



**I. CALL TO ORDER**

Chair Derenne called the meeting to order at 7:00 pm.

**II. ROLL CALL – Present unless otherwise noted:**

Trustee Liaison: Mike Barth - excused  
Chair: Roger Derenne  
Members: Marisa Roberts Stephen Franz - excused  
David Guirl - excused Don Brier - excused  
Sandra Muchin Kofman  
Daniel Zitzer

**III. APPROVAL OF MINUTES**

**A. Approval of the December 5, 2011 minutes.**

Motion by Sandra Muchin Kofman, seconded by Roger Derenne, to approve the minutes of December 5, 2011 as written. Motion carried unanimously.

**IV. CITIZENS AND DELEGATIONS**

Open to any citizen who wishes to speak on items not on the agenda. Please note there may be limited discussion on the information received, however, no action will be taken. Please state your name and address for the record.

**V. BUSINESS**

**A. Addition of Four Windows to South Elevation of Residence:**

**Eileen Sherman  
855 County Line Road  
015-0050**

Mark Mishefski appeared on behalf of the project. Neighbors in attendance: none. A description of the project is as follows: The exterior French door on the south side of the house will be removed and replaced with four hoper windows to provide more light to the interior. The windows will match the existing structure and will be placed as outlined in the application.

Motion by Marisa Roberts, seconded by Roger Derenne, to approve the addition of four windows to the south elevation of the residence, as described and presented in the application. Motion carried unanimously.

**VI. ADJOURNMENT**

Motion by Chairman Derenne, seconded by Sandra Muchin Kofman, to adjourn the meeting at 7:06 pm. Motion carried unanimously.

Respectfully submitted,

Cody Loew  
Management Assistant  
March 6, 2012