

Township of Millburn
Minutes of the Planning Board
January 3, 2018

A regular meeting of the Township of Millburn Planning Board was held on **Wednesday, January 3, 2018** at 7:30 PM in Millburn Town Hall.

Eileen Davitt, Board Secretary, opened the meeting by reading section 5 of the Open Public Meetings Act.

The oaths of office were administered to Joseph Steinberg, Cheryl Burstein, Roger Manshel, Dianne Eglow and Marilyn Atlas-Berney.

The following members were present:

Marilyn Atlas-Berney
Daniel Baer
Elaine Becker
Cheryl Burstein
Dianne Eglow
Kenneth Leiby
Roger Manshel
Miriam Salerno – arrived 7:45 PM
Joseph Steinberg
Beth Zall

Also present:

Ed Buzak, Board Attorney
Martha Callahan, Township Engineer
Eileen Davitt, Zoning Officer/Board Secretary

ORGANIZATION OF THE BOARD

Eileen Davitt asked for a nomination for Planning Board Chairman.

A motion to nominate Kenneth Leiby as Chairman was made by Elaine Becker, seconded by Joseph Steinberg, and carried with the following roll-call vote:

Daniel Baer – yes
Elaine Becker – yes
Cheryl Burstein – yes
Dianne Eglow -- yes
Roger Manshel – yes

Joseph Steinberg – yes
Beth Zall – yes
Marilyn Atlas-Berney – yes

The meeting was turned over to Kenneth Leiby, who asked for asked for a nomination for Vice Chairman. A motion to nominate Beth Zall as Vice Chairwoman was made by Cheryl Burstein, seconded by Roger Manshel, and carried with the following roll-call vote:

Daniel Baer – yes
Elaine Becker – yes
Cheryl Burstein – yes
Dianne Eglow – yes
Roger Manshel – yes
Joseph Steinberg – yes
Marilyn Atlas-Berney – yes
Kenneth Leiby – yes

A motion to appoint Edward Buzak (The Buzak Law Group) as Board Attorney was made by Joseph Steinberg, seconded by Daniel Baer, and carried with the following roll-call vote:

Daniel Baer – yes
Elaine Becker – yes
Cheryl Burstein – yes
Dianne Eglow – yes
Roger Manshel – yes
Joseph Steinberg – yes
Marilyn Atlas-Berney – yes
Beth Zall – yes
Kenneth Leiby – yes

A motion to appoint Eileen Davitt as Board Secretary was made by Cheryl Burstein, seconded by Beth Zall, and carried with the following roll-call vote:

Daniel Baer – yes
Elaine Becker – yes
Cheryl Burstein – yes
Dianne Eglow – yes
Roger Manshel – yes
Joseph Steinberg – yes
Marilyn Atlas-Berney – yes
Beth Zall – yes
Kenneth Leiby – yes

APPROVAL OF MINUTES

A motion to approve the minutes of December 20, 2017 was made by Cheryl Burstein, seconded by Roger Manshel, and carried with a unanimous voice vote.

MEMORIALIZATIONS

Appl#17-020, Red Ochre, 251 Essex Street/27 Main Street, Millburn

Upon a motion made by Daniel Baer, seconded by Beth Zall and with the following roll-call vote:

- Daniel Baer – yes
- Elaine Becker – yes
- Cheryl Burstein – yes
- Roger Manshel – yes
- Beth Zall – yes
- Kenneth Leiby – yes

the following resolution was approved:

In the Matter of:

Red Ochre Investments, LLC
Application #17-018
Block 1207, Lots 15 and 16
Minor Subdivision approval
Site Plan approval
Variance
Waiver

WHEREAS, Red Ochre Investments, LLC ("Applicant") has made application to the Township of Millburn Planning Board for minor subdivision approval to relocate the lot line between Lots 15 and 16 as set forth in more detail below, and for preliminary and final site plan approval, and for the following: (i) a variance from the loading space requirement; (ii) a height variance for a 30.67' building height whereas a 28' height is the maximum permitted; (iii) a parking space variance; and (iv) a waiver of the requirement that Applicant submit an Environmental Impact Statement; as set forth in more detail below, in connection with property commonly known as 251 Essex Street and 27 Main Street and

formally known as Block 1207, Lots 15 and 16 on the Official Tax Map of the Township of Millburn ("Property"); and

WHEREAS, the Applicant has submitted several plans and exhibits, including, without limitation, the following:

- "Preliminary/Final Site Plan and Minor Subdivision Plat, 251 Essex Street and 27 Main Street, Township of Millburn, Essex County, New Jersey", consisting of 6 sheets, prepared by Michael T. Lanzafama, P.E. of Casey & Keller, Inc., dated August 11, 2017 ("Plans"); and
- "Floor Plans and Building Elevations, 251 Essex Street, Millburn, NJ," consisting of 5 sheets, prepared by Nancy Dougherty, AIA, LEED of Studio 1200, LLC, dated August 31, 2017, with the addition of a revised page PB-3, dated November 1, 2017 ("Architectural Plans");
- Stormwater Management Report, 251 Essex Street, Township of Millburn, Essex County, dated August 24, 2017 ("Stormwater Report"); and

WHEREAS, the Applicant has provided the requisite notice to property owners and published public notice in accordance with the notice requirements of the Municipal Land Use Law and Section 424 of the Development Regulations and Zoning Ordinance of the Township of Millburn; and

WHEREAS, a public hearing was held on the application on December 6, 2017; and

WHEREAS, the Applicant was represented by Thomas J. Sateary, Esq. and testimony was provided by Richard Keller, P.E. and P.P and Nancy Dougherty, Architect; and

WHEREAS, the Board having considered the testimony and reviewed the Exhibits related thereto, together with the application, the Plans, Architectural Plans, Stormwater Report and all Exhibits, hereby makes the following findings of fact:

1. The Property is located at 251 Essex Street and 27 Main Street and formally known as Block 1207, Lots 15 and 16 on the Official Tax Map of the Township of Millburn. The Property is located in the Central Business Zone ("B-4 Zone"). Lot 15 consists of 6,353 s.f. (0.15 acres) and has frontage on the north side of Essex Street proximate to Main Street within Millburn's downtown area. It is undeveloped and is comprised of gravel and paved areas. Lot 16 consists of 6,832 s.f. (0.16 acres) and is located at the northwestern corner of Essex Street and Main Street with approximately 141 feet of frontage along Essex Street and approximately 57 feet along Main Street, with a street address of 27 Main Street. Lot 16 is improved with a 2½ story building located in the eastern portion of the Property which houses the Common Lot restaurant and the vacant former Emerald Gardens building is located in the western portion of the Property. There is also a paved area and outdoor patio on the lot.

2. The application includes a lot line adjustment to reconfigure the common lot line between the two properties so that a 1,998 square foot portion of Lot 16 on the western side adjacent to Lot 15 will be conveyed to and appended to Lot 15. This will result in the vacant former Emerald Gardens building being sited on Lot 15.

3. The Applicant seeks to demolish the former Emerald Gardens building in order to construct a new office building on Lot 15. Eleven parking spaces, one of which will be ADA compliant, would be provided on the ground floor, along with a refuse area, a bike rack and a storage room in the rear. The parking area would display signs indicating that the area may be subject to flooding. The second floor would be the main level of the building and would be comprised of offices, work stations, a 1,692 s.f. mezzanine and other spaces as set out in the Plans.

The building will be clad with a brick veneer. It will be Class A office space. The first floor will have a garage door for the parking space. Further details of the proposed building are set out in the Township Planner's report dated October 20, 2017 and were testified to by the Applicant's Architect.

There are areas for the containment of refuse on the first floor. There will be pick-up by private carters of 2½' x 2½' trash cans.

4. As set out in the Township Engineer's report dated October 23, 2017, the Property is located in the 100 year flood plain. The Applicant's Planner testified that as a result, the proposed building is designed with parking on the first floor. The building is designed with one main level on the second floor, situated at 8½ feet above grade due to the location in the flood plain. No mechanical equipment will be on the ground level.

5. The Applicant's Planner and Architect testified concerning the height variance. The location of the Property in the flood plain which necessitates that parking be situated on the first floor, with the main level being on the second floor and mezzanine above, affects the height of the building. The 30.67' height is only an additional few feet above the 28' limit. Because the proposed increased height is less than 10' and less than 10% of the maximum permitted height, the variance is a "c" variance and can be approved by the Board. Because of this minimal height increase, it will be difficult to notice the change and the building will not be out of context for the neighborhood. The building next door, the Driscoll Building, had previously been approved for a height variance. There will be no negative affect from the casting of shade or shadow.

6. The Applicant's Planner testified concerning the request for a loading space variance. He testified that the Applicant plans to receive packages from UPS and that UPS can, and does, typically park at the curb. This suggests that there is no need for a separate loading space. Further, the location in the downtown with limited space is a constraint on the provision of a loading space.

7. Based upon the proposed 8,692 s.f. of office space in the proposed building, 35 parking spaces are required. There are 11 parking spaces being provided on the first floor leaving a shortfall of 24

parking spaces. The Board found that the Applicant is required to purchase 24 Business Parking Permits based upon this deficiency.

8. The Board expressed its concern about the safety of pedestrians on Essex Street walking past as cars pull out from the parking garage. In response to this concern, the Applicant agreed to locate an audible alarm device on the outside of the building which will activate when the garage door opens and closes.

9. The Board found that the "checklist" waivers requested in the application were reasonable and within the general purpose and intent of the subdivision and site plan review.

10. The Applicant's Planner testified in support of the request for a waiver of the submission of the Environmental Impact Statement. The Property is located in a developed part of town with full infrastructure in place. There will be no unusual demands on the public infrastructure. The Applicant purchased the Property with no concerns present for environmental contamination.

11. The Fire Marshal issued a Memorandum dated October 13, 2017. It noted that the Applicant must maintain access to the structure while undergoing construction; provide a copy of the Auto CAD final approved plans to the Fire Marshal, provide a key for the "Knox Box" and number the premises as set out in the Memorandum.

12. The Township Engineer issued a Report dated October 23, 2017 in which she set out 7 comments concerning the application, including several provisions with which the Applicant should comply.

13. The Board found that the replacement of a currently vacant lot by a Class A office space building as described in the application presented no substantial detriment to the public good or to the Master Plan. The Board found that the project would be an attractive addition to the downtown and that

the people who will work in the building will make use of the stores and retailers in the downtown for food and services.

14. After considering the testimony, the recommendation of the Board's Professionals and the advice of its counsel, the Board is of the view that minor subdivision approval (lot line adjustment) and preliminary and final site plan approval should be granted, and that the height variance along with a loading space variance should be granted, and that a variance for parking was no longer required due to the Applicant's purchase of 24 Business Parking Permits under Section 607.4 of the Development Regulations and Zoning Ordinances of the Township of Millburn. The Board is also of the view that it should grant a waiver from the requirement that an Environmental Impact Statement be prepared and submitted. The foregoing is in accordance with the requirements as set forth in this Resolution and subject to the conditions set forth below.

NOW, THEREFORE, BE IT RESOLVED that this Resolution shall serve to memorialize the action of the Planning Board of the Township of Millburn taken on December 6, 2017 granting (i) minor subdivision approval (lot line adjustment); (ii) preliminary and final site plan approval for the Property; (iii) a "c" height variance permitting a 30.67' height whereas 28' is the maximum permitted; (iv) a loading space variance whereby no loading space will be required; and (v) a waiver of the requirement that Applicant submit an Environmental Impact Statement; subject to the following conditions:

1. The Applicant shall comply with all applicable municipal ordinances and regulations, as well as all County, State and Federal Laws applicable to this development application.
2. The foregoing is subject to review of, approval by, and requirement imposed by such other Federal, State, County and local bodies having jurisdiction over the development.
3. The Applicant shall remit all outstanding escrow fees as requested by the Township of Millburn.

4. The Applicant shall submit applications to, and obtain approval from, the Essex County Planning Board and the Hudson-Essex-Passaic Soil Conservation District, if applicable.

5. The Applicant shall be required to purchase 24 Business Parking Permits to provide additional parking as required by Section 607.4 of the Development Regulations and Zoning Ordinances of the Township of Millburn, as set forth herein.

6. The Applicant shall provide an audible alarm device on the outside of the building which will activate when the garage door opens and closes.

7. The Applicant shall comply with all the requirements of the Township Engineer's Report dated October 23, 2017.

8. The Applicant shall comply with all the requirements of the Fire Marshal's Memorandum dated October 13, 2017.

9. The Applicant shall be bound to comply with all representations made before this Board by the Applicant, Applicant's counsel and Applicant's witnesses during the course of the public hearing on the application held on December 6, 2017 as related to the application for relief and the same are incorporated herein and are representations upon which this Board has relied in granting the approvals set forth herein and shall be enforceable as if those representations were made conditions of this approval.

10. This Resolution is a memorializing Resolution as set forth pursuant to N.J.S.A. 40:55D-10g(2), memorializing action taken by the Board at its meeting on December 6, 2017.

I, EILEEN DAVITT, Secretary/Clerk to the Planning Board of the Township of Millburn in the County of Essex, do hereby certify that the foregoing is a true and correct copy of a Resolution duly adopted by the said Planning Board on the 3rd day of January, 2018.

Appl#17-021, Liv Breads, 184 Essex Street, Millburn

Upon a motion made by Cheryl Burstein, seconded by Elaine Becker and with the following roll-call vote:

Daniel Baer – yes
Elaine Becker – yes
Cheryl Burstein – yes
Roger Manshel – yes
Beth Zall – yes
Kenneth Leiby – yes

the following resolution was approved:

In the Matter of:

Liv Breads Millburn, LLC
Application #17-021
Block 702, Lot 18
Conditional Use and Site Plan approval
Variance
Waiver

WHEREAS, Liv Breads Millburn, LLC ("Applicant") has made application to the Township of Millburn Planning Board for conditional use approval for a fast food restaurant establishment in the B-4 zone and for preliminary and final site plan approval, and for the following: (i) variance from the parking requirement of Section 607.2 of the Development Regulations and Zoning Ordinances of the Township of Millburn applicable to fast food restaurants; (ii) a waiver of the requirement that the Applicant submit an Environmental Impact Statement; as set forth in more detail below, in connection with property commonly known as 184 Essex Street and formally known as Block 702, Lot 18 on the Official Tax Map of the Township of Millburn ("Property"); and

WHEREAS, the Applicant has submitted several plans and exhibits, including, without limitation, the following:

- "Liv Breads, Millburn, 184 Essex Street, Millburn, New Jersey, Proposed Floor Plan and Elevations", consisting of 3 sheets, prepared by John James, AIA, dated August 23, 2017 and revised through September 27, 2017 ("Architectural Plans"); and

- "Site plan Application, Bread, 184 Essex Street, Tax Lot 18, Block 702, Township of Millburn, Essex County, New Jersey", consisting of 1 sheet, prepared by Michael T. Lanzafama, P.E. of Casey & Keller, Inc., dated February 17, 2017 and revised through September 27, 2017 ("Plans"); and
- "Revised Square Footage Allocation - Exhibit A Liv Breads Millburn" and "Kitchen Equipment Plan - Exhibit B, Liv Breads Millburn" both prepared by John James, AIA and dated December 6, 2017 ("Revised Architectural Plans"); and

WHEREAS, the Applicant has provided the requisite notice to property owners and published public notice in accordance with the notice requirements of the Municipal Land Use Law and Section 424 of the Development Regulations and Zoning Ordinance of the Township of Millburn; and

WHEREAS, a public hearing was held on the application on December 6, 2017; and

WHEREAS, the Applicant was represented by Anthony Cerciello, Esq. and testimony was provided by Richard Keller, P.E., P.P, by John James, Architect, and by Yani Livnek (Manager of Liv Breads); and

WHEREAS, the Board having considered the testimony and reviewed the exhibits related thereto, together with the application, the Plans, Architectural Plans and the Revised Architectural Plans and all exhibits, hereby makes the following findings of fact:

1. The Property is located at 184 Essex Street and formally known as Block 702, Lot 18 on the Official Tax Map of the Township of Millburn. The Property is located in the B-4 Zone. Restaurants, fast food restaurants, retail food establishments and eating and drinking places are conditional uses in the B-4 Zone. The Property consists of 12,161 square feet and is located along the south side of Essex Street to the east of Main Street within Millburn's downtown area.

2. The property is developed with a one-story commercial building containing 4 retail units. The units are currently occupied by a realtor's office, liquor store, a restaurant, and one unit is vacant. The Applicant seeks to occupy the vacant unit. There is a covered loading area to the rear of the building which appears to be accessed through Lot 7 to the west, which is owned by the Township of Millburn. There are no parking spaces provided on the Property. Land use in the vicinity is made up of one or two-story commercial and mixed use buildings with retail sales or services on the ground floor and residential and/or professional offices above.

3. The Applicant seeks to renovate the interior of the vacant retail unit formerly used as an art gallery into a fast food restaurant. Specifically, the Applicant seeks to operate a bakery and coffee bar specializing in the preparation and sale of artisanal bread. The Architectural Plans indicate that there is 2,670 square feet of gross tenant space and 2,563 square feet of usable tenant space.

4. The bakery and coffee bar would be comprised of a retail area in the front (north) of the unit containing a bread sales area, seating, two restrooms, a baking area, related food preparation area, a pastry room and refrigeration units. The Plans originally specified 36 seats. The existing covered loading dock at the rear would remain and the basement would be used for storage.

5. Restaurants, fast food restaurants, retail food establishments, and eating and drinking places are conditional uses in the B-4 Zone, provided that the closest part of the structure, exclusive of parking and loading areas, is not less than 125' from the nearest lot line of a single-family dwelling in a residential district. In addition, drive-up windows are not permitted. The Board found that the nearest single-family dwelling in a residential district is approximately 468' and that no drive-up window is proposed. Hence, the application meets the criteria for a conditional use.

6. The Applicant's manager, Yani Livnek, testified concerning the operation of the proposed bakery and coffee shop. Mr. Livnek testified that the principal product will be artisanal bread. They will

also serve sandwiches using the fresh baked bread and will bake and serve pastries and desserts as well as coffee and beverages. Mr. Livnek testified that they do intend to offer some cooking classes. There will be no table service. Mr. Livnek testified that he intends to have 9 employees working at a time: 6 employees in the food preparation "back of the house" and 3 employees in the retail operation in the "front of the house". Mr. Livnek testified that the hours of operation are expected to be 8:00 a.m. - 2:00 p.m. daily with the possibility that these hours could change later depending on demand. Private trash pick-up will occur twice per week.

7. On the date of the hearing, the Applicant provided Revised Architectural Plans showing a re-configuration of the floor plan with a total seating capacity of 20 (reduced from the prior Plan's total of 36 seats) and a total "up-front" retail space of 1,106 square feet. The Applicant's Architect testified that this reduction was necessitated by an increased need for refrigeration space in the "back-end" of the Property.

8. The Applicant's Planner testified that the application was made as a fast food restaurant because it is the category which most closely matched the proposed use. However, the Applicant's Planner testified that this selection is somewhat at odds with the true nature of the proposed business and that the requirement for parking for a fast food business overstated the true parking needs created by the application. The Township Code at Section 607.2 requires 1 parking space for every 35 square feet of fast food restaurant space and 1 parking space for every 5,000 square feet of storage space. The report of the Township's Planner dated December 6, 2017 states that based upon the proposed 2,230 square feet of fast food restaurant area and 3,689 square feet of storage/covered loading area, 65 parking spaces would be required. There were 14 parking spaces required by the former art gallery use on the Property for which the Applicant is credited creating a differential of 51 parking spaces. No parking spaces are provided on the Property.

9. The Applicant's Planner testified in support of the Applicant's request for a parking variance. He testified that the nature of the business was such that it would have fewer customers at a time than a

fast food business, which did not accurately classify the Applicant's business model. In addition, there is a parking lot directly across the street with a significant number of spaces available both on weekdays and weekends for use by customers. Further, because of the already constructed, built out nature of the property, there is no ability to add additional parking on-site.

10. The Applicant's Planner and the Applicant testified that they believed that 3 of their 9 employees who would be present at any time would take mass transit to work. However, neither had any data, information or other reliable basis to support this proposition. The Board also noted that it is not possible to police which employees are driving to work and which are not. However, the Board determined that granting a variance from the parking requirements of a fast food restaurant pursuant to Section 607.2 of the Development Regulations and Zoning Ordinances of the Township of Millburn to reduce the balance parking requirement of 51 parking spaces (65 required less 14 credited from prior use) by a total of 42 parking spaces, leaving a requirement of 9 parking spaces is justified and appropriate given the factors set forth above and the fact that the particular nature of the Applicant's proposed business is different from the standard "fast food" use as outlined above. Further, the granting of this variance will not cause a substantial detriment to the public good nor substantially impair the Zoning Plan or Zoning Ordinance. Because of the build-out nature of the Property and the inability to provide additional on-site parking, the Applicant shall be required to purchase 9 Business Parking Permits to accommodate the 9 remaining parking spaces needed.

11. The Board found that the checklist waivers requested in the application were reasonable and within the general purpose and intent of the site plan review. The Board also found that the application complies with the loading space requirement.

12. In support of the application for the waiver of the submission of an Environmental Impact Statement, it was noted that the site is fully developed and the application involves interior renovations only with no proposed changes to the exterior of the building, except for signage.

13. The Fire Marshal issued a Memorandum dated November 29, 2017. It noted that the Applicant must maintain access to the structure while undergoing construction; provide a copy of the Auto CAD final approved plans to the Fire Marshal; provide a key for the "Knox Box"; and number the Property as set out in the Memorandum. The Applicant agreed to comply with the terms of the Fire Marshal's Memorandum.

14. The Board is of the view that conditional use approval for a fast food restaurant establishment in the B-4 Zone should be granted and that preliminary and final site plan approval should be granted and that the parking variance to the extent set forth above and waiver requests should likewise be granted in accordance with the requirements as set forth in this Resolution and subject to the conditions set forth below.

NOW, THEREFORE, BE IT RESOLVED that this Resolution shall serve to memorialize the action of the Planning Board of the Township of Millburn taken on December 6, 2017 granting (i) conditional use for a fast food restaurant establishment in the B-4 zone; (ii) preliminary and final site plan approval for the Property; (iii) a parking variance of 42 parking spaces; (iv) a waiver of the "checklist" application requirements; (v) a waiver of the requirement that Applicant submit an Environmental Impact Statement; subject to the following conditions:

1. The Applicant shall comply with all applicable municipal ordinances and regulations, as well as all County, State and Federal Laws applicable to this development application.

5. The foregoing is subject to review of, approval by, and requirement imposed by such other Federal, State, County and local bodies having jurisdiction over the development.

6. The Applicant shall remit all outstanding escrow fees as requested by the Township of Millburn.

7. The Applicant shall submit applications to, and obtain approval from, the Essex County Planning Board and the Hudson-Essex-Passaic Soil Conservation District, if applicable.

5. The Applicant shall be required to purchase 9 Business Parking Permits to provide parking as required by Section 607.4 of the Development Regulations and Zoning Ordinances of the Township of Millburn.

6. The Applicant shall comply with all the requirements of the Fire Marshal's Memorandum dated November 29, 2017.

7. The Applicant shall be bound to comply with all representations made before this Board by the Applicant, Applicant's counsel and Applicant's witnesses during the course of the public hearing on the application held on December 6, 2017 as related to the application for relief and the same are incorporated herein and are representations upon which this Board has relied in granting the approvals set forth herein and shall be enforceable as if those representations were made conditions of this approval.

8. This Resolution is a memorializing Resolution as set forth pursuant to N.J.S.A. 40:55D-10g(2), memorializing action taken by the Board at its meeting on December 6, 2017.

I, EILEEN DAVITT, Secretary/Clerk to the Planning Board of the Township of Millburn in the County of Essex, do hereby certify that the foregoing is a true and correct copy of a Resolution duly adopted by the said Planning Board on the 3rd day of January, 2018

*Miriam Salerno arrived at this time. (7:45 PM)

BUSINESS

Chairman Kenneth Leiby welcomed new Board members. He indicated that he would like to begin the Master Plan review and have public input soon.

The Board agreed to cancel the February 21, 2018 meeting and schedule a special meeting for February 28, 2018 for Master Plan discussion, only. There will be no applications scheduled for the meeting on the 28th.

Cary Heller, Millburn business owner, spoke with regard to the recently approved applications along Essex Street. He indicated that this Board gave no consideration to the location of other driveways along Essex Street. He stated that there are currently 4 driveways on Essex Street from the Common Lot restaurant to The Garage, the locations of which were not taken into account when the recently heard application was approved. He feels he will have no choice but to appeal the approval granted by the Planning Board unless some type of consideration is given to the issue.

Chairman Kenneth Leiby stated that the applications and resolutions have already been voted on.

ADJOURNMENT

A motion to adjourn was made by Cheryl Burstein, seconded by Roger Manshel, and carried with a unanimous voice vote. (8:05 PM)

Eileen Davitt
Board Secretary

Motion: EB
Second: DB
Date adopted: 1/17/18