

Town of Canosia
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Town Leadership: Chair Kevin L. Connick, Supervisor Jeff Erikson, Supervisor Penny Dieryck, Clerk Amber Madoll, Treasurer Neil Sample

SPECIAL MEETING MINUTES

April 2, 2025

ATTENDING: Chair Kevin Connick, Supervisor Jeff Erikson, Supervisor Dieryck, Clerk Amber Madoll, Treasurer Neil Sample and Fire Chief Stevens. The meeting was held in person at the Canosia Town Hall.

Chair Connick called the meeting to order at 5:00 p.m. and the pledge of allegiance was recited.

- A. **SUPERVISOR ROLL CALL:** Chair Kevin Connick, Supervisor Dieryck, and Supervisor Erikson were present.
- B. **AGENDA: Motion** made by Penny Dieryck, seconded by Jeff Erikson to approve the agenda as written. Motion carried unanimously, 3-0. Kevin Connick, Penny Dieryck and Jeff Erikson voted in favor.
- C. **REASON FOR MEETING:** Chairman Connick stated that the township possesses an extensive amount of materials, especially paper records. He stated that there is a process in place to properly preserve, recycle, or dispose of materials and that the board would like to begin the retention/reduction process.
- D. **RECORD RETENTION:**


The board discussed options for starting the process and identified two areas to begin with: town financial and police records. Treasurer Sample and Clerk Madoll will go through these records and compile a list for the board to consider for removal. Chief Stevens stated that he will review what records the fire department possesses and provide a list. The board discussed options for the removal of historical items from the town hall. The board discussed the garage and the creation of new space that could hold historical items and township records. They were in agreement of a wall being built to create two rooms on the first floor of the garage. Each space would be approximately 9 x 8 sq ft. The board discussed PLAWCS records and talking to the PLAWCS board to about them starting a similar review process in order to possibly reduce the amount of PLAWCS materials. **Motion** made by Penny Dieryck, seconded by Jeff Erikson to approve up to \$4,000.00 in materials to build two rooms on the first floor of the garage utilizing materials from Proctor Builders with Laird and Jeff Erikson building the spaces. Motion approved unanimously, 3 – 0. Kevin Connick, Penny Dieryck and Jeff Erikson voted in favor. The board discussed and was in agreement of utilizing Oden Brunette as an assistant in moving materials about, if needed, at \$15/hr.

ADJOURNMENT: Motion made by Jeff Erikson, seconded by Penny Dieryck, to adjourn the meeting at 5:51 p.m. Motion carried unanimously, 3-0. Kevin Connick, Penny Dieryck and Jeff Erikson voted in favor.

Respectfully Submitted,


Amber Madoll, Clerk
May 7, 2025

APPROVED:


Kevin L. Connick, Town Board Chair
May 7, 2025