



ORDINARY MEETING OF COUNCIL

Held on Wednesday 15 April 2020

at 11:00am

Council Chambers

56 Chanter Street, Berrigan



Minutes



Minutes of the Ordinary Council Meeting held
on Wednesday 15th April, 2020 commencing at 11:01am

Min. No.

PRESENT:

Crs: Matthew Hannan (Mayor), Daryll Morris (Deputy Mayor), John Bruce, Colin Jones, Denis Glanville, Ross Bodey, John Taylor and Roger Reynoldson

The following staff were also in attendance:

Rowan Perkins (General Manager), Matthew Hansen (Director Corporate Services), Matthew Clarke (Director Technical Services) and Laurie Stevens (Development Manager)

1. APOLOGIES AND REQUESTS FOR LEAVE OF ABSENCE

Nil

2. DECLARATION OF ITEMS OF PECUNIARY OR OTHER INTERESTS

Cr Hannan declared a non-Pecuniary Interest in Item 7.11 as his family members are employees of the business.

3. VISITORS

Nil

4. CONFIRMATION OF MINUTES

71 **RESOLVED** Crs Morris and Jones that the Minutes of the extraordinary meeting held in the Council Chambers on Wednesday 4th March, 2020 and the Minutes of the ordinary meeting held on Wednesday 18th March, 2020 be confirmed.

5. MAYORAL MINUTES

Nil

6. NOTICE OF MOTION

Nil

7.1 FINANCE - ACCOUNTS

- 72 RESOLVED** Crs Glanville and Taylor that the Financial Statement, Bank Reconciliation Certificate and Petty Cash Book made up to 31 March 2020, be received and that the accounts paid as per Warrant No. 03/20 totaling \$2,192,079.17 be confirmed.

7.2 TOWN BEACH GREY WATER

- 73 RESOLVED** Crs Bodey and Morris that the Council include the provision of a grey water system at Town Beach in the draft budget subject to receipt of \$60,000 from the Tocumwal Foreshore Committee of Management.

7.3 ASSET MANAGEMENT POLICY

- 74 RESOLVED** Crs Taylor and Glanville that the Council:
1. Revoke its existing Asset Management Policy
 2. Adopts the Asset Management Policy set out below:



Policy

70 ASSET MANAGEMENT POLICY

Version 02

Strategic Outcome: Good government

Date of Adoption: 15/04/2020

Date for Review: 17/04/2024

Responsible Officer: Director Technical Services

1.0 Purpose

To set guidelines for implementing consistent asset management processes throughout Berrigan Shire Council.

2.0 Objective

To ensure adequate provision is made for the long-term management and replacement of major technical and physical assets, (including land and property) by:

- Ensuring that Council's services and infrastructure are provided in a sustainable manner, with the appropriate levels of service to residents, visitors and the environment.
- Establishing processes that integrate asset management, asset accounting, and community strategic planning with Council corporate and long-term financial planning.
- Creating an environment where all Council employees take an integral part in overall management of Council assets by creating and sustaining asset management awareness throughout the Council.
- Meeting legislative requirements for asset management.
- Ensuring resources and operational capabilities are identified and responsibility for asset management is allocated.
- Demonstrating transparent and responsible asset management processes that align with demonstrated best practice.

3.0 Scope

This policy applies to all Council activities.

4.0 Policy

4.1 Background



Policy

- 4.1.1 Council is committed to implementing a systematic core approach to asset management. The elements of this approach prescribed in the *International Infrastructure Manual* include:
- Best available information and random condition/performance sampling
 - A simple risk assessment to identify critical assets
 - Long term cash flow predictions for asset maintenance, rehabilitation and replacement, based on local knowledge of assets and options for meeting current levels of service.
 - Improvement and transition over time, within Council resources, toward the development of advanced asset management plans.
- 4.1.2 Council's asset management plans are characterised by:
- Systematic monitoring and analysis of the physical condition of all assets
 - The integration of asset management with corporate risk management processes
 - Adoption by Council of levels of service developed after consultation with the community and with explicit links to the Community Strategic Plan and Council's Resourcing Strategy
 - An improvement program that includes performance indicators that report upon:
 - Environmental sustainability of the assets performance;
 - Examination of asset utilization rates where processes and methods are readily available and warranted;
 - Examination of complaints/requests against identified service levels for the class and type of asset
- 4.1.3 The replacement value of Council assets (2019) was approximately \$344,217,000. Council assets are used for the core business of Council: the delivery of service to the community.
- 4.1.4 Asset management practices impact directly on the core business of Council and appropriate asset management is required to achieve Council's 4 year Delivery Program and Community Strategic Plan objectives.
- 4.1.5 A strategic approach to asset management will ensure that the Council delivers the highest appropriate level of service through its assets. This will provide positive impact on;
- Members of the public and staff;
 - Council's financial position;
 - The ability of Council to deliver the expected level of service and infrastructure;



Policy

- o The political environment in which Council operates; and
- o The legal liabilities of Council.

4.2 Principles

- 4.2.1 A consistent Asset Management Strategy must exist for implementing systematic asset management and appropriate asset management best-practice throughout all Departments of Council.
- 4.2.2 All relevant legislative requirements together with political, social and economic environments are to be taken into account in asset management.
- 4.2.3 Asset management and risk management principles will be integrated within existing planning and operational processes.
- 4.2.4 An inspection regime will be used as part of asset management to ensure agreed service levels are maintained and to identify asset renewal priorities.
- 4.2.5 Asset renewals required to meet agreed service levels and identified in infrastructure, asset management plans and long term financial plans will, within the reasonable limits of Council's available budget, be funded in the annual budget estimates.
- 4.2.6 Systematic and cyclic reviews will be applied to all asset classes to ensure that the assets continue to support Council strategic planning and operations.
- 4.2.7 Systematic and cyclic reviews will be applied to all asset classes to ensure that the assets are managed, valued and depreciated in accordance with appropriate best practice and applicable Australian Standards for asset management and accounting.
- 4.2.8 Future life cycle costs and asset management plans reviews will be considered in all decisions relating to new services and assets, and or the upgrading and re-development of existing services and assets.
- 4.2.9 Future service levels, asset rehabilitation also the identification of assets for disposal, will be determined in the first instance by staff and where necessary or significant changes are recommended the Council's staff decision-making will be informed by consultation with user groups and the broader community.

5.0 Legislation

- Local Government Act 1993
- Relevant Australian Accounting Standards
- Relevant Office of Local Government Circulars
- Berrigan Shire Council Asset Accounting Policy

7.4 2020-21 DRAFT CAPITAL WORKS BUDGET

- 75 **RESOLVED** Crs Bodey and Reynoldson that the Council adopt the 2020-21 Capital Works Program attached as **Appendix "A"** as a draft for inclusion in its draft 2020-2021 Operational Plan.

7.5 CODE OF MEETING PRACTICE

- 76 **RESOLVED** Crs Morris and Bodey that the Council:
1. adopt the Berrigan Shire Code of Meeting Practice attached as **Appendix "B"**, as amended, as a draft, and
 2. place the draft Code of Meeting Practice on public display until 20 May 2020, and
 3. receive comments from the public on the draft Code of Meeting Practice until 3 June 2020.

7.6 LOAN - ANZ BANKING GROUP

- 77 **RESOLVED** Crs Bodey and Reynoldson that the Council accept the loan from Australia and New Zealand Banking Group Limited (ANZ) for an amount of \$1,000,000.00 on a fixed term of 10 years and sign and seal all loan documents.

7.7 COUNCILLORS AND OFFICERS LIABILITY

The Councillors individually answered the following questions:

1. Has there been or is there now pending against any Councillor or officer of the council or its Subsidiary Companies or against any outside director a Claim against them in their capacity as such?
No – all Councillors
2. Is any Councillor or officer after enquiry, aware of any circumstances which might give rise to a Claim, including but not limited to any act, error, omission, misrepresentation, breach of duty or misconduct?
No – all Councillors
3. Is any Councillor or officer after enquiry, aware of any circumstances which might give rise to a prosecution proceeding, under any Work Health & Safety Act, any Environmental Protection Legislation, or any other similar Act or Legislation?
No – all Councillors
4. Is any Councillor or officer after enquiry, aware of any facts or circumstances which might affect the ability of the Council or its Subsidiary Companies to meet its debts as and when they fall due?
No – all Councillors

7.8 BERRIGAN SHIRE OFFICIAL VISITORS GUIDE (OVG)

- 78 **RESOLVED** Crs Morris and Taylor that the 2020 Berrigan Shire Official Visitor Guide be printed without advertising support from local businesses.

7.9 DEBT MANAGEMENT AND HARDSHIP POLICY

- 79 **RESOLVED** Crs Reynoldson and Taylor that the Council note the continued application of its Debt Management and Hardship policy.

7.10 DAWE AVENUE FOOTPATH

- 80 **RESOLVED** Crs Morris and Glanville that the Council defer the construction of the footpath in Dawe Avenue, Finley until such time as is made representation to the Minister for Health and the Local Member to secure funding from Murrumbidgee Local Health District.

Cr Hannan left the meeting at 11:15am.

Deputy Mayor, Cr Morris assumed the chair.

7.11 WATER CONSUMPTION CHARGE TO BE WRITTEN OFF BY ORDER OF THE COUNCIL

- 81 **RESOLVED** Crs Glanville and Reynoldson that the Council endorse the writing off the following debts:

1. Write Off the incorrectly levied Water Consumption Notice of \$40,546.00 issued to BMG Resources Limited, Boral Property Group, 123-127 Howe Street, Finley.

Cr Hannan re-entered the meeting at 11:16am and resumed the chair.

7.12 PROPOSED FEES AND CHARGES – 2020/21

- 82 **RESOLVED** Crs Bruce and Morris that the Council refer the draft Register of Fees and Charges for inclusion in the draft 2020/21 Operational Plan subject to a report being brought the May Strategic Planning & Policy workshop in relation to proposed commercial waste disposal fees.

**7.13 HALF COST SCHEME 01-19-20 FOOTPATH CONSTRUCTION –
BRIDGE STREET, TOCUMWAL (EAST SIDE, LEVEE BANK TO
TUPPAL ROAD)**

- 83 **RESOLVED** Crs Morris and Jones that the Council proceed with the construction of the footpath in Bridge Street, Tocumwal (east side), from the Levee Bank to Tuppal Road and use Building Better Regions grant funds and Council funds to construct the footpath.

7.14 DRAFT OPERATIONAL PLAN

- 84 **RESOLVED** Crs Glanville and Jones that the Council note the Draft Operational Plan 2020 – 2021 (**Appendix “I”**).

**7.15 COUNCIL SUBMISSION: PANEL’S DRAFT REPORT
INDEPENDENT ASSESSMENT OF SOCIAL AND ECONOMIC
CONDITIONS IN THE BASIN**

- 85 **RESOLVED** Crs Reynoldson and Jones that the Council endorse and adopt by resolution the Council’s 7 April, 2020 submission to the Panel’s Draft Report: Independent Assessment of Social and Economic Conditions in the Basin attached as **Appendix “J”**.

7.16 BUDGET SUMMARY AND COMMENTS 2020/21

- 86 **RESOLVED** Crs Taylor and Morris that the Council refer the draft 2020/21 budget attached as **Appendix “K”** for inclusion in the 2020/21 Operational Plan.

**7.17 DEVELOPMENT APPLICATION 112/20/DA/DM TOURIST AND
VISITOR ACCOMMODATION**

- 87 **RESOLVED** Crs Morris and Reynoldson that the Development Application 112/20/DA/DM for Tourist and Visitor Accommodation be approved subject to the following conditions:

1. Approved Plans
The development shall be implemented substantially in accordance with the details set out on BSC 001-004, on the application form and on any supporting information received with the application except as amended by the conditions specified hereunder.
2. Maximum Number of Persons
The maximum number of persons permitted to occupy the Tourist and Visitor Accommodation is to be no more than twelve (12) people at any one time. This is to ensure compliance with the Building Code of Australia and relevant Australian Standards in particular with Fire Safety Standards. Should the

number of potential residents exceed these limits, a further approval is required from Council.

3. Domestic Waste

A garbage receptacle for the reception of all domestic waste materials for a Tourist and Visitor Accommodation purposes and shall be maintained and serviced appropriately to adequately cater for a maximum of twelve (12) patrons at all times. This is to ensure that there is minimal harm to the health of patrons and there is minimal impact from odour on the neighbouring environment.

4. Emergency Management

A site specific emergency management and evacuation plan must be provided to all occupants and clearly displayed at all times in general communal areas. This is to include, but is not limited to, information on local emergency broadcast, local emergency services contact details, procedures to evacuate the building and a site map including exit routes, any evacuation meeting points and location of any emergency equipment such as first aid or firefighting equipment. This is to ensure that adequate emergency information for guests is provided in accordance to relevant Australian Standards.

5. Smoke Alarms

Hardwired smoke alarms must be provided as a minimum to all bedrooms. All smoke alarms must be interconnected. A lighting system must be installed in all hallways that is activated by the interconnected bedroom smoke alarm system. Evidence of compliance with this requirement must be provided to Council prior to the occupation of the building as Tourist and Visitor Accommodation. This is to ensure compliance with Fire Safety Standards as per the Building Code of Australia and relevant Australian Standards.

6. Disabled Access

Disable access must be provided to a minimum of one entry/exit point to the dwelling, one bedroom, one bathroom with a toilet and personal hygiene facilities, kitchen and common areas. Evidence of compliance with this requirement must be provided to Council prior to the occupation of the building as Tourist and Visitor Accommodation. This is to ensure adequate accessibility to basic amenities is provided onsite for patrons and is as per the requirements of the Building Code of Australia and relevant Australian Standards.

7. Signage

Signage must be kept to a minimum and appropriate for the type of commercial activity being undertaken.

8. Vehicle access

A vehicle crossover must be from the kerb and gutter to the property boundary that:

- a) Provides vehicle access from Murray Street to the carparking area to rear of the dwelling.
- b) as a minimum must be sealed from the kerb and gutter to the property boundary.

- c) Have a minimum width of 4.5 metres to allow for two way vehicle movement, allows vehicles to access/exit the site in a forward direction and allows for a turning vehicle from the street to the site.
- d) The vehicle path rises to the level of the pedestrian footpath along the frontage of the site and not have the footpath step down onto the roadway.
- e) Have a central line marked to clearly identify entry and exit traffic (except on footpath infrastructure)
- f) Is designed and constructed to prevent water from proceeding onto, or ponding within the carriageway of the adjoining road reserve. This is to ensure that runoff does not cause damage or interfere with the road safety on Murray Street.
- g) Any perimeter front gate linking the vehicle crossover to the property must set back at a minimum 6 metres from the property boundary. This is to allow for the standing of vehicles when gates are to be opened and does not impact on pedestrian traffic on the footpath in the adjacent road reserve.

9. Onsite Carparking

All carparking must be contained on the subject site and to the rear of the dwelling. The car parking must have the following:

- a) A minimum of 12 car parking bays must be clearly marked and one car parking bay must be design and constructed as a disabled parking bay.
- b) An onsite all weather access driveway must be provided with a minimum width of 3 metres wide to cater for all vehicle movement areas and onsite car parking. This ensures that there is two way vehicle movement and ensure vehicles can enter and exit the site in a forward direction.
- c) Stormwater from the car parking area must be directed appropriately to Council's stormwater drainage system located in Murray Street in accordance with the Building Code of Australia and Relevant Australian Standards. This is to ensure that runoff does not cause damage to occur to neighbouring properties or the local road network.

This is to ensure there is adequate provision for car parking onsite, the development does not impact on the local road network and makes a positive contribution to the streetscape. All works must be completed prior to the occupation of the building as Tourist and Visitor Accommodation.

10. Onsite Management

Onsite management must be provided to adequately cater for Tourist and Visitor Accommodation to ensure that the development is managed appropriately and does not exceed normal standard of residential amenity in the neighbouring environment as per Relevant Australian Standards. A complaints register must be retained on the site and managed appropriately by onsite management. This is to ensure the development does not impact on the amenity of the neighbouring environment.

11. Landscaping

Landscaping is to be incorporated within the front setback area, onsite driveways and car parking areas to a standard that enhances the amenity of the development and commercial area. This is to ensure the visual quality and character of the street.

12. Pedestrian Access

Pedestrian access into the site is to be provided separate to the vehicle driveways and is to cater for all forms of pedestrian mobility. Landscaping and/or fencing shall be provided along the frontage of the site to the road network to direct pedestrians to the defined pedestrian access point.

13. External Lighting

Any external lighting must be on a sensor which turns off automatically. This will ensure security for patrons and reduce impacts on the neighbouring environment.

14. Works in Road Reserve

No work is to be carried out beyond the property boundary on any road reserve, naturestrip, footpath, concrete kerb, paved area, building or supply service without the prior written consent of the Council, in order to protect community assets and eliminate potential hazards to the community in the "public place".

An "Application for Works, Structures and Activities on a Council Road" must be submitted to Council, along with relevant plans and the determined fee. Consent must be obtained, before commencement of any work.

Division

In Favour: Crs Matthew Hannan, Daryll Morris, John Bruce, Colin Jones, John Taylor, Denis Glanville and Roger Reynoldson
Against: Cr Ross Bodey

8.1 ITEMS FOR NOTING

88 **RESOLVED** Crs Jones and Morris that Items for Noting numbered 8.1 to 8.6 inclusive be received and noted:

- 8.1 TENDER T11/19/20 APEX & HAYES PARK REDEVELOPMENT – JERILDERIE & DAVIS STREET, BERRIGAN
- 8.2 COBRAM SECONDARY COLLEGE CITIZENSHIP AWARD
- 8.3 RATES AND CHARGES – 2019/2020 RATES COLLECTIONS AND OUTSTANDING DEBTORS BALANCES – 3RD QUARTER REPORT TO COUNCIL
- 8.4 LAND VALUATIONS
- 8.5 ABS – REGIONAL POPULATION GROWTH 2018/19
- 8.6 DEVELOPMENT DETERMINATIONS FOR MONTH OF MARCH 2020

9. CLOSED COUNCIL

In accordance with the *Local Government Act 1993* and the Local Government (General) Regulation 2005, in the opinion of the General Manager, the following business is of a kind as referred to in section 10A(2) of the Act, and should be dealt with in a part of the meeting closed to the media and public.

Set out below is section 10A(2) of the *Local Government Act 1993* in relation to matters which can be dealt with in the closed part of a meeting.

The matters and information are the following:

- (a) personnel matters concerning particular individuals (other than councillors)
- (b) the personal hardship of any resident or ratepayer
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business
- (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret
- (e) information that would, if disclosed, prejudice the maintenance of law
- (f) matters affecting the security of the council, councillors, council staff or council property

- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the grounds of legal professional privilege
- (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land.

9.1 TENDER T11/19/20 APEX AND HAYES PARK REDEVELOPMENT – JERILDERIE & DAVIS STREET, BERRIGAN

This item is classified CONFIDENTIAL under section 10A(2) of the *Local Government Act 1993*, which permits the meeting to be closed to the public for business relating to the following:

- (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it,

It is not in the public interest to reveal the commercial information provided by the consultant.

9.2 STAFF ARRANGEMENTS COVID-19

This item is classified CONFIDENTIAL under section 10A(2) of the *Local Government Act 1993*, which permits the meeting to be closed to the public for business relating to the following:

- (f) matters affecting the security of the council, councillors, council staff or council property

It is not in the public interest to reveal the information contained in this report.

9.2A STAFF ARRANGEMENTS COVID-19

This item is classified CONFIDENTIAL under section 10A(2) of the *Local Government Act 1993*, which permits the meeting to be closed to the public for business relating to the following:

- (f) matters affecting the security of the council, councillors, council staff or council property

It is not in the public interest to reveal the information contained in this report.

89 **RESOLVED** Crs Bruce and Morris that the Council move into a closed session to consider the following business together with any reports tabled at the meeting.

And further that pursuant to section 10A(1)-(3) of the *Local Government Act 1993*, the media and public be excluded from the meeting on the basis that the business to be considered is classified confidential under the provisions of section 10A(2) as outlined above and that the correspondence and reports relevant to the subject business be withheld from access to the media and public as required by section 11(2) of the *Local Government Act 1993*.

9.1 TENDER T11/19/20 APEX AND HAYES PARK REDEVELOPMENT – JERILDERIE & DAVIS STREET, BERRIGAN

9.2 STAFF ARRANGEMENTS COVID-19

9.2A STAFF ARRANGEMENTS COVID-19

Council closed its meeting at 11:26am.

Open Council resumed at 11:29am.

RESOLUTIONS FROM THE CLOSED COUNCIL MEETING

The following resolutions of the Council while the meeting was closed to the public were read to the meeting by the Mayor:

RESOLVED Crs Reynoldson and Bodey that the Council note the report in relation to Tender T11/19/20 Apex and Hayes Park Redevelopment – Jerilderie & Davis Street, Berrigan.

RESOLVED Crs Morris and Taylor that the Council, in the following circumstances; commit to indefinite paid special leave for the period of the COVID-19 pandemic:

Staff member is requested to self-isolate	Work from home where possible;	Work performed – paid as normal; Balance paid as special leave; If unable to work from home – special leave for the duration of isolation.
Staff member is requested to self-isolate	Not able to work from home	Special leave for the duration of isolation

RESOLVED Crs Glanville and Morris that the Council note that it has 'opted in' for coverage by the Local Government (COVID-19) Splinter Award 2020.

10.1 LOCAL TRAFFIC COMMITTEE

94 **RESOLVED** Crs Morris and Bodey that the Council adopt the following recommendations from the Local Traffic Committee Meeting held on Thursday 12th March, 2020:

That the Council:

1. That the parking locations in Finley set out below (as suggested by the Finley Dementia Friends Alliance) are assessed for compliance with the DDA (Disabled Discrimination Act) and are also assessed against other Finley locations with the view to making the region more DDA compliant and all ability access friendly:
 - a) Pinnuck Street, on northern side adjacent to the arcade;
 - b) Pinnuck Street, northern side adjacent to the Tuppal Hotel.
Change to parallel parking; and
 - c) Burton Street, northern side
2. That existing faded signs in Finley be assessed as to whether they are still warranted or not. If the signs are not warranted it is recommended that they be removed by Council. If any of the signs are warranted or may be disputed they will be identified, listed and taken to the next Local Traffic Committee meeting for review. Any signs located on the State Roads will be forwarded to Transport NSW for consideration and funding to have the sign replaced or removed.
3. That the Council approve Litter Deterrent Signs and install signs on the west side of Dean Street at 221 Newell Highway, Tocumwal to warn motorists of the intention to reduce littering.
4. That the Council defer the decision on the application from Premier Feed & Fibre Pty Ltd and seek further information with regard to the proposed vehicle access points to the property on the Corner of Rice Mill Road and James Court, Finley. The information requested will need to show all proposed turning movements for the silo loading area and weighing area necessary for B-double access. The applicant will need to provide options around using existing access points and consider the relocation of the proposed silo loading area. Once this information is provided the Council staff will arrange a LTC meeting to consider and recommend a preferred option to Council.

11. MAYOR'S REPORT

Cr Hannan reported that he had attended the following during the period:

- COVID-19
 - phone calls
- RAMJO sub-committee zoom meetings
- Murray Local Health District teleconference

95 **RESOLVED** Crs Taylor and Reynoldson that the Mayors Report be received.

12. DELEGATES REPORT

Cr Daryll Morris

- Nil

Cr John Bruce

- Nil

Cr Ross Bodey

- Tocumwal Historic Aerodrome Museum zoom meeting

Cr Roger Reynoldson

- Nil

Cr Denis Glanville

- Nil

Cr Colin Jones

- Murray Darling Association meeting

Cr John Taylor

- Zoom meetings secure
- Drought grants announced? - No

13. BUSINESS ARISING

Cr Roger Reynoldson

- Murray Darling Association recommendations

Cr Ross Bodey

- Nil

Cr John Bruce

- Nil

Cr Daryll Morris

- Nil

Cr Denis Glanville

- Nil

Cr Colin Jones

- Nil

Cr Matthew Hannan

- Railway Park / Lewis Crescent
- Tender for Foreshore

Cr Ross Bodey

- Aerodrome development
- Roadhouse development

Cr John Bruce

- Rugby Sheds good

Director Technical Services

- Nil

Director Corporate Services

- Nil

General Manager

- Nil

Development Manager

- Nil

There being no further business the meeting closed at 11:50am.