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Zoning Board of Appeals Special Meeting Minutes August 10, 2004

Present: Steve Burch, Chairman, David Millar, Secretary, William Gajewski, Pat Kelly.

Absent: James Cormier

The meeting was called to order at 7:05 p.m. by Chair Steve Burch.

The purpose of the special meeting was to discuss the format of meeting minutes.

Burch read aloud section 4.03.D of the Zoning Ordinance which states:

- Records: The minutes of all meetings shall contain the grounds for every determination made by the Board including all evidence and data considered, all findings of fact and conclusions drawn by the Board for every case, along with the vote of each member and the final ruling on each case. The Zoning Board of Appeals shall file its minutes in the office of the Township Clerk.

Consensus after discussion was that all minutes would be in resolution format and written out before giving to the recording secretary.

Motion by Kelly, supported by Gajewski to adjourn the meeting at 7:26 p.m.

Respectfully submitted,

DeNette Bolyard
Recording Secretary

David Millar,
Secretary

