

STATE OF NEW YORK  
**DEPARTMENT OF STATE**

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**DRAFT** Minutes of the NYS Fire Prevention and Building Code Council meeting on Friday, December 3, 2021, commencing at 10:04 a.m. and held by videoconference call (WebEx).

**Council members and designees present:**

Matthew Tebo, Presiding  
Benjamin Keller  
Michael Weber  
Vincent Rapacciuolo  
Keith Wen  
Joseph M. DeStefano  
Claudia Braymer

Shawn Hamlin  
Timothy DeRuyscher  
Robert Hughes  
William W. Tuyn  
Patrick Dolan  
Dominic Marinelli  
Joseph Toomey (Joined at 10:11 am)

**Guest speakers present:**

Christopher Sgroi, representing the NYS Energy Research and Development Authority (NYSERDA).

Dorothy Mazzarella, representing the International Code Council (ICC).

Michael Cunningham, representing the Town of Cortland.

**Staff present:**

John Addario, Panagiota Hyde, Kevin Duerr-Clark, Gregory Benton, Emma Gonzalez-Laders, China Clarke, Joseph Ball, and Chad Sievers

**Agenda Item 1. Welcome.**

Chairperson Tebo, the designee for Acting Secretary of State Brendan Hughes as of November 30, 2021, called the meeting to order and welcomed all. The previous Secretary of State, Rossana Rosado, has moved into the position of Commissioner of NYS Division of Criminal Justice Services.

Kevin Duerr-Clark explained that the meeting was being held via videoconference pursuant to Chapter 417 of Laws of 2021 and the procedures to be followed during the meeting.

Kevin Duerr-Clark called the roll and announced that thirteen (13) Code Council members were present. Joseph Toomey was having connectivity issues at this time, but joined later. Chairperson Tebo noted that there was a quorum.

Chairperson Tebo noted that there are a large number of local energy code filings and asked Kevin Duerr-Clark if there are any changes to the agenda. Kevin Duerr-Clark noted the following changes:

- The Town of North Salem rescinded Local Law #4, so that item is being moved from agenda Item #3 to agenda item #4.
- The Town of Geneva repealed Local Law #3 and adopted Local Law #7; and Local Law #7 was provided in the meeting documents sent to the Code Council members and posted online for the public to view in advance of the meeting.



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- The order that the municipalities are being presented was subject to change depending on the direction of the conversation during the meeting.

## **Agenda Item 2. Draft Minutes – September 16, 2021 – consideration of motion to approve.**

Chairperson Tebo asked if anyone wished to propose changes to the minutes of the September 16, 2021 meeting. Hearing none, Chairperson Tebo made a motion to approve the minutes without changes. William Tuyn seconded the motion. The motion was approved unanimously by voice vote.

## **Agenda Item 3. More Restrictive Energy Code Filings (Energy Law §11-109)**

Emma Gonzalez-Laders noted that the Division received several filings for local energy codes and that each local law is slightly different. Emma Gonzalez-Laders informed the Code Council that since the last meeting, DOS staff worked with the New York State Energy Research and Development Authority (NYSERDA) to develop a model local law that, if municipalities opt to use, may result in a more streamlined process going forward.

Emma Gonzalez-Laders added that a common trend among municipalities adopting the NYStretch supplement is the severing of the energy recovery ventilator or heat recovery ventilator provisions of Section R403.6.2. Christopher Sgroi, a senior project manager with NYSERDA, was then invited to speak about the impact of severing Section R403.6.2 from NYStretch.

Christopher Sgroi reminded the Code Council members that the NYStretch Energy Code-2020 is intended to be a locally adopted supplement to the State Energy Code. As a supplement, NYStretch amends existing Energy Code requirements and adds new requirements to both the commercial and residential provisions. Several local governments that adopted the State Energy Code, as supplemented by NYStretch, elected to omit from adoption the addition of Section R403.6.2.

Although this requirement is a mandatory provision of NYStretch, Christopher Sgroi indicated that local governments that omit Section R403.6.2 would simply continue to enforce existing whole house mechanical ventilation requirements found in the Uniform Code and Energy Code and that removing Section R403.6.2 from NYStretch does not render existing whole house mechanical ventilation requirements less restrictive. The net result of omitting NYStretch Section R403.6.2 from local adoption of the State Energy Code, as amended by NYStretch, remains that such local energy code remains more stringent than the State Energy Code.

Chairperson Tebo noted that Joseph Toomey joined the meeting at 10:11 am and then opened the floor to questions.

Robert Hughes asked a clarifying question, if a municipality is allowed to remove parts of the NYStretch code when adopting it because it does not make the local law any less restrictive than the Uniform Code. Christopher Sgroi confirmed that a municipality may adopt as much or as little of the supplemental provisions of NYStretch as they see fit and reiterated that removal of Section R403.6.2 when adopting the NYStretch Energy Code-2020 supplement, still results in a more restrictive local energy code.

Timothy DeRuyscher asked whether this topic is raised because some local governments have adopted NYStretch minus the R403.6.2 provision. Emma Gonzalez-Laders confirmed.

Claudia Braymer was glad there is a draft model local law, asked for a copy, and asked if there is any intent to adopt the NYStretch as mandatory across NYS and, if so, when that may occur. Chairperson Tebo noted that this would require a legislative change due to the 10-year payback provision in the Energy Law; adding that we are hoping to see the legislative change next session, so we can review this for the 2023/2024 code update.

Chairperson Tebo asked if there are any other questions, and hearing none, asked Emma Gonzalez-Laders to proceed with the specifics for each municipality.

#### Town of Newfield (LL No. 3 of 2021)

Emma Gonzalez-Laders presented the Town of Newfield's LL No. 3 of 2021 which adopted NYStretch and severed the aforementioned mechanical ventilation provision. The Division recommended that the Code Council find that the local law is more restrictive than the State Energy Code. Chairperson Tebo asked if there are any questions, but none were asked.

Chairperson Tebo made a motion, read by Panagiota Hyde, to determine, pursuant to subdivision (2) of §11-109 of the Energy Law, that the Town of Newfield's LL No. 3 of 2021, is more restrictive than the currently effective version of the State Energy Code. Patrick Dolan seconded the motion. The motion carried unanimously. Chairperson Tebo asked that Kevin Duerr-Clark notify the Town of the determination.

#### Village of Montour Falls (LL No. 1 of 2021 amended)

Emma Gonzalez-Laders then presented the Village of Montour Falls' filing of LL No. 1 of 2021 *amended* which adopted NYStretch and severed the aforementioned mechanical ventilation provision. The Division, based on NYSERDA's assessment, recommended that the Code Council find that the local law is more restrictive than the State Energy Code. However, staff noted there are legal issues with the local law, and asked Panagiota Hyde to elaborate.

Panagiota Hyde reminded the Code Council that at the September 16, 2021 Code Council meeting, the Village of Montour Falls had submitted their LL No. 1 of 2021, and the Code Council voted that the Local Law was not more restrictive than the NYS Energy Code. Since that meeting, the Division received from the Village LL No. 1 of 2021 *amended*. However, LL No. 1 of 2021 *amended*, was not filed with the DOS State Records Unit because it had to have a unique number. The Village will need to renumber the Local Law in order to file it with DOS State Records. The vote by the Code Council will be on the substantive content of the Local Law as it pertains to Energy Law §11-109, procedural and/or administrative concerns aside.

Chairperson Tebo asked if there are any other questions, William Tuyn responded by asking if the Code Council reviews and approves it today will it have to be reviewed again after the numbering issue is resolved. Panagiota Hyde indicated that State Records will handle the numbering concern and that the Code Council will not have to re-review the Local Law and that the renumbered Local Law will be effective upon filing with State Records. Chairperson Tebo reiterated that, if it is approved then the Code Council will not see it again. Panagiota Hyde confirmed with the caveat that the renumbered and resubmitted Local Law must have the same content as the one that is voted on today.

Joseph M. DeStefano asked what happens if the Village takes no additional action at all; such as, they do not renumber or resubmit to State Records. Panagiota Hyde replied that Local Laws must be filed pursuant to the Municipal Home Rule Law, and that the Village is responsible for making their Laws valid, it is not the responsibility of the Code Council.

Claudia Braymer asked if there are any severed provisions in this Local Law for the Village of Montour Falls. Emma Gonzalez-Laders confirmed that Section R403.6.2 was severed; similar to the Town of Newfield heard previously.

Chairperson Tebo made a motion, read by Panagiota Hyde, to determine, pursuant to subdivision (2) of §11-109 of the Energy Law, that the Village of Montour Falls' filing of LL No. 1 of 2021 *amended*, is more restrictive than the currently effective version of the State Energy Code. Chairperson Tebo amended the motion by adding that local laws are not effective until they are filed with DOS State Records pursuant to Municipal Home Rule Law. Shawn Hamlin seconded the motion. Chairperson Tebo opened the floor to discussion, hearing none he asked Kevin Duerr-Clark to collect the votes by roll call. The motion carried unanimously. Chairperson Tebo asked that Kevin Duerr-Clark notify the Village of the determination.

Town of Cortlandt (LL No. 1 of 2021), Village of Athens (LL No. 6 of 2021), Town of Marbletown (LL No. 5 of 2021)

Emma Gonzalez-Laders presented three municipalities' filings that adopted NYStretch and severed the aforementioned mechanical ventilation provision but also severed additional provisions; resulting in the language of the local law being so broad or vague that it was technically impractical to determine the stringency of their local energy code.

Emma Gonzalez-Laders indicated that the first two municipalities, the Town of Cortlandt and the Village of Athens, adopted a local law that reads in part, "any provision in the NYStretch Energy Code-2020 which conflicts with any provision in the [Energy] Conservation Construction Code of New York State-2020 ... shall be severed..." and noted that a provision that severs any and all conflicts with the State Energy Code would invalidate all the provisions of the local law and only the State Energy Code would be enforceable, rendering the local code not more restrictive than the State Energy Code. Emma Gonzalez-Laders also noted that the third municipality, the Town of Marbletown, adopted NYStretch and that the law reads, in part, "unless superseded by more restrictive or conflicting provisions adopted by the Town of Marbletown or by New York State." Then added that it is technically impractical to determine the stringency of a local energy code based on exceptions so broad as to include the entirety of the Uniform Code, not knowing what the judgment of a code official might be on each instance or based on unknown future provisions adopted by either the local municipality or the State. The Division recommended that the Code Council find that the local energy codes adopted by the Town of Cortlandt, the Village of Athens, and the Town of Marbletown are not more restrictive than the State Energy Code.

Joseph M. DeStefano called for a Point of Order, asking if the last vote was on the entire motion or just on the amendment. Chairperson Tebo replied that the amendment to the motion was made "live" and prior to taking the vote, therefore the Code Council voted on the entire motion.

Chairperson Tebo announced that a representative from the Town of Cortlandt (Michael Cunningham) is at the meeting and available for questions about Cortland and suggested that the Code Council discuss all three Local Laws together due to similarities, but that each Local Law will need to be voted on separately.

Claudia Braymer asked whether the Code Council could approve these Local Laws if the municipalities are simply stating that they are layering NYStretch over the Energy Code. Panagiota Hyde explained that all provisions need to be identified prior to construction and that the Code Council must review the Local Laws as written. Robert Hughes also indicated that the way it is currently written would make it too difficult to enforce as it is at the discretion of the individual enforcing the law as to what applies and what does not. Chairperson Tebo opened the floor to additional questions, but none were asked.

Chairperson Tebo made a motion, read by Panagiota Hyde, to determine, pursuant to subdivision (2) of §11-109 of the Energy Law, that the Town of Cortlandt - LL No. 1 of 2021, is not more restrictive than the currently effective version of the State Energy Code. Benjamin Keller seconded the motion. Chairperson Tebo opened the floor to discussion. Claudia Braymer reminded the Code Council that there is a representative from the Town of Cortland present and asked if they may be allowed to make a comment. Kevin Duerr-Clark invited them to speak. Michael Cunningham noted that they understand why the local law is being denied and that they will work to modify the text of the law to align with the intent of the Town. The motion carried unanimously. Chairperson Tebo asked that Kevin Duerr-Clark notify the Town of the determination.

Chairperson Tebo made a motion, read by Panagiota Hyde, to determine, pursuant to subdivision (2) of §11-109 of the Energy Law, that the Village of Athens - LL No. 6 of 2021, is not more restrictive than the currently effective version of the State Energy Code. William Tuyn seconded the motion. The motion carried unanimously. Chairperson Tebo asked that Kevin Duerr-Clark notify the Village of the determination.

Chairperson Tebo made a motion, read by Panagiota Hyde, to determine, pursuant to subdivision (2) of §11-109 of the Energy Law, that the Town of Marbletown - LL No. 5 of 2021, is not more restrictive than the currently effective version of the State Energy Code. Joseph Toomey seconded the motion. The motion carried unanimously. Chairperson Tebo asked that Kevin Duerr-Clark notify the Town of the determination.

Town of Geneva (LL No. 7 of 2021), Village of Irvington (LL No. 4 of 2021)

Emma Gonzalez-Laders presented two municipalities' filings which adopted NYStretch, Town of Geneva and the Village of Irvington, and explained that the Town of Geneva and the Village of Irvington adopted NYStretch as a supplement to the State Energy Code - without modifications - and submitted the filing within 30 days of adoption. Emma Gonzalez-Laders noted the Code Council has previously found, relying on presentations to the Council by NYSERDA at the meetings of July 2020 and September 2021, that adoption of NYStretch without modifications results in a local energy code that is more restrictive than the State Energy Code and reminded the Code Council that the presentations made by NYSERDA were specific to Version 1.0 of 2020 NYStretch.

In the case of the Town of Geneva's local law, and as it pertains to the adoption of NYStretch, it includes the language "as currently in effect and as hereafter amended from time to time." The language of the local law for The Village of Irvington also appears to imply that the Village adopted not only the current version of NYStretch but also "any subsequent amendments thereto." Should a municipality wish to enforce any future amendments to NYStretch the local energy code would be required to be amended and the municipality would be required to file such amendment with the Code Council pursuant to Energy Law §11-109.

The Division recommended that the Code Council find that the adopted local energy code is more restrictive than the State Energy Code, based on the Code Council's previous action and on NYSERDA's presentations, and find that they were filed within the required 30 days and are therefore enforceable. However, the Division does not recommend that any findings be made regarding future versions of a standard that has not yet been published, and instead, recommends the Code Council memorialize in a motion the specific version of NYStretch.

Chairperson Tebo then opened the floor to questions, but none were asked. Chairperson Tebo then made a motion, read by Panagiota Hyde, to determine, pursuant to subdivision (2) of §11-109 of the Energy Law, that the Town of Geneva - LL No. 7 of 2021, is more restrictive than the currently effective version of the State Energy Code. Michael Weber seconded the motion.

The motion carried unanimously. Chairperson Tebo asked Kevin Duerr-Clark to notify the Town of the determination.

Chairperson Tebo made a motion, read by Panagiota Hyde, to determine, pursuant to subdivision (2) of §11-109 of the Energy Law, that the Village of Irvington - LL No. 4 of 2021, is more restrictive than the currently effective version of the State Energy Code. William Tuyn seconded the motion. The motion carried unanimously. Chairperson Tebo asked that Kevin Duerr-Clark notify the Village of the determination.

Village of Philmont (LL No. 1 of 2021), Town of Niskayuna (LL No. 3 of 2021)

Emma Gonzalez-Laders presented two municipalities' filings that adopted NYStretch, the Village of Philmont and the Town of Niskayuna. The Village of Philmont and the Town of Niskayuna adopted NYStretch without modifications. Emma Gonzalez-Laders noted that the Code Council has found similar adoptions to be more restrictive than the State Energy Code; however, because both of these municipalities filed the local law with the Division more than 30 days after adoption, they may not enforce such local code until and unless the Code Council determines that such local code is more restrictive than the State Energy Code. The Division recommends that the Code Council find that both of these local energy codes are more restrictive than the State Energy Code so that the municipalities may properly enforce these local laws in accordance with subdivision (2) of section 11-109 of the Energy Law.

Chairperson Tebo then opened the floor to questions, but none were asked. Chairperson Tebo then made a motion, read by Panagiota Hyde, to determine, pursuant to subdivision (2) of §11-109 of the Energy Law, that the Village of Philmont - LL No. 1 of 2021, is more restrictive than the currently effective version of the State Energy Code. William W. Tuyn seconded the motion. The motion carried unanimously. Chairperson Tebo asked that Kevin Duerr-Clark notify the Village of the determination.

Chairperson Tebo made a motion, read by Panagiota Hyde, to determine, pursuant to subdivision (2) of §11-109 of the Energy Law, that the Town of Niskayuna - LL No. 3 of 2021, is more restrictive than the currently effective version of the State Energy Code. Michael Weber seconded the motion. The motion carried unanimously. Chairperson Tebo asked that Kevin Duerr-Clark notify the Town of the determination.

City of Canandaigua (LL No. 3 of 2021)

Emma Gonzalez-Laders presented the final filing for the day, filed by the City of Canandaigua. The City of Canandaigua adopted a local law that appears to indicate they have adopted NYStretch as a replacement of the State Energy Code, rather than the supplement it is intended to be. Consistent with the Code Council's previous findings for a similar adoption at the September 16, 2021 meeting, the Division recommended that the Code Council find that the local energy code for the City of Canandaigua is not more restrictive than the State Energy Code.

Chairperson Tebo then opened the floor to questions, but none were asked. Chairperson Tebo then made a motion, read by Panagiota Hyde, to determine, pursuant to subdivision (2) of §11-109 of the Energy Law, that the City of Canandaigua - LL No. 3 of 2021, is not more restrictive than the currently effective version of the State Energy Code. William Tuyn seconded the motion. The motion carried unanimously. Chairperson Tebo asked that Kevin Duerr-Clark notify the City of the determination.

**Agenda Item 4. Other More Restrictive Local Standards and Energy Code Filings**

Kevin Duerr-Clark informed the Code Council that there are several other municipalities that submitted a notice and petition pursuant to Executive Law §379 and/or filings pursuant to

Energy Law §11-109, but for various reasons they are not ready to be formally presented to the Code Council at this time. A detailed description of each was then provided:

- The City and Town of Ithaca adopted a local green code and submitted a filing pursuant to Energy Law §11-109. The Division has received some supplemental information on November 16, 2021, following the initial submission, and staff is reviewing that information in order to make a recommendation to the Code Council.
- As noted at the previous Code Council meeting, the City of Kingston submitted both a notice and petition pursuant to Executive Law §379 and a filing pursuant to Energy Law §11-109 for the City's adoption of NYStretch. At the time of submission, the City requested their local law not be presented to the Code Council until the City is able to provide some supplemental information. To date, the Division has not received any additional information. The Division has reached out to the City on several occasions through voicemails and emails with no additional responses from the City. Therefore, no action is recommended at this time.
- The Town of Bethel submitted both a notice and petition pursuant to Executive Law §379 and a filing pursuant to Energy Law §11-109 for the Town's adoption of NYStretch. Since the last Code Council meeting, the Town of Bethel has indicated that after having consulted with NYSERDA, the Town is going to be enacting a local law rescinding the portion of NYStretch that would require the notice and petition. They anticipate the local law being enacted in December. Following that, the Town plans to ask to withdraw their notice and petition and submit a new filing for the modified local law. Therefore, no action is recommended at this time.
- The Town of North Salem submitted a filing pursuant to Energy Law §11-109 for their adoption of NYStretch. However, the Town has since repealed the local law and subsequently has withdrawn its filing. The Town is working on updating the language of their local law and intends to file again once the new law is adopted. Therefore, no action is recommended at this time.
- The Town of East Hampton submitted a filing pursuant to Energy Law §11-109 for their adoption of NYStretch on November 30, 2021, within 30 days of their adoption. Division staff needs additional time to review the local law to make a recommendation to the Code Council.
- The Village of Elmsford submitted a notice and petition pursuant to Executive Law §379 for a local law with more restrictive construction provisions. Division staff is working to perform a detailed review of the local law and the construction provisions in order to produce a staff analysis and recommendation to the Code Council.

#### **Agenda Item 5. Director Update**

John Addario spoke about the following:

- Announced the creation of the Energy Code Services Unit with Emma Gonzalez-Laders as its Assistant Director. Gregory Benton is also assigned to the new Unit.
- The Division will no longer be providing continuing education credits for attending Code Council meetings. Currently, the Division offers approximately 50 hours of online training. There are 24 hours of training webinars scheduled for next year.
- The Division is in the process of preparing to file the notice of adoption for 19 NYCRR Part 1203, to be effective in one year, to give local governments time to update their code enforcement programs. The Division will update the Model Local Law and offer training.
- Division staff is still working on the schedule for the next Uniform Code update. They will give the Code Council an update on the progress at the March 2022 meeting
- The Climate Leadership and Community Protection Act (CLCPA) Climate Action Council's draft scoping plan is in progress, currently, there appears to be no change in the impact on the building sector.

- There is no new known legislation that will impact the Code Council. There is a building sector related item that will go into effect in September 2022 that requires home builders of new one and two-family dwellings to provide homeowners with an estimate of the cost to install a sprinkler system.
- The final results of the Group A code change proposals for the International Code Council (ICC) should be posted soon and the Group B Committee Action Hearings will take place in Rochester, NY, creating an opportunity for all to attend if possible. Dorothy Mazzarella added that the hearings will be held from March 27 to April 6th and noted the categories that would be included in the hearings.

Chairperson Tebo congratulated Emma Gonzalez-Laders on the promotion and then invited the Code Council to ask any questions regarding the director's update.

Patrick Dolan asked if the Climate Action Council has discussed Green Hydrogen. John Addario noted it has been discussed with the Climate Action Council but did not know the recommendations. Patrick Dolan asked John Addario's opinion on Green Hydrogen, to which John Addario and Chairperson Tebo suggested that the response be deferred until the Climate Action Council results have come back.

### **Agenda Item 6. Workgroup Update**

Kevin Duerr-Clark provided an update on the two Workgroups:

- Workgroup 1: Final meetings have been conducted and a final document is being prepared which incorporates everyone's final adjustments. Once complete, the document will be distributed to the remainder of the Code Council members.
- Building Assessment Workgroup: Their first meeting was conducted on November 16, 2021, where they distributed the letters and documents and discussed a schedule, including the upcoming ICC meetings. The ICC's "Existing Building Maintenance and Inspections" panel discussion is on December 7, 2021, and the workgroup scheduled a meeting to review the details of that discussion on December 14, 2021.

Kevin Duerr-Clark invited John Addario to offer additional information about the upcoming ICC panel discussion on December 7, 2021. John asked Dorothy Mazzarella to speak on the agenda for the ICC panel discussion.

Dorothy Mazzarella noted that John Addario will be a speaker and that the ICC panel is working on a protocol, in addition to the property maintenance code, which will be available shortly, and added that Florida is addressing more of the condominium situations to address building rehabilitation.

Chairperson Tebo noted that the Building Assessment Workgroup was formed at the September 16, 2021, Code Council meeting and that the ICC task force is coming up with a maintenance protocol; however, the Division has not received the final investigative report from the Florida building collapse yet and that the Building Assessment Workgroup and the Division should wait until such report is released before taking any specific action. Chairperson Tebo asked if there are any questions. Hearing none, Chairperson Tebo moved to the next agenda item.

### **Agenda Item 7. Public Comment Period**

Chairperson Tebo opens the floor for public comment.

Alan Feltoon, RA., the Director for the International Masonry Institute, spoke on behalf of International Masonry Institute, part of the International Union of Bricklayers and Allied



Craftworkers. Alan Feltoon wanted to hear what the Building Assessment Workgroup update was going to present. They recommend that the Code Council review the Florida Building Professionals' recommendations.

William Nagel is the Political Director for the NYS Union of Bricklayers and Allied Craftworkers. William Nagel spoke in support of what Alan Feltoon said prior. They would like to make it known that their interests are mostly in worker safety and worker safety training and that they would like to be a resource for the Code Council to use. They believe that masonry work on high-rises is dangerous and want to ensure that any new maintenance programs that may require building owners to have regular maintenance inspections are done safely. They want to be a resource and will check in again in March 2022.

Thomas Parsons, Chairman of the Syracuse Board of Review, spoke on the "Fabricator Approval" section of the Special Inspections chapter of the Building Code (1704.2.5.1). There was a recent case regarding a small box retail building. Thomas Parsons would like DOS to provide oversight of fabricators of prefabricated structural components similar to how modular construction is handled as many parts are fabricated outside of NYS. Furthermore, they believe that code enforcement officials are not aware enough of the process, and that it is difficult for code enforcement officials to require a contractor to inspect welds when a material is delivered to the site primed.

#### **Agenda Item 8. Future Meetings.**

The Code Council scheduled meeting dates for 2022 are as follows: March 4, June 24, September 23, and December 9, 2022.

#### **Agenda Item 9. Other Business.**

Hearing no other business, Chairperson Tebo made a motion to adjourn. The motion was carried by a unanimous voice vote. Chairperson Tebo thanked staff and wished everyone a happy holiday.

**The meeting adjourned at approximately 11:55 a.m.**