

WORKSHOP MEETING
July 1, 2020

The workshop meeting of the Township Committee of Oxford Township was held on July 1, 2020 in the Oxford Township Municipal Building, 11 Green Street, Oxford, NJ and by calling the toll-free number: (877) 853-5247 and entering the Meeting ID: 884 8154 4580.

Adequate Notice of this meeting was properly re-advertised in The Express Times/NJ Zone Edition, Express Times, the Township website (www.oxfordtwpnj.org) and Township Facebook page in compliance with the Open Public Meeting Act of 1975.

In attendance was Robert Nyland, Gerald Norton, Georgette Miller, Township Committee, Rich Wenner, Attorney. Matt Hall also attended.

Sheila L. Oberly, Municipal Clerk attended via Zoom.

Ordinances:

ORDINANCE 2020-09

AN ORDINANCE OF THE TOWNSHIP OF OXFORD, COUNTY OF WARREN, STATE OF NEW JERSEY TO AMEND CHAPTER 340 ENTITLED “ZONING” ARTICLE VI “GENERAL REGULATIONS” TO CREATE NEW SECTION 340-27.1

WHEREAS, the Oxford Township Committee, as part of its consideration of zoning amendments related to Oxford Town Center, permitted apartments above garages within the TC-1 Town Center Redevelopment Zone of Oxford Town Center, and

WHEREAS, the Oxford Township Committee wishes to provide additional housing options within the Township as a whole, along with opportunities for residents to derive additional income that will help support new and continued homeownership within the Township.

NOW, THEREFORE, BE IT ORDAINED by the Township Committee of the Township of Oxford in the County of Warren and State of New Jersey, as follows:

Section 1. Chapter 340 Entitled “Zoning”, Article VI “General Regulations” is hereby amended to create a new Section 340-27.1 “Accessory Apartments” to read as follows:

§340-27.1 Accessory Apartments

A. Accessory apartments shall be permitted in all residential zones within the Township of Oxford, subject to the following requirements:

(1) All accessory apartments proposed and meeting the requirements of this section shall be required to obtain a zoning permit from the Zoning Officer of the Township of Oxford

prior to the issuance of construction permits. Any and all construction permits required shall be obtained by the applicant at his/her own expense, and the accessory apartment shall only be occupied upon issuance of a certificate of occupancy by the Construction Office. Any accessory apartment proposed not meeting the requirements of this section shall seek appropriate relief from the Oxford Township Land Use Board and shall only be granted construction permits upon receiving all necessary land use approvals.

(2) Any lot where an accessory apartment is proposed shall meet all area, yard and bulk requirements for the zone in which the lot is located.

(3) No individual lot within the Township shall be permitted more than one (1) accessory apartment.

(4) No accessory apartment shall contain more than one (1) bedroom.

(5) All accessory apartments shall be contained in an accessory building, whether existing or newly constructed, and shall not be attached to the principal dwelling in the case of a new building. Any newly constructed accessory building shall meet the minimum yard requirements for an accessory building/structure as required for the zone in which the lot is located.

(6) Any person wishing to construct an accessory apartment shall demonstrate that either public sewer exists or can be provided to the lot or the existing septic system is adequate to handle the additional bedroom proposed. Demonstration of the adequacy of the existing septic system shall be in the form of inspection and written report by a qualified professional engineer or other professional licensed to provide such determination. Provided proper approvals are obtained from any agency having jurisdiction over the matter, expansion of existing septic systems to provide additional capacity to support an accessory apartment shall be permitted.

(7) Adequate additional parking per the New Jersey Residential Site Improvement Standards, N.J.A.C. 5:21, et. seq., shall be provided. For a one-bedroom apartment, 2 additional spaces shall be provided.

(8) All accessory apartments shall be registered with the Township Clerk and assigned a street address by the Township. The number designation of the accessory apartment shall be identical to that assigned to the principal dwelling plus the letter "B". Such number designation shall be posted on the accessory building containing the apartment in a location visible to emergency responders and shall also be posted on a separate mailbox that shall be installed for the apartment.

Section 2. If any part or parts of this Ordinance are for any reason held to be invalid, such adjudication shall not affect the validity of the remaining portions of this ordinance.

Section 3. All Ordinances or parts of Ordinances which are inconsistent herewith are repealed, but only to the extent of such inconsistency. All other parts of the Township of Oxford Code not inconsistent herewith are ratified and confirmed.

Section 4. This Ordinance shall become effective following its final passage and publication as required by law.

ORDINANCE 2020-10

AN ORDINANCE FIXING THE SALARY RANGES FOR CERTAIN OFFICERS AND EMPLOYEES OF THE TOWNSHIP OF OXFORD

Be It Ordained by the Mayor and Committee of the Township of Oxford, County of Warren State of New Jersey as follows, until a subsequent salary ordinance is adopted:

Section 1. The salary ranges per annum for the following officers and employees of the Township of Oxford shall be as follows:

<u>Title</u>	<u>Salaries</u>	
Mayor	4,000.00- 6,000.00	per year
Deputy Mayor	3,000.00- 5,000.00	per year
Committee Person	3,000.00- 5,000.00	per year
Township Clerk	30,000.00-80,000.00	per year
Registrar	3,000.00-6,000.00	per year
Election Official	200.00-500.00	per election
Deputy Clerk	11.00-20.00	per hour
Chief Financial Officer	20,000.00-45,000.00	per year
Office Clerk	11.00-15.00	per hour
Collector	20,000.00-45,000.00	per year
Collector Assistant	3,000.00 -7,000.00	per year
Tax Assessor	14,000.00-25,000.00	per year
Public Workers Foreman	50,000.00-90,000.00	per year
Public Works Senior Laborer	12.00-35.00	per hour
Public Works Laborer	11.00-30.00	per hour
Public Works Temporary Laborer	11.00-24.00	per hour
Equipment Operators	12.00-35.00	per hour
Zoning Officer	2,000.00-4,500.00	per year
Land Use Bd. Secretary	5,000.00-20,000.00	per year
Board of Health Member	100.00-300.00	per year
Municipal Building Custodian	12.00-25.00	per hour
Emergency Management Coordinator	1,500.00-3,000.00	per year
Animal Control Officer	1,500.00-6,000.00	per year
Animal Control Deputy	30.00-60.00	per call-out
Animal Control Officer-Expenses	25.00-30.00	per month
Lake Director	11.00-25.00	per hour
Ass't Lake Director	50.00-100.00	per day
Lifeguards	10.30-15.00	per hour
Concession Stand Operator	10.30-15.00	per hour
Security Officer	15.00-25.00	per hour

Recycling Coordinator	50.00-75.00	per month
Crossing Guard	11.00-16.00	per hour
Special Meetings	125.00-300.00	per meeting
Mileage Reimbursement	IRS Rate	per mile

Section 2. All salary ranges above shall be retroactive to January 1, 2020

Section 3. Any ordinance of part of ordinance inconsistent herewith is hereby repealed.

ORDINANCE 2020-11

ORDINANCE OF THE TOWNSHIP OF OXFORD, COUNTY OF WARREN, STATE OF NEW JERSEY, CREATING CHAPTER 209, REGULATION OF OUTDOOR GATHERINGS

WHEREAS, the Township Committee of the Township of Oxford has determined that there is no provision in the Township Code that would permit block parties and other public gatherings;

WHEREAS, the purpose of this Ordinance is to promote the general health, safety, and welfare of the Township and its residents, and

WHEREAS, the Township Committee of the Township of Oxford, County of Warren, State of New Jersey finds that it is essential to enact an Ordinance permitting residents, wishing to partake in larger outdoor gatherings, to apply for a permit before any such gatherings can commence.

NOW THEREFORE BE IT ORDAINED AND ENACTED by the Township Committee of the Township of Oxford, County of Warren, State of New Jersey, as follows:

Section 1:

Chapter 209: Regulation of Outdoor Gatherings.

§ 209-1. Permit Required.

No person on or after the effective date of this chapter shall conduct or allow to be conducted any outdoor gathering as defined in this chapter without first obtaining a permit therefor in compliance with the terms of this chapter.

§ 209-2. Definitions.

As used in this chapter, the following terms shall have the meanings indicated:

Outdoor Gathering:

A carnival, fair, circus, exhibition, show, block party or similar activity conducted outdoors or within or about tents or other temporary structures within the Township of Oxford. For the purpose of this chapter, the following activities shall not be considered “outdoor gatherings”: sporting events and activities, picnics, educational programs and camping. This list is given by way of example, only as activities similar in nature shall also not be considered “outdoor gatherings” subject to regulation.

Person:

Any person, association, partnership, firm, corporation, institution, agency, authority, department or other entity which is recognized by law.

§ 209-3. Application for Permit.

- A. A written application for a permit hereunder shall be signed by the person, or parties conducting the event and filed with the Clerk of the Township, accompanied by the fee payable hereunder.
- B. The applicant shall set forth in the application for a permit the following information:
 - (1) The names and addresses of the person or persons or, in the case of a corporation, the names and addresses of the president, vice president, secretary, treasurer and directors or trustees responsible for conducting or participating in the event.
 - (2) The type of permitted event desired to be conducted and a statement of the purposes of such activity, whether for pecuniary profit or charitable purposes, and, if charitable, a statement of the charity or charities to be benefited.
 - (3) The proposed location and the premises or portion thereof available for such event.
 - (4) Whether the premises are owned by the applicant or, if not owned, the name and address of the lessor or licensor and the terms of the lease or license.
 - (5) A designation of the premises or portion thereof, or other areas, intended to be used for the parking of vehicles, including a statement in square feet of the area to be devoted for this purpose.
 - (6) A map or sketch showing the entire area sought to be permitted and delineating thereon the area to be used for the parking of vehicles, and further showing driveways or means of ingress to and egress from said premises and the names and addresses of all property owners adjoining the premises on which the event will be conducted and/or the area to be used for parking purposes.
 - (7) If applicable, a statement of the number of persons to be engaged as performers in the event sought to be permitted.

- (8) A statement of the reasonable projected number of persons who are anticipated to watch, observe or attend the event sought to be permitted.
 - (9) A statement of the locations where the applicant has promoted, operated or conducted similar events within the last five years.
 - (10) A description of the existing or proposed additional sanitary and water facilities which shall be sufficient to accommodate the number of persons reasonably projected to attend the event.
 - (11) A plan for medical and similar facilities which the applicant intends to provide in view of the projected number of persons expected to attend the event.
 - (12) Any approvals previously received by the Planning Board or Board of Adjustment for site plan or subdivision of the property and a list of all conditions of said approvals.
 - (13) If alcohol is to be served, the applicant shall attach a copy of the one-day liquor permit or a copy of the application seeking said permit, as well as indicating the area to be permitted and control measures for consumption and sale. If the site is already an existing permitted facility, the applicant is to attach a diagram of the sale and consumption area.
 - (14) The location of all containers for solid waste disposal which shall be adequate to meet the anticipated attendance of the event and the applicant shall further set forth the method of disposal for solid waste.
- C. Annexed to such application shall be the written permission of the record owner or owners of the premises intended to be used or, if the same are owned by the State of New Jersey, the County of Warren, or another governmental unit, then the written permission of the officer or agent having authority to permit the use of such premises for the purposes stated above.

§ 209-4. Application Fee; Liability Insurance.

- A. The applicant shall pay a nonrefundable application fee of \$50 to the Clerk of the Township upon filing an application for a permit as provided hereunder to compensate the Township for its expense in processing the application. The Township Committee, upon application, shall have the right to waive all or any portion of the above requirements as well as the application fee for any charitable, nonprofit organization, quasi-governmental groups and associations, such as police, fire or civil defense organizations, and events sponsored by governmental units.
- B. The applicant shall submit to the Clerk of the Township with the application a written commitment from a responsible insurance company licensed to do business in the State of

New Jersey, indicating that the applicant will be insured in the minimum amount for the following occurrences:

- (1) On account of liability for accidental injury to one person, insurance in the amount of \$100,000.
 - (2) On account of liability for accidental injury to two or more persons, insurance in the amount of \$1,000,000.
 - (3) For property damage to public property or private properties other than the site in question, insurance in the amount of \$50,000.
- C. Where it shall appear the nature or size of the event or the existence of other applicable insurance will not reasonably require the limits hereinabove related, the Township Committee may set lesser limits or accept such evidence of other insurance or financial responsibility as will reasonably afford protection to the participants of the event and the general public.

§ 209-5. Investigation; Report.

- A. The Clerk of the Township shall, upon receipt of the application, refer a copy of the application promptly to the Chief of Police and the Department of Health. The Chief of Police and Department of Health will conduct an investigation concerning the background of the applicant, the extent to which the proposed event may adversely affect the health, safety or welfare of the persons attending the event or the general public, the extent to which any additional police activity will be required, the adequacy of the proposed parking and traffic control plan, the adequacy of any structures which are to be used in connection with the event, the adequacy of any structures which are to be used in connection with the event, the adequacy of provisions for sanitary facilities, water and dispensing of food and beverages and such other matters as may reasonably be required by the nature and size of the proposed event, or as may be directed by the Township Committee.
- B. The Chief of Police and Health Officer shall file reports with the Township Committee.

§ 209-6. Issuance or Denial of Permit.

The Township Committee shall have the right to deny the permit, upon notification to the applicant, and the right to appear before the Township Committee, if it is the consensus of opinion of the Committee that the granting of a permit to the applicant would adversely affect the safety, health and welfare of the inhabitants of the Township. The Township Committee, in granting any permit, may issue the permit subject to such conditions as are reasonable and appropriate so as to ensure the health, safety and welfare of the persons anticipating to attend the event, as well as the general public.

§ 209-7. Minimum Requirements.

The applicant shall be required to comply with the following minimum requirements as conditions for the issuance or maintenance of any permit issued hereunder:

- A. Adequate sanitary facilities must be provided which are sufficient to accommodate the projected number of persons expected to attend the event.
- B. Medical or first aid facilities shall be provided which are sufficient to accommodate the projected number of persons expected to attend the event.
- C. A parking and traffic control plan for the number of persons projected to attend the event must be formulated, which plan must be sufficient to ensure a free flow of traffic and make available rapid access for emergency vehicles. Further, the applicant shall provide adequate off-street parking facilities on the site or within 1,500 feet thereof to accommodate the projected number of persons expected to attend the event.
- D. The applicant shall be required to comply with such other conditions as shall be imposed by the Township Committee upon the issuance of a permit after receiving those reports provided for herein, which such conditions shall be reasonably related to the protection of the public health, safety and welfare.
- E. The Township Committee, either prior to granting any permit for an outdoor gathering or as a condition to the issuance of a permit, in its discretion, may require any applicant to notify property owners within a designated distance from the property or properties upon which the outdoor gathering is being held to either provide said surrounding property owners with an opportunity to be heard considering whether or not to grant or deny the application and/or to notify surrounding property owners that an event or events will be conducted at certain given times.

§ 209-8. Issuance of Permit

A permit shall be issued by the Township Committee and executed by the Township Clerk. The permit shall set forth and describe with particularity the place where the event is to be conducted and the period of time in which it may continue, which shall not exceed a period of 10 consecutive days. The permit shall further contain any special conditions set by the Township Committee and shall contain the hours of operation which shall be set by the Township Committee.

§ 209-9. Responsibilities of Permittee.

No permittee shall allow the following on the permitted premises:

- A. Musical instruments, drums, sound-making devices or amplifiers played or used in such a manner as to cause disturbance to persons occupying residential property.
- B. Activity or conduct in violation of any municipal, state or federal law, duly enacted ordinances or regulations and conditions of the permittee

§ 209-10. Costs to be Paid by Permittee

The permittee shall be responsible for the cost of cleaning the area where the event was conducted on a daily basis and after said event is concluded, as well as the cost of providing law enforcement security for said event and sanitary facilities. The requirement to provide law enforcement security shall not create an affirmative obligation on the part of the Township to provide said law enforcement security.

§ 209-11. Violation of Other Ordinances Prohibited.

Nothing in this chapter shall be construed to permit any outdoor gatherings which may be in violation of any Zoning Ordinance or other ordinance regulations of the Township of Oxford.

§ 209-12. Violations and Penalties.

Any person who shall violate any provision of this chapter shall be guilty of a disorderly person's offense and shall be fined a sum not to exceed \$1,200 for each violation to be set by the Municipal Judge. Each day such violation exists shall constitute a separate violation.

Section 2:

Severability. The various parts, sections and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby.

Section 3:

Repealer. Any ordinances or parts thereof in conflict with the provisions of this Ordinance are hereby repealed as to their inconsistencies only.

Section 4:

Effective Date. This Ordinance shall take effect upon final passage and publication as provided by law.

Said **Ordinance 2020-09**, **Ordinance 2020-10** and **Ordinance 2020-11**, will be considered for final reading and adoption at a regular meeting of the Township Committee to be held on August 5, 2020, at 7:00 PM, or as soon thereafter as the Township Committee may hear this Ordinance at the Municipal Building, 11 Green Street, Oxford, New Jersey, at which time all persons interested may appear for or against the passage of said Ordinance.

On motion by Mrs. Miller, seconded by Mr. Norton and passed unanimously on roll call vote to adopt on first reading, **Ordinance 2020-09**, **Ordinance 2020-10** and **Ordinance 2020-11**

Resolutions:

RESOLUTION 2020-51

ALCOHOL EDUCATION REHABILITATION ENFORCEMENT

WHEREAS, the Township of Oxford desires to anticipate Alcohol Education Rehabilitation Enforcement grant as an item of general revenue and current appropriation with prior written consent of the Director of Local Government Services in the amount of \$166.71 and

THEREFORE, BE IT RESOLVED by the Governing Body of the Township of Oxford that the prior written consent of the Director of Local Government Services be requested to include as an item of general revenue in the 2020 Budget under the following caption:

Alcohol Education Rehabilitation Enforcement

and item of current appropriations in 2020 Budget under the following caption:

Alcohol Education Rehabilitation Enforcement -Other Expenses

BE IT FURTHER RESOLVED that TWO certified copies of this Resolution be forwarded to the Office of the Director of Local Government Services.

RESOLUTION 2020-52

CLEAN COMMUNITIES

WHEREAS, the Township of Oxford desires to anticipate Clean Communities grant as an item of general revenue and current appropriation with prior written consent of the Director of Local Government Services in the amount of \$5,931.49 and

THEREFORE, BE IT RESOLVED by the Governing Body of the Township of Oxford that the prior written consent of the Director of Local Government Services be requested to include as an item of general revenue in the 2020 Budget under the following caption:

Clean Communities

and item of current appropriations in 2020 Budget under the following caption:

Clean Communities-Other Expenses

BE IT FURTHER RESOLVED that TWO certified copies of this Resolution be forwarded to the Office of the Director of Local Government Services.

RESOLUTION 2020-53

AUTHORIZING THE FINANCE DEPARTMENT OF OXFORD TOWNSHIP TO WAIVE THE REQUIRMENT FOR CLAIMANT’S CERTIFICATION FOR THE PURCHASE ORDER UNDER \$6,000.00 PURSUANT TO N.J.S.A. 40A:5-16 (c) (3),

WHEREAS, N.J.S.A. 40A:5-16 (c) (3) AND N.J.A.C. 5:30-9.A.3(a) (3) permits local units to pay out monies without requiring certification; and

WHEREAS, the Township of Oxford wishes to process vouchers under \$6,000.00 without claimant certification; and

WHEREAS, when purchases for items are equal to or less than \$6,000; for the Township, the requirement to obtain the “Claimant’s (Vendor) Certification” may be forgone so long as the Department Certification has been completed; and

WHERAS, this policy will provide the Township with efficiency and cost savings; and

WHEREAS, by virtue of the fact that an employee of the Township signs the Departmental Certification they are assuming personal responsibility for the statement in the certification which states:

“I, having knowledge of the facts certify that the materials and supplies have been received or the services rendered; said certification being based on signed delivery slips or other reasonable procedures”

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Oxford that the Finance Department is authorized to process voucher less than \$6,000.00 without claimant’s certification.

On motion by Mayor Nyland, seconded by Mrs. Miller and passed unanimously on roll call vote to adopt **Resolution 2020-51, Resolution 2020-52** and **Resolution 2020-53.**

Discussion of Township Business Properly Brought Before the Township Committee

The Committee discussed accepting debit and credit cards at Oxford Furnace Lake.

On motion by Mr. Norton, seconded by Mayor Nyland and passed unanimously on roll call vote to move forward and to accept debit and credit cards for payment at the lake.

On motion by Mayor Nyland, seconded by Mr. Norton and passed unanimously on roll call vote to accept the Corrective Action Plan for the 2020 Budget.

The Cambridge West discussion will be held in Executive Session.

The Space Farm contract is a charge of \$31.00 per deer carcass that is picked up and is payable to them monthly.

On motion by Mr. Norton, seconded by Mrs. Miller and passed unanimously on roll call vote to authorize Mayor Nyland to sign the Space Farm contract.

Mayor Nyland stated that Oxford was looking into moving the Shared Court out of Mansfield Township to save money and in the past, Oxford was not receiving monthly reports. Brian Tipton, Attorney looked into this and other courts and the fee for court services is about the same amount.

Mr. Norton stated that he reached out to Independence about two weeks ago and hasn't had a response from the Mayor.

The Committee agreed to table the Mansfield Court agreement until July 15th Township Meeting.

On motion by Mayor Nyland, seconded by Mrs. Miller and passed unanimously on roll call vote to authorize the Blue Light Permit for Duane Quigley.

Mayor Nyland discussed the issues and problems at the lake with Doug Ort, retired Chief of Mansfield Township.

On motion by Mayor Nyland, seconded by Mr. Norton and passed unanimously on roll call vote to hire Doug Ort to work 3-4 hour in the afternoon for \$15.00 per hour. Mr. Ort will start Friday, July 3, 2020.

Mr. Norton will notify Eddy Patient, Lake Director of Mr. Ort's hire.

Mayor Nyland announced that a catering business has opened downtown, please call the day before to place an order and the food is excellent. The name of the business is Beanstalk Foods, on Wall Street, Oxford, NJ.

Mr. Norton thanked Mayor Nyland for the countless hours that he has put in during this pandemic.

Mr. Norton stated that the Solar Leases are moving forward, they have been signed with some minor changes and the first payment will be issued next week to Oxford Township.

Mr. Norton also announced that the lake is doing very well, revenues are up and “Kudos” to Eddy, the Lake Director.

Mrs. Miller said that she would order two sanitizing stations-putting one at the lake and one in the Municipal Building.

On motion by Mayor Nyland, seconded by Mr. Norton and passed unanimously on roll call vote to order two sanitizing stations. Mayor Nyland said, hopefully money through FEMA will pay for them.

Mayor Nyland stated that the residents will be notified that the Township Buildings will be open by appointment, and only to take care of any necessities that cannot be done through e-mail, phone calls, or by drop box in order to protect our residents and employees. He asked everyone to be patient.

Motion To Pay Bills:

On motion by Mayor Nyland, seconded by Mrs. Miller and passed unanimously on roll call vote to pay all bills signed by the Committee that was approved.

Township Engineer:

Mr. Finelli stated:

- paving is completed on Kauffman Road, waiting for testing to be done to close out the project to receive final payment.
- NJDOT Application for Mine Hill Road has been submitted-notices come out November, December.
- Violation Notices have been sent out for high grass-three out of four have cut the grass
- July 14th Court is scheduled via Zoom and three matters are on the docket

Attorney’s Report:

Rich Wenner stated that he has items for Executive Session.

The Committee asked if a letter has been sent to Mr. Brennan as approved at the June 3rd meeting, in regards to naming Mr. Brockerhoff as LSRP.

Mr. Wenner answered, he did not know.

Public Comment:

Mr. Magnuson stated that the goal is to get the kids back in the school building for the 2020-2021 school year.

Mr. Magnuson stated that Eighth Grade Promotion will be on July 9th, at 6:00 PM behind the Oxford School.

End of Public Comment.

EXECUTIVE SESSION

WHEREAS, Section 8 of the Open Public Meeting Act, Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances, and

WHEREAS, this public body is of the opinion that such circumstances presently exist. The public shall be excluded from the discussion of any action upon the hereinafter-specific subject matter.

The general nature of the subject matter to be discussed is Garbage and Cambridge West

It is anticipated at this time that the above stated subject matter will be made public at the conclusion of the litigation.

The motion carried with the following roll call vote.

On motion by Mayor Nyland, seconded by Mr. Norton and passed unanimously on roll call vote to enter Executive Session at 7:26 PM.

On motion by Mr. Norton, seconded by Mrs. Miller and passed unanimously on roll call vote to enter open session at 8:02 PM.

On motion by Mrs. Miller, seconded by Mr. Norton and passed unanimously on roll call vote to adjourn the meeting at 8:03 PM.

Sheila L. Oberly, RMC

