

Vice-Ch. Hoop called the meeting to order at 7:05 p.m.

Roll Found: Hoop, Zeleznak, Mainzer, and Budd. Also present were Alternate Member Boleman, Alternate Member Schaefer, Trustee Schulte, Administration & Zoning Office Manager Suzanne Peterlin and ZC Vice-Ch. Diane Dermody. Chairman Calabro had an excused absence.

Vice-Ch. Hoop distributed the following BZA procedures:

- BZA Organizational Procedures
- BZA Procedure for Site Inspections
- BZA Procedure for Public Hearings

Vice-Ch. Hoop stated that they would table the decision on the BZA Organizational Procedures until February when Ch. Calabro will return.

There were no reports from Vice-Ch. Hoop or other Board Members.

Vice-Ch. Hoop made a motion to adjourn the Organizational Work Session. Ms. Mainzer moved and Mr. Budd seconded

Vote: Schaefer – yes, Budd – yes, Mainzer – yes, Zeleznak– yes, Hoop– yes

Work Session was adjourned at 7:08 p.m.

Carolyn Chism, Recording Secretary

Minutes Approved: _____, 2018

Jeff Hoop, Vice-Chairman

Dave Zeleznak, Member

Julie Mainzer, Member

William Budd, Member

Bill Schaefer, Alternate