

**MEETING MINTUES**  
**BYRAM TOWNSHIP PLANNING BOARD**  
**MEETING, January 20, 2022**

**CALL TO ORDER**

Chairman Shivas called the meeting to order at 7:30 p.m.

**ROLL CALL**

	Mayor Rubenstein	Chris Franco	Andrew McElroy	Lisa Shimamoto	Marie Raffay	John Morytko	Robert Chozick	Eric Serrilli	Greg Smith	Michael Walsh	George Shivas
Present	√	√	√	√	√	√			√		√
Absent											
Excused							√				
Late								√		√	

Also present: Attorney Alyse Hubbard, Esq.  
 Engineer Cory Stoner, P.E. C.M.E  
 Secretary Caitlin Phillips

**OPENING STATEMENT**

Adequate notice of this meeting has been published specifying the time and place in compliance with the provisions of the Open Public Meetings Act.

**FLAG SALUTE** led by Chairman Shivas

**RESOLUTIONS**

- Appointment of an Attorney—all were in favor.
- Appointment of an Engineer—all were in favor.
- Appointment of a Planner—all were in favor.
- Appointment for Secretary—all were in favor.
- Appointment for Newspaper—all were in favor.

**MEETING MINUTES**

Approval of January 6, 2022 Meeting Minutes

Mr. McElroy motioned to approve the minutes, seconded by Ms. Shimamoto. Below is the vote:

	Mayor Rubenstein	Ms. Franco	Mr. McElroy	Ms. Shimamoto	Ms. Raffay	Mr. Morytko	Mr. Chozick	Mr. Serrilli	Mr. Smith	Mr. Walsh	Chairman Shivas
Motion			√								
Second				√							
Aye	√	√	√	√	√						√
Nay											
Abstain						√			√		
Absent							√	√		√	

Motion carried. Mr. Walsh entered the meeting at this time.

**SUBCOMMITTEE**

Mr. McElroy noted the applicant is looking to put in a pet supply store, and there are no structural changes, parking, or stormwater runoff of concern. The committee felt it met all requirements to be approved as a site plan waiver. Mr. McElroy motioned to approve the application, seconded by Ms. Raffay. The below vote was taken:

	Mayor Rubenstein	Ms. Franco	Mr. McElroy	Ms. Shimamoto	Ms. Raffay	Mr. Morytko	Mr. Chozick	Mr. Serrilli	Mr. Smith	Mr. Walsh	Chairman Shivas
Motion			√								
Second					√						
Aye	√	√	√	√	√	√			√	√	√
Nay											
Abstain											
Absent							√	√			

Motion carried. Mr. Serrilli entered the meeting at this time.

**NEW BUSINESS**

SP9-2021 Byram 206 Developers, LLC, 77 NJSH Route 206, Block 34 Lots 14 and 15, VB Zone  
Amended site plan application.

Chairman Shivas announced this application for Wawa is carried until 02/03/2022. Mr. Walsh motioned to approve the application, seconded by Mr. Morytko. The below vote was taken:

	Mayor Rubenstein	Ms. Franco	Mr. McElroy	Ms. Shimamoto	Ms. Raffay	Mr. Morytko	Mr. Chozick	Mr. Serrilli	Mr. Smith	Mr. Walsh	Chairman Shivas
Motion										√	
Second						√					
Aye	√	√	√	√	√	√		√	√	√	√
Nay											
Abstain											
Absent							√				

Motion carried.

Z20-2021 Stephen Colacurcio, 1 Mansfield Drive, Block 364.01 Lot 1, R-3 Zone

Approval for an existing AC unit in the front yard.

Chairman Shivas announced this application needs to be carried to 02/03 for noticing purposes. Mr. Walsh motioned to approve the application, seconded by Mr. Morytko. The below vote was taken:

	Mayor Rubenstein	Ms. Franco	Mr. McElroy	Ms. Shimamoto	Ms. Raffay	Mr. Morytko	Mr. Chozick	Mr. Serrilli	Mr. Smith	Mr. Walsh	Chairman Shivas
Motion										√	
Second						√					
Aye	√	√	√	√	√	√		√	√	√	√
Nay											
Abstain											
Absent							√				

Motion carried.

Z21-2021 HRS Well Drilling Co., Inc., 54 Route 206, Block 365 Lot 2, VC Zone

Approval for a Certificate of a Pre-Existing, Non-Conforming Use.

Richard Valenti of Morris, Downing & Sherred appeared along with Harry Robert Seybold, sworn in as the principal owner of the company, address 54 Route 206. Mr. Valenti stated there is a right to continue the use on the property after a zoning change. They are requesting a certification of that right for this business. The property has continuously been used as an office space and storage of vehicles, equipment, supplies, and machinery, for use off-site. They don't manufacture or sell anything there. Mr. Seybold bought the business in 1995, and in 1999 gained approval from the Board as a conditional use for an addition to the office. Mr. Seybold is looking to retire and use the sale to help him; the certification from the Board would help in such a sale. The uses that are permitted are what's similar to the use now. Previously it was used for storage of vehicles, and later for cheese storage.

Ms. Hubbard noted this is a fact-based application rather than a variance, so they have the burden of proof to show the use existed prior to the zone. Mr. Seybold bought the property from a Mr. McConnell after being given a year to consider the acquisition. Mr. McConnell was doing bedrock and environmental work; in 1995 Mr. Seybold moved his own operation to this business. The Board granted permission for temporary offices to help the business transition. He received site plan approval and approval for the addition in 1999 from the Board. Mr. Valenti went through this resolution of approval and emphasized that the proposed structure is needed and permitted in the zone and the use of the property already exists. Mr. Valenti confirmed that the 1999 plans submitted accurately reflect the use of the property at the time, including heavy equipment storage and truck parking, drill tool storage, and existing trailers. In 1997, Mr. Seybold was offered an aerial photo of the property via airplane; Mr. Valenti entered **Exhibit A1** of this photo. He confirmed this photo accurately reflects the use of the property, and that the use has been continuous and un-interrupted as an office building and storage of machinery, equipment, supplies and vehicles.

Mr. Seybold has considered marketing the property. About 10 years ago, he was contacted by a company, but they were acquired. Since then he's looked for opportunities, such as selling to key employees through an ESOP and perpetuate the business. He's spoken to drilling contractors who have expressed an interest, along with a landscaper and a developer. He needs a resolution from the Board to help with any contracts, to clearly state the uses. He has not intended to abandon the use of the property, and considered part-time consulting to help with engineering and management, and

introduce the buyer to their clientele. Mr. McElroy confirmed all the storage is part of the current business. They have allowed some people to park cars but not for long and not for revenue. The storage is tied to the office building.

Chairman Shivas opened to the public, and no one spoke so Chairman Shivas closed to the public.

Ms. Hubbard confirmed the zoning changed in January of 2004 to the VC district. Mr. McElroy asked Ms. Hubbard about the use and the company, and if the approval of the use ties to the type of storage. She said the resolution should be drafted to reflect that the office use is permitted similar to the office use now, with related outdoor storage for off-site work. Mr. Valenti noted an example would be a landscaper, using it as his office and storage of his landscaping equipment, but no use of it on site. Mayor Rubenstein said the outdoor storage must be coincidental with the operation of the office business. Ms. Raffay asked if this inhibits the integrity of the VC zone. Ms. Hubbard noted that section 68 provides that because they've existed, they have the right to continue to exist.

Mr. Walsh motioned to authorize Ms. Hubbard to draft a certificate memorializing the pre-existing non-conforming use of the property, seconded by Mayor Rubenstein. The below vote was taken:

	Mayor Rubenstein	Ms. Franco	Mr. McElroy	Ms. Shimamoto	Ms. Raffay	Mr. Morytko	Mr. Chozick	Mr. Serrilli	Mr. Smith	Mr. Walsh	Chairman Shivas
Motion										√	
Second	√										
Aye	√	√	√	√	√	√		√	√	√	√
Nay											
Abstain											
Absent							√				

Motion carried.

SP2-2021 Matthew Akerman, 34 Route 206, Block 40 Lot 15, VB Zone

Variations for outdoor storage, conducting wood sales, and using land for a non-permitted use.

Mayor Rubenstein and Ms. Franco stepped down from the hearing of this application, and Mr. Smith recused himself. Matthew Akerman of 34 Route 206 was sworn in, along with Mr. Daniel Benkendorf of Askin and Hooker. Mr. Benkendorf noted the property currently operates as a pre-existing non-conforming, single-family dwelling. They are requesting a D1 use variance, site plan waiver, and bulk variances. He said around six years ago Mr. Akerman found himself with an excess of firewood he uses to help heat his home. He recognized a local need for firewood; the business is typically seasonal, with more in the winter. When business is at its peak, there are two loads of logs per month delivered on one side of the driveway. The logs are cut, split, and piled on the opposite side of the driveway where they're picked up or delivered. The pick-ups occur 2-3 times per week, and they are scheduled one at a time, and no pick-ups are done when he's delivering firewood, which is done 2-3 times per week. Deliveries are done in Mr. Akerman's pick-up truck, which holds a half-cord of firewood. The applicant is amenable to limiting chainsaw usage and pick-up times, loading times, and any buffering and plantings if needed. Mr. Benkendorf confirmed with Mr. Akerman that everything stated is accurate. Mr. Akerman added the majority of customers are local, and deliveries are within 10 minutes of his home. Ms. Hubbard asked how he found his customers; he noted originally he advertised the wood on Craigslist, but now everyone is a repeat customer and there's no advertising on site. The wood is sourced from Sussex County, from Alonso at All Access Tree Service, who get their logs from their own cutting. They're not sourcing wood for Mr. Akerman.

Ms. Raffay asked the size of the vehicles coming to his property. Mr. Akerman said 80% are pick-up trucks, and most of those have 6ft beds. Rarely, a mason dump will come to fill up, or a small trailer. The log trucks come twice a month with a large dump truck and drive in and make a U-turn. These trucks can hold about 20 fifteen-foot logs. Ms. Hubbard confirmed the height of winter for Mr. Akerman is September through March; in the summer he gets one delivery every two months. Mr. Walsh asked what equipment is used to offload and load the wood; Mr. Akerman said none—he has a small tractor that doesn't run, so everything is by hand. The logs are dumped from a bed and are cut right there with a chainsaw, and thrown into the pile across the driveway. Mr. Walsh confirmed the mason dump is loaded by hand. Ms. Raffay asked about trailers; Mr. Akerman said those are small. Mr. Benkendorf confirmed only one vehicle at a time comes to pick wood up. Mr. Walsh noted that the pick-up trucks take about a half a cord, and a mason dump would take more. He asked if the mason dumps have trailers; Mr. Akerman said no, no one buys in that quantity. Ms. Hubbard confirmed none of the trees growing on the property are cut down.

Ms. Raffay asked what happens when the company comes in with a larger trunked tree; Mr. Akerman said that rarely happens because he can't handle that, but it goes behind the split logs. Mr.

Benkendorf confirmed with Mr. Akerman he'd stipulate to no crane trucks dropping off logs. Mr. Walsh asked if the driveway is passable when the dump trucks are there; Mr. Akerman said yes. Mr. Akerman noted that the logs are dumped on the side of the driveway. Ms. Hubbard asked how long it takes to pick up 15-20 logs; i.e. how many pick-ups over what timeframe. Mr. Akerman said about 15 pick-up trucks over one delivery of logs. Mr. Stoner noted the stonework currently was not there a few months ago when Mr. Stoner inspected. He confirmed there will be no logs on the south of the driveway, all of it will be on the north. The pile of unsplit logs is now around 20 feet long and he's looking to shrink that and move everything to the left/north of the driveway. The split wood area is around 87 x 22 in size. Mr. Stoner asked how he'd define that new area to keep everything contained. Mr. Akerman said he's ok with what the Board dictates. Mr. Morytko confirmed this started around 2015 and it's gotten larger since then.

Chairman Shivas opened to the public, and no one spoke so Chairman Shivas closed to the public.

Mr. Mark Gimigliano of 21 Bowling Green Parkway in Lake Hopatcong was sworn in. He's a professional engineer licensed in NJ since 2008, and works as an environmental scientist as well, writing environmental impact statements. He's presented in front of Boards in Andover, Roxbury, Frankfort, and Wantage and his license is in good standing. He discussed the map of the property and two aerial images of the property, **exhibit A1**. Mr. Akerman shows how people navigate the driveway, coming north on Route 206 and turning right into the driveway and making a U-turn. The right side is the unsplit log pile, and is 20 ft wide and 23 feet deep. The area has been updated with filter fabric and ¾ inch stone. The split log pile will be reduced and the unsplit logs will be moved over to that pile. The left-hand pile is 87 feet long and 22 feet deep. Mr. Walsh confirmed nothing will be on the right, and the entire wood area will be 87x22; Mr. Akerman is okay delineating the area.

Ms. Shimamoto discussed the history of the property. Her main issue is the outdoor storage, and it being in the front yard. She noted that when he came to the Board a few years ago, it was also for the firewood. Mr. Akerman said that application was for a shed in the front yard; the Board brought up the firewood at that time, but his application was never for the firewood. Chairman Shivas said there was a fence with a height issue, a shed, and a deck going to the pool. At that time, there was a public comment about the firewood. Ms. Shimamoto said when the firewood was brought up, they were told it was for personal use, and no business was taking place. She also noted Mr. Akerman told them he gives firewood to friends and neighbors, but doesn't sell it. Mr. McElroy noted the resolution for that meeting was November 5, 2019 and discussed the firewood. Ms. Shimamoto remarked that since he told them at that time that there was no business, and has confirmed at this meeting that sales began in 2015-2016, that the information at the 2019 meeting was not true. Mr. Akerman said he was selling at a small scale, and that at the time of the meeting he told them that if someone stopped in and asked if he sold firewood, he'd offer to fill up their truck. He ad on Craigslist was after that, and was listed for about a year.

Mr. Gimigliano went over his EIS, including the impact on Lubber's Run. There are wetlands in the area, and the wood is located in the transition area. There's no changes in grade or stormwater runoff, so this would likely be a permit by rule or not regulated by the DEP, so he recommends sending a review to the DEP and seeing if a permit is needed. He recommends silt fence be installed around the wood piles. There is potential for erosion, so the fence will protect the stream and define the limits of the area. Mr. Benkendorf asked about the site plan waiver; Mr. Gimigliano said there's no additional parking or substantial changes, so he thinks this is why a waiver is appropriate. He also noted that with other commercial businesses, more parking would be needed, increasing the impervious coverage. He affirmed that the turnaround area is sufficient for vehicles, and no one has to back in or out. Mr. Gimigliano said any other commercial use that requires additional parking would likely have a larger impact on the stream.

Chairman Shivas asked about Exhibit A1, confirming those are the current conditions. Mr. Akerman said the split logs will be reduced by 25%, and the other 25% of the area on the north/left would be the unsplit logs. Ms. Raffay asked if he can run the business with this reduction in size. Mr. Akerman said at around 75% capacity, yes. As of now, the unsplit logs are a quarter of what is depicted in the photo presented. Chairman Shivas said he doesn't see any plans for the proposed changes. They've seen the past and what's current, but need the goal to be mapped out. The Board needs the dimensions and the position of the wood storage. He confirmed the end numbers will be 87 x 22, and it'll be 105 feet from the road as it is now. Mr. Stoner confirmed the area will be enclosed with a silt fence, and a cleaned up copy of the plans will be submitted. Mr. Walsh said the plans are not consistent with the violation issued, or the photos from 2020, or the submitted plans; he wants the end goal laid out with the delineations, distances, etc. Chairman Shivas said he'd also like to see how the silt fence will be laid out. Mr. McElroy asked why the logs can't be in the back area, since it would hide them more and help with circulation. Mr. Akerman said if that's better for the Board then he's ok doing that. Chairman Shivas agreed saying a large issue is that the storage is in the front yard. If it was further back it may be a larger distance from Lubbers Run. Mr. McElroy said this can be

reflected in the updated plans. Ms. Hubbard confirmed the driveway is rectangular at the top.

Mr. Morytko expressed concern about the floodplain area, and how to better show that the wood is in a safe area. He noted he needs to see everything clearly marked to make sure, and asked the impact if it was in the floodplain. Mr. Gimigliano said he'd recommend this be moved if it posed any issues. Mr. Stoner said they'd have a permit by rule for the flood hazard consideration, and doubts they're in the floodplain, but noted they're in the wetland buffer. They'd need to submit documentation to the DEP to determine if they need any further work. Mr. Stoner noted there was natural vegetation in the area that the wood is in. The work already done with a landscaper was in already-disturbed land. He's most concerned about the north side of the driveway and along the wood-line, and if there's any fill dropped off. Mr. Akerman said that was a pile from what was excavated, spread on site on the north side of the driveway, and re-seeded. Ms. Hubbard asked if moving the operation back would require getting rid of trees. Mr. Akerman said that area is leaves; there's no trees or brush. Ms. Raffay said on the aerial it looks like there are; Chairman Shivas said he could cut down a few trees to make room and plant some in the old area. Mr. Benkendorf confirmed Mr. Akerman is ok moving the pile to the back of the driveway where the turnaround is, and if any trees are removed, they will be replaced in the old area. Mr. McElroy said he's not comfortable approving this until there are updated drawings.

Ms. Shimamoto asked Mr. Stoner about parking since it now has a business use. Since Mr. Akerman stipulated no one parks there, she's not sure it's needed. Mr. Stoner said this goes along with the waiver request. Ms. Shimamoto noted that if the use changes it may update the need for parking; Mr. Stoner said they may be able to stipulate requirements in the resolution. Chairman Shivas said this is an outside operation, so there's no building required, and therefore no parking required. Ms. Hubbard noted parking falls within zoning, so it may be a variance since there's no building. Mr. Walsh noted that each property has a parking calculation. Mr. Benkendorf noted their Planner can address this.

Chairman Shivas opened to the public. Bill Barrett of 7 Brookwood Road noted that the "undeveloped" woodlands towards the back of the property are not actually undeveloped, but Green Acres preserved property with Lubbers Run Trail. He lives nearby and is concerned about lighting for any night work, and noise from vehicles, machines, or alarms. Ms. Hubbard confirmed no additional lighting is proposed. Chairman Shivas said there's two trucks a month that may have backup noises. Mr. McElroy said it'd be good to explore the hours of operation. Mr. Walsh asked Mr. Barrett if he has an issue with the current operations; Mr. Barrett said no. Mr. Akerman noted he has a full time job, so on weekdays the hours of operation are around 3pm-6pm, never anything in the dark. On the weekends it's typically 10am-6pm; he noted he's not out there all day, more like an hour or two. In the winter it's around 3-5:30pm and weekends 10am-5:30pm. Mr. Benkendorf confirmed the hours of operation for the whole year during the weekdays will be 3pm-7pm, light permitting. On weekends, all year the hours are 10-7pm, light permitting. Mr. Walsh confirmed this is a window of time the work is done, not that the work is going on the entire span. Mr. Barrett noted that he lives close by and doesn't hear anything. Chairman Shivas closed to the public.

Ms. Jessica Caldwell of 145 Spring Street in Newton, the Planner for the applicant, was sworn in. She is licensed in New Jersey and has practiced planning for 22 years, and testified at over 200 Board, including Byram, Stanhope, Netcong, Roxbury, and Rockaway, and her license is in good standing. Ms. Caldwell noted the site is surrounded on two sides by preserved open space, which she believes is a good buffer for the use. It would be difficult to develop the property in any other way because of the buffering and impervious surfaces. Ms. Caldwell said the parking requirements are tied to the use, so bulk standards aren't applicable. If the Board determines there are parking needs, that can be a condition of approval. She noted this site promotes economic development in a way that's suitable to the area. She reviewed Medici case law, noting the site is larger than the minimum required, so there's adequate space and is wooded for buffering. The deliveries are coming through Route 206, so they're not disturbing residential areas. The proposed use is similar to business in the area, i.e., the garden center with outdoor storage and sales of natural products. People rely on firewood for heat, and this is a local, recycled source, so Ms. Caldwell argued this is a positive element. She also discussed negative criteria; no additional development is proposed and the work is set back on the property, and they've had neighbor testimony that there's no noise issue. Chairman Shivas asked her to review the parking. Ms. Caldwell said the parking would be similar to a bulk standard, since the use isn't permitted in the zone, so there's no standard identified in the ordinance. Ergo, the standard is what's proposed and what makes sense to the Board. She noted based on the proposal and testimony, parking doesn't seem suitable. Chairman Shivas added the applicant only handles one customer at a time, so there's no need for backup parking. As long as he follows the criteria provided, he doesn't think parking should be required. Mr. Walsh confirmed Mr. Akerman doesn't currently or plan to have employees. Ms. Hubbard noted they should look into if there's a minimum parking requirement for the area, to see if that classifies as a variance. It can be noted that there's no requirement, and no need for parking.

Ms. Raffay discussed Ms. Caldwell's notes about the positive criteria. Just because this use may be better than other intensified uses doesn't mean the use is inherently beneficial. Ms. Caldwell said it's

not identified as inherently beneficial—if it’s not, then they can argue for a site particularly suited. In that respect, it’s buffered, on Route 206, having excess space, and a long driveway, so this is a suited use. Ms. Caldwell argued that the property can’t be developed into much else, so promoting some sort of commercial business makes sense for the zone. Ms. Raffay asked about accessibility from a 4-lane highway, and how that factors in, particularly backing into the property. Mr. Akerman said no one backs into the property; the grapple trucks used to back in, but he has stopped using them. Equipment doesn’t get delivered, and the only large truck coming in is the dump truck, which turns in. Ms. Hubbard said this can be a condition; Ms. Raffay asked how that’s enforced. Chairman Shivas said they can make the resolution how they think is fair, and the enforcement is up to the police or zoning. Ms. Raffay noted that approving a use where this type of access is not feasible is not accounting for these issues. They have the responsibility to find ways to prevent these types of issues. It’s a burden of proof for the applicant to show this all can be done in a way that’s not detrimental. Mr. Walsh said the part the Board owns is making sure a good circulation plan is in place. That way they can make sure the ingress and egress are laid out the best they can. Ms. Shimamoto noted that Mr. Akerman doesn’t always know what kind of car is coming for pick-up, so he doesn’t have much control over enforcement if someone backs into his driveway. Mr. McElroy said the burden is on the applicant, however, because he must comply with the resolution, and the enforcement is through the applicant and property. Mr. Akerman said the deliveries and pick ups are scheduled, and if there was an issue with a delivery truck, he’d have to stop dealing with them—he understands the burden is on him.

Ms. Shimamoto laid out what should be updated on the plans including delineating the outdoor storage for the logs, where the splitting takes place, type of materials used for delineation, turning radius for the largest-size vehicle that visits the property, and how their access is possible. Mr. Akerman is not proposing signage. Chairman Shivas added he wants the silt fence delineated. Ms. Shimamoto said the silt fence is flimsy; Mr. Akerman said the silt is for erosion; the other type of fence would be expensive. Mr. Morytko said the fence would be helpful so the zoning officer can determine the borders—it can be shrubs or posts rather than a fence.

Chairman Shivas opened to the public and no one spoke so he closed to the public.

Mr. McElroy motioned to move this application to March 3, 2022, without further notice, seconded by Mr. Walsh. The below vote was taken:

	Mayor Rubenstein	Ms. Franco	Mr. McElroy	Ms. Shimamoto	Ms. Raffay	Mr. Morytko	Mr. Chozick	Mr. Serrilli	Mr. Smith	Mr. Walsh	Chairman Shivas
Motion			√								
Second										√	
Aye			√	√	√	√		√		√	√
Nay											
Abstain	√	√							√		
Absent							√				

Motion carried.

Chairman Shivas requested that the Board keep in mind that they should keep internal discussions to a minimum, so that the audio recordings are more easily heard by residents.

**REPORTS FROM COMMITTEES**

*Architectural Review Committee:* Mr. Morytko said there’s no meeting.

*Building Committee:* Mr. Morytko said there’s no meeting.

*Environmental Commission:* Ms. Shimamoto said there’s a meeting next week.

*Open Space:* Mr. Morytko said they met to discuss their 2022 goals and consider consultants.

*Township Council:* Mayor Rubenstein said there was a discussion for a resolution asking the Board to change the designation of the Cranberry Lake Foot Bridge. Mr. William Collins of Save Our Bridge noted they’re looking to get a historic designation for the bridge, which requires a Master Plan amendment. This would allow them to ask the NJDEP for any further work and funding for restoration and preservation, as well as maintenance. Mr. Gleitz, the Planner, is involved with Master Plan work, and they’ll discuss this resolution at the next Board meeting.

*Zoning Report:* Everyone had a copy.

**BILLS**

Law Offices of Larry Weiner (6)- \$1,350

A motion to approve the bills was made by Mr. Walsh. The motion was seconded by Mr. Morytko. All were in favor. Motion carried.

**OPEN TO THE PUBLIC**

Chairman Shivas opened to the public, and no one spoke so Chairman Shivas closed to the public.

**ADJOURNMENT**

A motion to adjourn the meeting was made at 10:15 by Mr. McElroy. The motion was seconded by Mr. Morytko. All were in favor. Motion carried. The meeting was adjourned.

Respectfully submitted,  
*Caitlin Phillips*