

5/21/2020 - Minutes

1. Call To Order

John Highman, Secretary, designated Chairperson by Mayor Thomas M. Bernabei for today's meeting, called the meeting to order at 2:02 PM

2. Roll Call

a. Chairman Highman called roll. The following members were in attendance:

- i. John Highman, representing Mayor Thomas M. Bernabei (in-person)
- ii. John Runion, Citizen Member (virtual)
- iii. Cynthia Russell, representing Law Director Kristen Bates-Aylward (virtual)

b. The following member was excused and not in attendance:

- i. R.A. Mallonn, Auditor

3. Agenda Updates

There were no updates to the agenda.

4. Approval Of Minutes

4.I. Thursday, February 20, 2020

a. Motion: Member Runion made a motion to approve the February 20, 2020 minutes as presented. Member Russell seconded.

b. Discussion: None

c. Vote: The motion passed by a unanimous voice vote.

5. Old Business

There was no old business

6. New Business

6.I. Approval Of RC-2 Records Retention Schedule

a. Approval of RC-2 Records Retention Schedules

i. Canton Water Reclamation Facility

1. Motion: Member Runion made a motion to approve the Canton Water Reclamation Facility RC-2 as presented. Member Russell seconded.

2. Discussion: Member Runion indicated that he reviewed the RC-2 and that it met all requirements.

3. Vote: The motion passed by a unanimous voice vote.

7. Adjournment

a. Motion: Chairperson Highman made a motion to adjourn at 2:05 PM. Member Runion seconded.

b. Vote: The motion passed by a unanimous voice vote.