

**Montague Township Board of Education Meeting  
Workshop Action Meeting Minutes  
March 8, 2023**

**1. CALL TO ORDER at 6:30 p.m.**

**2. ROLL CALL**

	Present	Absent
Barbara Holstein, President	X	
Paul Brislin, Vice President	X (6:32 p.m.)	
Christopher Bell	X	
Andree Campbell	X	
Danielle Christmann	X	
Tasha DeGeorge	X	
Michael Zernhelt	X	

Others Present:

	<u>Present</u>	<u>Absent</u>
James Andriac - Acting CSA	_X_	_____
Carl Morelli, SBA/BS	_X_	_____
Joseph Garcia, Esq.	_X_	_____

**3. FLAG SALUTE - FOLLOWED BY A MOMENT OF SILENCE OR PRAYER**

**4. MISSION STATEMENT - The mission of the Montague Township School District is to provide the best educational experience and opportunities to realize the potential of every child.**

**5. LEGAL NOTICE - In accordance with the New Jersey Sunshine Law, a legal notice of this meeting has been posted on the official bulletin board at the school and advertised in the New Jersey Herald and the Sunday New Jersey Herald.**

**6. ANNOUNCEMENT OF EXECUTIVE SESSION**

**BE IT RESOLVED**, that the Montague Township Board of Education recess and proceed to executive session to discuss personnel matters and legal issues. Action may or may not be taken.

Motion to open Executive Session at 6:32 p.m.

Motion Andree Campbell                      2nd Danielle Christmann                      Voice Vote: All in Favor

Motion to close Executive Session at 7:24 p.m.

Motion Paul Brislin                              2nd Danielle Chistmann                      Voice Vote: All in Favor

Motion to reopen Regular Meeting at 7:24 p.m.

Motion Paul Brislin                              2nd Danielle Christmann                      Voice Vote: All in Favor

**7. CSA REPORT - James Andriac, CSA -** No HIB reports. Thanked security guard Mr. D'Amore for the job he has been doing. We now have 3M bulletproof window film on the front window and doors. Parent/teacher conferences are next week (Wed., Thurs. & Friday) and it will be 1:05 p.m. dismissal to allow time for high school runs. STEM night has been rescheduled for May 5, 2023. MEA Carnival is March 31, 2023 6PM to 8PM. We did have a bus involved in an accident this morning. All protocols were followed. State Police were called. No students were on the bus at the time and there were no injuries. Mr. Andriac stated that on

March 20, 2023 track starts. They are playing competitively against other schools. There is preliminary talk of starting cheerleading for next year. Thanked Ms. Campbell for coming to our basketball game. Thanked Mr. Runne and Ms. Weiss for the time they put into it. On this agenda you can see we are having a Talent competition.

**8. SBA REPORT - Carl Morelli, SBA** - Under F-1 there is approval for submission of Climate Awareness Education grant for \$6,600 if approved it will be submitted in the next few days. Under F-5 is a grant that was just announced on March 1, 2023 through the DOE. They allocated \$120 million for the expansion of preschool classrooms. Under our Preschool Grant we are not allowed to utilize preschool funds for any type of building construction even if it is for preschool classrooms. Anything that requires a permit we cannot use our preschool education grant money for. In our prior meeting with our architect we applied for our ROD Grant program which we are still doing for funds that allow for classroom expansion. That application is on its way to Trenton. If approved 40% of our budget for the construction would come from the State. This grant is specifically for preschool education expansion classrooms. If approved tonight we will be submitting for that. If we are approved for one or the other we can only be able to take one or the other. We cannot take 2 grants. If we wind up getting approved for this preschool educational grant then we will use our ROD grant to be used towards other things that need to be done at our facilities. Ms. Holstein asked if we can wait until we hear back from the preschool grant designation. Mr. Morelli stated that if they give us the ROD Grant award we are not forced to accept it. Ms. Holstein asked if there is a timeframe for a response? Mr. Morelli said that right now the State hasn't even issued guidelines for this grant yet. It seems to have come out of left field through the Governor's office. Nothing is set up for approvals or timelines for it. Ms. Holstein asked if we apply for the ROD Grant do we have to state what we are using it for. Mr. Morelli stated that we are designated for the electrical upgrade and outside site improvements. The ROD grant doesn't contain preschool.

Mr. Morelli presented the 2023-2024 Budget presentation with slides. Budget numbers are higher this year. Budget highlights - increase in State aid. Zero percent local tax levy. Put on additional staff and extracurricular activities and updated the Long Range Facilities Plan. Extraordinary aid comes one time a year from the State. Half way through the fiscal year. Anticipating the same number as last year. This is money that is a "gift" from the State. Ms. Holstein explained that you have to meet certain criterias. Mr. Andriac stated that one of the reasons why the State aid is higher this year is because we did send home the free and reduced lunch applications which was not done the year before. We got enough back this year based on the free and reduced lunch applications we received this year. Ms. Holstein stated that the applications are submitted from the parents to the school and are confidential and helps the school because the students benefit and the school benefits from this extraordinary aid from the State. It helps the District in every way possible.

The General Fund is the basic operating fund of the school, all of our expenses and income. This includes everything except any special revenue funds. Local tax levy is at zero percent increase. The General Fund increased by little over \$400,000 in 2023-24SY. That \$400,000 represents inflation, addition of staff members, increase in health care costs and any other type of basic increase. We are where we were last year except with additional staff members and programs. Mr. Morelli tried to reallocate funds and cut costs. When you don't allocate the correct funds to the line item. That was one of our audit findings.

State Aid details - our 2023-24 increase was \$300,968 and with our preschool increase total was \$346,105 with \$300,000 of that being our General Fund of State Aid and that gets back to the lunch food applications. Our increase was \$300,000. Mr. Bell asked if the special ed aide was enough for our needs. Both Mr. Morelli and Ms. Holstein stated no, it's never enough in any district. Mr. Bell asked approximately how far we are short. Mr. Morelli stated that for one student, tuition could be about \$90,000, transportation \$40,000, and paraprofessional \$30,000. Ms. Holstein stated that one student gets a number (general education fund) and that student gets additional money per the IEP but as Mr. Morelli stated that some of these costs can far exceed the per pupil amount that the State allows. Ms. Holstein stated that we are meeting the needs and the numbers get bigger when we have to send students out of the District because we cannot meet their needs. We are working on hopefully getting these students back in the future. The board has been discussing creating self-contained classrooms for students. Mr. Bell asked about security aid and is it enough? Mr. Morelli stated that none of these columns are enough money compared to what we have to spend but this is what the State gives us. So again we have no control except for items like our free and reduced lunch applications that we submit and say we need more money. No one knows how the State comes up with their numbers.

Capital Reserves Withdrawal for Long Range Facilities Plan - the budget here is listed for the items for 2023. Little over \$2M for the first phase of the plan. The State will kick in about 40% once approved which is an estimated figure that would come from ROD Grant or preschool expansion grant.

ARP Esser fund - this came out in 2021. The District submitted in 2021 and it was rejected for errors and it was approved February 2023. The total is a little over \$1M. One of our audit items was that approximately \$103,000 was spent in a prior budget (2 years) that was not approved. The money is in addition to the special revenue fund which brings us up to almost \$14M.

Mr. Brislin asked if he could get a hard copy of the budget. Upon approval tonight, the budget will be hand-delivered to the County tomorrow for their approval so it can be back in time for the March 22 meeting. Ms. Holstein asked about ARP - the categories listed, have they also received additional funding in addition to the \$883,298? Mr. Morelli stated yes, those funds have to be spent in those categories. The funds have to be used by September 2024.

Ms. Holstein wants the public to understand the Cap Reserve Withdraw is money that was put aside and is now being used to fix the building. Mr. Morelli stated that the cap reserve can be used for capital improvements in our facility and our cap reserve money is District money that we have and earmarked. You could consider it like a savings account for our building.

Ms. Holstein wants to reiterate that the budget is on the website. Any questions regarding the budget, please feel free to call or email Mr. Morelli. The email address for the budget is [budget@montagueschool.org](mailto:budget@montagueschool.org). All election information is on the website too. We want to get this budget passed in April.

**9. BOARD PRESIDENT'S REPORT** - Ms. Holstein just wants to remind everyone about the election and budget information. The fact that our aid went up was extremely good news. Feels for the Districts that had cuts.

**10. APPROVAL OF MINUTES**

**BE IT RESOLVED**, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the Regular Meeting Minutes and the Executive Minutes of February 8, 2023.

**Moved: Andree Campbell**

**Seconded: Tasha DeGeorge**

Roll Call	Bell	Brislin	Campbell	Christmann	DeGeorge	Holstein	Zernhelt	Total
<b>YES</b>		X	X	X	X	X	X	6
<b>NO</b>								
<b>ABSTAIN</b>	X							1
<b>ABSENT</b>								

**BE IT RESOLVED**, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the Regular Meeting Minutes and the Executive Minutes of February 22, 2023.

**Moved: Tasha DeGeorge**

**Seconded: Danielle Christmann**

Roll Call	Bell	Brislin	Campbell	Christmann	DeGeorge	Holstein	Zernhelt	Total
<b>YES</b>	X	X	X	X	X	X		6
<b>NO</b>								
<b>ABSTAIN</b>							X	1
<b>ABSENT</b>								

**11. PUBLIC SESSION – AGENDA ITEMS**

Public comment is invited on all matters pertaining to the school district. All participants shall be permitted four (4) minutes to speak and shall state their name, place of residence, and group affiliation, if appropriate. The board uses the public comment as an opportunity to listen to Citizen concerns, but please be aware that not all issues brought to a board meeting will be resolved this evening.

Motion to open Public Comment at 8:03 p.m.

Motion Michael Zernhelt                      2<sup>nd</sup> Paul Brislin

Voice Vote: All in Favor

Motion to close Public Comment at 8:06 p.m.

Motion Michael Zernhelt                      2<sup>nd</sup> Christopher Bell

Voice Vote: All in Favor

**12. FINANCE AND INSURANCE**

**F-1 BE IT RESOLVED**, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the submission of the Climate Awareness Education grant for \$6,600.00.

**Moved: Andree Campbell      Seconded: Danielle Christmann      Discussion: Mr. Brislin stated that the topic is controversial. What is the content of the grant and what are they going to be teaching in this course? Ms. Holstein looked at the grant. Ms. Holstein read part of the description from the grant as to what allocations from the grant can be utilized for. Mr. Andriac stated that what he would like to have this grant used for would be the Agricultural Program, FFA, we work with the local grange. Mr. Brislin can support that but not to raise a controversial issue. Mr. Andriac would like to make gardens on top of the hill. Ms. DeGeorge stated it is free money. They are not telling you what you have to spend it on. Ms. Holstein said it is not “free money”. Ms. DeGeorge stated that it is a grant and can be used for what is appropriate for our school. Ms. Holstein’s initial concern was turning students into protestors against global warming. Would love for all the students go to PEAK down the road and provide lunch through this grant. Not opposed to it being utilized for local environmental issues. Mr. Bell asked, if received, will there be regulations or a more detailed outline that would come with the money? Mr. Morelli stated that they will issue a statement for what the grant can be used for. The entire award can be broken down and not used in just one category. Some guidance is given on a broadview and Mr. Andriac would break it down for academic purposes. Mr. Morelli read a few statements to give clarity of what examples the money could be used for. Anything that is going on locally can be used for our students. Mr. Andriac stated that we have an Agriculture Class so we can use money for that. Mr. Bell asked if we ever had a motion that said we will accept this grant except if we find the details to be more complicated or something we would not wish to participate in? Ms. Holstein said we’ve already considered the items that are presented. She doesn’t see this coming back with anything other than what is stated on this document. Mr. Morelli stated that this is the approval of the submission of the grant. If we are awarded this grant then you have to accept the award. This was another audit finding. The resolution reads submission.**

<b>Roll Call</b>	Bell	Brislin	Campbell	Christmann	DeGeorge	Holstein	Zernhelt	Total
<b>YES</b>	x	x	x	x	x	x	x	7
<b>NO</b>								
<b>ABSTAIN</b>								
<b>ABSENT</b>								

**F-2 BE IT RESOLVED**, that Montague Township Board of Education confirms the establishment of its 2023/2024 public budget hearing on Wednesday, March 22, 2023. The annual public budget hearing shall be conducted in the Montague School Gymnasium, 475 Route 206, Montague, New Jersey, commencing at 6:30 PM.

**Moved: Paul Brislin      Seconded: Andree Campbell      Discussion: Mr. Bell asked if this was an extra board meeting. Ms. Holstein said no it is our normal meeting.**

<b>Roll Call</b>	Bell	Brislin	Campbell	Christmann	DeGeorge	Holstein	Zernhelt	Total
<b>YES</b>	x	x	x	x	x	x	x	7
<b>NO</b>								
<b>ABSTAIN</b>								
<b>ABSENT</b>								

**F-3 BE IT FURTHER RESOLVED** that the Montague Township Board of Education authorizes advertising of said public budget hearing in the New Jersey Herald, in accordance with the form suggested by the State Department of Education and according to law.

**Moved: Michael Zernhelt      Seconded: Christopher Bell**

Roll Call	Bell	Brislin	Campbell	Christmann	DeGeorge	Holstein	Zernhelt	Total
YES	x	x	x	x	x	x	x	7
NO								
ABSTAIN								
ABSENT								

**F-4 BE IT RESOLVED** that the Montague Township Board of Education approve the final 2023-2024 fiscal year school budget and approve the final submission of the 2023-2024 fiscal year school budget to the Sussex County Executive Superintendent of Schools for approval as follows:

<b>EXPENDITURES</b>		<b>REVENUE</b>	
		<b>General Fund</b>	
General Current Expense	\$9,633,281.00	Local Tax Levy	\$6,572,446.00
Capital Outlay	\$2,050,000.00	Tuition Reserve	\$ 0.00
Special Revenue Fund	\$2,579,439.00	Fund Balance	\$ 663,467.00
		Federal Impact Aid (revenue)	\$ 165,599.00
		Maintenance Interest	\$ 120.00
		Capital Reserve Interest	\$ 700.00
		Ex Aid	\$ 95,886.00
		State Aid	<u>\$2,135,063.00</u>
		<b>Total General Fund:</b>	<b>\$9,633,281.00</b>
<b>Total Expenditures</b>	<b>\$14,262,720.00</b>	Capital Reserve Withdrawal	\$1,230,000.00
		Construction Grants	\$ 820,000.00
		Special Revenue Fund	\$ 2,579,439.00
		<b>Total Revenue</b>	<b><u>\$14,262,720.00</u></b>

**BE IT RESOLVED**, that the Montague Township Board of Education authorize the utilization of Unassigned Fund Balance as of June 30, 2022 in the amount of \$663,467.00 to the 2023-2024 fiscal year budget;

**BE IT RESOLVED**, that the Montague Township Board of Education authorize the utilization of Federal Impact Aid in the amount of \$165,599.00 to the 2023-2024 fiscal year budget;

**BE IT FURTHER RESOLVED** that the following GENERAL FUND tax levy be approved to support the 2023-2024 budgets: General Fund Tax Levy \$6,572,446.00;

**BE IT FURTHER RESOLVED** that the Montague Township Board of Education requests the approval of a capital reserve withdrawal in the amount of \$1,230,000.00. The District will utilize these funds in accordance with our approved Long Range Facilities Plan.

**WHEREAS**, the Montague Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

**WHEREAS**, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

**WHEREAS**, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$1,500.00 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1, 2023 through June 30, 2024 ); and

**WHEREAS**, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

**THEREFORE, BE IT RESOLVED**, the Montague Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms, and

**BE IT FURTHER RESOLVED**, the Montague Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$15,000.00 for all staff and board members.

**BE IT RESOLVED** that the School Business Administrator shall track and record these costs to ensure that the maximum amount is not exceeded.

**Moved: Tasha DeGeorge**

**Seconded: Danielle Christmann**

<b>Roll Call</b>	Bell	Brislin	Campbell	Christmann	DeGeorge	Holstein	Zernhelt	Total
<b>YES</b>	x	x	x	x	x	x	x	7
<b>NO</b>								
<b>ABSTAIN</b>								
<b>ABSENT</b>								

**F-5 BE IT RESOLVED**, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education Authorize DMR Architects to prepare and Submit to the New Jersey Department of Education documentation for Grant Funding for Preschool Facilities Expansion of Classroom Addition to the existing school building at the Montague Township School.

**WHEREAS**, the Montague Township Board of Education recognizes that the New Jersey Department of Education has made available for Fiscal Year 2023 annual appropriations act which includes a \$120 million allocation of Coronavirus State Fiscal Recovery Fund ( SFRF) dollars that were established pursuant to the American Rescue Plan Act of 2021 for the expansion Preschool facilities.

**WHEREAS**, the Montague Township Board of Education also recognizes that the Preschool Expansion of the Montague Township School project that is being considered for grant funding, qualifies as a Priority Level One, as it demonstrates an increase of over 10% of available preschool seats to the District's landscape.

**WHEREAS**, the Montague Township Board of Education acknowledges that the required documentation must be submitted to New Jersey Department of Education to apply for Grant Funding for the Preschool Classroom Addition, which is consistent with the current approved Long Range Facility Plan.

**WHEREAS**, the Montague Board of Education acknowledges that the local matching funds for the balance of the project will be Funded out of Capital Reserve.

**NOW THEREFORE, BE IT RESOLVED**, that the Montague Township Board of Education authorizes DMR Architects to prepare and submit to the New Jersey Department of Education documentation for the Grant Funding for the Preschool Classroom Addition.

**Moved: Paul Brislin    Seconded: Andree Campbell    Discussion:                          Ms. Holstein stated that she was very happy that this was on the agenda. She feels that this will benefit our preschool and help us getting self-contained classrooms and prepare for increased enrollments**

<b>Roll Call</b>	Bell	Brislin	Campbell	Christmann	DeGeorge	Holstein	Zernhelt	Total
<b>YES</b>	x	x	x	x	x	x	x	7
<b>NO</b>								
<b>ABSTAIN</b>								
<b>ABSENT</b>								

**F-6 BE IT RESOLVED**, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the February 9, 2023 through March 8, 2023 - Bill List listed below:

Fund 10	\$ 41,599.75
Fund 11	\$844,425.89
Fund 20	\$ 63,768.23
Fund 60	\$ 41,010.28
Fund 61	\$ 4,788.76
Grand Total	\$995,592.91

**Moved: Tasha DeGeorge    Seconded: Andree Campbell**

<b>Roll Call</b>	Bell	Brislin	Campbell	Christmann	DeGeorge	Holstein	Zernhelt	Total
<b>YES</b>	x	x	x	x	x	x	x	7
<b>NO</b>								
<b>ABSTAIN</b>								
<b>ABSENT</b>								



### 13. PERSONNEL

**P-1 BE IT RESOLVED**, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the CST Secretary job description.

**Moved: Michael Zernhelt**

**Seconded: Tasha DeGeorge**

Roll Call	Bell	Brislin	Campbell	Christmann	DeGeorge	Holstein	Zernhelt	Total
YES	x	x	x	x	x	x	x	7
NO								
ABSTAIN								
ABSENT								

**P-2 BE IT RESOLVED**, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the termination of the employment contract of employee number **10870679** on 60 days notice.

**Moved: Tasha DeGeorge**

**Seconded: Paul Brislin**

**Discussion: This was discussed in executive session.**

Roll Call	Bell	Brislin	Campbell	Christmann	DeGeorge	Holstein	Zernhelt	Total
YES	x	x	x	x	x	x	x	7
NO								
ABSTAIN								
ABSENT								

### 14. ADMINISTRATION

**A-1 BE IT RESOLVED**, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the Memorandum of Understanding between the Montague Township Public School District and the New Jersey State Police.

**Moved: Christopher Bell**

**Seconded: Danielle Christmann**

**Discussion: Mr. Bell asked Mr. Andriac if there is anything missing or anything he would like to see added? Mr. Andriac said no. This actually gives the State Police access to our cameras. The State Police and our security guard Mr. D'Amore worked on this together. Mr. Bell asked if the 4 people assigned to this would there be a day when those 4 could not be here? Mr. Andriac stated no, technically the building could not operate without an administrator in the building. Ms. Holstein is very happy to see the State Police growth within the school. Mr. Andriac stated that the State Police is in the building multiple times during the week.**

Roll Call	Bell	Brislin	Campbell	Christmann	DeGeorge	Holstein	Zernhelt	Total
YES	x	x	x	x	x	x	x	7
NO								
ABSTAIN								
ABSENT								

**A-2 BE IT RESOLVED**, at the recommendation of the Acting Superintendent, that the Montague Township Board of Education approve the Montague's Got Talent Club with Aileen Donovan, Kristen Fazzio, Melissa Martinique and Katlyn Vallis, as Club Advisors with a stipend of \$250.00 each.

**Moved: Tasha DeGeorge**

**Seconded: Paul Brislin**

**Discussion: Mr. Andriac stated that the club is going to meet 4 to 5 times to preview what the students' talents are. The date will be at the end of April to see the kids perform. Mr. Bell asked if it would be live on TV. Mr. Romano said no and Ms. Holstein said there are confidentiality clauses regarding student images being released.**

Roll Call	Bell	Brislin	Campbell	Christmann	DeGeorge	Holstein	Zernhelt	Total
YES	x	x	x	x	x	x	x	7
NO								
ABSTAIN								
ABSENT								

## 15. LIAISON REPORTS

- High Point - Tasha DeGeorge - Nothing has happened since the last meeting. Andree Cambell will cover the meetings for the next couple of months.
- Montague PTA - Danielle Christmann - Gertrude Hawk fundraiser is still going on until March 26th online. They are also looking for a VP and Treasurer. Election is May 4th.
- Sussex County Charter/Tech School - Andree Campbell - Nothing to report
- School Board Association - Barbara Holstein - Nothing to report. Mr. Morelli sent everyone the financial disclosure that each BOE member needs to fill out.
- Thank you to the student council for the flowers and lollipops

## 16. PUBLIC SESSION

**Public comment is invited on all matters pertaining to the school district. All participants shall be permitted four (4) minutes to speak and shall state their name, place of residence, and group affiliation, if appropriate. The board uses the public comment as an opportunity to listen to Citizen concerns, but please be aware that not all issues brought to a board meeting will be resolved this evening.**

Motion to open Public Comment at 8:35 p.m.

Motion Christopher Bell

2<sup>nd</sup> Tasha DeGeorge

Voice Vote: All in Favor

Ms. Holstein stated that our High Point wrestler was 3x State champion and that he wrestled in a tournament at UPenn.

Motion to close Public Comment at 8:37 p.m.

Motion Barbara Holstein

2<sup>nd</sup> Paul Brislin

Voice Vote: All in Favor

**17. EXECUTIVE SESSION, IF NECESSARY:**

**BE IT RESOLVED**, that the Montague Township Board of Education recess and proceed to executive session to discuss personnel matters and legal issues. Action will not be taken.

Motion to open Executive Session at 8:39 p.m.

Motion Andree Campbell                    2<sup>nd</sup> Christopher Bell                    Voice Vote: All in Favor

Motion to close Executive Session at 9:05 p.m.

Motion Christopher Bell                    2<sup>nd</sup> Michael Zernhelt                    Voice Vote: All in Favor

Motion to reopen Regular Meeting at 9:05 p.m.

Motion Michael Zernhelt                    2<sup>nd</sup> Paul Brislin                    Voice Vote: All in Favor

**18. ADJOURNMENT**

Motion Michael Zernhelt                    2<sup>nd</sup> Tasah DeGeorge                    Voice Vote: All in Favor  
Time of Adjournment: 9:05 p.m.

Respectfully submitted,

*Carl Morelli*

CARL MORELLI, Board Secretary