

SANDYSTON TOWNSHIP

Minutes

January 10, 2017

This meeting was opened and called to order at 7:00 pm by Mayor Fred MacDonald, who stated this meeting was being held in compliance with the Open Public Meetings Act, having been duly advertised.

Roll Call

The clerk was asked to call the roll. Present were: Committeeman George B. Harper, Jr.; Deputy Mayor Kamala M. Hull; Mayor Fred MacDonald

Also in attendance: Jon Snyder; Stanley J. Dutkus; Lou Frato; Tom & Nan Horsfield; Steve Williamson; Wendy MacDonald; Glenn & Gayle Hull; Hixon & Sharon Spangenberg; Louis & Patte Frato

The Mayor MacDonald invited all to join in the Pledge of Allegiance.

Minutes: The Committee reviewed the regular meeting minutes of **December 13, 2016** and the Reorganization Minutes of **January 2, 2017**. Committeeman Harper made a motion to approve the regular meeting minutes for December 13, 2016, seconded by Deputy Mayor Hull and unanimously carried. Committeeman Harper made a motion to approve the Reorganization Minutes of **January 2, 2017**, seconded by Mayor MacDonald and unanimously carried.

Tax Collector Report: The Tax Collector Report was presented for the month of **December 2016** with total receipts Month-To-Date of \$107,686.35 and a Year-To-Date total of \$5,759,886.56. Mayor MacDonald made a motion to accept the Tax Collector's Report as submitted, seconded by Committeeman Harper and unanimously approved.

Treasurer's Report: The Treasurer's Report for the month of **December 2016** was presented with a beginning balance of \$1,650,074.39 total receipts of \$150,528.45 and total disbursements of \$231,749.86 leaving an ending balance of \$1,568,852.98. Mayor MacDonald read the following balances: General Capital Account \$59,435.83, Animal Control Escrow \$9,116.12, Public Assist Escrow \$3,539.92, Unemployment Escrow \$25,159.51, COAH Trust \$41,035.47, Security Asst. Fund \$18,610.79 and the Small Cities Master \$4,782.49. Mayor MacDonald made a motion to approve the Treasurer's Report, seconded by Deputy Mayor Hull and unanimously approved.

Payment of Vouchers: The bills list was submitted for approval in the amount of \$221,659.12. Mayor MacDonald made a motion to approve the bills list, seconded by Committeeman Harper and unanimously approved.

Departmental Reports: The Committee reviewed the departmental reports. Mayor MacDonald noted the snow and ice storms. Committeeman Harper stated that per his conversation with Roy McClain, Road Foreman, he has a good crew with sufficient temporary drivers at this time.

Old Business:

Green Acres: Deeds of Devita Road: Committeeman Harper explained the meeting that took place with the representatives of the Department of Environmental Protection on January 5, 2017. Committeeman Harper stated the Assistant Director of the DEP, Local Government Assistance, Site Remediation Program - Office of Brownfield Reuse and Green Acres, along with the Township Attorney

participated in the meeting. Committeeman Harper explained the State of New Jersey would like a clause in the deeds stating they are not responsible for the maintenance of the road. Committeeman Harper there is no road association for Devita Road and stated the Township Attorney is researching this matter.

Committeeman Harper explained the main purpose of the meeting was to discuss the current situation of Tri-State Steel Fabricators, Inc. Committeeman Harper explained Sandyston Township currently holds the Tax Title Lien on the property and there is a DEP Case for contamination with outstanding fines and violations. Committeeman Harper explained the State of New Jersey has a program called the Hazardous Discharge Site Remediation Fund, where the Township can apply for a grant for the Preliminary Assessment, Site Investigation and Remedial Investigation which is paid for 100%, but the Township must still pay the application fees. Committeeman Harper explained this is done in an effort to understand what is required and what it would cost to have the site remediated. Committeeman Harper stated that if we get through the first phase and decide to remediate the property, we could apply for a 75% Recreation and Conservation Grant and there are several other agencies that have a process to apply for a possible 25% grant but that is not guaranteed. Committeeman Harper explained that while the Township may have to lay out money for investigating and/or remediation, the taxes on the property are more than \$6,000 a year and the Township pays 91 % to the County and Schools. Committeeman Harper stated due to the contamination, violations and liens any interested party wishing to purchase the property often declines. Committeeman Harper said the bank has abandoned it, the owner has abandoned it, the tax lien is accruing interest and the DEP violations and fines are mounting. Committeeman Harper offered a scenario that if we go through the process and decide to remediate the property, Fish & Game has stated they are interested in the property and would be willing to pay fair market value to Sandyston Township and turn the site into a fishing site for the Little Flatbrook (without structures). Committeeman Harper stated it could take a year or two to get through the process.

Committeeman Harper stated that during that same meeting, a discussion was held with Green Acres regarding a piece of property on Route 206 that is a swamp that the State of New Jersey, Green Acres would not accept because it is not contiguous to any of their property. Green Acres suggested contacting The Natures Conservancy.

Committeeman Harper stated it was a productive meeting. Committeeman Harper explained the Resolution on the agenda is for the first phase for the grant for the Preliminary Assessment, Site Investigation and Remedial Investigation which is covered 100%, but we must pay for each application fee for the grant.

New Business:

Dog Pound Facility: The Committee reviewed the agreement for the Dog Pound Facility with Country Kennels. Mayor MacDonald made a motion to approve the agreement, seconded by Committeeman Harper and unanimously carried.

Hepatitis B. Vaccination Letter of Understanding for 2017: The Committee reviewed the agreement. Mayor MacDonald made a motion to approve the Hepatitis B. Vaccination Letter of Understanding for 2017, seconded by Committeeman Harper and unanimously carried.

Use of Meeting Hall:

- **Boy Scouts of America #358:** The Committee reviewed the application for the use of the meeting hall for a Blue and Gold Dinner. Mayor MacDonald made a motion to approve the application, seconded by Deputy Mayor Hull and unanimously carried.

- **Yoga by Julie Lain-Trilling:** The Committee reviewed the application for the use of the meeting hall for Yoga from now until May 25, 2017. Mayor MacDonald made a motion to approve the application, seconded by Deputy Mayor Hull and unanimously carried.

Resolutions:

SANDYSTON TOWNSHIP

R-12-2017

**RESOLUTION AUTHORIZING SUBMISSION OF AN APPLICATION FOR THE MUNICIPAL ALLIANCE GRANT FOR THE GOVERNOR’S COUNCIL ON ALCOHOLISM AND DRUG ABUSE
Fiscal Grant Cycle July 2014-June 2019**

WHEREAS, the Governor’s Council on Alcoholism and Drug Abuse established the Municipal Alliances for the Prevention of Alcoholism and Drug Abuse in 1989 to educate and engage residents, local government and law enforcement officials, schools, nonprofit organizations, the faith community, parents, youth and other allies in efforts to prevent alcoholism and drug abuse in communities throughout New Jersey.

WHEREAS, The Township Committee of the Township of Sandyston, County of Sussex, State of New Jersey recognizes that the abuse of alcohol and drugs is a serious problem in our society amongst persons of all ages; and therefore, has an established Municipal Alliance Committee; and,

WHEREAS, Township Committee further recognizes that it is incumbent upon not only public officials but upon the entire community to take action to prevent such abuses in our community; and,

WHEREAS, the Township Committee has applied for funding to the Governor’s Council on Alcoholism and Drug Abuse through the County of Sussex;

NOW, THEREFORE, BE IT RESOLVED by the Township of Sandyston, County of Sussex, State of New Jersey hereby recognizes the following:

1. The Township Committee does hereby authorize submission of a strategic plan for the Sandyston/Montague/Walpack Municipal Alliance grant for fiscal year 2018 in the amount of:

DEDR	\$ 9,564.00
Cash Match	\$ 2,391.00
In-Kind	\$ 7,173.00
2. The Township Committee acknowledges the terms and conditions for administering the Municipal Alliance grant, including the administrative compliance and audit requirements.
3. The Township Committee is acting as the lead agency for a consortium that is comprised of the municipalities of Sandyston, Walpack and Montague.

The Committee reviewed **R-12-2017**. Committeeman Harper made a motion to approve **R-12-2017**, seconded by Mayor MacDonald and unanimously carried.

SANDYSTON TOWNSHIP

R-13-2017

A RESOLUTION AUTHORIZING REFUND OF LIFE HAZARD REGISTRATION FUNDS TO HAMPTON TOWNSHIP

WHEREAS, during a review of Division of Fire Safety’s registration rebate information, Jessica M. Caruso, CFO, determined revenue for fire safety for Hampton and Sandyston Township was not accurate; and

WHEREAS, Life Hazard Businesses pay the State of New Jersey, Department of Community Affairs, Division of Fire Safety directly for the money that they owe for Life Hazard Registration; and

WHEREAS, the State of New Jersey, Department of Community Affairs, Division of Fire Safety utilizes a registration system called "RIMS" (Registration & Inspection Management System); and

WHEREAS, with the "RIMS" system, the State of New Jersey, Department of Community Affairs, Division of Fire Safety, has interpreted the Shared Service Agreement for the Fire Prevention Services as Sandyston Township (Provider) and Hampton Township (Recipient); and

WHEREAS, as a result of this interpretation, the State of New Jersey, Department of Community Affairs, Division of Fire Safety must directly deposit Hampton Township's registration fees into Sandyston Township's account and this is done on a quarterly basis; and

WHEREAS, Jessica M. Caruso, CFO, requests permission of the Township Committee of the Township of Sandyston, to refund Hampton Township on a quarterly basis for the Life Hazard Registration fees that have been directly deposited into Sandyston Township's account due to the Shared Services Agreement for Fire Prevention Services.

NOW, THEREFORE, BE IT RESOLVED, the Township Committee of the Township of Sandyston hereby authorizes Jessica M. Caruso, CFO to refund Hampton Township on a quarterly basis for Life Hazard Registration fees that have been directly deposited into Sandyston Township's account due to the Shared Services Agreement for Fire Prevention Services.

The Committee reviewed **R-13-2017**. Committeeman Harper made a motion to approve **R-13-2017**, seconded by Mayor MacDonald and unanimously carried.

Sandyston Township

R-14-2017

RESOLUTION – AGREEMENT: BETWEEN KOUNTRY KENNELS AND THE TOWNSHIP OF SANDYSTON, COUNTY OF SUSSEX, STATE OF NEW JERSEY

Be it and it is hereby resolved by the Sandyston Township Committee that the Mayor and Township Clerk are hereby authorized to execute on behalf of the Township Committee of the Township of Sandyston the Dog Pound Facility Agreement between the Kountry Kennels and the Township of Sandyston for the term of January 1, 2017 to December 31, 2017.

The Committee reviewed **R-14-2017**. Mayor MacDonald made a motion to approve **R-14-2017**, seconded by Committeeman Harper and unanimously carried.

SANDYSTON TOWNSHIP

R-15-2017

A RESOLUTION APROVING THE UTILIZATION OF THE MORRIS COUNTY COOPERATIVE PRICING COUNCIL CONTRACT #21 OIL AND STONE TREATMENT

WHEREAS, the Morris County Cooperative Pricing Council advertised and received bids for oil and stone treatment; and

WHEREAS, the bids received allowed for vendors to extend their pricing to governmental agencies which have joined the Morris County Cooperative Pricing Council; and

WHEREAS, the approved vendors for oil and stone treatment is Morris Asphalt Company, Inc., for the contract period of January 1, 2017 through December 31, 2017.

THEREFORE, BE IT RESOLVED, the Township Committee of the Township of Sandyston approves the utilization of the Morris County Cooperative Pricing Council Contract #21 Oil and Stone Treatment, Morris Asphalt Company, Inc., for the contract period of January 1, 2017 through December 31, 2017.

The Committee reviewed **R-15-2017**. Mayor MacDonald made a motion to approve **R-15-2017**, seconded by Deputy Mayor Hull and unanimously carried.

SANDYSTON TOWNSHIP

R-16-2017

RESOLUTION SUPPORTING POTENTIAL BROWNFIELD REMEDIATION AT THE TRI-STATE STEEL FABRICATORS, SANDYSTON TOWNSHIP, SUSSEX COUNTY, NEW JERSEY A/K/A BLOCK 1104 LOT 6

WHEREAS, pursuant to N.J.S.A. 40A:12A-6, the Township Committee of Sandyston Township has decided to undertake a preliminary investigation to determine whether a portion of Tri-State Steel Fabricators, Inc. including Block 1104 Lot 6, located at 84 Route 645, Sandyston, Sussex County, New Jersey (hereinafter the "Property") is an area in need of redevelopment according to the criteria set forth in N.J.S.A.40A:12A-5; and

WHEREAS, the Township Committee of Sandyston Township has determined that there has been, or it suspects that there has been, a discharge of hazardous substances or a hazardous waste on the Property; and,

WHEREAS, Sandyston Township is applying from the Hazardous Discharge Site Fund for funding for the investigation and cleanup of Tri-State Steel Fabricators, Inc. in order to determine the extent of any hazardous substance or hazardous waste; and,

WHEREAS, Sandyston Township currently holds the Tax Title Lien for Tri-State Steel Fabricators, Inc., **Certificate #2012-07**; and,

WHEREAS, Sandyston Township intends to acquire the property in furtherance of the redevelopment plan through voluntary conveyance or other means provided by law; and,

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Township Committee of the Township of Sandyston, County of Sussex, State of New Jersey, that Sandyston Township is committed to the redevelopment Tri-State Steel Fabricators, Inc., for the purpose of a Fish, Game & Wildlife fishing site along the Little Flatbrook and finds that a realistic opportunity exists for the redevelopment of Tri-State Steel Fabricators, Inc., within a three year period after the completion of the remediation of this site either through the planned redevelopment project or through alternate redevelopment.

BE IT FURTHER RESOLVED, the Township Committee hereby authorizes the Municipal Clerk and Township Attorney to prepare the necessary application and submit documentation to the Hazardous Discharge Site Remediation Fund for a PA/SI/RI Grant to perform a Preliminary Assessment, Site Investigation or Remedial Investigation. The Township Committee authorizes the Municipal Clerk to be the contact for this application and authorizes the Mayor of Sandyston Township to execute this application on the Township Committee's behalf.

The Committee reviewed **R-16-2017**. Committeeman Harper read the full Resolution into the record. Committeeman Harper reiterated that this Resolution is to apply for the grant for the Preliminary Assessment, Site Investigation, or Remedial Investigation, which is 100%, but we must pay the application fees. This Resolution is not for the remediation at this time, rather we are applying for the

grants to determine the scope of the contamination and at the conclusion of this investigation we will be advised what is necessary for the remediation.

Tom Horsfield, Route 645, asked should the Township decide to remediate this property and sell it to Green Acres it will be removed from the tax rolls and asked why the Township cannot lower the assessment to \$1.00 and let it sit the way it is. Committeeman Harper answered by law we are not allowed. Committeeman Harper explained this is the biggest nightmare that a township has when the liens are struck back to the Township and we become responsible for the taxes. Committeeman Harper stated it is also important to note that with this Resolution we are not agreeing to acquire the property today, the resolution only allows the Township to apply for the grants for the first three phases to determine the contamination. Committeeman Harper stated once the scope of the contamination is determined, we will then determine the scope of the remediation and seek grants for the remediation or discontinue based on the determination.

Sharon Spangenberg, Heaters Lane, asked if there will be consideration of the historic nature of the property and the mill pond. Mayor MacDonald stated this is just a resolution to apply for the grants to determine the contamination. Mrs. Spangenberg stated she felt that the part of the dam that is still there should not be destroyed. Mayor MacDonald stated the resolution has nothing to do with removal of the structure. Committeeman Harper explained that there will be nothing physically done except for test borings and test samples to determine the extent of the contamination.

Glenn Hull, Bevans Road, asked if the State is interested in the property why the property cannot be transferred directly to them. Committeeman Harper answered due to the contamination and violations the State will not touch it. Committeeman Harper continued the only way for the Township to gain clear title would be for the Township to do an *In Rem* Foreclosure. Mr. Hull asked what type of pollution is on the site. Committeeman Harper stated there is a DEP Case Violation and Report and the report indicates there are nine areas of concern which he believes is primarily cutting oils with regard the type of work performed on the site.

Mayor MacDonald made a motion to approve **R-16-2017**, seconded by Committeeman Harper and unanimously carried.

**SANDYSTON TOWNSHIP
R-17-2017**

**RESOLUTION APPROVING USE OF THE FACILITIES FOR SANDYSTON TOWNSHIP
VOLUNTEER FIRE DEPARTMENT AND SANDYSTON TOWNSHIP RECREATION**

WHEREAS, Sandyston Township Volunteer Fire Department, Inc., and Sandyston Township Recreation are housed in the Sandyston Township Municipal Building and their insurance is under Sandyston Township; and

WHEREAS, both organizations have several fundraisers during the year which require use of the facility (meeting hall, soccer field, baseball field, parking lot, etc.) for their functions; and

WHEREAS, both organizations utilize the meeting hall for their monthly meetings; and

WHEREAS in the past, both organizations were required to fill out a building use form for each meeting and fundraiser and have the use approved by the Township Committee; however, a Certificate of Insurance is not required as both organizations are covered under the Township insurance; and

WHEREAS, the Sandyston Township Committee wishes to help streamline the process for use of the facilities for both organizations.

NOW, THEREFORE, BE IT RESOLVED, the Township Committee of the Township of Sandyston hereby approve use of the facility by the Sandyston Township Volunteer Fire Department, Inc., and Sandyston Township Recreation for meetings, and the following fundraising events to be held on the premises located at 133 Route 645, Sandyston, Sussex County, New Jersey and all dates must be conveyed to the Municipal Clerk in a timely manner:

- Easter Egg Hunt/Festival, Clean Communities, Daddy/Daughter Dance; Sandyston Day, 6th Grade Graduation, Trunk or Treat, Gobble Hobble 5K, Santa Breakfast, as well as use of the fields for softball and soccer practices and games
- Venison Dinner, Chicken Barbeque, Beefsteak Dinner, Tractor Parade, Santa Parade

The Committee reviewed **R-17-2017**. Mayor MacDonald made a motion to approve **R-17-2017**, seconded by Deputy Mayor Hull and unanimously carried.

Ordinances:

**SANDYSTON TOWNSHIP ORDINANCE
2017-01**

AN ORDINANCE TO ESTABLISH MINIMUM AND MAXIMUM SALARIES AND WAGES FOR THE OFFICERS AND EMPLOYEES OF THE TOWNSHIP OF SANDYSTON AND TO PROVIDE THE METHOD FOR THE PAYMENT OF ANNUAL SALARY INCREMENTS IN THE DISCRETION OF THE TOWNSHIP COMMITTEE

BE IT ORDAINED by the Township Committee of the Township of Sandyston, County of Sussex, State of New Jersey, as follows:

Section 1. The ordinance shall be known as “The Minimum and Maximum Salary and Wage Ordinance”.

Section 2. All ordinances inconsistent with this ordinance, shall be, and are hereby repealed.

<u>Position</u>	<u>Minimum Annual Salary</u>	<u>Maximum Annual Salary</u>
Mayor	\$ 3,000.00	\$ 4,600.00
Committeemen	\$ 2,600.00	\$ 4,000.00
Municipal Clerk	\$27,000.00	\$46,000.00
Deputy Clerk	\$ 500.00	\$ 5,000.00
Registrar	\$ 500.00	\$ 1,000.00
Tax Collector	\$15,000.00	\$25,000.00
Assessor	\$11,000.00	\$24,000.00
Deputy Tax Assessor	\$ 50.00	\$ 4,500.00
Chief Financial Officer	\$ 5,000.00	\$15,000.00
Treasurer	\$ 5,000.00	\$15,000.00
Sec. To Bd. Health	\$ 700.00	\$ 1,500.00
Emergency Management Coord.	\$ 800.00	\$ 2,600.00
Animal Control Officer	\$ 1,500.00	\$ 4,000.00
(\$1.00 per dog license issued payable to Municipal Clerk)		

Dog Pick-Up		\$ 25.00
Dog Boarding Fee (per day)		\$ 25.00
Const./Bldg. Sub-Code	\$15,000.00	\$25,000.00
(plus mileage)		
Sec. To Cons. Official (per hour)	\$ 9.00	\$ 18.00
Fire Sub-Code Official (per hour)	\$ 20.00	\$ 50.00
(plus mileage)		
Plumb. Sub-Code Official	\$ 3,500.00	\$ 6,500.00
(plus mileage)		
Electrical Sub-Code Official	\$ 3,500.00	\$ 6,500.00
Housing Officer Per Inspection	\$ 35.00	\$ 50.00
(plus mileage)		
Code Enforcement Official	\$ 20.00	\$ 50.00
(plus mileage)		
Fire Prev./Life hazard Per Inspection	\$ 40.00	\$ 60.00
Shared Service Agreement	\$ 7,000.00	\$12,000.00
Road Foreman, hourly	\$ 16.00	\$ 33.00
Roadman, Senior Employee (hourly)	\$ 12.00	\$ 24.00
Roadman, Junior Employee (hourly)	\$ 10.00	\$ 22.00
Laborers, per hour, monthly	minimum wage	
Temporary Truck Driver per hour	\$ 15.00	\$ 25.00
Temporary Driver with CDL	\$ 15.00	\$ 25.00
Township Attorney	\$15,000.00	\$25,000.00
Planning Board Secretary	\$10,500.00	\$20,000.00
Land Use Administrator	\$12,000.00	\$20,000.00
Tax Search Officer	100% of all search fees	
Official Improvement Search	100% of all search fees	

Vouchers for mileage shall be prepared and submitted monthly. All those eligible for car allowance, shall be allowed \$.51 per mile.

All employees whose appearance is necessary in a court case shall be paid \$20.00 per appearance.

This ordinance shall take effect after publication and passage according to law.

The Committee reviewed **Ordinance #2017-01**. Committeeman Harper made a motion to approve the introduction of **Ordinance #2017-01**, seconded by Mayor MacDonald and unanimously carried. The Clerk stated the public hearing for **Ordinance #2017-01** would be Tuesday, February 14, 2017 at 9 am.

Correspondence: The Committee reviewed the correspondence.

Mayor MacDonald noted the Hampton Township Resolution submitted with regard to the Shared Service for Construction Department with Hampton the salaries and administrative costs for the Construction Official/Building Inspection/Zoning Officer, Plumbing Sub-Code, and Electrical Sub-Code. The Clerk explained this the money that Hampton Township reimburses Sandyston Township for this shared service. The Clerk noted this Resolution will be attached to the current Shared Service with Hampton Township.

Mayor MacDonald also noted the thank you letter received from Father Wayne Varga of St. Thomas the Apostle Church, thanking the road department for their help in plowing the parking lot and offering their appreciation.

Open Meeting To Floor:

Mayor MacDonald made a motion to open the meeting to the public, seconded by Deputy Mayor Hull and unanimously carried.

Glenn Hull, Bevans Road, came forward and asked how many years the Township has held the Tax Lien. The Clerk answered the Tax Sale was held in 2012 and a Tax Title Lien was issued for the non-payment of 2011 taxes and has continued forward with interest. Mr. Hull asked if the State would take it at this point if the Township does the remediation. Committeeman Harper answered that Fish, Game and Wildlife wants the property. Mr. Hull asked what the cost will be, if we will lose more in the future or if we will break even with this process. Committeeman Harper stated we must get through the process, so the only expense with the grant process is the application fees. Mr. Hull asked about the permits and when they will be issued. Committeeman Harper explained we are applying for the grant, there are no permits – we are applying for the grant, so the only fees involved are the fees for the applications for each stage of the grant. Mr. Hull stated that with the back years due in taxes why doesn't the town just cut their losses and give it to the State and let them deal with it. Committeeman Harper stated they will not take the property. Mr. Hull asked Committeeman Harper to explain again why they will not take it. Committeeman Harper stated the Township has to take it *In Rem*, and if we do not have a plan to clean it up and go this route the State of New Jersey will not accept the property and it will never be accepted by the State of New Jersey, Fish Game and Wildlife. Committeeman Harper also stated the DEP does not want the buildings, which will need to be addressed in the future. Committeeman Harper explained that in the past we could have performed the *In Rem* Foreclosure, but we were advised by our attorney not to foreclose due to the contamination. Committeeman Harper stated, should we get that far, we will need to remove the metal structures, have the property evaluated with the building and then have the building removed prior to the sale of the property to Green Acres.

Mayor MacDonald made a motion to close the meeting to the public, seconded by Deputy Mayor Hull and unanimously carried.

Upcoming events:

Regular Township Meeting:	Tuesday, February 14, 2017 at 9:00 am
Planning Board Regular:	Monday, February 6, 2017 at 7:00 pm
Seniors Meeting/Lunch	Tuesday, February 7, 2017 at 12:00 pm
Recreation Meeting:	Tuesday, January 24, 2017 at 6:30 pm

Adjournment: Mayor MacDonald made a motion to adjourn the meeting at 7:35 pm, seconded by Deputy Mayor Hull and unanimously carried.

Respectfully submitted,



Amanda F. Lobban, RMC
Municipal Clerk