

**TOWN OF SKANEATELES
ZONING BOARD OF APPEALS
MEETING MINUTES OF**

February 6, 2018

Present:

Denise Rhoads, Chair
Jim Condon, Vice Chair
Kris Kiefer, Member
Michael Ciaccio, Member
Michelle Jackson, Secretary
Scott Molnar, Attorney

Absent:

David Palen, Member
Karen Barkdull, P&Z Clerk

Chair Rhoads opened the meeting at 7:00 p.m. at Town Hall. The next Zoning Board of Appeals meeting will be held on March 6, 2018. Chair Rhoads introduces the board, welcomes two board members, Michael Ciaccio and Kris Kiefer, and thanks past member Sherill Ketchum for her years of dedication and service to the board. Chair Rhoads reviews the agenda; Board Business will be handled at the end of the meeting.

Chair Rhoads explained that due to Member Palen being absent from tonight's meeting and the two new board members not being present at the January meeting, approval of the January meeting minutes will be put on hold until the March 6, 2018 meeting.

Chair Rhoads introduces the first item on the agenda, the application of Martin Harms
866 Franklin St.
Skaneateles, NY 13152
047.-01-18.0

Locate a small section of the bedroom - wing, the garage and the auto court beyond the required setback lines for a new, 2 bedroom residence.

Vice Chair Condon explained that he met with Steve Datz and Mr. Harms about a year ago to discuss the plumbing and heating on this property. However, they did not discuss the placement of the house or any other relevant information in regards to the variances requested.

Attorney Scott Molnar explained that it is his opinion that there is no conflict of interest.

Chair Rhoads states that the board, including new Members Kiefer and Ciaccio, made a site visit of the property on January 27, 2018, and she invited the applicant's representative, Steve Datz, to approach the board and review the request for variance.

Steve Datz, builder representing the Harms, reviewed the application. The lot is 150 x 150; the requests are due in consideration of proper placement of the septic field. The easement cannot be measured accurately due to an old trolley line that had been located on the road. By moving the home back further the easement will be protected. The rear of the property borders the Mirbeau Spa and Hotel (“Mirbeau”) property. The section that requires the front-yard variance is not a structure but a wall bordering the auto-court, and it is part of the garage and not living space. Mr. Datz explained that he personally stopped at all of the neighbors and showed them the plans, to date no one had an issue.

Chair Rhoads asked for an update from National Grid regarding gas and electrical service, and if Mr. Datz had heard anything new from them. Mr. Datz explained that would occur when the framing is completed, he is hopeful to have underground wires for power, going to the house. He has communicated with the Town to get Town water.

Vice Chair Condon asked if there was a road cut approval and if the septic had been approved. Mr. Datz confirmed that he had received both. Vice Chair Condon asked about the overflow in regards to the swale that runs behind the school bus garage through Mirbeau then ends near the Harms property. Mr. Datz confirmed would like clarification as to who is responsible should this fail. He has written a letter to both the Town and the Village, he is currently awaiting a response from both.

Member Kiefer, asked when the letters were sent to the Town and the Village. Mr. Datz responded that it was about a week or so ago. Mr. Datz responded that the Village had suggested he call Bob Eggleston as he may be more aware of the swale and the responsible party.

Vice Chair Condon recommended that Mr. Datz provide copies of both letters to be added to the file.

Attorney Molnar, clarified that this application does not need site plan review. Attorney Molnar recalls that there were extensive discussions regarding the Town’s easement and there were suggested improvements that were going to be undertaken by the Mirbeau group. He suggested that the Chair ask if Mr. Eggleston feels comfortable providing background information.

Mr. Eggleston explained that the drainage swale surrounded the current Mirbeau property and that there was an easement with the Town. The Town took it upon itself to change it to a pipe, the ditch was designed to take the outflow of the school bus garage and any residual drainage. Mirbeau has agreed upon behalf of the Town that it will make improvements to the swale to reinforce the berm, when it does the new Village project, which is a pending decision by the Village.

Member Kiefer asked about any letters or written consent from the neighbors. Mr. Datz said he did not. Attorney Molnar explains that the neighbors were notified via the notice from the Town and the mailings that the Town had sent to the neighbors.

Member Kiefer clarified that the wall bordering the auto-court would not exceed 6 feet. Mr. Datz confirmed the fact that it would not. He further explained that the grade may affect the height, but should it approach 6 feet, Mr. Harms would alter the wall to comply with the zoning code, ensuring that the wall does not exceed 6 feet.

Attorney Molnar recommends that this is a Type II action under SEQRA review and is not subject to review.

WHEREFORE, a motion was made by Vice Chair Condon and seconded by Member Kiefer to consider the proposed action as a Type II SEQRA action and not subject to SEQRA review. The Board having been polled resulted in the unanimous affirmance of said motion.

At this time, Chair Rhoads opened the Public Hearing and asked if there was anyone who wished to speak in favor of the project. No one spoke in favor of the project. Chair Rhoads asked if there was anyone wishing to speak in opposition, or had any other comments. No one spoke in opposition or had any other comments.

WHEREFORE, a motion was made by Vice Chair Condon and seconded by Member Kiefer to close the public hearing. The Board having been polled resulted in the unanimous affirmance of said motion. The public hearing is closed.

At this time Attorney Molnar takes the board through the criteria for area variance, explaining that when considering the weight and the benefit of the applicant the board is charged with answering the following five questions.

Requirement for which Variance is requested: The minimum required rear yard setback for this nonconforming lot is 15% of lot depth but not less than 25 feet, whereas the applicant's site plan shows a proposal for a single family dwelling, located 20'6" to the rear property line. The minimum required side yard setback is 30 feet, whereas the applicant's site plan shows a proposed single family dwelling located 24'9" and 24'6" with porch 22'2" to the north property line.

Applicable Section of Town Zoning Code: Section 148-12G(1)(a)[5], and 148-9E Dimensional Table 1 – Side Yard Setback.

FACTORS CONSIDERED:

1. Whether an undesirable change would be produced in the character of neighborhood or a detriment to nearby properties: No, there will not be an undesirable change or detriment to the character of the neighborhood. The proposed dwelling has been placed on the lot at an angle. This has been done intentionally so as to benefit from the sun and capture solar energy, and natural light. There is an existing home to the North that is at a similar angle.

2. Whether benefit sought by applicant can be achieved by a feasible alternative to the variance: Yes, the Applicant can rotate the placement of the dwelling or build a smaller dwelling. However, the dwelling has been designed with a minimum variance requested for the side and rear yard setbacks. The rear yard setback of 4 feet 6 inches is minimal, the rear property

adjacent owner is the Mirbeau property, and the adjoining property is a buffer area for the residential properties along Franklin Street. The side yard setback is also minimal at 5' 6" and 7'10". The Applicant has a garden patio on the south side of the dwelling and the floor plan has been designed around this area.

3. Whether the requested variance is substantial: No, this is not a substantial variance. This application is not within 200' of Skaneateles Lake. The requested variances are not substantial. The code requires non-conforming lots to have rear yard setbacks of 15% but not less than 25". The applicant is asking for 20'6" to the rear of the property where there are woods and it is quite far from the back of a commercial building. The side yard setback code limitation is 30', and the Applicant's plan is beyond this in 3 locations; the corner of the mechanical room, a small bump out for a side door to the garage and a small corner of a retaining wall at the auto court. The ISC remains under the required 15%. It should be noted that the lot is a nonconforming, pre-existing lot. The variances requested are minimal.

4. Would the variance have an adverse impact on the physical or environmental conditions in the neighborhood, or district: No, the proposed variance will not have an adverse effect on the physical or environmental conditions of the lake or the district. Mirbeau has agreed with the Town to repair the storm water run off swale. The Applicant will be capturing all the storm water on the backside of the lot and diverting it to a public storm system at the road's edge. This does not harm the environment.

5. Whether the alleged difficulty was self-created: Yes, Due to the Applicant wanting to build on the lot, however all concerns have been addressed.

Whereas, upon a motion made by Vice Chair Condon, duly seconded by Member Ciaccio, and after an affirmative vote of all Members present as recorded below, finds as follows: the Benefit to the Applicant DOES outweigh the Detriment to the Neighborhood or Community.

Reasons: In review of the stated findings of the Zoning Board of Appeals and the site visit, the benefit to the Applicant, as weighed against the detriment to the health, safety and welfare of the neighborhood, or community, lies in favor of the Applicant. This decision is based on all the evidence presented in the Record, as well as the Board members' site visit to the property and is conditioned as follows:

STANDARD CONDITIONS:

1. That the Applicant obtains any necessary permit(s) from the Codes Enforcement Officer or otherwise commence the use within one (1) year from the filing of the variance decision. Any application for zoning/building permit(s) shall terminate and become void if the project is not completed within the eighteen (18) months from the issuance of the permit(s).

2. That the Applicant is to notify the Codes Enforcement Officer on completion of the footing of any project for which a variance has been obtained.

3. That the Applicant obtain a Certificate of Occupancy and/or Certificate of Compliance, as required, from the Codes Enforcement Officer.

ADDITIONAL CONDITIONS: The ZBA finds that the following additional conditions are necessary in order to minimize adverse impacts upon the neighborhood or community:

1. The Applicant is required to obtain an as-built survey and submit same to the Code Enforcement Office with verification of conformance of completed project within sixty (60) days of completion of the project.
2. The Applicant is required to obtain the approval of any agency or authority having jurisdiction over the property.
3. That the Site Plan drawings dated 12/7/2017 and prepared by Axonometric View be strictly followed in all respects.
4. An approved Septic inspection must be submitted to the Zoning Office.

MEMBER NAME	A YE	N AY	A BSENT
Chair DENISE RHOADS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice Chair JIM CONDON	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member MICHAEL CIACCIO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member KRIS KIEFER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member DAVE PALEN	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Chair Rhoads introduces the second item on the Agenda, the application of Dawn & John Altmeyer.

2530 Wave Way
 Skaneateles, NY 13152
 054.-04-07.0

To Construct a 594 SF, 2 car garage with a 458 SF bonus room above, on a 35,223 SF lot.

Chair Rhoads states that the board, including new Members Kiefer and Ciaccio, made a site visit of the property on January 27, 2018, and she invited the applicant’s representative to approach the board and review the request for variance.

Bob Eggleston, architect, representing the Altmeyer’s, reviewed the application for the board. Some revisions had been made since the site visit by the board. The living space conforms including the bonus room space, providing a recreational space for the family.

Decreasing the nonconformity from 28.1% down to 18.1%, the suggestions made during the site visit have been taken into account and modification of the ISC by reducing the drive way by 4,000 square feet. Plantings will be added to the septic area as well as a rain garden that will be

added to take the water off the drive and go into an underdrain to improve the drainage. The driveway will be reduced and instead of taking water off pavement it will now pass over the grass. Because the ISC is being reduced it will be an improvement for the environment.

The septic will now be conforming and a septic system is in the approval process, which is pending with Onondaga County. The upgraded septic is a pump chamber with septic tanks that pump to a leach field. This will be a raised system, with 12 inches of new soil added.

Vice Chair Condon asked about the septic and what type of septic it will be, he also questioned plantings providing for a barrier to protect the septic and the rain garden to assure that there is no parking or driving on these spaces. Vice Chair Condon asked about existing building permits. Mr. Eggleston responded that there is a current boathouse building permit open, Vice Chair Condon questioned at what step they were in regarding this permit.

Chair Rhoads asked about the referenced basketball court however Architect Bob Eggleston confirmed that it was a portable basketball hoop that is moveable.

Member Kiefer asked about the numbers in relation to the build and how much of the reduction would be recognized regarding the ISC. Mr. Eggleston explained that it is going to be a reduction of more driveway than what is being kept in place. The rain garden is going to be native vegetation that will not require fertilizer. Mr. Eggleston explained that the Altmeyers have a planting plan in conjunction with Jim Clark for the entire property; they are awaiting the results of this application.

Member Kiefer asked if this would be considered enlarging a building and if the definition includes the building of a new structure as enlarging a building. Attorney Molnar explained that his observation is that because the footprint of the primary dwelling is not getting bigger; then an adjacent structure is not the primary dwelling then this is not an enlargement as much as an improvement of the property.

Vice Chair Condon asked for a construction sequence of the new septic system, Mr. Eggleston reviewed that currently there is sod and that the septic is a site/weather condition type of thing, and will be completed according to the construction sequence included in the narrative.

Attorney Molnar reviewed that this application will be presented to the Planning Board as well, which will occur after the variances are presented and voted on.

WHEREFORE, a motion was made by Member Kiefer and seconded by Vice Chair Condon to consider the proposed action as a Type II SEQRA action and not subject to SEQRA review. The Board having been polled resulted in the unanimous affirmance of said motion.

At this time, Chair Rhoads opened the public hearing and asked if there was anyone that would like the public hearing notice read; Chair Rhoads also asked if there was anyone that would like to speak in favor of the project. No one spoke in favor of the project. Chair Rhoads asked if there was anyone wishing to speak in opposition, or had any other comments. No one spoke in opposition or had any other comments.

Dessa Bergen, resident, questioned the drainage pipe that is on the site plan, she asked what the original source was that the pipe was draining. Mr. Eggleston explained that it originally drained the driveway and now will be draining the grass.

Dessa Bergen, resident, also questioned the definition of a bonus room. She also questioned the drainage issue and if she could speak now or if that is during the Planning Board review.

Mr. Eggleston explained that the drainage will be modified from draining off the blacktop and will now be treated through the rain garden and grass. There will also be a silt fence that provides better drainage during the building process.

Vice Chair Condon questioned if a closet was included in the plans, thus making it a living space not a bedroom.

Mr. Eggleston would like to speak regarding the letter from Neal Houser and the rebuttal Mr. Eggleston wrote and he wanted to have both added to the record.

Chair Rhoads read the letter from Neal Houser regarding his opposition of this project. The letter is part of the record and attached to the minutes on file.

Mr. Eggleston explained that the two projects referred to in Mr. Houser's letter were completed and that the removal of all debris and trees were taken care of by Dart Tree service.

WHEREFORE, a motion was made by Vice Chair Condon and seconded by Member Ciaccio to close the public hearing. The Board having been polled resulted in the unanimous affirmance of said motion.

Requirement for which Variance is requested: On nonconforming lots of less than 40,000 square feet and within 1000' of the lake line, the total footprint and floor space of all principal and accessory buildings shall not exceed 6% and 10% of the lot area respectively, whereas the applicant's site plan shows addition of the proposed 2 story 2 car garage with bonus room above, increasing the existing 8.3% total footprint to 10.0% of the lot area. In addition, the minimum required open space is 80% of the total lot area, whereas the applicant's site plan shows a proposal to construct a detached 2 car garage increasing open space from 64.9% to 74.0%, but under the 80% required for the district.

Applicable Section of Town Zoning Code: Section 148-12G (1)(a)[7][a][i] Existing nonconforming lots-Footprint, Section 148-9E Dimensional Requirements – Open Space.

FACTORS CONSIDERED:

1. Whether an undesirable change would be produced in character of neighborhood or a detriment to nearby properties: No, There will not be an undesirable change or detriment to the character of the neighborhood, by placing the new 594 square foot 2 car garage on the same location that there is currently blacktop. Most year round homes have a garage in this climate. The garage will be built in the character of the dwelling. The use of the common siding on the

existing house will be used on the garage structure. Any plantings will be consistent with the neighborhood.

2. Whether benefit sought by applicant can be achieved by a feasible alternative to the variance: No, the Applicant has opted to build on the blacktop that is already in place and any improvement on this lot would require a variance. The Applicant is reducing the ISC from the existing 28.1% to 18.1%, by removing portions of the tarvia driveways and placing the proposed garage in an area which is existing tarvia. Open space will remain below the 80% required. The proposed garage will conform to the required setbacks including the watercourse setback. It is noted that the Applicant has made revisions to the application, further reducing the requested variances, since the initial request.

3. Whether the requested variance is substantial: No, this is not a substantial variance. The increased footprint from 8.3% to 10% with the proposed 2 story 2 car garage is only a 1.7% increase. This is not unreasonable on this lot. The proposed structure is 180' from the lake and it has a conforming watercourse, and lake yard setback of 74.4% whereas the minimum is 80%.

4. Would the variance have an adverse impact on the physical or environmental conditions in the neighborhood, or district: No, the proposed variance will not have an adverse effect on the physical or environmental conditions of the lake or the district. This property has a suggestion from Onondaga County to move the Septic System and will install a new Septic System putting the Septic over 200' from the lake. The lot currently has a 28% impermeable surface, and removing 4,115 SF of blacktop is a benefit to the lake reducing the impermeable coverage down to 18% this is a 10% reduction. Less blacktop means less direct runoff of water to the Lake. Less blacktop will create less cars being parked on black top and less chance of fuel and oil spills running off into the lake. The addition of a rain garden will also provide a positive effect on the lake.

5. Whether the alleged difficulty was self-created: Yes, Due to the Applicant wanting to build on the lot, however, all concerns have been addressed.

DETERMINATION OF ZBA BASED ON THE ABOVE FACTORS:

The ZBA, after taking into consideration the above five factors, upon a motion made by Member Kiefer, duly seconded by Member Ciaccio, and after an affirmative vote of all Members present as recorded below, finds as follows:

the Benefit to the Applicant DOES outweigh the Detriment to the Neighborhood or Community.

Reasons: In review of the stated findings of the Zoning Board of Appeals, the benefit to the applicant, as weighed against the detriment to the health, safety and welfare of the neighborhood, or the community, lies in favor of the applicant. This decision is based on all the evidence presented in the record, as well as the Members' site visit to the property and is conditioned as follows:

STANDARD CONDITIONS:

1. That the applicant obtains any necessary permit(s) from the Codes Enforcement Officer or otherwise commence the use within one (1) year from the filing of the variance decision. Any application for zoning/building permit(s) shall terminate and become void if the project is not completed within the eighteen (18) months from the issuance of the permit(s).

2. That the applicant is to notify the Codes Enforcement Officer on completion of the footing of any project for which a variance has been obtained.

3. That the applicant obtain a Certificate of Occupancy and/or Certificate of Compliance, as required, from the Codes Enforcement Officer.

ADDITIONAL CONDITIONS: The board finds that the following additional conditions are necessary in order to minimize adverse impacts upon the neighborhood or community:

1. The applicant is required to obtain an as-built survey and submit same to the Code Enforcement Office with verification of conformance of completed project within sixty (60) days of completion of the project.

2. The applicant is required to obtain Planning Board approval and follows all Planning Board requirements.

3. The applicant is required to obtain the approval of any agency or authority having jurisdiction over the property.

4. That the site plan and narrative dated 1/30/2018, prepared by Robert O. Eggleston, be followed in all respects.

5. Plantings are required as a buffer by the new leach field, and to establish and/or buffer the intended rain garden.

6. The second story of the proposed garage will not be defined as a bedroom, though it may be considered living space, without plumbing or closets; and

7. An approved septic inspection must be submitted to the Code Enforcement Office and added to the record.

MEMBER NAME	AYE	NAY	ABSENT
Chair DENISE RHOADS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice Chair JIM CONDON	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member MICHAEL CIACCIO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member KRIS KIEFER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member DAVE PALEN	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Chair Rhoads introduces the next item on the Agenda, Continued Amendment Review of the application of John & Lousia Cohlan, property located at 3007 East Lake Road, Skaneateles, NY 13152.

Mr. Eggleston explains that there was an abundance of ISC and it had been reduced substantially in the initial application. In doing final design the approved design had a serpentine walkway and was less natural than the desired change. The change is to modify the retaining wall and provide a slightly different configuration to the previously approved variances that had already been approved.

Attorney Molnar explains that the amendment request would take into consideration the prior SEQRA and that the narrative, site plan and all prior approvals remain in effect. This will be subject to the previous conditions as well as any new conditions should they be stated during this meeting. The existing variance will include the new site plan as well as any new conditions. This will also be presented to the Planning Board as well.

Mr. Eggleston explained that the applicant was hoping to keep on track and present any changes that have come up during the project and building process.

Vice Chair Condon expressed that he is of the belief that this is a positive element to any building project, and should be added to the building permit process for other to follow.

Member Kiefer asked for clarification regarding the changes that will be reviewed by the board and by this variance.

WHEREFORE, a motion was made by Chair Rhoads and seconded by Vice Chair Condon to consider the proposed action as a Type II SEQRA action and not subject to SEQRA review. The board having been polled resulted in the unanimous affirmance of said motion.

WHEREFORE, a motion was made by Vice Chair Condon and seconded by Member Ciaccio to approve the amendment as presented by Bob Eggleston, referencing the new drawings and the new narrative dated December 22, 2017 with all prior conditions in full force and effect excepted modified by the new narrative and drawings. The board having been polled resulted in the unanimous affirmance of said motion.

Re: Requested Amendment to Resolution of the Zoning Board of Appeals, Dated July 5, 2016 Regarding Application of John & Louisa Cohlan.

Whereas, at the Skaneateles Zoning Board of Appeals (“ZBA”) meeting held on **Tuesday, February 6, 2018**, John and Louisa Cohlan (“Applicants”) for property located at 3007 East Lake Road in the Town of Skaneateles (039.-01-15.0) (“Property” or “Project”), submitted a revised site plan dated December 22, 2017 (“Revised Site Plan”) reflecting proposed modifications to the original approved site plan dated June 24, 2016 (“Site Plan”), with proposed modifications to the arrangement of the retaining wall, walkways and dock pavers south of the boat house (the “Requested Amendment”); and

Whereas, the Applicant was granted variances by the ZBA on July 5, 2016 for the total combined square footage of all shoreline structures allowed, as depicted on the Site Plan (“Prior Approval”); and

Whereas, Prior Approval is subject to standard conditions as well as a number of conditions necessary in order to manage adverse impacts upon the neighborhood or community; and

Whereas, the Revised Site Plan, as supplied by the Applicant, reflects the new proposed dimensions, open space, impermeable surface coverage and proposed dwelling; with all revised figures within acceptable limits and compliant with the Prior Approval; and

Whereas, upon a motion made Chair Roads and seconded by Vice Chair Jim Condon the ZBA adopted and ratified its prior SEQRA determination for the Application, which was a determination that the Application constitutes a TYPE II single family residential project seeking an area variance, not subject to further SEQRA review; and

Wherefore, upon a motion made by Vice Chair Jim Condon and seconded by Member Michael Ciaccio, and duly adopted, the Requested Amendment was approved, with these conditions:

Condition No 1: That the site plan 1 of 1, drawings 1 through 3 of 3, and narrative dated December 22, 2017 prepared by Robert O. Eggleston, licensed architect be complied with in all respects; and

Condition No 2: that the Prior Approval adopted on July 5, 2016, with all of the original conditions, remain in full force and effect except amended hereby.

MEMBER NAME	AYE	NAY	ABSENT
Chair DENISE RHOADS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vice Chair JIM CONDON	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member MICHAEL CIACCIO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member KRIS KIEFER	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Member DAVE PALEN	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Other Board Business:

Chair Rhoads reviewed with the new Members that they submit their hours each month at the meeting.

Vice Chair Condon stated, that he thinks the two new members will be strong addition to the board. He would like to reaffirm that he was not aware that Sherill Ketchum was not going to be reappointed, and he was unclear if the Planning Board seat was automatically reappointed due to

the fact no advertising occurred. Vice Chair Condon welcomed the new Members and looks forward to working them.

Vice Chair Condon would like to express interest in the P&Z meeting time changed so it is easier to be in attendance. He is asking that the Town Board review the schedule and find an alternative time or day so that more members could be in attendance.

A motion was made by Chair Rhoads and seconded by Vice Chair Condon to enter Attorney Advice Session. The board having been polled resulted in the unanimous affirmance of said motion.

A motion was made by Vice Chair Condon and seconded by Member Kiefer to exit Attorney Advice Session.

Due to there not being a quorum of Members in attendance, that were present at the meetings requiring approval, all minutes will be moved to the March 6, 2018 meeting to be approved.

There being no further business, a motion was made by Member Ciaccio and seconded by Member Kiefer to adjourn the meeting. The board meeting adjourned at 8:50 p.m.

Respectfully Submitted,
Michelle Jackson, Secretary