PLANNING BOARD OF THE CITY OF HACKENSACK

RESOLUTION

IN RE THE APPLICATION OF
9-11 EAST PASSAIC STREET, LLC
FOR PRELIMINARY AND FINAL SITE PLAN AND VARIANCE APPROVAL
9-11 EAST PASSAIC STREET, BLOCK 401, LOT 12.04
DOWNTOWN REHABILITATION AREA ZONING DISTRICT
SP # 41-19 AND V #41-19

WHEREAS, 9-11 EAST PASSAIC STREET, LLC (hereinafter referred to as the "Applicant") has applied to the Planning Board of the City of Hackensack (hereinafter referred to as the "Board") for Preliminary & Final Site Plan Approval and variance approvals to construct a four (4) story parking and residential building consisting of twenty-one (21) one-bedroom units and twenty-one (21) parking spaces. The Applicant proposes ground level parking consisting of twenty-one (21) spaces and has eliminated the previously proposed fourteen (14) internal lift spaces. In addition to the parking spaces at ground floor, the project will contain vestibule and lobby area and two stairways to facilitate access to the residential units that will be located above the parking spaces. The Applicant proposes streetscape improvements consisting of sidewalk reconstruction, streetscape lighting, benches, and tree plantings. Furthermore, the Applicant proposes utility and drainage improvements to accommodate the new building.

The following approvals are sought:

1. Preliminary and Final Site Plan review pursuant to Chapter 175§14.1 et. seq.;

2. The following bulk deficiencies have been identified:

<table>
<thead>
<tr>
<th>Regulation</th>
<th>Ordinance Section</th>
<th>Required / Permitted</th>
<th>Proposed</th>
<th>Status(1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Front Yard Setback</td>
<td>Rehabilitation Plan for the Main Street Area in Need of Rehabilitation – Chapter 2 – Land Use &amp; Zoning – Section 2.4(3)</td>
<td>18 feet</td>
<td>12 feet</td>
<td>Non-Conforming</td>
</tr>
<tr>
<td>Parking Space Size</td>
<td>Rehabilitation Plan for the Main Street Area in Need of Rehabilitation – Chapter 2 – Section 2.6</td>
<td>Less than 9 feet x 18 feet at column locations</td>
<td>Non-Conforming</td>
<td></td>
</tr>
<tr>
<td>-------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
<td>-----------------------------------------------</td>
<td>----------------</td>
<td></td>
</tr>
</tbody>
</table>

(1) Each deficiency with a status of “non-conforming” will require either a deviation from the City of Hackensack Rehabilitation Plan for the Main Street Area in Need of Rehabilitation or a variance from Chapter §175 (Zoning Ordinance) of the City of Hackensack Code.

2. Parking Deficiencies

<table>
<thead>
<tr>
<th>Regulation</th>
<th>Ordinance Section</th>
<th>Units</th>
<th>Required</th>
<th>Proposed</th>
<th>Status(1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multi-Family Residential Use</td>
<td>Rehabilitation Plan for the Main Street Area in Need of Rehabilitation – Chapter 2 – Land Use &amp; Zoning – Section 2.6-1</td>
<td>1.25 spaces per dwelling unit</td>
<td>21 units x (1.25 spaces / unit) = 26.25 spaces</td>
<td>21 parking spaces</td>
<td>Non-Conforming</td>
</tr>
<tr>
<td>Total Required Number of Parking Spaces</td>
<td></td>
<td></td>
<td>26 required spaces</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(1) Each item with a status of “non-conforming” will require a new deviation or variance.

3. Signage Deficiencies:

It appears that the Applicant does not propose signage at this time.

WHEREAS The subject site is identified as Lot 12.04 in Block 401, Lot 12.04 on the official tax map of the City of Hackensack, County of Bergen, New Jersey, and commonly known as 9-11 East Passaic Street (hereinafter sometimes referred to as the “subject property”) located within the City of Hackensack Downtown Rehabilitation Area Zoning District.

WHEREAS, the aforesaid application was duly made to the Planning Board of the City of Hackensack, notice of the application was duly published and made pursuant to the requirements of N.J.S.A. 40:55D-12, and the requirements of the City of Hackensack Code; and

WHEREAS, the Planning Board of the City of Hackensack a held public hearing on June 10, 2020, by remote videoconference via Zoom, at which time it heard testimony and considered
the subject application; and

WHEREAS, the applicant is represented by Carmine R. Alampi, Esq. of the law firm of Alampi & De Marrais, LLC; and

WHEREAS, the Applicant presented the testimony of: Robert L. Costa, P.E., P.P., of Costa Engineering Corporation; and Raymond J. Virgona, R.A. of Virgona & Virgona, Architects and Planners, in support of the application; and

WHEREAS, the following plans and exhibits were presented to the Board at the June 10, 2020 public hearing for review:

- **Exhibit A-1** Signed and Sealed Engineering Plans consisting of seven (7) sheet entitled “21 Multi-Family Building, Block 401, Lot 12.04, 9-11 East Passaic Street, City of Hackensack, New Jersey, Bergen County, New Jersey”, prepared by Robert L. Costa, P.E., P.P., dated July 25, 2019, revised January 8, 2020; last revised March 16 2020;

- **Exhibit A-2** Signed and Sealed Architectural Plan Set consisting of two (2) sheets, SK-1 & SK-2, prepared by Raymond J. Virgona, R.A., of Virgona + Virgona Architects / Planners, dated August 16, 2019; last revised March 13, 2020;

- **Exhibit A-3** Architectural Rendering, Drawing T-1 prepared by Raymond J. Virgona, R.A. of Virgona & Virgona, Architects and Planners;

WHEREAS, the Board also reviewed the following:

- Zoning Permit Application consisting of the following forms:
  - Form ‘B’ – Site Plan Checklist (complete);
  - Form ‘D’ – Site Plan / Subdivision / Variance Application (signed);
o Form ‘F’ – Site Information (complete);

o Form ‘G’ – Corporate or Partnership / Ownership Disclosure (complete);

o Form ‘H’ – Variance Request (complete);

o Form ‘I’ – Support Documents (signed and notarized, dated September 27, 2019);

o Form ‘L’ – Land Use Application Fees (complete);

o Form ‘M’ – Escrow Fee Structure (complete);

• Signed and Sealed Survey Sheet entitled “Boundary and Topographic Survey, Arman Torosian, Block 401, Lot 12.04, 9-11 East Passaic Street, City of Hackensack, Bergen County, New Jersey”, prepared by David Jamiolkowski, P.L.S., of Costa Engineering Corporation, dated May 28, 2019, with no revisions;

• Hackensack Police Department communication dated November 27, 2019 and January 23, 2020;

• City of Hackensack Fire Department Checklist Plan Review dated November 18, 2019 and December 24, 2020;

• Signed and Sealed Architectural Plan Set consisting of two (2) sheets, entitled “Proposed 28 Unit Multi-Family Apartment Building, 9-11 East Passaic Street, Hackensack, New Jersey” prepared by Raymond J. Virgona, R.A., of Virgona + Virgona Architects / Planners, dated August 16, 2019;

• Drainage Calculations, prepared by Robert L. Costa, prepared by Robert L. Costa, P.E., P.P., dated August 20, 2019, revised January 12, 2020; last revised January 12, 2020;

• Narrative of Revisions Letter, prepared by Costa Engineering Corp, dated January
8, 2020; last revised March 17, 2020;


- City of Hackensack-Sign and Sealed twelve (12) page document entitled, “Details Site Plan-Ordinance 175-14.7 Site Plan Checklist,” prepared by the Department of Building, Housing, and Land Use, City of Hackensack;

- Architectural Plan consisting of one (1) sheet, entitled “Plans, 9-11 East Passaic Street, Hackensack, New Jersey” prepared by Raymond J. Virgona, R.A., of Virgona + Virgona Architects / Planners, dated August 16, 2019, last revised March 13, 2020 (Sheet 1 of marked Exhibit A-2 at the public hearing on June 10, 2020);

- Architectural Plan consisting of one (1) sheet, entitled “Rendering, 9-11 East Passaic Street, Hackensack, New Jersey” prepared by Raymond J. Virgona, R.A., of Virgona + Virgona Architects / Planners, dated December 13, 2019 and last revised April 30, 2020 (Marked as Exhibit A-3 at the public hearing on June 10, 2020); and


WHEREAS, the Board also heard and considered the testimony of the Board engineer, Gregory J. Polyniak, P.E., P.P., C.M.E at the time of the public hearing; and

WHEREAS, the Board opened the meeting to the public for questions and comments at the time of the remote Zoom videoconference public hearing; and

WHEREAS, the Planning Board of the City of Hackensack makes the following findings of fact and conclusions with respect to the within application:

1. The subject property consists of one (1) irregular-shaped tax parcel (Block 401, Lot 12.04) located along Passaic Street and is commonly known as 9-11 East Passaic Street. The subject property contains frontage along the east bound portion of Passaic Street and is currently developed with a one-story retail building with its associated asphalt driveway and parking spaces. The overall property has an area of 8,544 square feet (0.196 acres) and is bound by a commercial property to the west and by a parking area and McDonald’s restaurant to the southeast. The subject property is located within the City of Hackensack Downtown Rehabilitation Area.

2. The Applicant proposes the construction of a four (4) story parking and residential building consisting of twenty-one (21) one-bedroom units and twenty-one (21) parking spaces. The Applicant proposes ground level parking consisting of twenty-one (21) spaces and has eliminated the previously proposed fourteen (14) internal lift spaces. In addition to the parking spaces at ground floor, the project will contain vestibule and lobby area and two stairways to facilitate access to the residential units that will be located above the parking spaces. The Applicant proposes streetscape improvements consisting of sidewalk reconstruction, streetscape lighting,
benches, and tree plantings. Furthermore, the Applicant proposes utility and drainage improvements to accommodate the new building.

3. The Board incorporates herein as part of its findings of fact the sworn testimony of the Applicant's witnesses and of the Board Engineer, Gregory J. Polyniak, P.E. P.P., C.M.E., C.P.W.M as set forth in the verbatim transcript of the proceedings conducted at the public meeting of the Board on June 10, 2020.

4. The Board finds that the testimony adduced by the Applicant's witnesses was credible and was based upon reliable and accurate data and information.

5. The Board finds that the subject property had been identified as a potential redevelopment area in both the 2001 Master Plan and the 2009 Re-examination Report and, as part of the Downtown Rehabilitation planning process, goals and objectives have been developed for the revitalization of the downtown area into a vibrant mixed-use pedestrian friendly environment. The Board has considered the above, and particularly, the goals and objectives of the Downtown Rehabilitation Plan, in making its findings and conclusions in connection with this application.

6. The Board finds that the goals and objectives of the Downtown Rehabilitation Plan include the following: to promote and strengthen existing businesses with the creation of a livable, real and clearly defined downtown district, made up of a series of interconnected, newly formed, mixed-use neighborhoods which are connected to their immediate context; to promote the development of a place-based environment where people live and work, connected by great streets and activated by appropriate retail, food and entertainment uses; to promote a balance between pedestrian and vehicular importance through the design of a hierarchy of streets, roads, gateways and boundaries which promotes activity and vitality; to promote improved pedestrian and vehicular conductivity into and through the downtown and to adjacent existing residential and
commercial neighborhoods as well as to transportation and transit options; to promote an overall approach to parking based on a shared vertical parking strategy reflective of a mixed use environment which emphasizes quality, accessibility, location, size, scale, configuration, management and aesthetic character over quantity; to promote and take advantage of the physical relationship of the downtown to the County Complex, Bergen Community College, Fairleigh Dickinson University and Hackensack University Medical Center; to promote the development of a compact urban environment with improved connectivity to the existing rail and bus transit in order to encourage walking and minimize vehicular dependency; to promote a high density, mixed use development with a diverse residential population of varied ages, races and socio-economic backgrounds; to promote the principles of sustainable design individual buildings and for the district as a whole.

7. Based upon the testimony presented by the Applicant’s witnesses, and the Board’s review of the Exhibits and reports submitted in connection with the project, the Board finds that the proposed project advances the goals and objectives of the Downtown Rehabilitation Plan as set forth above. Specifically, the Board finds that there is consistency with the development and design standards of the Rehabilitation Plan; the use of high quality materials that reinforce pedestrian scale; the use of architectural elements that provide special interest; the use of building articulation and change of materials and colors as described by the applicant’s architect; consistency with the streetscape design standards, including street trees, landscaping, and street lighting in accordance with the City of Hackensack standard pedestrian scale light pole and fixture, and other streetscape improvements and elements that are consistent with the Rehabilitation Plan.

8. In considering the project in connection with the criteria outlined in the City’s site
plan review ordinance, the Board finds that the proposed Site Plan provides for adequate emergency, fire and police access and protection; adequate traffic circulation and access; safe and convenient pedestrian circulation; appropriate lighting and landscaping; and an attractive and convenient layout.

9. In considering the project in connection with the City's Master Plan and the Municipal Land Use Act, the Board finds that the proposed design and exterior look of the proposed building, and the proposed site improvements, advance the goals and objectives of the Hackensack Master Plan and the Municipal Land Use Law by providing for adequate light, air and open space; promoting a desirable visual environment through creative development techniques and design; and promoting the public health, safety and general welfare.

10. The Board finds that the applicant has adduced testimony that the proposed development can be constructed without any significant adverse or detrimental traffic impact upon the adjacent roadway system and that the proposed development will not exacerbate the existing conditions of the roadway and/or intersections.

11. The Board finds that N.J.S.A. 40:55D-70(c)(2) of the MLUL allows variances to be granted "where an application or appeal relating to a specific piece of property the purposes of this act would be advanced by a deviation from the zoning ordinance requirements and the benefits of the deviation would substantially outweigh any detriment". Based upon the proofs presented, the Board finds that the applicant has met the affirmative criteria for the granting of each of the requested variances as follows:

- The Board finds, in connection with the bulk variances, that the proposed building design and the associated site improvements advance the goals and objectives of
the Hackensack Master Plan and the Municipal Land Use Law by promoting a desirable visual environment through creative development techniques and good civic design and arrangements. The Board finds that these benefits will accrue to the public by the granting of the requested variances as part of the development application. The Board further finds that these benefits are significant and that they substantially outweigh any potential detriment.

- The proposed development of the subject property as multi-family dwelling is a permitted use in the Downtown Rehabilitation Area Zoning District. Said development will, thus, advance the goals and objectives of the City of Hackensack Master Plan and the Municipal Land Use Law, specifically, by developing the subject property in conformity with the zone and thereby, promoting the health, safety and general welfare of the public.

- As to the variance for the deficiency in the number of on-site parking spaces, the Board finds that this deficiency is being satisfied by the Applicant’s stipulation to enter into an agreement with the City accordance with the City’s Payment in Lieu of Parking (PILOP) Ordinance to lease six (6) parking spaces from the City. The Board finds that this arrangement represents a reasonable planning alternative which promotes the health, safety and general welfare of the public.

- As to the variance for the dimensions of certain parking spaces, the Board finds that this is due to the column positions within the parking lot intruding into those spaces, and that the dimensions of all parking spaces are otherwise conforming in width and length. Based upon the testimony of the Applicant’s architect, the position of
these columns is in the back and toward the front of the affected spaces and will not impede the opening of vehicle doors. The Board finds that the parking lot layout is nonetheless functional and provides for safe and efficient vehicle access and maneuvering, which promotes the health, safety and general welfare of the public.

- As to the front yard setback variance, the Board finds that the overall site plan and the design proposals, represent a reasonable design alternative, and that the proposed screening and fencing adjacent to the parking lot, will provide an adequate buffer to screen the parking lot from the neighboring parcels. The Board finds that the proposed site plan and the design proposals will advance the goals and objectives of the Hackensack Master Plan and the Municipal Land Use Law by promoting a desirable visual environment through creative development techniques and good civic design and arrangements; and that there would be no detriments to permitting these variances.

12. The Board finds that the negative criteria of N.J.S.A. 40:55D-70(c) require applicants to show that the requested variances will not be substantially detrimental to the public good nor will they substantially impair the intent and purposes of the zone plan and zoning ordinance. Based upon the proofs presented, the Board finds that the applicant is proposing a building and site lay out which is substantially consistent with the goals and purposes Downtown Rehabilitation Plan, and that this application satisfies the negative criteria in that the requested variances will not cause a substantial detriment to the public good nor substantially impair the intent and purposes of the City of Hackensack Master Plan and zoning ordinance. As noted above, the Board further finds that the proposed Site Plan provides for adequate fire and police access and
protection; adequate drainage and disposal of all wastes; adequate traffic circulation and access; safe pedestrian circulation; appropriate lighting and landscaping; and an attractive and convenient layout.

NOW, THEREFORE, BE IT RESOLVED that the application for Preliminary & Final Site Plan Approval and requested variance approvals for the construction of a four (4) story parking and residential building consisting of twenty-one (21) one-bedroom units, with ground level parking consisting of twenty-one (21) spaces, a ground floor vestibule and lobby area and two stairways to facilitate access to the residential units that will be located above the parking spaces; along with streetscape improvements consisting of sidewalk reconstruction, streetscape lighting, benches, and tree plantings; and utility and drainage improvements to accommodate the new building, at the premises identified as Lot 12.04 in Block 401 on official tax map of the City of Hackensack, County of Bergen, New Jersey, and commonly known as 9-11 East Passaic Street, located in the Downtown Rehabilitation Area Zoning District, be and hereby is GRANTED.

BE IT FURTHER RESOLVED, that the granting of the above approval is conditioned upon the applicant obtaining all necessary Federal, State, County and Regional Municipal approvals, permits and licenses necessary or applicable, including, but not limited to, municipal soil moving, Bergen County Planning Board, Bergen County Soil Conservation District, and Treatment Works Application, and NJDEP Safe Drinking Water Act approval, as applicable.

BE IT FURTHER RESOLVED, that the granting of the within approval is conditioned upon the application complying with all comment letters and directives of the Board Engineer and Planner, and the City Planner, both prior to, and during construction, including, without limitation, all directives required to ensure that the proposed sanitary sewer and stormwater drainage systems
will function properly as designed.

BE IT FURTHER RESOLVED, that the granting of the within approval is conditioned upon the recommendations and comments, if any, received from the Police, Traffic Division; Fire Prevention; Sanitation Department; Health Department; Building Subcode Official; Construction Official; or other City departments required to review this project.

BE IT FURTHER RESOLVED, that the granting of the within approval is conditioned upon the Applicant/Developer complying with all of the specific conditions, stipulations and agreements made throughout the course of this application, including, but not limited to the following:

**Conditions Specific to this Application:**

A. That the Applicant/Developer will address all of the comments set forth in the Completeness/Planning and Engineering review letter prepared by Gregory J. Polyniak, P.E., P.P., C.M.E. and David Juzmeski, P.E., P.P. of Neglia Engineering Associates, dated December 13, 2019, revised June 2, 2020; and as per the testimony at the Board meeting on June 10, 2020, or otherwise to the satisfaction of the Board Engineer;

B. That the Applicant/Developer shall comply with the City’s Affordable Housing Ordinance requirements, which may require the making a required contribution in lieu of providing such housing.

C. That, as stipulated to by the Applicant, the Applicant/Developer shall enter into an agreement with the City accordance with the City's Payment in Lieu of Parking (PILOP) Ordinance to lease six (6) parking spaces from the City at such nearby
parking lot/garage as the City may determine to be appropriate, in consultation with
the City Parking Manager. The Payment in Lieu of Parking fee shall be paid at the
time that the Applicant/Developer secures it’s building permits.

D. That, as stipulated to by the Applicant, the Applicant/Developer shall address all
fire safety requirements raised by the Hackensack Fire Department in the Checklist
Plan Review dated November 18, 2019 and December 24, 2020, and shall be
responsible for meeting all water demand requirements for fire safety.

E. That the Applicant/Developer shall follow the Design Standards of the Downtown
Rehabilitation Plan and shall provide specifications/cut sheets related to all
proposed streetscape improvements to the City Engineer, Planner, and Board
Engineer for review and approval prior to construction.

F. That, as stipulated by the applicant, the proposed building shall be serviced by a
private trash hauler for on-site pick, up with a truck capable of following the same
maneuvering for egress as other vehicles if all spaces are taken and unavailable.

G. The Applicant/Developer shall comply with all stipulations made by, or on behalf
of, the Applicant by the Applicant’s experts and authorized representatives at the

BE IT FURTHER RESOLVED, that the granting of the within approvals are specifically
made subject to the following additional conditions:

**General Conditions:**

A. This approval is subject to applicant obtaining the required construction permit(s)
and any other state, County, or City approvals, as required.
B. All fees, costs, bonds and escrows shall be paid when due or becoming due. Any monies are to be paid within twenty (20) days of the said request by the Zoning Officer or Construction Official, or their designee.

C. All representations made by the applicant or its agents shall be deemed conditions of this approval and any misrepresentations by applicant contrary to the representations made before the Board shall be deemed a violation of this approval.

D. The action of the Board in approving this application shall not relieve the applicant of responsibility for any damages caused by this project, nor does the Board, or its reviewing professionals and agencies, accept any responsibility for design of the proposed improvements or for any damages that may be caused by this project.

E. Applicant shall comply with all applicable federal, state, regional, county and local rules, regulations and requirements. In the event compliance with the requirements of any such governmental entity necessitates modifications to the site plan, applicant shall submit revised plans to the Zoning Officer and Construction Official for their review and approval. If deemed by either of them to be so substantial or different as to warrant further review by the Board, such modifications shall be referred to the Board for its formal review, and applicant shall be required to present same in compliance with the notice provisions of the Municipal Land Use Law.

F. This approval is conditioned upon the truthfulness of the testimony of the applicant and the applicant's witnesses. In the event that said testimony is found to be willfully false, this approval may be voidable and may be nullified by the Board.

G. The Applicant shall submit an original, with sufficient copies, of the plans hereby
approved for the Board’s authorized signatures. The Applicant shall also provide copies to the Board Engineer, the City Planner, and the Construction Code Official, as applicable.

H. The Applicant shall provide the Zoning Officer with (3) copies of the approved project site plan on digital media (flash drives or CD’s).

I. The Applicant shall provide an as-built survey prior to the request for any Temporary Certificate of Occupancy and/or Certificate of Occupancy.

J. The proposed improvements shall be constructed so as to be consistent with the architectural renderings, building elevations and material presented to the Board, including, without limitation, materials, design details, window type, colors and color schemes, and other window and façade features.

K. The Applicant shall post such performances and maintenance bonds as may be required by the Board Engineer and as may be further required by the Hackensack Code and pursuant to the Municipal Land Use Law.

L. If deemed necessary by the City or its professionals to ensure compliance with the terms of the approvals granted herein; the proper installation/maintenance of the improvements in connection with the development of the subject property; and that the subject property will be improved and developed in such a manner that will ensure protection to the surrounding properties, as well as the public roads in and about the area of the subject property, the developer shall enter into a Developer’s Agreement with the City of Hackensack in connection with the development of the subject property.
M. The Applicant will comply with the City ordinance regarding storm water runoff from the site, and, if requested, the applicant will provide an additional drainage analysis to the Board’s engineer to confirm the adequacy of the proposed drainage system.

N. Applicant shall comply with all City Ordinances regarding the recycling of recyclable materials, removal of trash and garbage, including construction and demolition materials, if any.

O. All outstanding property taxes for the Property shall be made current.

P. A copy of the signed resolution shall be forwarded to the Applicant, the Board Engineer and the Building Department of the City of Hackensack; and the secretary shall publish the required notice.

BE IT FURTHER RESOLVED, that the Site Plan approval, and waivers granted herein are specifically made subject to any conditions referred to herein. In the event that any condition is held to be invalid, unenforceable, or unlawful, the entire approval granted herein shall be unenforceable. It is the intent of the Board that the approvals granted herein shall not be approved if any condition is invalid, and that the conditions are not severable from the approvals granted herein.

MOTION TO APPROVE THE APPLICATION WITH THE CONDITIONS SET FORTH ABOVE:

Offered by: G. Terzano
Second by: J. Chiusolo

In Favor:
A. Dib
G. Terzano
J. Labrosse
J. Chiusolo

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K. Canestrino  
R. Contini  
R. Kaminsky  
J. Martucci  
F. Garip

Opposed/Abstain:  
None

I certify that the foregoing is a true copy of a resolution adopted by the Planning Board of the City of Hackensack at the meeting of July 8, 2020.

, Planning Board Secretary
K. Canestrino
R. Contini
R. Kaminsky
J. Martucci
F. Garip

Opposed/Abstain: None

I certify that the foregoing is a true copy of a resolution adopted by the Planning Board of the City of Hackensack at the meeting of July 8, 2020.

, Planning Board Secretary