

**BOROUGH OF SPRING LAKE HEIGHTS
REGULAR PLANNING BOARD MINUTES
VIRTUAL MEETING MINUTES
September 16, 2020
7:00 P.M.**

Flag Salute

This meeting is called pursuant to the provisions of the Open Public Meeting Law. Notice of this meeting was included in a list of meetings sent to the Coast Star and Asbury Park Press, posted on the bulletin board in the Municipal Building and on the Borough website.

Roll Call:

Also Present:

Stephen Clark - Absent
Roy Francolino – Present
Frederic Manger – Present
Nancy Hayduk – Absent
Mayor Campion- Present
Adam Anzzolin – Present
Peter Gallo - Present
Councilman Christopher Willms - Present
Eileen Eilenberger, Chairperson - Present

Marc Leckstein – Board Attorney
Mary Ellen Karamus, Board Secretary
Brent Papi – Board Engineer
Jennifer Beahm – Board Planner

Alternate #1 Elizabeth Stader – Present
Alternate #2 Joseph Tompey - Absent

Approval of Minutes: February 19, 2020 - On a motion by Mr. Manger; Seconded by Ms. Stader, the minutes were approved by the following vote:
AYES: Councilman Willms, Mr. Manger; Mr. Anzzolin, Mr. Gallo, Ms. Stader; Chairperson Eilenberger
OPPOSED: None
ABSTAIN: Mayor Campion

May 20, 2020 - On a motion by Mr. Manger; Seconded by Councilman Willms, the minutes were approved by the following vote:
AYES: Councilman Willms, Mr. Manger; Mr. Anzzolin, Mr. Gallo, Ms. Stader; Chairperson Eilenberger
OPPOSED: None
ABSTAIN: Mayor Campion

Correspondence: 08/31/2020 B. Papi Compliance Review
Re.: Spring Lake Golf Clubhouse Addition
Application No. 2019-04

Discussion:

Chair Eilenberger asked Ms. Beahm to explain what C variances are. Ms. Beahm described C1, a hardship variance and a C2 or flexible C variance.

Chair Eilenberger asked Ms. Beahm to explain, due to the rear lot line on the property, how lot depth is determined under the ordinance. Ms. Beahm stated that the ordinance has specific definitions, and, in this case, lot depth is measured from the shortest distance between the front and rear lot line from the center line of the rear lot line. Ms. Beahm added she did not want to get into the merits of the application. Ms. Beahm added that specific definitions are regulated by ordinance and, in this case, depth is the shortest distance, not the longest distance

Chair Eilenberger asked Mr. Leckstein to summarize the procedure for members of the public specifically regarding public participation. Mr. Leckstein explained the process of the application process.

Mr. Papi entered the meeting.

Chair Eilenberger asked Mr. Papi to comment on the 8/31/2020 Compliance Review listed under Correspondence.

Mr. Papi stated that the Spring Lake Golf Club submitted revised plans and there had been a second review regarding final resolution compliance. Mr. Papi said that there have been continued comments and questions regarding stormwater management and other issues that were part of the resolution. Mr. Papi stated he is awaiting a revised submission that addresses comments and concerns regarding stormwater management requirements, compliance and non-compliance discussed with the applicant engineer and DEP.

Mr. Papi stated the most recent berm design, submitted today's date by the Club, is being looked at.

Old Business:

New Business:

Application No. 2017-04A

JDE Spring Lake, LLC – The Mill

Block 1 Lot 1

Proposed redesign of parking facilities and addition to existing building previously approved. Changes to approved plan proposed.

Mr. Leckstein stated that the Mill applicant has requested to carry to the October 21 meeting.

On a motion by Councilman Willms, seconded by Mr. Manger, JDE Spring Lake, LLC, The Mill, Application 2017-04A is carried to October 21, 2020 without objection.

All in Favor

None Opposed

No Abstentions

Mr. Leckstein stated if anyone from the public was present for the Mill application, it is carried to October 21, 2020. Mr. Leckstein added that there will be no further notice.

Application No. 2020-02

Christopher Spagnoli
Block 39 Lot 76
402 Sixth Avenue
Subdivision

- A-1:** Development Application filed on February 26, 2020
- A-2:** Survey of Property dated July 10, 2019 as prepared by Frank R. DeSantis, P.L.S.
FRD Surveying, LLC
- A-3:** Topographic Survey of Property dated December 2, 2019, last revised April 20, 2020, as prepared by Frank R. Desantis, P.L.S. of FRD Surveying, LLC
- A-4:** Minor Subdivision plan dated January 15, 2020, last revised August 5, 2020, as prepared by Joseph J. Kociuba, P.E., P.P. of KBA Engineering Services, LLC (consisting of 2 sheets)
- A-5:** Minor Subdivision plan dated January 15, 2020, last revised September 2, 2020, as prepared by Joseph J. Kociuba, P.E., P.P. of KBA Engineering Services, LLC
(1 Sheet - Attached to A-4)
- A-6:** Elevations for Proposed Residence on Lot 76.02
- B-1:** Engineering Review Letter of East Point Engineering, LLC dated July 23, 2020
- B-2:** Planning Review Letter of Leon S. Avakian, Inc. dated August 17, 2020

Timothy Middleton, Attorney for the applicant Mr. Spagnoli, stated he is filling in for Mr. Rubino.

Brent Papi, Jennifer Beahm sworn by Mr. Leckstein.

Joseph Kociuba sworn by Mr. Leckstein.

Joseph Kociuba, licensed engineer and planner, KBA Engineering Services, accepted as an expert in planning and engineering before the board.

Mr. Kociuba described the property and stated he prepared the minor subdivision along with the surveyor and is familiar with the site.

Mr. Kociuba stated that the property is an oversized L-shape lot in the R 5 zone with frontage on 6th Avenue with an existing 1 story dwelling. Mr. Kociuba stated that residential properties surround the applicant's property. Mr. Kociuba added that the southern property line is 60 feet deep and the northern property line is 180 feet deep creating the L shape.

Mr. Kociuba said that there is a 10-foot-wide by 55 feet deep area of questionable title identified by the surveyor. Mr. Kociuba added that the 10-foot depth goes east/west at the rear of the existing home. Mr. Kociuba said that the neighboring fence line is on the outside of the 10-foot area and that the patio in the rear yard of the dwelling extends into the 10-foot area. Mr. Kociuba stated, after reviewing historic aerials, the aerials indicate that the yard of the lot to the east has maintained the same shape for some time. Mr. Kociuba stated that there may have been an error in the deed at some point which caused the 10-foot section to not be included in the property. Mr. Kociuba added that the area has been utilized for over 50 years by the property owner. Mr. Kociuba stated that all variances, all requests, all areas assume that that area is not part of the parcel, although it is utilized by the property. Mr. Kociuba stated that area particularly concerns rear yard setback.

Mr. Kociuba stated that the application is a minor subdivision to create 2 lots. Mr. Kociuba said that the intent is to keep the existing dwelling, which would be on the southern side of the lot. Mr. Kociuba stated that the front yard setback on the existing dwelling is 8.4 feet with a lot depth of 60 feet. Mr. Kociuba said that he agrees with the definition of lot depth as stated by the Board planner earlier and stated that the depth of the lot

is measured at the shorter distance of the existing lot. Mr. Kociuba stated that the 60-foot depth of the entirety of the existing and the proposed lot is an existing nonconformity.

Mr. Kociuba said that the existing dwelling has an enclosed porch 1.7 feet off the rear property line, which does not include the 10-foot gore area, the owner of which is unknown. Mr. Kociuba added that since that area cannot accurately be defined as part of the property, applicant is requesting relief for the existing rear yard setback.

Mr. Kociuba said that front yard setback and rear yard setback currently exist and are not being changed or exacerbated by the application. Mr. Kociuba added that there are variances requested and many are existing nonconformities. Mr. Kociuba stated that the subdivision will create a 50-foot-wide lot, 180 feet deep, which is oversized for the zone. Mr. Kociuba said that both lots will be fully conforming. Mr. Kociuba said the new lot, Lot 76.02, will be 9,000 square feet. Mr. Kociuba said that the proposed line will create a nonconformity on the existing home. Mr. Kociuba stated that a 5.5 side yard setback was necessary to create a fully conforming new lot. Mr. Kociuba said that on the new lot, discounting the gore area, building coverage relief is required. Mr. Kociuba said that if the gore is included, coverage would comply; however, since it is not considered part of the parcel, technical relief for building coverage on that lot is needed. Mr. Kociuba added that coverage is appropriate when considering the actual use of the property and the actual coverage being utilized by the current property owner. Ms. Beahm asked Mr. Kociuba to clarify if it is relief and not technical relief. Mr. Kociuba stated they noticed and are requesting the relief and are requesting the variance.

Mr. Kociuba stated the proposed improvements: frontage on the existing street; sidewalks will be installed across frontage where they do not currently exist and curb will be replaced where necessary.

Mr. Kociuba said that two large trees toward the front of the property will be removed and 2 street trees will be placed along the frontage of the new dwelling. Mr. Kociuba added that no landscaping is being added or planned on the existing lot. Mr. Kociuba said that there are some large trees in the rear that the owner will try to save. Mr. Kociuba said that building heights will comply. Mr. Kociuba stated that grading of the property will drain generally as it does today. Mr. Kociuba stated that the property is not in a flood zone but is immediately adjacent to Wreck Pond Brook. Mr. Kociuba said that drywells are being proposed for the existing and proposed homes to provide better drainage patterns. Mr. Kociuba stated no lighting is being proposed or required in the application.

Mr. Kociuba said that the two variances requested as a result of the subdivision are side yard setback and building coverage. Mr. Kociuba added that the building coverage would conform if the gore was included. Mr. Kociuba stated that the requested variances under both C1 and C2 criteria can be granted by the board. Mr. Kociuba quoted the C1 and C2 flexible criteria. Mr. Kociuba stated that proposed building coverage and setback, as well as the subdivision is requested under C2. Mr. Kociuba stated that the application's benefit outweighs detriment and that several purposes of zoning within municipal land use law is promoted. Mr. Kociuba stated that it is his opinion that the side yard setback deficiency is minimal and the overage on building coverage is de minimis. Mr. Kociuba stated there is no substantial detriment to the public good, no substantial impact to the zone plan or planning ordinance and it complies with master plan density. Mr. Kociuba stated the applicant intends to live there so the closeness of the homes will only impact the applicant. Mr. Leckstein stated there is no evidential value to the applicant stating they will live there. Mr. Kociuba stated that the proposed home and the proposed vacant lot will conform with all zoning requirements and that the benefit of the variances outweigh the detriments.

Chair Eilenberger asked if the applicant definitely does not have clear title on the gore area. Mr. Kociuba stated that is his understanding. Mr. Kociuba added that the surveyor did the surveying and did the title work. Chair Eilenberger asked Mr. Kociuba what was used to determine the 60 foot depth at the back side. Mr. Kociuba stated there was a monument found at the back corner and a large pipe at the front left corner. Chair Eilenberger confirmed the 60-foot line used for the rear lot line. Chair Eilenberger asked, referring to the development application, what portion of the house would be taken down. Mr. Kociuba stated he believes that referred to the stoop and stairs. Chair Eilenberger asked if all of the fences around the property are staying. Mr. Kociuba stated the fence on the east side of the lot is the property owner's fence and will remain. Chair

Eilenberger asked if the swimming pool shown on one of the surveys is still there. Mr. Kociuba stated that the pool was removed some time ago.

Chair Eilenberger asked for questions from board members of Mr. Kociuba.

Mayor Campion stated that he had concerns with a discrepancy between 5.4 and 5.5 noted on the plan and on the survey regarding the 5 foot setback. Mayor Campion stated that IRC structural requirements for fire protection barriers and openings on the side of a building may be triggered depending on the measurements. Mr. Kociuba stated the dimensions are taken from the foundation in an early-on survey. Mr. Kociuba added that the surveyor then updated the survey to provide the topography and, when measured by tenths, rounding occurs. Mr. Leckstein asked if Mr. Kociuba was referring to A-3, the topographic survey. Mr. Kociuba stated yes. Mr. Kociuba stated that after taking all the measurements and establishing the side setback, his office determined it was 5.5 not 5.4. Mayor Campion asked if that is measured from the base of the structure to the property line. Mr. Kociuba stated yes. Mr. Kociuba added that surveyors measure from the siding often because you can't get the survey rod that close to the structure when the foundation is that low to the ground, but the definition is measured from the foundation. Mayor Campion stated he has some concerns regarding that that he will address later.

Chair Eilenberger asked Mr. Kociuba to clarify an area on the plan with a notation regarding a saw cut and removal of concrete. Ms. Beahm clarified Chair Eilenberger's question referring to the notation of impervious reduction of 27 square feet. Ms. Beahm asked Mr. Kociuba if the removal was in totality or internal to the lot line. Mr. Kociuba stated he has to check but it appears to be in totality. Mr. Kociuba stated that he can stipulate that 27 square feet of impervious coverage was removed from the lot, not from the questionable area.

Mr. Anzzolin, referencing the 5.5 setback on Lot 76.01, asked if a 10-foot setback would be required if improving the house by adding a 2nd floor in the future. Mr. Kociuba stated the 2nd story would have to be set within the 10-foot line or they would have to go back before the board of adjustment for a variance. Mr. Anzzolin asked if thought was given to meeting the 10-foot setback requirement on that side of the home. Mr. Kociuba said that that was looked at, but it was decided it was better planning to make the setback on the existing lot. Mr. Kociuba added that the far-forward position of the home is an existing condition. Mr. Kociuba stated that having 10 feet on the deeper longer home would have less impact than a 5 ½ setback on the shallower home.

Ms. Beahm asked Mr. Kociuba if, regarding the C2 relief, Lot 76.02 was designed to be conforming dimensionally. Mr. Kociuba said yes. Ms. Beahm stated the area is in excess of the 7,500 requirement. Mr. Kociuba agreed. Ms. Beahm said that in theory there's an ability to jog the lot line to gain back the minimal area. Mr. Kociuba agreed. Ms. Beahm asked Mr. Kociuba if it is his opinion and testimony that creating a standard shaped lot is better planning than accommodating the extra 122 square feet. Mr. Kociuba stated yes; it is his opinion that creating an odd lot line specifically to jog at an angle to make up the area is not better planning. Ms. Beahm stated she does not disagree; a regular shaped lot is a better planning alternative to recapturing 120 square feet. Ms. Beahm stated that if the gore area title is resolved and the area is given back to 76.01, the variance would no longer be necessary. Mr. Kociuba stated that 2 variances would no longer be necessary: building coverage and rear setback. Ms. Beahm asked Mr. Kociuba to provide finished floor elevations for the proposed home. Mr. Kociuba said the finished floor elevation shown for the proposed home is approximately 17.47. Ms. Beahm stated both structures conform to height. Ms. Kociuba said yes, they are not asking for any height variances.

Mr. Leckstein asked Mr. Kociuba, in addition to maximum building coverage, which variance would not be requested if the gore area resolved in applicant's favor. Mr. Kociuba stated rear yard setback for the enclosed porch.

Mr. Papi asked Mr. Kociuba if he has researched the proximity to the north branch brook at the back of the property. Mr. Kociuba stated he does not know the exact dimension; it is close to the edge of the property. Mr. Papi asked the flood elevation of the brook. Mr. Kociuba stated that the survey identifies the property is in Zone X in both the preliminary and effective flood zone.

Mr. Papi stated if the application gets approved, he would like it to be noted, based on the final size of the architectural footprint, the final drywell sizing and grading plans will be provided to the borough engineer for

review prior to building permits. Mr. Middleton stated he had no objections. Mr. Leckstein stated that would be no problem.

There were no further questions by board members or professionals.

Sharon Batteau, 1719 Beverly Avenue, Spring Lake Heights, sworn by Mr. Leckstein, stated if the application is granted, it could set a negative precedent in the future and now. Ms. Batteau added that as a resident, property owner and taxpayer, she finds it hard to believe that the master plan wants the creation of nonconforming lots like this plan does. Mr. Leckstein stated that nothing the board does sets precedent. Chair Eilenberger asked if it is time for questions, not comments. Mr. Leckstein stated he does not have a problem with comments at this time in the meeting. Ms. Batteau asked if the master plan permits creating nonconforming lots.

Ms. Beahm stated she could answer the question. Ms. Beahm said that this is not a use variance, there are bulk variances involved, so reconciliation with the master plan is not an essential component of the testimony. Ms. Beahm added that the deviation on the lot with respect to the depth is an existing condition so whether or not the applicant is successful, the lot depth variance would be there regardless so the relief being asked for is related to the existing structure on the property. Ms. Beahm added that she is not opining one way or the other if the applicant is or is not successful. Ms. Beahm added that the lot they are creating is wholly conforming and is in fact oversized for the zone so there can be an opinion with respect to the relief they are asking for, but as far as creating a nonconforming lot, the lot they are creating is conforming to the zoning. Ms. Batteau stated that the lot that is left will be useless with a backyard of only 25 feet. Ms. Batteau stated that as far as the variance goes, the negative outweighs the positive; the highest and best use would be to build one house on the whole existing lot which is better for the property value. Ms. Beahm stated that there is an existing house on the lot now so the relief being asked for with respect to the front yard setback, rear yard setback, and the depth of the lot exists today and whether they were before the board or not, that would continue to exist. Ms. Beahm stated she wants to be clear on what the applicant is asking for. Ms. Beahm said applicant is not proposing to demolish the existing structure and create one large house. Ms. Batteau stated they are asking for a subdivision so they will have two houses. Ms. Batteau added that no relief would be needed if they built one beautiful house; there would be no need for a garage in the front. Mr. Middleton stated that the application before the board is for a minor subdivision. Mr. Middleton said that the proofs put forth by Mr. Kociuba in his capacity as a planner set forth that this is an oversized lot. Mr. Middleton said that approval of the application would promote the purposes of zoning for population densities, for aesthetics and for various other reasons. Mr. Middleton said that in terms of positive criteria, Mr. Kociuba gave several reasons why the board can approve the application, as opposed to applicant building an oversized house on an oversized lot that may not fit the character of the neighborhood. Mr. Middleton said that there is not proof that granting what are deminimis variances would have any negative impact on the surrounding properties.

Andrea Patterson, 110 Ninth Avenue, Spring Lake Heights, sworn by Mr. Leckstein, stated that her question regarding the gore in the back of the lot is if any notification has been given to the person who does or doesn't own it on Prospect Avenue. Mr. Leckstein stated that the board is not involved with the gore or title dispute; that it has no bearing on the application. Mr. Leckstein stated that the application assumes they do not own it. Ms. Patterson asked with the removal of the side staircase, will the sliding glass door be relocated. Mr. Middleton stated it is a secondary living room. Ms. Patterson asked if a door would have to be relocated for access or if no door is necessary when removing the stairs. Mr. Middleton stated that there is no need for access at all. Ms. Patterson commented that the applicant is trying to put a lot into an existing property and that it is a hodge-podge type of situation. Ms. Patterson commented that she understands the board does not set precedent but feels it happens. Ms. Patterson commented that other people who bought properties in town had to remove existing structures. Mr. Leckstein told the board to disregard what has happened to other people on other properties; that that is irrelevant to this application. Mr. Leckstein added that the board should focus only on the application.

Ms. Batteau said the board should proceed with wisdom, look into future and see what can happen. Ms. Batteau said that there are lots of homes on small lots. Ms. Batteau added that Spring Lake Heights is hot and that things are happening for making money and not for the good. Ms. Batteau said that citizens have a right to

their say. Ms. Batteau said it's odd if the application is granted and a backyard 25 feet wide is crazy. Ms. Batteau thanked the board for listening to her.

Chair Eilenberger asked if there was anyone else.

Lynn Martin, 116 South Center Street, South Orange, New Jersey, sworn by Mr. Leckstein, stated she is at 406 Sixth Avenue at her mother's house. Ms. Martin stated she is not happy with what is happening. Ms. Martin said that it seems like 7 trees will be taken down and she and her mother are not happy. Mr. Leckstein stated trees can be taken down even if the application is not approved. Ms. Martin stated she is not happy about the subdivision and anything about the application and neither is her mother.

Richard Jones, 601 Lake Avenue, Spring Lake Heights, New Jersey, sworn by Mr. Leckstein, stated he is opposite to the applicant property. Mr. Jones said he does not support the subdivision for the number of variances and does not support the application and is disappointed by the process so far.

Jill Madonna, 568 Prospect Avenue, Spring Lake Heights, sworn by Mr. Leckstein, stated that she feels the application is not supportive of the neighborhood. Ms. Madonna stated the lot is directly behind her property and she feels the 5.5 feet setback instead of 10 feet is unnecessary; to put another house on the lot would open it up to other residents in town if someone had an oversized lot to do the same thing. Mr. Leckstein explained that precedence is not being set in the process and every application before the board has to be taken based on its own merits. Ms. Madonna stated it would be a negative to the neighborhood. Ms. Madonna said every oversized property should not be subdivided.

There were no further questions or comments from the public.

Mr. Middleton stated Mr. Spagnoli was present to provide minimal testimony. Mr. Middleton added that Mr. Kociuba had to leave the meeting for another matter.

Mayor Campion stated he would like to go back to his prior comments pertaining to a 5-foot setback and safety issues that may be created that need to be addressed. Mayor Campion stated he had looked at various numbers on the surveys. Mayor Campion stated that clarification is needed on the discrepancies in the numbers. Mayor Campion said there is a half foot not accounted for. Mayor Campion said Exhibit A-4 shows 5.5; the survey shows 5.4; going the other way on the survey, it is 5.1. Mr. Kociuba stated that the dimensions taken across the face of the home makes the assumption that those numbers are all perpendicular and parallel, but when using those numbers to come across the home, especially in a home built in the 1930s, it is not completely accurate coming in from the direction. Mr. Kociuba said that the most accurate way would be coming from the opposite direction. Mr. Kociuba said that after calculating the numbers and using their CAD program, they came to 5.5 feet. Mayor Campion and Mr. Kociuba discussed dimensions and measurement locations on the surveys.

Mr. Middleton stated that Mayor Campion's question is an important issue to address but Mr. Kociuba needs to go to another meeting so the best course to take is carry the application to October. Mr. Leckstein stated he recommends the same.

Mr. Leckstein asked if A-6 are the definitive plans for what is proposed for Lot 76.02 or concept plans. Mr. Kociuba stated they are concept plans. Mr. Leckstein stated he wanted the board to understand that is not the specific house that will be built. Mr. Leckstein added that presumably the footprint will be what is on the survey, but the actual house is a concept. Chair Eilenberger asked if applicant is saying that the house will fit in the Borough setbacks. Mr. Leckstein said if the application is approved by the board, this is not the house that will necessarily be put there. Mr. Middleton stated the applicant's intent is to build the house from the elevation that has been submitted. Mr. Leckstein asked if A-6 then is the house that will be built. Mr. Middleton stated that will be pursued at the next meeting but that is his understanding after speaking to the applicant.

Mr. Kociuba left the meeting.

Mr. Manger questioned if the 5.5 that was discussed is right. Ms. Beahm clarified that there is a discrepancy in the dimensions for the same area on the different surveys. Ms. Beahm added that it is a question of clarification on the dimensions and the potential impact in the area of the setback relief. Mr. Manger stated that the surveyor should verify the correct measurements of the macadam driveway. Ms. Beahm stated the it is the property line

to the corner of the building; it is not just the width of the driveway; it is the entire setback of the building. Chair Eilenberger stated from the side property line to the building. Ms. Beahm agreed. Mr. Middleton stated that the survey will take care of it. Mayor Campion stated his concerns with building at 5 feet or less and IRC requirements, wall ratings, percent of area being open and risk of safety. Mr. Manger asked if it can be required that a fire rating is put on the side of the house. Mayor Campion stated that is why the applicant decided to carry to the next meeting; to come up with a solution that will hopefully meet concerns. Mr. Middleton stated they will come up with a solution. Chair Eilenberger added that the Mayor had questions regarding exact lot coverage and building coverage and she would like to see it gone over. Mayor Campion stated he would be satisfied to have the numbers broken down and the basis for the numbers before the next meeting. Chair Eilenberger stated she would like to clarify what is being taken off, where removed and if part of that could be in the no man's land. Mr. Middleton stated they will provide the breakdown for the next meeting. Mayor Campion stated he is satisfied with the response of getting information for the next meeting and reconvening. Mr. Leckstein stated the application will carry to October 21 with no further notice.

On a motion by Mr. Manger, seconded by Mayor Campion, the application is carried to October 21.

All in favor

None opposed

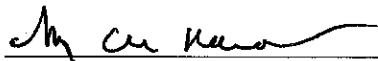
No Abstentions

Mr. Leckstein stated that the application is carried to October 21; there will be no further notice.

Mr. Leckstein stated that The Mill application is carried to October 21 with no new notice.

Adjourn: On a motion by Ms. Stader; seconded by Mayor Campion, the meeting was adjourned without objection at 8:45 p.m.

Respectfully submitted and approved:



Date: December 16, 2020

Mary Ellen Karamus, Board Secretary