

AGENDA ITEMS

**VILLAGE BOARD
MEETING**

02/12/2014

VILLAGE OF WAPPINGERS FALLS

LOCAL LAW NO. 8 OF 2013

ADOPTED _____

A LOCAL LAW PROVIDING FOR DISCIPLINARY HEARING PROCEDURES FOR MEMBERS OF THE VILLAGE OF WAPPINGERS FALLS POLICE DEPARTMENT

Be it enacted by the Village Board of Wappinger's Falls as follows:

Section 1. Legislative Intent

Pursuant to Sections 8 of the New York Village of Wappinger's Falls Law and Section 75 of the New York State Civil Service Law, the Village Board of Wappinger's Falls is empowered to adopt and make rules and regulations for the examination, hearing, investigation and determination of the charges made or preferred against any member or members of the Village of Wappinger's Falls Police Department. The New York Court of Appeals recent determination in *Matter of Patrolmen's Benev. Assoc 'n of New York v. New York State PERB*, declared that local Village and Town Boards may not relinquish or "bargain away" to members, or their collective bargaining representatives, the statutorily-delegated power of municipal boards to impose disciplinary measure on members of the local police department. This local law is enacted in order to comply with and conform to the provisions of sections 8 of the Village Law and 75 of New York State Civil Service Law, the public policy of the State of New York, and Court of Appeals case law, and provides the Village Board, not the Village Mayor, or any other third party, shall make all final determinations concerning the investigation of complaints and imposition of disciplinary penalties with respect to members of the Village of Wappinger's Falls Police Department.

Section 2. Investigatory Procedure

The investigation of complaints concerning allegations of misconduct against any member of the Village of Wappinger's Falls Police Department shall continue to be investigated pursuant to the procedures currently in effect and as stated in the Village of Wappinger's Falls Police Department Rules and Regulations.

Section 3. Substantiated Complaints

The Commissioner of Police, or the Commissioners designee shall, upon a determination that a complaint against a member of the Village of Wappinger's Police Department is substantiated, prepare and serve a notice of discipline in accordance with all applicable State Laws and Village of Wappinger's Falls Police Department rules & new laws.

Section 4. Disciplinary Interview

Within fourteen (14) days of the service of a Notice Discipline upon a member of the Village of Wappinger's Falls Police Department, the Commissioner of Police, or the Commissioners designee shall conduct a

meeting with the member to discuss the charges alleged in the notice, as well as to discuss a proposed resolution of the charges. If, after the Disciplinary Interview, the Commissioner determines that the imposition of a disciplinary penalty is required, the Commissioner shall issue and serve a written Commissioner's Decision upon the member informing them of the Commissioner's determination. The Commissioner shall provide a copy of the Commissioner's Decision to the Village Board. Upon the issuance of the Commissioner's Decision, the Commissioner shall refer the Notice of Discipline to the Village Board for determination of the charges.

Section 5. Hearing and Determination of Substantiated Complaints

Within fourteen (14) days of the member receiving the Commissioner's Decision that the imposition of a disciplinary penalty is required, the member may request a hearing on the charges by having a written demand for a hearing served upon the Village Mayor.

Within forty-five (45) days of the Village Mayor's receipt of a member's written demand for a hearing, the Village shall do one of the following:

- (A) Designate a Village Board member to sit as a trier of fact to determine the charges filed against the member of the Village of Wappinger's Falls Police Department; or
- (B) Select a hearing officer to sit as a trier of fact to determine the charges filed against the member of the Village of Wappinger's Falls Police Department.

Section 6. Recommended Decision and Final Determination

The hearing officer or Village board member selected to hear and determine the charges shall conduct a hearing and shall issue a decision containing recommended findings of fact and a recommended disciplinary penalty, if applicable, to the Village Board. Said decision shall be reviewed by the Village Board, and, after its review, the Village Board may accept or reject, in whole or in part, the recommended findings of fact and/or the recommended disciplinary penalty, if applicable. The Village Board shall make a final determination of the charges alleged in the Notice of Discipline, and, where applicable, shall impose any penalty consistent with the provisions of the New York State Village Law, or any other penalty agreed to between the Village Board and the respondent member.

Section 7. Appeal

In accord with Village Law section 8, the determination of the Village Board shall be subject to review by the supreme court in the judicial district in which the Village is located in the manner provided for by article 78 of the civil practice law and rules, provided that the proceeding is commenced within thirty (30) days from the date of the Village Board's determination.

Section 8. Due Process and Representation

Any member that is served with a Notice of Discipline may have a representative or legal counsel represent them in connection with any proceedings provided for by this local law. The hearing of the charges alleged in the Notice of Discipline shall be conducted in accordance with the provisions of Section 75 of the New York State Civil Service Law and Section 8 of the Village Law, and such hearing shall be transcribed by a stenographer. A copy of the transcript of the proceedings shall be provided to the member free of charge.

Section 9. Implementation

The Commissioner of Police is hereby directed to take all necessary steps to implement the provisions of this local law, and to provide notice of the same to the members of the Village Police Department.

Section 10. Separability

If any part or provision of this Local Law or the application thereof to any person or circumstance be adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part or provision or application directly involved in the controversy in which such judgment shall have been rendered and shall not affect or impair the validity of the remainder of this Local Law or the application thereof to other persons or circumstances, and the Village Board of the Village of Wappinger's Falls hereby declares that it would have passed this Local law or the remainder thereof had such invalid application or invalid provision been apparent.

Section 11. Repeal

All ordinances, local laws, rules and regulations and parts thereof inconsistent with this Local law are hereby repealed.

Section 12. Effective Date

This Local law shall take effect upon posting and filing with the "Secretary of State of New York."

January 15, 2014

Carl Calabrese, Commissioner of Police
Wappingers Falls Police Department
2628 South Avenue
Wappingers Falls, NY 12590

Dear Commissioner Calabrese:

On the night of December 2, while waiting at a red light on Route 9 in Wappingers Falls, our car was slammed into by a car waiting behind that was crashed into by a speeding car. The impact totaled our car and hospital cat scans later verified my husband Matt had I had whiplash.

It was quite a traumatic event, yet thankfully the Wappingers Falls Police became a bright shining light that night. I thank God for their quick response, support and kind words of reassurances. Officer Torres was especially very comforting as he helped us in obtaining necessary information for insurance purposes and later in providing documents to us at the hospital. It was at that time we found out how another officer had been sideswiped by a car while standing at the accident scene. Even while patrolling a car accident scene, Police Officers can potentially be putting their lives on the line while serving the public. That is why words can't express how much we appreciate the support received in our time of need from the Wappingers Falls Police Department.

Thank you so much for having such a wonderful and professionally trained police force.

Respectfully yours,

Joanne Blair

Joanne Blair, MSED
324 Town View Drive
Wappingers Falls, NY 12590
845-214-3809
joannegblair@yahoo.com

OFFICER TORRES
Nice Job
Placed in how
Personal File
φ



Village of

Wappingers Falls Police Department

2628 South Avenue, Wappingers Falls, NY 12590

Police Commissioner Carl Calabrese

February 3, 2014

Mayor Matthew Alexander
2582 South Avenue
Wappingers Falls, N.Y. 12590

Re: Letter of Commendation-February Village Board Meeting

Sir:

I would like to take this opportunity to recognize Officer Matthew Kendlage for an outstanding job during his tour of duty.

On February 2, 2014 at 9:14 p.m., Officer Matthew Kendlage was on routine patrol in the area of South Ave. During his patrol, Officer M. Kendlage observed smoke blowing across Franklindale Ave. Officer Kendlage continued to trace the origin of the smoke when he observed flames emanating from the second floor windows of 2628 South Ave.

Officer Matthew Kendlage immediately called DC-911 and requested fire apparatus for a working structure fire. As Officer Kendlage exited his vehicle, Officer Jeffrey Erns arrived to assist. Both Officers were about to make a rescue attempt when the homeowner arrived and verified that only his canine was inside. Due to the thick smoke, officers were unable to enter the home in an attempt to rescue the canine.

During the time that fire personnel began to arrive, the victim became somewhat combative and insistent on entering the home. Officers needed to use necessary force to prevent the homeowner from entering the smoke filled and burning residence.

I would like to take this opportunity to commend Officer Matthew Kendlage for his keen observations and diligent patrol efforts. I would also like to recognize Officers Kendlage and Erns for their intelligent actions. Based on the information provided, it is my strong opinion that the officer's early detection of the fire and immediate notification to the fire department was instrumental in preventing total destruction of the home and surrounding properties.

Due to the victim's persistence in attempting to enter a burning building, I believe the quick response of Officers Matthew Kendlage and Jeffrey Erns prevented serious injury and possibly death should the victim had been successful in entering the residence.

Finally, I would like to commend the men and women of the W.F.F.D who quickly responded and battled the flames. There is no disputing that their quick response, training and professionalism were instrumental in saving a structure from complete devastation.

Respectfully Submitted,

Commissioner Carl Calabrese

24 Volunteer Firefighters from the Village of Wappingers Falls Station 1 and 2 responded to a fire on South Avenue. It was a structure fire. Because of their quick response, the fire stayed within the original room. After being called in by a police officer on patrol, the first firefighter response to the structure was within one minute. Assistance was given by New Hamburg and Village of Fishkill, Arlington and New Hackensack fire companies. We want to thank them and our volunteers for their quick response. We appreciate the Police Department and Firefighters close working relationship to deal with emergencies in the Village.

8 CARMINE DR.
WAPPINGERS FALLS
NY,12590
JANUARY,15, 2014

VILLAGE BOARD & MAYOR
2628 SOUTH AVE.
WAPPINGERS FALLS,NY, 12590

MAYOR & TRUSTEES

I AM REQUESTING PERMISSION FROM THE VILLAGE BOARD TO RUN THE 37th ANNUAL JOSEPH McDONALD/BILL CRUSIE MEMORIAL RUN ON SATURDAY,MAY 31,2014.THE MAMAS & PAPAS SENIOR RUN/WALK ON SATURDAY,AUGUST 30,2014 AND THE 35th ANNUAL KNIGHTS OF COLUMBUS HOLIDAY RUN ON SATURDAY DECEMBER 6,2014.I WOULD ALSO APPRECIATE YOUR HELP IN OBTAINING PERMISSION FROM THE TOWN OF POUGHKEEPSIE OFFICALS AND THE VILLAGE POLICE DEPARTMENT TO RUN THE RACES USING VILLAGE AND TOWN STREETS.THE MID HUDSON ROAD RUNNERS CLUB WILL PROVIDE LIABILITY INSURANCE FOR THE ABOVE RACES.
THANK YOU IN ADVANCE FOR YOUR SUPPORT AND COOPERATION.

CC:VILLAGE FIRE DEPT.

Thank You
Race Director

Pete Sanfilippo

Mid Hudson Road
Runners Club

The
Parkinson's Disease
Support Group
of the Mid-Hudson Valley

Mr. Matt Alexander
Mayor
Village of Wappingers Falls
2582 South Avenue
Wappingers Falls, New York
12590
February 15, 2014

Dear Mayor Alexander,

I am writing on behalf of the Parkinson's Disease Support Group of the Mid-Hudson Valley, Inc., of which I am a Board member. We respectfully request that you join the U.S. Senate that each year declares April as *World-Wide Parkinson's Disease Awareness Month*. I have attached a proclamation template which you can fill in or copy onto your own document, sign and, if you choose, affix your seal.

Last year 20 Hudson Valley municipalities issued a similar proclamation for 2013. See the enclosed *Letter to the Editor* of the *Poughkeepsie Journal*. Won't you please join the 2014 effort?

This simple act of educational awareness would be very helpful in spreading the word about this devastating disease and the need for a cure.

Thank you for your consideration.

Respectfully yours,



Kenneth C. Chatlos
205 Van Mackey Road
Hillside Lake
Wappinger Falls, New York
12590

Enclosures (2)

Please also make note that we will be displaying our awareness quilt at your Grinnell Library throughout the month of April

Promoting quality of life for Parkinson's patients and their families...

www.midhudsonparkinsons.org



P.O. Box 304
LaGrangeville, NY
12540
914-475-2793

Steering Committee

Nancy J. Redkey
Chair

Kenneth C. Chatlos
Scribe

MaryLou Heissenbuttel
Community Liaison

Mary L. Moody
Financial Secretary

Anne R. Olin
Movement Specialist

Barbara A. Sinclair
Hospitality Chair

Parkinson's Awareness Month Proclamation

WHEREAS, Parkinson's disease is a progressive neurological movement disorder of the central nervous system, which has a unique impact on each patient; and

WHEREAS, according to the Parkinson's Action Network, the Parkinson's Disease Foundation, the American Parkinson's Disease Association and the National Institutes of Health, there are over one million Americans diagnosed with Parkinson's disease; and

WHEREAS, symptoms include slowness, tremor, difficulty with balance and speaking, rigidity, cognitive and memory problems; and

WHEREAS, although new medicines and therapies may enhance life for some time for people with Parkinson's, more work is needed for a cure; and

WHEREAS, increased education and research are needed to help find more effective treatments with fewer side effects and ultimately a cure for Parkinson's disease; and

WHEREAS, a multidisciplinary approach to Parkinson's disease care includes local wellness, support, and caregiver groups; and

WHEREAS, April has been proclaimed as World Wide Parkinson's Awareness Month for all to recognize the need for more research and help in dealing with the devastating effects of Parkinson's disease.

NOW, THEREFORE, I/WE, _____, SUPERVISOR/MAYOR/ THE COUNCIL of the City/Town/Village of _____, do hereby proclaim April as Parkinson's Awareness Month in _____.

Given under my hand in these free United States in the City/Town/Village of _____, on this day of two thousand and thirteen, and to which I have caused the Seal of the City/Town/Village of _____ to be affixed and have made this proclamation public.

Supervisor/Mayor/ Council

Attest:

opinion

EDITORIAL BOARD

Barry Rothfeld, publisher

Stuart Shtirski, executive editor

John Pennay, community conversation editor

Molly Salisbury, community conversation assistant

TO SUBMIT LETTERS

Include name, hometown and phone number and keep letter to 250 words or fewer. Submissions can be edited and published in print, electronic or other forms. Send letters to letterstoeditor@poughkeepsiejournal.com. Mail typed or printed letters to Box 1251, Poughkeepsie, NY, 12602 or fax to 845-437-4921.

EDITORIAL STAFF » 845-437-4906 # jpennay@poughkeepsiejournal.com

Parkinson's efforts show support

Ten million people worldwide suffer from Parkinson's disease, more than twice the number of those with Lou Gehrig's disease, multiple sclerosis or muscular dystrophy combined. Many with Parkinson's live right here in the Hudson Valley, but they know that their plight does not go unnoticed or unsupported.

Twenty area municipalities followed the example of the U.S. Senate and House and declared April Parkinson's Awareness Month. This act annually boosts public awareness of this devastating disease for which there is currently no definitive cause and no cure. Those issuing proclamations included Beacon, Beekman, Dutchess County, the

Dutchess County Legislature, East Fishkill, the Town and Village of Fishkill, Hyde Park, LaGrange, Lloyd, the Town and City of Poughkeepsie, Town of New Paltz, Village of Rhinebeck, Shandaken, Union Vale, Village of Wappingers Falls, Washington, Wawarsing and Woodstock.

In addition, the Mid-Hudson Bridge lights glowed green and yellow, the colors for hope and optimism. The Hyde Park Library hosted a monthlong educational display, and hundreds of participants came out for the Parkinson's Awareness Walk on the Walkway Over the Hudson that culminated the month's activities.

Arlington High School Friends of Rachel Club members carried banners for the Walk and the Rhinebeck Choral Club sang. Brownies from Troop 10130 marched in support and 35 Siena College students pushed borrowed wheelchairs. The heartfelt thanks of the entire Parkinson's community goes out to our Valley neighbors for their outpouring of support. Thank you all!

Nancy Redkey

Chair, Parkinson's Disease Support Group of the Mid-Hudson Valley Inc.
LaGrangeville

From: John Gilson <delta2@frontiernet.net>
To: Joseph Paggi Jr. <pagmartdel@aol.com>
Subject: North River Hops & Brewing
Date: Tue, Jan 21, 2014 4:59 pm
Attachments: Waste_Water_Letter.pdf (25K)

Gilson Engineering Associates

15 Shea Knolls Ct.

Campbell Hall, NY 10916

Phone: (845)-496-2642 Fax: (845)-496-2642 ~~delta2@frontiernet.net~~

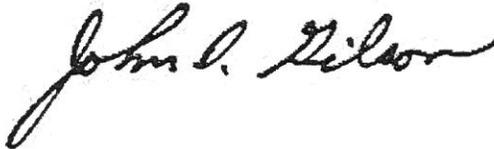
Attn.: Joseph Paggi, Jr.

Ref.: North River Hops & Brewing

Village of Wappingers Falls, NY

Attached is the letter in regard to waste water ~~at the~~ ~~over~~ ~~referenced~~ project.

Respectfully,



John D. Gilson, P.E.

Gilson Engineering

PAGGI, MARTIN & DEL BENE LLP
Consulting Engineers & Land Surveyors

56 Main Street
Poughkeepsie, New York 12601
845-471-7898
845-471-0905 (FAX)

January 22, 2014

VIA E-MAIL/MAIL:

Village Board
Village of Wappingers Falls
2582 South Avenue
Wappingers Falls, New York 12590

Attention: Hon. Matt Alexander, Mayor

Reference: North River Hops & Brewing Sewer Bill

Dear Mayor Alexander and Board Members:

As you may be aware, the North River Hops & Brewing Company is proposing to locate to the Patriots Park Plaza in the Village of Wappingers Falls. We were asked to review this application as it relates to sanitary sewer disposal by the Planning Board.

In our review we noted that that strength of the sewage that leaves the brewery is stronger than typical residential waste. Because of this, we asked that the Applicant provide documentation that they are complying with Section 122 of the Village Code. The Applicant hired John Gilson, P.E., who gave me a call regarding the matter.

In Section 122 of the Code, there are remedies to compensate for the additional strength of sewage discharge. One of the remedies is to pre-treat the waste to acceptable limits. Mr. Gilson has reported that the use of wastewater treatment for this small volume of sewage would be cost prohibitive to install/maintain. I agree with that conclusion.

Therefore, they are proposing to pay a higher sewer rate to compensate for the additional treatment required. I have attached a letter from Mr. Gilson documenting this. I agree with the technical aspects of the letter, in which Mr. Gilson documents the strength of the sewage from the proposed brewery.

Mr. Gilson then goes on to advise that they would propose to pay a sewer bill double the normal residential sewer bill. I would find this acceptable. I would caution Mr. Gilson that although the present sewer bill is 71.3% of the water bill, that percentage could change over the years, either higher and/or lower. I assume the understanding is that whatever that number is their sewer bill would be doubled.

Please note that this surcharge only applies to the sewer portion of the bill, not the water portion.

Hon. Matt Alexander
Village Board
RE; North River Hops & Brewing

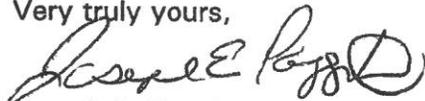
- 2 -

January 22, 2014

I would think that if the Board is in agreement with this, a Resolution at the next Village Board meeting would be appropriate.

If there are any questions in the interim, please do not hesitate to contact this office.

Very truly yours,



Joseph E. Paggi, Jr., P.E.

JEP:law

Attachment

cc: Hon. John Chase
Hon. Jennifer Niznik
Hon. Denise Calabrese
Hon. Kevin Huber
Hon. Scott Davis
Hon. Ronnie Komornik
John Karge
Peter J. Paggi, DPW
John Gilson, P.E.
Jason Pitingaro, P.E., K.C. Engineering

Gilson Engineering Associates

15 Shea Knolls Court
Campbell Hall, NY 10916

Phone (845)-496-2642
Fax (845)-496-2642

E-Mail info@gilson-engineering.com
Website www.gilson-engineering.com

January 20, 2014

Paggi, Martin & Del Bene, LLP
56 Main St.
Poughkeepsie, NY 12601

Attn.: Joseph E. Paggi, Jr., P.E.
Ref.: North River Hops & Brewing

Per our conversation (1/17/14), due to the small size of the proposed brewery, the use of wastewater conditioning equipment would be cost prohibitive to install and maintain. Thus, it is proposed to pay a high sewer rate fee to compensate for the additional treatment required.

The wastewater from the brewery is expected to contain 200-1000 (400 average) mg/L TSS and a 1200-3600 (2400 average) mg/L BOD.

Comparatively, typical residential waste is 200 mg/L TSS and 200 mg/L BOD.

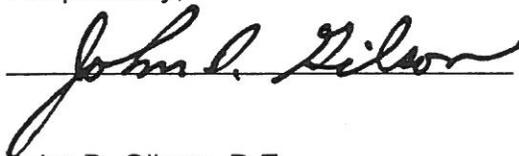
Therefore, the additional loading would be 300% TSS and 1200% BOD.

Based on the present Village of Wappingers Falls sewer rate schedule, the present sewer portion is 71.3% of the water portion of the bill.

It is proposed that the sewer portion of the bill be doubled to compensate for the additional waste loading to 142.6% of the water portion of the bill.

If you have questions or comments, please call.

Respectfully,



John D. Gilson, P.E.

Engineering License numbers: NJ GE30589, NY 60816

Subject RE: Two new street lights, Vil of Wapp
 From Victor Narkaj <VNarkaj@cenhud.com>
 Date Monday, February 10, 2014 3:03 pm
 To "jmkarge@optonline.net" <jmkarge@optonline.net>
 Cc Joe Hetsler <JHetsler@cenhud.com>
 Attachments VillageOfWappingers_MillSt_P22990_SLAO.pdf 20K

Hi John –

We have looked in to the (2) recent street light requests you made. Please see updates below.

1. For the street light request on Mill Street on pole # 22990 we can install a 70-watt high pressure sodium light fixture. Please fill out, sign and return the attached street light authority form to us. Upon receipt of the signed form, the street light will be installed and your account will be updated to reflect this change.
2. For the street light request at 23 Pells Place, we currently do not have any Central Hudson poles installed on Pells Pl between North St and McCafferty Pl. A new pole will be need to be installed to accommodate a light. We are investigating whether a Central Hudson-owned pole or a customer rental pole would be most appropriate. A Central Hudson owned pole would include other Central Hudson facilities (transmission/distribution circuit wires) in addition to your new light and could potentially offer benefit to our local electric distribution system. A customer rental pole would simply include the newly requested light and also require a \$55 annual rental pole charge. To illustrate an example of a rental pole, a rental pole with an attached street light for this street light account currently exists on Pells Pl between McCafferty Pl & Clinton St on Pole # 175914. We will make a final decision on pole choice and let you know as soon as possible so this request can move forward.

Any questions, please contact myself or Joe Hetsler.

Thanks,
 -Victor

Victor Narkaj
Commercial New Business Counselor
Lower Hudson Division - Fishkill District
25 Central Hudson Way, Fishkill, NY 12524
Ofc 845 897 - 6104
Fax 845 897 - 6115

From: jmkarge@optonline.net [mailto:jmkarge@optonline.net]
Sent: Tuesday, January 28, 2014 1:54 PM
To: Joe Hetsler
Cc: Davis, Scott
Subject: Re: Two new street lights, Vil of Wapp

Hi Joe, one of the pole #'s for Mill Street is 220990. Pls advise....Tks John

----- Original Message -----

From: Joe Hetsler
 Date: Friday, January 10, 2014 5:54 pm
 Subject: Two new street lights, Vil of Wapp

To: "jmkarge@optonline.net"
Cc: Victor Narkaj , Denise Bliss

> John
> I received a message from our main office that you are
> requesting 2 additional street lights for the Village of
> Wappinger's. One on Mill Street and one on Pells Street. Can you
> provide pole numbers for each location? We will look at them to
> determine if lights can be installed. Mill St. is part of
> Street Light Account 7411-1781-00 and Pells St is part of Street
> Light Account 7411-1780-00.
>
> Thanks.
>
>
>
> Joseph Hetsler
> Supervisor - New Business and Commercial Account Services
> Lower Hudson Division -Fishkill District
> 25 Central Hudson Way, Fishkill, NY 12524
> Ofc 845 897 - 6152
> Fax 845 897 - 6115
>

Respectfully yours,

John M. Karge, RMC, CMC.
"Village Clerk"
845-297-8773 ext.4

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Krystal McPhee

Account Manager

Marshall & Sterling, Inc.

110 Main Street

Poughkeepsie NY 12601

Phone: (845) 226-3083 ext. 2464**

Cell: (845) 243-1340

Fax: (845) 452-6382

Email: kmcphee@marshallsterling.com

www.marshallsterling.com

S.W.JOHNSON ENGINE COMPANY NO.2

5 School St.

Wappingers Falls, New York

Tel: 298-SWJ2

John Karge
Village Clerk
Village of Wappingers Falls
South Ave.
Wappingers Falls

Feb. 9 ,2014

John,

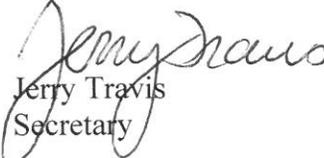
At our monthly meeting last Monday night, the following individuals were elected into our Company as Active members:

Matthew Brace of 2833 Rt.9D, Unit 14, Wappingers Falls
Michael DeAngelis of 31 West St., Wappingers Falls
Michael McKeegan of 1668 Rt.9, Apt 13G, Wappingers Falls

Also Joe Cruz's status was changed from Life-Active to Honorary Member as of our January meeting. He has moved out of our service area. In addition; Pete Schinella Jr. changed his status from Life-Active to Life-Inactive

Please forward to the Board for their notification and approval.

Sincerely,


Jerry Travis
Secretary