

**TOWNSHIP OF WEST MILFORD
PLANNING BOARD**

MINUTES

December 7, 2017

Regular Meeting

Chairman Christopher Garcia opened the December 7, 2017 Meeting of the West Milford Planning Board at 7:31 p.m. with a reading of the Legal Notice, followed by the Pledge of Allegiance.

ROLL CALL

Present: Mayor Bettina Bieri, Linda Connolly, Chairman Christopher Garcia, Andrew Gargano, Warren Gross, Douglas Ott, Michael Siesta, Councilman Luciano Signorino (7:35), Geoffrey Syme, Glenn Wenzel, Board Attorney Thomas Germinario, Board Planner Chuck McGroarty, Board Engineer John Hansen.

Absent: Alt. #1 Steven Castronova.

Chairman Christopher Garcia requested Alternate #2 Michael Siesta to sit on the Board for Councilman Signorino until his arrival. He further advised that a quorum was present to hold this regular meeting.

PUBLIC PORTION

Chairman Christopher Garcia advised that the Board would change the agenda sequence to hear the new application first. He then opened the meeting for public comment on matters not currently pending before the Board. A resident addressed the Board and advised that he received a notice about a soil permit with variance application. Chairman Garcia noted that his comments could be heard with the application. With no one else present requesting to address the Board, Chairman Garcia **closed** the public portion on a **motion** made by Andrew Gargano with a **second** by Linda Connolly.

APPLICATIONS

NEW APPLICATIONS

ASHLEY SCATTERGOOD-TOOEY

Major Soil Fill Permit & Bulk Variance #PB-07-17-02

Block 1301; Lot 1

104 Carmel Road; R-2 Zone

Seeking: Major Soil Fill Permit for importing 2257 cubic yards of soil fill to a residential site, with a bulk variance requested for a proposed accessory structure where 1500 square feet is permitted and 1705 sq. ft. is proposed.

Chairman Christopher Garcia announced the application for Ashley Scattergood Tooley and inquired who was present to represent the applicant. He then stated for the record that Councilman Signorino had arrived at the meeting (7:35) and asked Mr. Siesta to return to the position of alternate member. Ms. Scattergood Tooley introduced herself to the Board and advised that she would defer to her engineer, Douglas McKittrick, P.E., 2024 Macopin Road, West Milford, NJ who was present on her behalf. Mr. McKittrick advised that he received the Planning Board Engineer's report from Ferriero Engineering, as well as the comments from the WM Environmental Commission regarding the major soil movement/placement permit application, the subject of this hearing. He noted that one of the main issues identified is the concern about wetlands on the property, and he acknowledged that there are clearly wetlands on site. The surveyor who conducted the survey for this property located what he believed to be the edge of the wetlands on the site, but it was not a formal delineation. He requested that the Planning Board allow them time to conduct a formal delineation on the site to determine how far the wetlands are from the soil movement activity. If it is determined that the wetlands are closer than what they believe them to be, the applicant will need to go to the NJDEP to ascertain if a permit is needed.

In view of this, Mr. McKittrick requested an extension from the Board on this application so that a determination from the NJDEP can be obtained. He did not feel it was prudent to go through testimony and approve a plan that may be negated if they have to comply with something different which the NJDEP may require. When Mr. Germinario inquired how long this may take, Mr. McKittrick observed that it could take up to 90 days, or more if a Letter of Interpretation is needed. He did not want to waste the Board's time if they find that a NJDEP application is necessary. John Hansen, Board Engineer, inquired whether a wetlands

delineation was conducted by a wetlands expert, and Mr. McKittrick advised that it was not. Mr. Hansen suggested that the applicant should contact a wetlands specialist to determine the locations of the wetlands on the site and return to the Board with a report certifying the distance of the wetlands to the proposed soil movement activity. Mr. McKittrick suggested that they may be able to return to the Board with the results determined by a wetlands expert, and concurrently have an L.O.I. submitted to the NJDEP if it turns out that this is what is required. Mr. Germinario requested that a date be specified for the applicant to return to the Board with the report from a wetlands specialist. Mr. McKittrick advised that 3 months would be a realistic timeframe for the wetlands report that would tell them where they should be going, but not enough time for an L.O.I. If the report determines that they are closer to the wetlands than 150 ft., the maximum wetlands buffer under the wetlands regulations, the applicant could return and advise the Board and another date would have to be scheduled based on the permits that would be required and completed. Chairman Garcia noted that March 1 and March 22, 2018 were the scheduled Planning Board meeting dates in March. Mr. McKittrick suggested that March 22, 2018 would be the best date to return to the Board, (adding that it will officially be Spring by then.)

Board Member Glenn Wenzel inquired what the status was regarding the soil stabilization on the slope, and Mr. McKittrick responded that it was fairly compacted and he did not detect any substantial erosion that he was concerned about. He noted that the soil mining ordinance permits a 45 degree slope, but the slope on the applicant's site was less than that, and although it was not stabilized with vegetation, he was fairly comfortable with the condition of the slope. He suggested that it would be helpful to install silt fencing at the bottom of the slope as part of the soil erosion sediment control measures to prevent any erosion from going into the wooded area beyond the bottom of the slope. Mr. McKittrick advised that the applicant has a soil erosion plan that has been approved by the Hudson Essex Passaic Soil Conservation District (HEPSCD) and it would be his recommendation to install those features now. Mr. Hansen concurred with the soil erosion measures that are proposed. Mr. Germinario suggested that Mr. McKittrick remain in contact with the Board Engineer's office on the issues that were raised in Mr. Ferriero's report, and Mr. McKittrick agreed to this. Mayor Bettina Bieri inquired about insuring that the soil erosion work is completed, and Mr. McKittrick responded that they are required to notify Glen Van Olden and the HEPSCD and get their approval prior to beginning work on any soil erosion measures. Mr. Germinario noted that the applicant was responsible for completing this work and contacting a wetlands expert, but if they fail to do so and returned to the Board, the Board has the discretion to deny the application without prejudice. Mr. McKittrick stated that it was the intention of the applicant to get this corrected, completed and legally approved.

Chairman Christopher Garcia inquired whether this matter should be open to the public, and Board Attorney Thomas Germinario noted that nothing has happened on the application, but inquired of a resident who was present at this meeting if he felt a need to comment on this matter. The resident indicated that he had no comment at this time. Chairman Garcia announced the carry of this application to March 22, 2018. Mr. Germinario advised that no motion from the Board was necessary, but determined that the applicant would be required to re-notice the new hearing date due to the length of time between this date and the March 22, 2018 carry date. Mr. McKittrick clarified that the deadline for noticing was 10 days before the meeting date. Councilman Signorino inquired if the Board was aware of any residents who may have issues with the application, and the Board Secretary advised that she had not received any requests from the public to review the plans regarding this matter. Mayor Bieri noted that carrying this application to March was to accommodate the applicant's request [to secure a wetlands report]. Ms. Scattergood-Tooney and Mr. McKittrick thanked the Board for their time and left the meeting.

LAND USE PLAN ELEMENT OF THE TOWNSHIP MASTER PLAN – Public Hearing

Board Planner Chuck McGroarty was present to provide an overview of the most recent draft Land Use Plan Element of the Township's Master Plan. Mr. McGroarty reported that it had been 30 years since the last comprehensive Master Plan document was developed and the document was a bit atypical of the usual master plans. He noted that much has transpired with new zones. He proceeded to review the changes in the proposed LUPE:

Public Conservation Zone – this would include public lands in the Township that would be under one zone, including state park land, as well as federal, county and Board of Education lands. This comprises approximately 17000 acres, but does not include Newark Watershed land. He observed that although the majority of the public land is zoned residential, it made sense for the zoning map to reflect them as public lands. With regard to rezoning, the site known as New City was designated as a Historic Preservation District with low density

zoning, but since the buildings have been removed, either due to deterioration or arson, it did not make sense to keep the old zoning designation. With regard to the Office Research Zone, Mr. McGroarty reported that most of the lands were owned by the NJDEP, with some under the ROSI and some under the ownership of Newark Watershed, but these should be included in the public lands zone, with others included in the R-4 Residential. With regard to the Special Housing District Overlay, he recommended that these be changed to low density residential. Referring to certain properties in the Community Commercial Zone, Mr. McGroarty recommended that they be downzoned to Neighborhood Commercial to create a less intensive neighborhood since the use of public water and sewer is no longer feasible. Mayor Bieri inquired if this would benefit the business community and Mr. McGroarty responded that it would be more advantageous since they would be able to meet the bulk standards under the NC zoning. He noted that this will set the foundation for future zone changes.

Mr. McGroarty then referred to a small portion of lots in Upper Greenwood Lake (Hewitt) that are currently zoned Community Commercial which should be changed to Lake Residential, making it compatible with surrounding residential zoning. He noted that this was a recommendation of the Board of Adjustment from their annual reports as far back as 2003. He also observed that for the homeowner refinancing or purchasing, it may cause issues if the house is in a commercial zone that is clearly residential. With regard to Lake Residential (LR) Zones, the Master Plan Committee reviewed the prior recommendation that the lot sizes be reduced to 10,000 square feet, but it appeared that it could undermine the lake residential zone and, with the Highlands legislation, it would be almost impossible for development on a lot with less than the current minimum lot size of 20,000 square feet. Referring to the Board of Adjustment's annual reports which noted that they have numerous bulk variances as a result of the lake residential minimum lot size requirement, Mr. McGroarty suggested that the zoning setbacks should be reviewed, but the lot sizes should remain at one half acre.

Mr. McGroarty advised the Board that he had been working with the Township to modify the LMI (Limited Manufacturing and Industrial) Zone to permit recycling as a permitted use. The Planning Board is required to review the zoning ordinance for inconsistencies with the Master Plan, adding that it would be inconsistent as currently established by ordinance. He stated that the new Land Use Plan Element promotes this type of (recycling) activity. Board Member Warren Gross commented that advanced composting procedures may eventually move these types of facilities into residential areas. Mr. Gross then commented about the LR Zone and inquired if a community had sewer and water, would Mr. McGroarty recommend 10,000 s.f. lot sizes. Mr. McGroarty responded that zoning and land use can be examined and re-evaluated, and although it is unusual to go 30 years without a full Master Plan report, re-examination reports can be completed every 10 years. He noted that the intent of the Land Use Plan Element is not to recommend the intensification of development, but to reflect the reality with the Highlands' regulations and all the public land ownership in the municipality. With regard to reducing the lot size requirements, Mr. McGroarty suggested that the purpose of the LR Zone should be examined for possible modification, and it may be necessary to zone it differently to accommodate lower lot sizes with sewer and water utilities.

As for approval of the new Land Use Plan Element, Mr. McGroarty advised that it could be approved by the Board at this meeting, and re-visited for any revisions at a future time. Mr. Gross further inquired if it was wise to suggest a change in the zoning from Commercial to Residential, and Mr. McGroarty advised that for the specific Upper Greenwood Lake lots, it was recommended since they are residential single family lots. Councilman Signorino confirmed that the UGL lots are, in fact, residential, although they are zoned Commercial. Board Member Michael Siesta inquired whether the Township should send notice to the property owners that the re-zoning was recommended, and Mr. McGroarty responded that if the Township decides to actually re-zone those properties, they will be responsible for sending notices. Mr. Siesta expressed concern that this may remove a future value for the lots, and Mayor Bieri commented that Council action would still be needed prior to any zone changes. Mr. McGroarty noted that it would be appropriate to notify the lot owners that would be affected if the Council was considering zone changes. Board Attorney Thomas Germinario advised that the M.L.U.L. required notification of the affected property owners if there are any zone changes proposed by a municipality, with a first reading, public notice, second reading and public hearing prior to approval of any zone changes. Mayor Bieri asked for clarification of the parties who would be notified with any zone changes, and Mr. Germinario advised that it would be the properties with the use that pre-dates the plan. Mayor Bieri inquired about Newark owned properties since they were not going to be re-zoned, and Mr. McGroarty advised that most of Newark properties are in the westerly portion of the Township in the R-4 Zone. Regarding the Office Research Zone, which is owned by Newark, these properties are adjacent to public lands and it was determined that they should

be included in the Public Land Zone. Mr. McGroarty stated that the goal is to include all the lands that are public ownership in the LUPE, and when the Township is at the point of rezoning, the block and lots and details of the property owners will be evident, adding that there may be additional properties that may needed to be included in the zone change designation.

The hearing on the Land Use Plan Element of the Township of West Milford Master Plan was opened to the public by Chairman Christopher Garcia. The following persons addressed the Board regarding this matter:

Anthony Pateri, Marshall Hill LLC, 680 Passaic Avenue, Clifton, NJ, addressed the Board regarding his property on Marshall Hill Road which comprised the West Milford Lake, surrounding property and dam. He commented that he has been working with the NJDEP to secure approval of the plans for breaching the dam at the lake. He observed that the lake, encompassing approximately 10 acres, had been drained, but will serve as a retention area during heavy storms to prevent damage to properties downstream of the lake and dam. He inquired about the zone of the former clubhouse property for West Milford Lake, and noted that it was never used as a residential site. He stated that that he planned to come before the Planning Board with a development plan for reconstruction of the corner of the property. Mr. McGroarty advised that the L.U.P.E. before the Board at this meeting did not include any reference to the site that he was discussing, and he was not aware of any issues. He noted that zoning can be examined, and the Board can always review the matter and prepare a Master Plan Re-examination report, if necessary. Mr. Pateri inquired what zone his property was in, and Mr. Gargano commented that the properties and zones they were discussing with the L.U.P.E. did not address any properties that he would be affected by. Mr. Pateri commented about the construction at the West Milford Shopping Center and wondered if the land use plan took into consideration a Town Center zone. Mr. McGroarty advised that this would no longer be possible under the Highlands legislation since a Town Center designation would require higher density and public water and sewer, with re-development of an existing site as a possibility. Mr. Pateri suggested that his property would qualify as a re-development site, and Mr. McGroarty advised that he was not aware of the particulars of his site, but outlined the two main requirements for re-development under the Highlands Act: 70% of impervious cover is required, or it has to be a brownfields site. Many sites have difficulty in complying with the 70% of impervious cover. Mr. Pateri inquired whether 14 acres, with 10 acres of water, would be considered impervious, and Mr. McGroarty responded that water is pervious, so the site he referred to would not qualify as a re-development site.

With no further comments from the public, the Public Portion of this hearing for the Land Use Plan Element was closed on a motion by Andrew Gargano, with a second by Linda Connolly.

RESOLUTION NO. 2017 - 08

RESOLUTION OF THE TOWNSHIP OF WEST MILFORD PLANNING BOARD ADOPTING THE TOWNSHIP OF WEST MILFORD MASTER PLAN LAND USE PLAN ELEMENT

A **motion** was made by Andrew Gargano, with a **second** by Linda Connolly to **approve** the adoption of the Township of West Milford Master Plan Land Use Plan Element.

Roll Call

Yes: Mayor Bettina Bieri, Linda Connolly, Andrew Gargano, Warren Gross, Douglas Ott, Councilman Luciano Signorino, Geoffrey Syme, Glenn Wenzel, Chairman Christopher Garcia.

No: None.

Motion approved.

Mr. McGroarty advised that Board that he would provide a clean signed and sealed copy to the Board Secretary for distribution. Mr. Gargano thanked Mr. McGroarty for all the work that he devoted to developing this document with the Master Plan Committee over the past several years, and noted that this was the result of numerous meetings to discuss what has become the final document presented at this meeting.

ORDINANCES REFERRED FROM COUNCIL

RESOLUTION NO. 2017 - 09

IN THE MATTER OF MASTER PLAN CONSISTENCY DETERMINATION OF ORDINANCE NO. 2017-018, AN ORDINANCE OF THE TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, STATE OF NEW JERSEY TO AMEND CHAPTER §500, ZONING, ARTICLE VI, ENTITLED "LIMITED MANUFACTURING AND INDUSTRIAL", SECTION §500-45, ENTITLED

“PURPOSE” TO INCLUDE DEFINITIONS AND ESTABLISHING SECTION §500-47.1 ENTITLED “CONDITIONAL USES PERMITTED IN THE LIMITED MANUFACTURING AND INDUSTRIAL ZONE” OF THE REVISED ORDINANCES OF THE TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, STATE OF NEW JERSEY

Mr. Germinario advised that the ordinance referred from the Council was included as one of the zone changes referenced in the L.U.P.E. that the Board just adopted. Board Member Linda Connolly inquired about B-3 and questioned the 25 feet from a property line noted in the ordinance. Mr. McGroarty advised that the distance would be 300 feet from a residential structure.

Following a brief discussion on the merits of the above referenced ordinance, and following a determination with regard to any inconsistencies with the Master Plan, a **motion** was made by Andrew Gargano, with a **second** by Mayor Bettina Bieri to **approve** Resolution No. 2017 - 09.

Roll Call

Yes: Mayor Bettina Bieri, Linda Connolly, Andrew Gargano, Warren Gross, Douglas Ott, Councilman Luciano Signorino, Geoffrey Syme, Glenn Wenzel, Chairman Christopher Garcia.

No: None.

Motion approved.

RESOLUTION NO. 2017 – 10

IN THE MATTER OF MASTER PLAN CONSISTENCY DETERMINATION ORDINANCE NO. 2017-017, ORDINANCE OF THE TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, STATE OF NEW JERSEY AMENDING AND SUPPLEMENTING CHAPTER §470, “SUBDIVISION OF LAND AND SITE PLAN REVIEW,” SECTION §470-15.1, “WATER SUPPLY AND WATER QUALITY REQUIREMENTS,” PART B, “DEFINITIONS,” PART D “AQUIFER TEST AND HYDROGEOLOGIC EVALUATION,” AND PART E, “WATER QUALITY EVALUATION” OF THE REVISED ORDINANCES OF THE TOWNSHIP OF WEST MILFORD, COUNTY OF PASSAIC, STATE OF NEW JERSEY

The Board Attorney advised that the amendments to the existing aquifer ordinance were the result of numerous discussions and reviews by the Ordinance Committee, the Board’s hydrogeological consultant, and the Planning Board, and this revised ordinance is not inconsistent with the Township’s Master Plan.

A **motion** was made by Mayor Bettina Bieri, with a **second** by Glenn Wenzel to **approve** Resolution No. 2017 - 10.

Roll Call

Yes: Mayor Bettina Bieri, Linda Connolly, Andrew Gargano, Warren Gross, Douglas Ott, Councilman Luciano Signorino, Geoffrey Syme, Glenn Wenzel, Chairman Christopher Garcia.

No: None.

Motion approved.

NEW OR ONGOING BUSINESS

West Milford Historic Preservation Commission Design Guidelines & Draft Ordinance

– Chairman Garcia advised that this matter was pending review with the Ordinance Committee and more feedback from the Historic Preservation Commission. Planner Chuck McGroarty commented that the HPC ordinance exists, and although there were some minor language changes, the objective was accomplished a long time ago and the design standards had no bearing on the ordinance.

West Milford Board of Adjustment 2016 Annual Report – With regard to the BOA Annual Report for 2016 recommendations on height of accessory structures, Chairman Garcia advised that these could be reviewed in the upcoming year with the Ordinance Committee.

Bed & Breakfast and Airbnb Facilities – With regard to the Airbnb facilities that the Board was to comment on per a request from the Township Administration, Chairman Garcia advised that these could be reviewed in the new year with the Ordinance Committee and the new Planner. Councilman Signorino commented that several towns have had some negative comments on the Air BNB’s and the Council wanted to know if there was any update on this matter.

ORDINANCES FOR INTRODUCTION – None.

BOARD PLANNER'S REPORT – Chuck McGroarty thanked the Board for the opportunity to work with them and commented that he will miss the Board, but he was given an opportunity to work full time in another municipality. Chairman Garcia thanked him for all his efforts on behalf of the Board and Mayor Bieri commented that he was a true professional. The Board thanked him for serving them and wished him well in his new position.

BOARD ATTORNEY'S REPORT – None.

BOARD ENGINEER'S REPORT – None.

MISCELLANEOUS

Amend By-Laws To Reflect Meeting Time Change to 7:00 pm.

Mr. Germinario advised that he reviewed the Board's By-Laws and there was no need to formally amend the By-Laws, nor is a resolution necessary regarding the meeting time change.

Invoices

The invoices for September to November 2017 were unanimously **approved** on a **motion** by Andrew Gargano with a **second** by Linda Connolly

MINUTES

Approval of Minutes from the November 2, 2017 Regular Planning Board meeting were **approved** on a **motion** by Andrew Gargano with a **second** by Geoffrey Syme.

MEMORIALIZATIONS – See above.

The following correspondence items were reviewed and filed:

Highlands Water Protection and Planning Act Correspondence

1. Highlands Act – Exemption #5 Qualification Notice, received from the Highlands Council, dated October 11, 2017, for Block 1301; Lot 1, 104 Carmel Road, regarding the construction of a shed as an improvement to a single family dwelling, advising that this project qualifies for a local exemption under the Highlands Act.
2. Highlands Applicability Determination application copy, dated October 9, 2017, received from Environmental Construction and Houser Engineering regarding 99 Long Pond Road, Block 4106; Lot 1, for the subdivision of an existing lot (former Awosting Clubhouse site) into two lots for the purpose of constructing a single family dwelling on each lot.

NJ Department of Environmental Protection Correspondence

1. NJDEP No Further Action correspondence dated November 2, 2017 regarding the removal of a 550 g #2 H.O. UST and remediation at 11 Wanaque Road, Block 4108; Lot 5.
2. Suspected Hazardous Spill notification dated November 4, 2017 received from the NJDEP for Uptime Radiology, 1018 Westbrook Road, Block 5009; Lot 15, regarding a hydraulic oil truck line spill of 2 gallons, with clean up scheduled.
3. Suspected Hazardous Spill notification dated November 4, 2017 received from the NJDEP for Coyman, 6 Yellowstone Avenue, Block 3703; Lot 15 regarding a hydraulic oil line break in equipment, with clean up in progress.
4. Suspected Hazardous Spill notification dated November 4, 2017 received from the NJDEP for Kapusta, 40 Stephens Road, Block 7701; Lot 19 regarding an oil spill in basement from September 2017 – with no clean up done to date.
5. Suspected Hazardous Spill notification dated November 1, 2017 received from the NJDEP for Ballacera, 66 Goldfinch Road, Block 201; Lot 24 regarding an oil spill in basement from faulty oil filter - cleanup is pending.
6. Suspected Hazardous Spill notification dated November 13, 2017 received from the NJDEP for 63 Marshall Hill Road, Block 6303; Lot 9 regarding a motor vehicle accident resulting in a motor vehicle fluid spill, with clean pending.
7. Notification of a subsurface sewage disposal system alteration received from Eid & Laptko, LLC for 20 Circle Drive, Block 16307; Lot 1 and a pending application for a GP 25 from the NJDEP.

8. Notification of a subsurface sewage disposal system alteration received from Eid & Laptka, LLC for 5 Twin Oaks Trail, Block 3001; Lot 10 and a pending application for a GP 25 from the NJDEP.

Miscellaneous

1. Hudson Essex Passaic Soil Conservation District certification of a soil erosion and sediment control plan, dated October 20, 2017 received for Jehlen Somerville Single Family Dwelling Reconstruction at 37 Somerville Road, Block 3012; Lot 1.
2. Hudson Essex Passaic Soil Conservation District certification of a soil erosion and sediment control plan, dated September 15, 2017 received for Ashley Scattergood Tooley regarding a grading plan for 104 Carmel Road, Block 1301; Lot 1.
3. Hudson Essex Passaic Soil Conservation District certification of a soil erosion and sediment control plan, dated November 27, 2017, received for Joseph Fontana for proposed condos at 165 Lakeside Road, Block 4201; Lot 21 and Block 3406; Lot 23.
4. Notice of Public Hearing on December 11, 2017 at 7 pm - Tuxedo Town Hall, received from the Town of Tuxedo, NY regarding proposed amendments for the Tuxedo Farms Design Guidelines that were approved as part of an Amendment to the Special Permit for Tuxedo Farms (former Tuxedo Reserve) project in April 2015. The hearing will address amendments to the procedural requirements for the design review process for individual buildings and expansion of the permitted building materials.
5. Notification of a Public Hearing from the County of Passaic, dated November 27, 2017, regarding Hazelman Farm's application for Site Specific Agricultural Management Practice recommendation concerning the installation of fencing to control and protect livestock at 778 Macopin Road, West Milford, NJ, Block 12001, Lot 21; Block 12107, Lot 3; Block 12501, Lot 24.

ADJOURNMENT

Prior to adjourning, Chairman Garcia advised that the December 21, 2017 meeting would be cancelled with unanimous approval from the Board. With no other matters to be brought before the Planning Board, Chairman Christopher Garcia **adjourned** the regular meeting of December 7, 2017 at 8:42 p.m. on a **motion** made by Glenn Wenzel with a **second** by Geoffrey Syme.

Approved: February 22, 2018

Respectfully submitted by,

Tonya E. Cubby, Secretary