

TOWN OF BROADALBIN PLANNING BOARD

**WEDNESDAY
FEBRUARY 26, 2025
7:00 P.M.
BROADALBIN TOWN HALL**

MEETING MINUTES

PRESENT:

MIKE CRISPIN, CHAIRMAN
JARROD ABRAMS, VICE CHAIRMAN
DALE POTTS, MEMBER
PHILIP COMINI, MEMBER
JAMES MAGIELDA, MEMBER
MIKE GALLUP, MEMBER

The meeting was called to order at 7:06 p.m.

I. MINUTES FROM JANUARY 22, 2025 MEETING:

PLANNING BOARD ACTION:

MOTION:	To approve the minutes to the January 22, 2025 meeting.
MADE BY:	Member Comini
SECONDED:	Member Abrams
VOTE:	6/0

II. NEW BUSINESS:

A. DEAN DOIN SITE PLAN REVIEW (PROJECT NO. 2025-01):

A. Application Materials Provided:

- Site Plan map prepared by Charles R. Ackerbauer, P.E dated February 11, 2025
- Sewage Disposal System Plan prepared by Charles R. Ackerbauer, P.E dated February 11, 2025.
- Completed Part 1 Short Environmental Assessment Form.
- The Site Plan Application form has not been provided to date.
- The Site Plan Review Application Fee (\$200) has not been provided to date.

PLANNING BOARD DISCUSSION: Chairman Crispin reviewed the background information as identified in the agenda.

B. Background:

- The project property is located at 847 State Highway 29.
- Tax Parcel # 138.3-1-52.12.
- The property is 3+/- acres in size.
- The property is currently vacant.

PLANNING BOARD DISCUSSION: Chairman Crispin reviewed the background information as identified in the agenda.

C. Sketch Plan:

- The Applicant and Planning Board discussed the concept during the January 22, 2024 meeting.

D. Application for Site Plan Review:

- a. Ten (10) copies of an Application for Site Plan Review shall be submitted to the Code Enforcement Officer.
- b. In order for an Application for Site Plan Review to be placed on the Planning Board's meeting agenda, the Application shall be received by the Code Enforcement Officer at least seven (7) calendar days prior to the Planning Board's meeting to review the submission.
- c. An Application for Site Plan Review shall be made in writing to the Planning Board on forms supplied by the Town and shall be accompanied by:
 - a. The required fee as may be set by resolution of the Town Board from time to time.
 - b. A Property Survey of the parcel(s) prepared by a NYS Licensed Land Surveyor.
 - c. A Site Plan, Grading Plan, Stormwater Plan and SWPPP prepared by a NYS Licensed Engineer or Architect.
 - d. A Landscaping Plan prepared by a NYS Licensed Landscape Architect.
 - e. The information contained in Section 4 below.
 - f. If a Sketch Plan conference was held, the information accompanying the Site Plan shall include any items that the Planning Board indicated at the conference would be required.
- d. The following plans and information shall, at a minimum, be included with an Application for Site Plan Review:

a. Project Description:

- 1) Complete project description, including hours of operation, number of employees, expected volume of business and type, volume of traffic expected to be generated and all related information;
- 2) The type, location, and hours of activities likely to generate noise or ground vibrations of a magnitude as to be a public concern;
- 3) Identification of any Federal, State or County permits required for the project's execution;
- 4) An estimated project construction schedule;

PLANNING BOARD DISCUSSION: Chairman Crispin reviewed the background information as identified in the agenda.

b. Site Plan:

- 1) Title of drawing, including name and address of applicant, person responsible for preparation of such drawing and name and address of owner of record, if different from applicant; **(Provided)** (Comply) (Waive)
- 2) North arrow, scale and date; **(Provided)** (Comply) (Waive)
- 3) Boundaries of the property plotted to scale; **(Provided)** (Comply) (Waive)
- 4) Existing contours at two-foot intervals shall be required showing the topography unless otherwise indicated by the Planning Board; (Provided) (Comply) **(Waive)**
- 5) Soil types for all areas of the parcel to be developed and land within 25 feet of such areas; **(Provided)** (Comply) (Waive)
- 6) Existing watercourses and New York State and federal wetlands; **(Provided)** (Comply) (Waive)
- 7) Geotechnical information as required by the Planning Board; (Provided) (Comply) **(Waive)**
- 8) Location, design, type of construction, proposed use and exterior dimensions of all buildings; (Provided) **(Comply)** (Waive)
 - **Planning Board requested that all future buildings be outlined to include dimensions on the site plan map.**
- 9) Location and widths of existing and proposed driveways for the site and access to existing roads and highways. The location to the nearest intersection of public roads must be provided; **(Provided)** (Comply) (Waive)
- 10) Location, design and type of construction of all parking and truck loading areas, showing access and egress; **(Provided)** (Comply) (Waive)
- 11) Provisions for pedestrian access; (Provided) (Comply) **(Waive)**
- 12) Location of outdoor storage, if any; (Provided) (Comply) **(Waive)**
- 13) State and Federal Wetland delineation; (Provided) (Comply) **(Waive)**
- 14) Natural resources onsite; (Provided) (Comply) **(Waive)**
- 15) A letter from the NYS Office of Parks, Recreation and Historic Preservation regarding the potential existence of archeological features on the site; (Provided) (Comply) **(Waive)**

- 16) A letter from the NYS Department of Environmental Conservation (NYSDEC) on the potential existence of rare and endangered plant or animal species on the site; (Provided) (Comply) **(Waive)**
- 17) Location, design and construction materials of all existing or proposed site improvements including drains, culverts, retaining walls and fences; (Provided) (Comply) **(Waive)**
- 18) Description of the method of sewage collection and disposal, including the location, design and construction materials of such facilities; **(Provided)** (Comply) (Waive)
- 19) Location of existing wells, septic tanks and absorption fields 100 feet beyond the project boundary; (Provided) **(Comply)** (Waive)
 - **Planning Board requested a map note to be located on parcel 137.-3-8 that states that no well or septic system is located within 100 feet of the proposed well or septic system.**
- 20) Description of the method of securing potable water including the location, design and construction materials of such facilities; Identify the distance between a groundwater well and onsite septic system; **(Provided)** (Comply) (Waive)
- 21) Location of fire and other emergency zones; (Provided) (Comply) **(Waive)**
- 22) Location, design and construction materials of all energy distribution facilities, including electrical, gas and alternative energy; (Provided) **(Comply)** (Waive)
 - **Planning Board requested a map note to describe the location of the proposed electrical distribution to include location of the adjacent existing power utility pole.**
- 23) Location, size, design and type of construction of all proposed signs; (Provided) **(Comply)** (Waive)
 - **Planning Board requested the location of any proposed entrance sign be added to the Site Plan map to include a description of the sign.**
- 24) Location and proposed development of all buffer areas, including existing vegetative cover. (Provided) (Comply) **(Waive)**
- 25) Location and design of outdoor lighting facilities; (Provided) **(Comply)** (Waive)
 - **Planning Board requested a map note describing the lighting to be added to the proposed wood frame building.**
- 26) Identification of the location and amount of building area proposed for retail sale or similar commercial activity; (Provided) **(Comply)** (Waive)
 - **Planning Board requested a map note identifying that the building area for retail space is to be a maximum of 1,500sf.**
- 27) Location of all properties located within or bordering an Agricultural District; (Provided) (Comply) **(Waive)**

28) If the site is in the Adirondack State Park: **N/A**

- a. The Adirondack Park Agency land classification(s) for the proposed land use activity. (Provided) (Comply) (Waive)
- b. A copy of the Adirondack Park Agency response to either a jurisdictional inquiry form or permit application. (Provided) (Comply) (Waive)

29) Other information on or off site deemed by the Planning Board to be integral to the proposed development.

- **Planning Board requested a description of the line of sight at the proposed entrance drive in either direction West and East along NY 29. A map graphic would also suffice.**
- **Planning Board requested that the applicant add the locations where the proposed storage sheds/items for sale would be located; storage shed display area.**

c. **Landscaping Plan:**

- 1) A Landscaping Plan prepared by a NYS Licensed Landscape Architect showing the location of all landscaping and plantings proposed on the site. (Provided) (Comply) **(Waive)**
- 2) A planting schedule describing the type and quantity of all proposed landscaping and plantings. (Provided) (Comply) **(Waive)**

d. **Grading Plan:**

- 1) A Grading Plan, prepared by a NYS Licensed Engineer, shall be submitted showing existing and proposed final contours and the finished floor elevation, berm and invert elevations of all storm and sanitary structures. (Provided) (Comply) **(Waive)**

e. **Stormwater Pollution Prevention Plan (SWPPP):** (Provided) (Comply) **(Waive)**

- 1) A SWPPP, prepared by a NYS Licensed Engineer, shall be submitted for all land development activities (excluding agricultural activities) on a site that results in land disturbance of 1-acre or more.
- 2) A SWPPP shall comply with NYSDEC requirements for stormwater discharges from construction activities.

- 3) A Stormwater Plan shall be submitted for all land development activities on a site that results in land disturbance of 1 acre or less.
- 4) Constructed site development should comply with standards identified in the most current New York State Storm Water Management Design manual.

PLANNING BOARD DISCUSSION: The Planning Board determined that the disturbance would be less than 1 acre.

f. **A Full Part I Environmental Assessment Form:** (Provided) (Comply) (Waive)

Section 617.1 of 6 NYCRR states that, the basic purpose of SEQR is to incorporate the consideration of environmental factors into the existing planning, review and decision making processes of State, regional and local government agencies at the earliest possible time. To accomplish this goal, SEQR requires that all agencies determine whether the actions they directly undertake, fund or approve may have a significant effect on the environment, and if it is determined that the actions may have a significant effect, prepare or request an environmental impact statement. Under these terms, the review of a Site Plan application is subject to SEQR. Therefore, the following issues must be addressed:

1. Does the Planning Board feel as though enough information has been provided in order to start the required SEQR review?

PLANNING BOARD DISCUSSION: The Planning Board accepted Part 1 of the Short Environmental Assessment Form.

Section 617.6 (b)(3) of 6 NYCRR states that, when an agency proposes to directly undertake, fund or approve a Type 1 or Unlisted Action undergoing a Coordinated Review with other Involved Agencies, it must, as soon as possible, transmit Part 1 of the Environmental Assessment Form, completed by the Project Sponsor, or a Draft Environmental Impact Statement (DEIS) and a copy of any application that has been received to all Involved Agencies and notify them that a Lead Agency must be agreed upon within thirty (30) calendar days of the date the Environmental Assessment Form or DEIS was transmitted to them.

What involved agencies does the Planning Board wish to coordinate with?

- NYS DOT
-

MOTION: To classify the Dean Doin Site Plan project (Project #2025-01) as an Unlisted Action under SEQR and to propose that the Town of Broadalbin Planning Board act as the SEQR Lead Agency under Section 617.6(b)(3) Coordinated Review for Unlisted Actions and to coordinate with the following involved agencies:

1. NYS DOT

MADE BY: Member Comini
SECONDED: Member Potts
VOTE: 6/0

- g. **Traffic Impact Study, if required by the Planning Board:** (Provided) (Comply) (**Waive**)

PLANNING BOARD DISCUSSION:

h. **Waivers**

- a. If the Planning Board finds that any plan or information identified in Section 4 set forth above are not necessary to conduct an informed review, it may waive such information requirements as it deems appropriate.

PLANNING BOARD DISCUSSION:

E. **Referral to Fulton County Planning Board:**

- The Planning Board shall refer Applications for Site Plan Review to the County Planning Board per Section 239-m of General Municipal Law and Section 274-a(9) of Town Law when the project is located within 500 feet of a State or County Highway, Municipal Boundary.....

MOTION: To forward the Dean Doin Site Plan project (Project #2025-01) to the Fulton County Planning Board under Section 239-M of the General Municipal Law.

MADE BY: Member Comini
SECONDED: Member Abrams
VOTE: 6/0

F. **Article 5.0 Public Hearing states that:**

- The Planning Board shall hold a public hearing on a complete Site Plan application within sixty two (62) days from the determination of the Planning Board that the application is complete and that a hearing is appropriate. The time which a public hearing shall be held may be lengthened only upon consent of the Applicant and the Planning Board.
- At least five (5) days prior to the date of such hearing, the Planning Board shall give public notice by causing the publication of a notice of such hearing in the Town's official newspaper.
- The Planning Board shall mail notice of said hearing to the Applicant at least ten (10) days prior to the hearing.

- The Planning Board shall mail notice, with return receipt, to all adjoining property owners and to any other owners of property located within 200 to 500 feet at the discretion of the Planning Board from the parcel for which the site plan is proposed. The Planning Board may notify other owners of other parcels if it deems appropriate.
- In the case of a hearing held on an application of a property that is located within 500 feet of an adjacent municipality, the Planning Board shall give notice of the hearing to the clerk of the adjacent municipality, by either mail or electronic transmission, at least ten (10) days prior to the hearing pursuant to General Municipal Law Section 239-m.
- The Planning Board may waive the requirement for a public hearing if the Board determines the project would have no impacts or has no public opposition.

PLANNING BOARD DISCUSSION: Chairman Crispin noted that the Planning Board would hold a Public Hearing on the project and stated that it provides adjacent property owners with the opportunity to comment on the project. Chairman Crispin asked Scott Henze if he would develop the list of properties to send the mailing to. Mr. Henze stated that he would. He continued to state that he would draft the Public Hearing notice and the list of properties and send it to the Town Clerk. He stated that the Town Clerk would mail the notices to the property owners via certified mail. He stated that the Town Clerk would provide the mailing cost to the applicant to pay prior to the Chairman signing the Site Plan map.

MOTION: To schedule a public hearing for the Dean Doin Site Plan project (Project #2025-01) for 7:00P.M. Wednesday March 26, 2025 and to mail said hearing notice, with return receipt, to adjacent and property owners within 200 of the project property.

MADE BY: Member Potts
 SECONDED: Member Comini
 VOTE: 6/0

END OF AGENDA ITEM

III. OLD BUSINESS:

A. GRANT PALMER MINOR SUBDIVISION (PROJECT NO. 2024-09):

A. Background/Information Submitted:

- Completed application for Subdivision signed and dated 11/19/2024.
- Subdivision Map of lands Grant B. Palmer prepared by Colliers Engineering & Design dated November 18, 2024.
- A SEQR Environmental Assessment Form was not provided.
- The Planning Board approved a 4-lot subdivision of the Palmer Family Trust (Project # 2023-06) on July 26, 2023.

- Mr. Palmer would like to subdivide parcel 168.-3-12.2 totaling 16.265 +/- acres as follows:

Lot	Acreage	Amenities	Road Frontage
1	8.457+/-	Vacant	366.66+/- feet
2	7.808+/-	Vacant	183.36+/- feet

B. Review of Minor Subdivisions:

➤ **During the November 27, 2024 meeting, the Planning Board determined the following:**

1. The Preliminary Plat must include the following information (Provided, To Be Provided, Waived):

a. A survey of the tract of land to be subdivided prepared by a NYS Licensed and Registered Land Surveyor giving complete descriptive data by bearings and distances showing the parcel(s) to be subdivided in relation to the entire tract and the distance to the nearest existing street intersection.	provided
b. The proposed subdivision name, the date, north arrow, map scale, name and address of record owner and subdivide.	provided
c. The total area (acres) of the lot(s) to be subdivided.	provided
d. All existing structures, wooded areas, streams and other significant physical features within the portion to be subdivided and within 200 feet thereof. If topographic conditions are significant, contours shall also be indicated at intervals of not more than five (5) feet.	provided
e. The name of the owner(s) and all adjoining property owners as disclosed by the most recent municipal tax records.	provided
f. The tax map sheet, block and lot number of the parcel(s) to be subdivided.	provided
g. All existing utilities and streets.	provided
h. The proposed layout of lots including lot width, depth, and lot area, street layout, street cross section, proposed open spaces or recreation areas, and the proposed storm water management systems within the subdivided area.	provided
i. The location of all groundwater wells and septic systems for each lot and the distances between each well and all adjoining septic systems.	waived
j. Soil percolation and/or deep hole test results on each lot in the proposed subdivision as required by the Planning Board.	waived
k. All existing restrictions on the use of land including easements, covenants, and Town requirements. A copy of such covenants or deed	waived

restrictions that are intended to cover all or part of the tract shall be included.	
l. A Full Part I Environmental Assessment Form completed by the applicant.	Waived (requested a short environmental assessment form)
m. Minor Subdivision Application and lot fee: \$100 application fee, \$150 for each new lot created.	To be provided

2. The Planning Board reserves the right to waive any of the above-mentioned requirements where appropriate.

3. The Planning Board shall review the Preliminary Plat against the design standards in Subsection F.

C. Design Standards for Minor Subdivisions:

a) Lots to be buildable.

- 1) The lot arrangement shall be such that in constructing a building in compliance with Town requirements, there will be no foreseeable difficulties for reasons of topography or other natural conditions.
- 2) Lots should not be of such depth as to encourage the later creation of a second building lot at the front or rear.
- 3) No buildings or structures shall be erected within 50 feet of the right-of-way line of any public highway or street and no closer than 20 feet from any adjacent property line.
- 4) The total square footage of all buildings and accessory structures on any one lot shall not exceed 50 percent of the minimum lot area.

➤ **During the November 27, 2024 meeting, the Planning Board determined that above requirements have been met.**

b) Lot Access to public or private street.

- 1) All buildable lots shall have at least 40' of frontage onto:
 - A public street.
 - A private street built on the requirements of these regulations and the Town's specification that leads directly to a public street.

➤ **During the November 27, 2024 meeting, the Planning Board noted that the proposal far exceeds the minimum frontage.**

c) Corner lots.

- 1) In general, corner lots should be larger than interior lots to provide for proper building setback from each street and provide a desirable building site.

- **During the November 27, 2024 meeting, the Planning Board noted that this item is not applicable.**

d) Lots subject to flooding.

- 1) Lots subject to flooding or land deemed by the Planning Board to be uninhabitable shall not be platted for residential occupancy nor for such other uses as may increase danger to health, life or property or aggravate the flood hazard, but such land within the plat shall be set aside for such uses as shall not be endangered by periodic or occasional inundation or improved in a manner satisfactory to the Planning Board to remedy said hazardous conditions.

- **During the November 27, 2024 meeting, the Planning Board noted that this item is not applicable**

D. Public Hearing:

In accordance with Section 276 of the Town Law of New York State, the Planning Board must hold a public hearing on any subdivision application within sixty-two (62) days of the date of submittal of the completed application.

The Public Hearing shall be advertised in a newspaper of general circulation in the Town at least five (5) days before such hearing.

- **During the December 18, 2024 meeting, the Planning Board held the required Public Hearing.**

MOTION: To open the public hearing for the Grant Palmer Minor Subdivision (Project #2024-09) at 7:20 P.M.

MADE BY: Member Comini
SECONDED: Member Abrams
VOTE: 6/0
Speakers: None

MOTION: To close the public hearing for the Grant Palmer Minor Subdivision (Project #2024-09) at 7:28 P.M.

MADE BY: Member Potts
SECONDED: Member Comini
VOTE: 6/0

F. Complete SEQOR:

- **During the December 18, 2024 meeting, the Planning Board completed SEQOR.**

MOTION: To classify the Grant Palmer Minor Subdivision (Project #2024-09) as an Unlisted Action and to declare the Town of Broadalbin Planning Board as a SEQOR lead agency under Section 617.6(b)(1) Uncoordinated Review for Unlisted Actions and to authorize the Fulton County Planning

Department to Complete Parts 2 & 3 of the Short EAF and to issue a negative declaration on the Grant Palmer Minor Subdivision (Project #2024-09) due to:

1. There will be no notable traffic impacts as part of the project.
2. The parcels meet the Town's minimum lot size requirement.

MADE BY: Member Potts
SECONDED: Member Comini
VOTE: 6/0

G. Decision:

1. The Planning Board shall, within 62 days from the date the public hearing is closed, approve, conditionally approve with or without modification or disapprove an Application for a Major Subdivision. This time may be extended by mutual consent of the applicant and the Planning Board. Failure of the Planning Board to act within such timeframe shall constitute approval of the Final Plat. If the Planning Board approves the Final Plat, the Applicant or his or her duly authorized representative shall be notified in writing of the decision.
 2. If the Planning Board approves the Final Plat, the Planning Board Chairperson is authorized and empowered to sign the Final Plat.
 3. In the event of a conditional approval, with or without modification, the Planning Board Chairperson is authorized and empowered to sign the Final Plat upon compliance with such conditions and requirements as may be stated in its conditional approval of the Final Plat. Within five (5) days of the granting of a conditional approval, a letter shall be forwarded to the applicant or his or her duly authorized representative outlining the conditions that must be met in order for the Planning Board Chairperson to sign the Final Plat.
 4. Conditional approval of a Final Plat shall expire 180 days after the date of the conditional approval unless the requirements have been certified as complete within that timeframe. The Planning Board may, however, extend the time for two (2) additional ninety (90) day periods each within which a conditionally approved Final Plat may be submitted for signature if, in its opinion, such extension is warranted under the circumstances.
 5. In the event that the Planning Board disapproves a Final Plat, the Applicant or his or her duly authorized representative shall be notified by the Planning Board in writing within seven (7) calendar days of the reasons for such disapproval.
- During the December 18, 2024 meeting, Mr. Palmer asked that his application be tabled at this time due to the possible sale of an existing lot thereby not requiring any further subdivision. The Planning Board agreed to hold off on issuing an approval for 62 days. Chairman Crispin noted that after the 62 days however if Mr. Palmer would like to proceed, he would need to start the subdivision review process from the beginning.

PLANNING BOARD DISCUSSION: During the December 18, 2024 meeting, Mr. Palmer asked that his application be tabled due to the possible sale of an existing lot thereby not requiring any further subdivision. The Planning Board agreed to hold off on issuing an approval for 62 days. Chairman Crispin asked Planning Board members if they were prepared to vote on the application. Planning Board members had no further concerns.

MOTION: To approve the Grant Palmer Minor Subdivision (Project #2024-09) and to authorize Chairman Crispin to sign the subdivision map.

MADE BY: Member Comini

SECONDED: Member Abrams

VOTE: 6/0

END OF AGENDA ITEM

III. CHAIR REPORT:

1. Fulton & Montgomery County Planning Boards' Annual Spring Planning and Zoning Trainings
*See handout
2. Eagan Lot Line Adjustment
 - Chairman Crispin noted that Chris Foss provided a Lot Line Adjustment application late and therefore the Planning Board did not receive it in time to act on. He stated that the proposal is to adjust a lot line to a prior subdivision proposal. Chairman Crispin noted that he would have to research the prior subdivision proposal in preparation for the next meeting.
3. Sacandaga Marine Request – HRBRRD
 - Chairman Crispin introduced Ryan Baker who owns Sacandaga Marine. Mr. Baker stated that he has applied for a commercial designation to a waterfront lot (parcel 90.20-3-5) that has an existing boat launch. He stated that the HRBRRD is requiring that he obtain approvals from various agencies to include NYS DEC, USACOE, NYSDOH and the Town of Broadalbin. He stated that he has received the sign off from NYSDEC and the tentative sign off from the APA having submitted a Jurisdictional Inquiry Form and have received a non-jurisdictional determination. He stated that the USACOE is difficult to get ahold of but is hopeful that he will get their sign off. Mr. Baker stated that Sacandaga Marine will be using the launch exclusively for their use of launching and retrieving boats. He stated that it would not be used by the general public. He stated that his business launches boats and delivers the boats to their respective docks for clients. He stated that he has had enough of using the NYS DEC Broadalbin Boat Launch as it has become problematic with confrontations of other boat owners launching etc.

Member Mageilda asked if he would have insurance on the launch. Mr. Baker stated that he is required to carry \$2M in insurance coverage.

Member Potts suggested that Mr. Baker get a notarized letter from the parcels property owner explaining that Sacandaga Marine has the rights to use the launch etc. He stated that that along with a copy of the full application should be submitted to the Town so that in the future, if there are complaints, the Code Enforcement Officer will have that information to reference.

Upon further discussion, the Planning Board requested that Scott Henze send letter to Mr. Baker informing him that the Town of Broadalbin has no objection to the request for Sacandaga Marine to use the existing launch as a commercial use exclusively for Sacandaga Marine operations.

MOTION: To go on record that the Town of Broadalbin Planning Board finds no objection to Sacandaga Marine (Ryan Baker) proposal to utilize an existing launch located on parcel 90.20-3-5 as a commercial launch exclusively for Sacandaga Mare operations.

MADE BY: Member Potts

SECONDED: Member Comini

VOTE: 6/0

IV. CODE ENFORCEMENT OFFICE REPORT:

1. None

V. NEXT MEETING:

The next regularly scheduled meeting of the Planning Board will be held on:

March 26, 2025

7:00 p.m.

Town Hall

VI. CLOSE OF MEETING:

MOTION: To close the meeting at 8:42 P.M.

MADE BY: Member Comini

SECONDED: Member Potts

VOTE: 6/0