

TOWN COUNCIL

STAFF REPORT Executive



MEETING DATE:	September 08, 2026
PROJECT:	Amendment – Regular Town Council Meeting Minutes of 02/11/2025
PROJECT MANAGER:	Marcia Hunter, Town Clerk

REQUEST: Town Clerk requests Town Council authorize the amendment of the meeting minutes of 02/11/2025.

BACKGROUND:

Consent Agenda Item 3 was pulled from the agenda for additional discussions –

Consideration of a Resolution Authorizing Acceptance of Easement Donations from Property Owners Necessary to Complete a portion of the Public Safety Cameras Phase 6 Project - Kimberly Washok-Jones, Director of Projects and Watershed Resilience and Joe Babkiewicz, Chief of Police

The meeting minutes as approved at the March 11, 2025 Town Council meeting did not accurately reflect the additional third motion that was stated. The minutes should have stated:

Motion 1 - Councilmember Hamilton moved to remove Consent Agenda Item 3 for further discussion. The motion was approved unanimously.

Motion 2 - A motion was made by Councilmember Hamilton and was seconded by Mayor Pro-Tempore Wood to approve Consent Agenda Items 1, 2 and 4. Town Council unanimously approved Consent Agenda Items 1, 2, and 4.

Motion 3 - A motion was made by Mayor Pro-Tempore Wood and was seconded by Councilmember Hamilton to approve Consent Agenda Item 3.

There was also a procedural error – At the time of Motion 1, there was a lack of calling for a second to pull the item from the consent agenda for a total of six motions for an item. It is recommended the procedural errors not be called out in formal meeting minutes.

Please note – Any time there is a motion, there must be a second.

NEXT STEPS: Approve the amendment as written above.