

Town of Claverack
Zoning Board of Appeals
P.O. Box V
Mellenville, NY 12544

Minutes: January 27, 2010
7:30 p.m.

APPROVED 2/24/10

Chairman Frank Clegg called the January 27, 2010 meeting of the Town of Claverack Zoning Board of Appeals to order at 7:32 p.m. Chairman Clegg then led members of the Board and audience in the Pledge of Allegiance.

Members in attendance were: Chairman Frank Clegg, Norma Barnard, David Graziano, Oliver Milot, Jock Winch, Paul Gundrum, Town Attorney; Rob Fitzsimmons, Engineer; Joe Romano, and Secretary; Jodi Keyser
Absent: Stephen Melnyk

David Graziano informed Secretary Jodi Keyser of a missing word in the November/December meeting minutes on pg. 2 line 12 missing the word "not". Approved minutes will reflect correction.

Motion to approve the minutes of the November/December held on December 9, 2009 was made by Paul Gundrum with a second from Jock Winch. All members were in favor. Motion carried.

Continuing Board cases for 1/27/10:

Stringham, Varick: Tax Map # (SBL) 120 . 2 – 1 – 4 and 120 . 2 – 1 – 10 Located at 406 Rte. 23-B Site Plan Review to operate a repair business.

Mr. Stringham was present for his application. Mr. Stringham informed the Board that he and Rob Fitzsimmons have talked and bounced back and forth items pertaining to the Resolution for Final Approval of his Variance. Mr. Stringham stated that after talking with Rob Fitzsimmons he has some minor concerns that he felt the Board should decide and make any additional changes or corrections to. Chairman Frank Clegg asked if the applicant had NYS DOT approval. Mr. Stringham stated yes. Secretary Jodi Keyser handed Chairman Clegg with a letter from NYSDOT dated 8/11/09 regarding curb cuts. Mr. Stringham stated that the letter of 8/11/09 details the NYS DOT recommendations for entrance on Rte. 23-B and the need to bring the curb cuts up to current standards. Mr. Stringham stated that he has been in contact with DOT rep. Joe Viscanti but has not yet applied for a Highway Work permit or bonding as required. Rob Fitzsimmons proceeded to read items for a Draft Resolution of Conditions for the application. David Graziano stated that the Resolution should be more specific with regard to the plantings or fence that Mr. Stringham will install along the delineation line for the RR and HC Zones of his property. Mr. Stringham stated that he is planning to install Hemlock trees/bushes that are 2 – 3 years in growth three feet apart along the entire RR Zone line to block view of the building from Webb Rd. as requested from residents at a previous meeting. Paul Gundrum suggested that the Resolution include "...plant and maintain..." to ensure that the plantings remain a viable screen. Paul Gundrum then asked if the emergency access road off of Webb Rd. will remain for emergency vehicles only with no commercial use. Mr. Stringham stated that if he plants a solid hedgerow of trees/bushes along the new RR/HC Zone line he will need to use the emergency road from Webb Rd. to access his property that will still be in the RR Zone because the hedgerow will keep him from accessing that portion of his property. Mr. Stringham continued that he will not allow commercial traffic at any time through the Webb Rd. entrance. Rob Fitzsimmons added that the Site Plan only allows Mr. Stringham to rent the rear 1/3 of his building to a repair/garage business which he currently rents the space out to COARC for maintenance and repair of their bus fleet. Rob Fitzsimmons continued that if COARC leaves the site Mr. Stringham is limited to whom he is able to rent the site out to meaning the renter can only be a repair/garage type of business which is of a similar size to COARC. Rob Fitzsimmons continued that any other type of business will require Mr. Stringham or any subsequent owner of the property to apply for a Use Variance with the TOC ZBA. Chairman Frank Clegg then re-opened the continued public comment at 7:55 p.m. Rob Fitzsimmons read a letter from neighbor John Keeler asking that the ZBA consider the neighborhood in its decision and the detriment this building has on the properties. Mr. Keeler also stated that he took issue with a comment made by a Board member at the last meeting regarding the closing of Webb Rd. to only local traffic. Gary Steenburn asked the Board about a similar application of 5/2008 for an Area Variance to install Self-Storage units which was denied. Rob Fitzsimmons informed the audience that each application is unique and the scope of the previous application was a much larger encroachment into the RR Zone than the Stringham application. Rob continued that Mr. Stringham's application is unique in the fact that when the TOC drew the lines for the different zones they did not take into consideration existing structures. Mr. Stringham's building was essentially split into two zones making the back portion of the building in the RR zone while the front portion remained within the HC zone. Rob Fitzsimmons continued to explain that Mr. Stringham is only asking to reposition the RR zone line to allow for the use of the back of his building and an area to allow for parking of vehicles for employees and vehicles needing repair. Mary Daly then asked if just any type of repair could rent this space or will it be regulated to ensure that a larger operation could not rent the space i.e. ADM. Rob Fitzsimmons answered that at this particular time the space is being rented and used by COARC and that if in the future COARC decides to leave then Mr. Stringham is entitled to rent to another repair/garage type business but that business must remain within the same scope and size of the current renter and can not exceed this type or size of use. Norma Barnard asked if signage and lighting details are addressed within the Site Plan to meet TOC regulations. Chairman Frank Clegg stated that the NYS DOT curb cuts should have the stipulation of being completed within 12 months of the ZBA approval. Jock Winch asked if the Handicapped parking should be addressed and marked in the Site Plan. Joe Romano stated that the existing handicapped parking space in the front of the building meets the requirement. Chairman Frank Clegg closed the public comment at 8:25 p.m. Joe Romano reviewed the SEQRA for the Board. David

Graziano stated that the application does have an impact on the neighborhood. Rob Fitzsimmons stated that the impact is limited with conditions. Jock Winch stated that the application will allow for the least amount of commercial use at the site then has been there in the past. Motion for negative declaration regarding SEQRA was made by Paul Gundrum with a second from Jock Winch. All members were in favor. Motion carried. Mr. Stringham asked to clarify the curb cut time line with the Board. Rob Fitzsimmons informed Mr. Stringham that he would need to apply for a work permit with NYS DOT. Mr. Stringham stated that he could not apply for a work permit for the curb cuts until he received approval from the ZBA. Norma Barnard stated that there should still be some type of time frame for the curb cuts and not left open ended. Rob Fitzsimmons asked if an 18-month time limit would allow for enough time for the curb cuts to be completed? Mr. Stringham agreed. Mr. Stringham asked to change the access from Webb Rd. to allow for personal use. Rob Fitzsimmons stated that the Resolution will state no commercial use off Webb Rd. access driveway and that the driveway will be for personal use for Mr. Stringham to access the remainder of his RR property and this driveway will be gated and have signs. Mr. Stringham also wanted it noted that he does not want to be blamed for any drainage problems. Rob Fitzsimmons explained to the Board that Mr. Stringham does not want to be blamed for any drainage problems on any other properties because he has addressed the drainage problems that were preexisting on his property by installing culverts, drainage, and cleared the site of debris that was causing problems which have been ongoing for the past 20 years. Motion to approve Resolution and Site Plan for Use Variance for expanding the HC zone in to a portion of the RR zone to allow for a repair/garage business was made by Jock Winch with a second from Paul Gundrum. All members were in favor. Motion carried. Rob Fitzsimmons stated that the Site Plan and Resolution will be stamped and signed at the February 24th meeting.

Luis Lopez / DBA Coyote Flaco: Tax Map # (SBL) 131 . - 1 - 5 Located at 6032 Route 9-H & 23. Area Variance to expand outside usage area and new signs for business.

Mr. Lopez, Mr. Michael, and Mr. Paul Freeman were present. Mr. Lopez paid \$61.57 cash for certified mail for his application. Mr. Freeman informed the Board that he is now representing Mr. Lopez in his application. Mr. Freeman stated that he has spoken to Rob Fitzsimmons to become familiar with the appeal that was made by Mr. Tallackson for his clients, Ms. Slovak and Mr. Sturgis. Mr. Freeman stated that his client is before the Board for a Variance for the signs only and has withdrawn his application for outside dining on the patio area. Mr. Freeman continued that his client is seeking to have three signs on the building, which is the first issue. Mr. Freeman stated that the second issue is to provide proof of continued use to address the appeal from Mr. Tallackson. David Graziano informed the Board and applicant that he has stated in the past that the application is not a complete application because the owner of the property has not filled out a portion of the application. Oliver Milot stated that the letter from Mr. Freeman addresses the Town of Taghanic and not Claverack. Mr. Freeman stated that he will have Mr. Michael fill out the application fully before he leaves the meeting this evening and he will retype his letter showing Town of Claverack. Mr. Freeman did emphasize that he used the Town of Claverack Zoning laws when he was siting his client's application. Mr. Freeman stated that the property has been a pre-existing non-conforming use of a bar/restaurant since 1954, which existed prior to TOC zoning. Mr. Freeman then defended this statement with submitting a title search, time line for the property from 1954 to present, and submitted affidavits from previous owners and family members of previous owners. Mr. Freeman also submitted reference material from Polk's Hudson City Directory from the Hudson Area Library, which from as far back as 1957 refer to the property as a Bar/Restaurant. Norma Barnard asked why Mr. Freeman was going so far to prove when the Board already agreed that the property was a bar restaurant for many years. Rob Fitzsimmons stated that the time line, affidavits, and reference material is all needed to confirm the non-conforming pre-existing use and to also prove continuance of use. Mr. Freeman also submitted additional DOH and TOC permits which show establishment was pre-existing non-conforming use of a bar/restaurant. Mr. Freeman continued that his client only wants a variance for the signs. Mr. Freeman stated that the signs exceed the TOC zoning regulation for signs by 1.6 square feet being at 49.6 square feet. Mr. Freeman stated that the signs would only contain the name of the establishment with no alcoholic names on signs, which is not allowed by NYS Liquor Authority. Mr. Freeman stated that the sign on the top of the building will be 3' x 5' and two signs on the front of the building will be 4' x 7" making the total square footage of 49.6 and TOC Zoning allows for only 48 square feet. David Graziano asked why the applicant could not make his signs meet the sign allowance set forth in the zoning regulations. Mr. Freeman stated that his client is willing to drop the extra 1.6 square feet if required to and he will advise. Mr. Freeman stated that he is asking for public hearing to be set for next month for the signage issue only. Rob Fitzsimmons stated that neighbors Slovak and Sturgis have filed an appeal regarding the patio dining and this issue has been addressed with the applicant but Ms Slovak and Mr. Sturgis are still not satisfied. Mr. Tallackson representing Slovak and Sturgis stated that it is obvious that the non-conforming use issue is done but the sign issue is written for the HC zone and not the RR zone. David Graziano agreed that the site is a non-conforming preexisting use but also does not understand how the establishment then gets afforded the benefits of the HC zone and not restricted to the RR zone regulations regarding the signs. Paul Gundrum stated that the pre-existing non-conforming use is total for the entire building. David Graziano then stated that he felt that the applicant should need to conform to the sign limits and not asking for an expansion of signage. Mr. Freeman stated that under the TOC zoning regulations the type of establishment is allowed to have 48 square feet of signage and his client should be afforded the same as any other business of the same is allowed to have. Does not want signage to be a negative impact on business. Rob Fitzsimmons informed the Board that they would need to make a determination of pre-existing, non-conforming use. Mr. Tallackson stated that his clients are out of town and he will need to consult with them. Mr. Tallackson then asked where the applicant is with the liquor permit. Mr. Freeman stated that as far as he knows the application is complete with the NYS Liquor Authority but that Glen Cobister is handling this application. Rob Fitzsimmons informed the Board that a new liquor licensee is needed because of a new owner. Mr. Tallackson stated that he would need more time to review the submitted materials. Rob Fitzsimmons stated it is up to the discretion of the Board and that public comment can be set and continued if needed. Set Public hearing for 2/24/10 at 7:30 p.m.

Filli Pizza/Claverack Corners LLC: Tax Map # (SBL) 121 . 03 - 3 - 16 Located at 634 Rte 23-B Claverack. Site Plan Review for restaurant.

Pat Prendergast, Damon Filli, and Dana Skabowski were present for the application. Mr. Prendergast reminded the Board that the site was a former gas station and that approximately 2 years ago the owner applied for a Site Plan but was denied. Mr. Prendergast continued that the owner is now seeking to allow the Filli's to have a pizza restaurant at the site. Mr. Prendergast stated that NYS DOT curb cuts were submitted with a letter from Joe Viscanti. Pat Prendergast stated that the NYS DOT will not continue to review the curb cut application until they have approval for Negative Impact of the SEQRA forms which to his knowledge is a new requirement. Chairman Frank Clegg stated that SEQRA approval is tough to do prior to the full Site Plan reviewed. Rob Fitzsimmons stated that it is a tough issue but the Board can set public comment for 2/24/10 and make NYS DOT curb cuts a condition of the approval. Pat Prendergast asked why the Board could not make a determination regarding SEQRA now. Rob Fitzsimmons stated that the Board will set public comment for 2/24/10 and will then address any negative impacts at that time and will do the SEQRA. Rob Fitzsimmons also informed Mr. Prendergast that the application should be reviewed by County Planning and the next County Planning meeting is 2/16/10. Norma Barnard asked if the test wells at the site were capped and sealed. Mr. Prendergast stated that capping and sealing of the wells would be part of the construction plan. Chairman Frank Clegg stated that a letter from NYS DEC is only a signoff and they are not giving an OK until the wells are sealed according to their requirements. David Graziano stated that he is hesitant to make a SEQRA determination because of the well issue. Public hearing set for 2/24/10 at 7:30 p.m.

Shafer, Gail dba MOH Physical Therapy: Tax Map # (SBL)121 . 3 – 1 – 26 located at 81 State Rte. 9-H. Area Variance to expand home occupation physical therapy business to 1,000 square feet addition to primary residence. Ms. Schaffer submitted a site drawing showing the elevation of the addition, a hand drawn map showing the details for the addition on graph paper, and a letter in favor signed by neighbors.

Ms. Schaffer was present for the application. Ms. Schaffer is seeking an Area Variance to expand her home occupation physical therapy business from the current 500 square feet to 1,000 square feet and relocate the business into a newly constructed 1,000 square foot addition. Chairman Frank Clegg stated that upon review of the previously submitted documents he sees the new addition being 1,040 square feet so he is confused as to the exact amount of space Ms. Schaffer is asking for. Ms. Schaffer submitted an elevation drawing for the new addition and a hand drawn map of the addition. Chairman Frank Clegg stated that in his opinion it looks like the applicant is adding an entire building for doubling her business use. Norma Barnard reminded that the ZBA law states that no alteration of the residential appearance of the residence to accommodate the home occupation is allowed. Ms. Schaffer stated that the addition would be connected to the home residence with a connecting breezeway, which will maintain the residential feel and appearance. Rob Fitzsimmons reminded the Board and applicant that the application is seeking to expand the current home occupation from 500 square feet to 1,000 square feet. Rob Fitzsimmons continued that the applicant could make a 1,000 square foot addition to her residence but then to make this for the sole purpose of expanding her home occupation is substantial. Ms. Schaffer stated that she needs the additional 500 square foot expansion to be able to hire a helper, which is allowed under the Home Occupation regulations, but she does not have the adequate space. Rob Fitzsimmons then reminded the applicant and Board that the addition needs to be such that it is easily turned back to a residence but that TOC home occupation regulations only allow for 500 square feet or 30 % of the total residence whichever is less. Rob Fitzsimmons then asked Ms. Schaffer what the percentage of the home will then be used for a home occupation. Ms. Schaffer stated that after construction the added 1,000 square feet will be 30% of her entire home. Mr. Fitzsimmons then stated that the limitation is not for 30% of the entire residence but reads the following from TOC Zoning Laws, "No more than 500 square feet of floor area of the dwelling unit or thirty percent (30%) of the total floor area of the dwelling unit may be used in connection with a home occupation, whichever is lesser. Floor area requirements refer only to heated and habitable rooms within the dwelling unit." Jock Winch stated that he would like to see a smaller connector adjoining buildings. Paul Gundrum stated that he would like to see an entire site plan and not just the drawing that Ms. Schaffer provided. Chairman Frank Clegg read the requirements 2.2.65 definition of a Home Occupation which states any gainful occupation customarily conducted within a dwelling by the residents thereof that is clearly secondary to the residential use. And that does not change the character of the structure as a residence. Chairman Clegg continued that in his opinion it is hard to prove that the addition is not secondary and being built for the sole purpose of the home occupation. Rob Fitzsimmons then informed the applicant and Board that the nature of the application is subsequent and the applicant could get a building permit for the 1,000 square foot addition to her residence and then apply for the Variance for expanding her home Occupation. Rob Fitzsimmons then reads the requirements for granting a Variance. Norma Barnard stated that she did look for the signs announcing the Public hearing and that the sign was not set in a visible spot. Jock Winch agreed. Ms. Schaffer stated that the ground was frozen and she contacted the Secretary for guidance. Ms. Schaffer stated that she originally procured two signs to set at both the 9-H side and the Old Lane side of her property. Ms. Schaffer stated that she was advised that she needed only one sign and that no one advised her as to the placement of any signs. Chairman Frank Clegg asked if the applicant had ever thought of reducing the size of the addition to the allowed 500 square feet and then relocating the home occupation into it. Ms. Schaffer stated that several issues require her to need the entire 1,000 square feet for her home occupation such as the large equipment need, safety concerns, HIPPA law requirements, hiring a helper, and the need for a second treatment room. Ms. Schaffer continued that this has been a large investment over the past three years with considering several different options i.e. two different designs for an addition, seeking alternate sites both commercial and residential which would allow for more space. Ms Schaffer continued that all of the above options were not feasible to her. She wishes to remain in the hamlet of Claverack but could not find commercial space that was aesthetic pleasing and was also unable to find an existing home with the layout she would require. Chairman Frank Clegg stated that the meeting could be opened for public comment but would rather wait until next month's meeting to allow for more time for the Board members to review and possibly get an architectural drawing and design that was requested at the November/December meeting. Ms. Schaffer stated that she supplied the Board with all of the items requested and was informed that she would have the public comment at this meeting. Rob Fitzsimmons informed Ms. Schaffer that any new and requested documentation needs to be submitted to the ZBA Secretary at least two weeks prior to the next months meeting to allow the members enough time to review. Ms. Schaffer stated that she was not informed of this and that she has provided the Board with the requested materials. Paul Gundrum informed Ms. Schaffer that the Board requested an architectural drawing showing all the details and that the hand drawn map supplied by the applicant is too vague to make any determinations. Mr. Gundrum continued that the applicant needed a

professional detailed drawing from the builder. Ms. Schaffer informed the Board that she has spent a great deal of money on two architects only to realize after paying them their designs were junk and she could not use them. Ms. Schaffer continued that she did not want to go to the expense of having another third architect provide another design. Rob Fitzsimmons informed Ms. Schaffer that the Board appreciates her frustration but does not feel that the scope of use is feasible for the expansion. Jock Winch stated that one of the stipulations of granting the Variance is to prove that the situation is not self-imposed hardship. Jock Winch continued that this issue is going to be hard to prove. Chairman Frank Clegg opened the meeting to the public at 9:00 p.m. Michael Schaffer informed the Board that he is unaware of anyone in the neighborhood that is opposed to the application and the business Ms. Schaffer performs is well received. Mr. Schaffer continued that he hoped the Board would encourage the applicant and work to help her in this venture. Oliver Milot also stated that the letter from the neighbors that the applicant submitted was not notarized as asked for. Ms. Schaffer stated that a letter from her neighbors is not one of the requirements established in the Zoning regulations but she provided it upon request from the Board members and she did not know it needed to be notarized. Oliver Milot then stated that letters submitted from the public for comment by the applicant should always be notarized to protect the TOC. Rob Fitzsimmons stated that the applicant could explore other options to meet the TOC ZBA requirements for a Home Occupation. Ms. Schaffer stated again that she has explored every option from renting, purchasing a commercial property, and moving into another residence. Ms. Schaffer continued that the options were not something she felt were feasible for her which left the only option to seek an Area Variance. Ms. Schaffer continued that in her opinion the Board should be happy to keep a business of her caliber in the TOC and could grant her Variance if they cared about the town. Rob Fitzsimmons reminded the applicant that the TOC ZBA is responsible for reviewing each application individually and then acting on each within the ZBA laws, which were enacted to protect everyone in the town. Rob Fitzsimmons continued that the Board can grant Ms. Schaffer's application but when the next Home Occupation i.e. construction company wants to construct a 1,000 square foot building attached to their residence to store equipment the Board will not be able to deny because of the precedence set with this application. Ms. Schaffer stated that her application maintains the residential feel. Chairman Frank Clegg then continued the public comment to the 2/24/10 meeting. Oliver Milot stated that he would request more time to be able to review the new materials but would also request an architectural drawing. Ms. Schaffer stated that her business functions very well, as it is but she needs more space to hire a helper and enlarge her area. Jock Winch stated that the applicant's wants do not trump the laws. Rob Fitzsimmons then stated that the Board does not want the applicant to go through a wild goose chase and that the Board requested an architectural drawing showing old to new but the applicant is hesitant to provide. Rob Fitzsimmons then asked the Board members their opinion. Jock Winch stated that he feels the applicant will not be able to prove that it is not a self-imposed hardship. Paul Gundrum stated that he has issue with doubling the footprint of the residence. Ms. Schaffer stated that she is not doubling the footprint because her current home is 2,050 square feet. David Graziano informed the applicant that in order for the Board to grant a Variance all the criteria for approval need to be met and the applicant is failing on many of them. Ms. Schaffer then asked the Board at what point would they allow for an Area Variance. Rob Fitzsimmons stated that setbacks, sideline, distances from septic and well, and mistakes in constructions but usually small non-diminutive issues. Ms. Schaffer then asked if the Comprehensive Plan is close to approval and if she will be allowed the expansion at that point. Rob Fitzsimmons stated that the Comprehensive Plan is a couple of years before complete and then it needs to go into public comment portion. Ms. Schaffer then asked if an Area Variance is the only way for Home Occupation growth. Rob Fitzsimmons stated yes by TOC ZBA laws. Ms. Schaffer then stated she wished that she were informed better at the previous meeting that this is such a difficult issue. Ms. Schaffer continued that she was under the impression after the November/December meeting that the Board did not have any issues with her project. Norma Barnard stated that the statement was untrue and she informed the applicant that she did take issue with the fact that it looked as if the applicant was constructing an addition solely for the expansion of her Home Occupation. Ms. Schaffer continued that she is confused with the issues of the Board and why they are requesting architectural drawings. Ms. Schaffer continued that this request would cost a great amount of money and she has already spent hundreds of thousands of dollars on this project and is at this point very hesitant to spend more. Rob Fitzsimmons stated that the scope of the project was substantial with the addition and therefore requires a more detailed Site Plan. Skip Hover audience member informed Ms. Schaffer that the minutes for the November/December meeting did show that the Board asked her to provide detailed architectural drawings. Ms. Schaffer stated that she did provide the Board with elevation drawings. Jock Winch stated that elevation drawings are not what the Board asked for and want to see architectural drawings. Ms. Schaffer then asked what the sense of an Area Variance is. Rob Fitzsimmons then informed the applicant that if she constructs the 1,000 square foot addition she can still only use 500 square feet for her Home Occupation and the TOC Building Department will inspect to make sure this is being met. Norma Barnard then asked if the NYS DOT. Ms. Schaffer stated that she has spoken to the NYS DOT regarding the curb cuts. Rob Fitzsimmons informed the applicant that the Board members have made it clear that they will not grant 1,000 sq. ft. addition solely for the home occupation but could use only 500 sq. ft. of the 1,000 sq. ft. addition for the Home Occupation and further suggested the applicant revise the variance and addition and also get a copy of the TOC Zoning Laws available at the Town office.

Motion to deny Area Variance of Ms. Gail Schaffer to expand her current 500 square foot Home Occupation to 1,000 square foot and re-locating the Home Occupation into a newly constructed 1,000 square foot addition was made by Jock Winch with a second from Chairman Frank Clegg. All members were in favor. Motion to deny approved.

Ms. Schaffer then stated that she needs the additional 500 square feet to be able to hire a helper, which is allowed within the Home Occupation guidelines, and she needs more space to be able to perform her job. Rob Fitzsimmons then informed Ms. Schaffer that she could submit a different plan but would only be able to use 500 square feet for her Home Occupation. Ms. Schaffer then stated that the Board did not suggest any other options for her and she is upset with the way she is being treated. Rob Fitzsimmons informed Ms. Schaffer that the TOC ZBA laws state that a Home Occupation should be within the home. Ms. Schaffer argued that she is unable to perform her occupation within the allowed 500 square feet and needs the addition to get her office out to re-gain her living space within her home. Ms. Schaffer then asked the Board members what amount of additional area would they be inclined to approve. Rob Fitzsimmons then informed Ms. Schaffer that the Board has made a final determination regarding her application.

Motion to adjourn the meeting was made by David Graziano with a second from Norma Barnard. All in favor. Motion approved.
Meeting adjourned at 10:25 p.m.

Respectfully submitted,

Jodi Keyser
Secretary