

The Annual Records Retention Commission meeting held December 10, 2024, was called to order at approximately 6:00 PM by Chairman Villone. After the Pledge of Allegiance, the roll call was taken, Chairman Villone, Trustee Tomaino, Trustee DBernardi, Fiscal Officer Balsinger, and Administrative Assistant Zlenka were present.

Chairman Villone stated that the purpose of the Special Meeting was to conduct the annual meeting of the records retention commission.

**Fiscal Officer Balsinger opened the floor for nominations for Chairman of the Records Retention Committee, Trustee Villone was nominated by Trustee Tomanio as Chairman of the Records Retention Commission for one year, 12-10-24-S1, seconded by Trustee DiBernardi and passed with 2 ayes, Trustee Villone abstained.**

Trustee Villone asked for an update of the status of the old records. Fiscal Balsinger said that she and Ms. Zlenka went through most of the fiscal records that were eligible to be destroyed. Protect and Shred came onsite and shredded 824 pounds of records. There are still a few older years that need to be sorted.

The plan for 2025 is to go through the remaining fiscal records and begin sorting through old records that are in the police garage storage room. Mr. Villone would also like a new policy put into place for the fire records access for fiscal and for her back up responsible for records retention.

**Trustee Tomaino moved to have a policy in place for access to fire department records by fiscal and her appointed back up, 12-10-24-S2, seconded by Trustee DiBernardi and passed with 3 ayes.**

**At approximately 6:49 PM, Chairman Villone moved to adjourn, 12-10-24-S3, seconded by Trustee Tomaino, and passed with 3 ayes.**

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Date: \_\_\_\_\_