMP	G8130.4	53.06	2593	12/02/24
291	National Grid 06310-45004 12.5.24/CATARACT ST PUMP	G8130.4	39.51	2594	12/02/24
292	National Grid 13141-04009 12.5.24/WASTE WATER FACILITY	G8130.4	366.89	2595	12/02/24
293	Great America Financial Serv. 37987908 12.22.24/MONTHLY COPIER & COMPUTER PAYMENT	G1325.4	118.17	2596	12/09/24
294	VERIZON 557-321-608-0001-93 12.26.24/MONTHLY MILL ST PHONE LINE 315.688.0020	G1325.2	97.35		
295	Glider Oil 36303 228892-6/LIFT PLANT 143 GALLONS PROPANE	G8130.4	225.72		
296	Converse Laboratories, Inc 71704 12.2.24/MONTHLY WASTE WATER TESTING	G8130.4	90.00		
297	Advanced Business Systems, Inc 619001 12.2.24/MONTHLY IT	G1325.2	75.53		
Total:			2,656.45		

Page 1 of 1

ADJOURNMENT

**NEXT MEETING JANUARY 8TH
SEE YOU THEN!**