

**EPHRATA BOROUGH COUNCIL
REGULAR MEETING MINUTES
MAY 11, 2020**

The regular Ephrata Borough Council meeting was called to order by President Susan Rowe at 7:00 PM on May 11, 2020, in the Council Chambers of the Borough Office, 124 South State Street. Due to the Coronavirus – COVID-19 guidelines set forth by Governor Tom Wolf not to gather in groups of more than ten (10) and in the respect of the practice of social distancing, President Susan Rowe along with Borough Manager D. Robert Thompson were present within Council Chambers while Vice President Thomas Reinhold, President Pro Tem Melvin Weiler, Council Members Timothy Barr, Linda Martin, Ricky Ressler, Victor Richard, Greg Zimmerman and Mayor Ralph Mowen participated via video conferencing.

Also in attendance within Council Chambers was Zoning and Codes Administrator Zach Rineer. Also in attendance via video conferencing were Interim Police Chief Thomas Shumaker, Borough Solicitor James R. McManus, III, Esq., and Recorder Stephanie Fasnacht.

The following visitors were present within Council Chambers:

David Morgan, 423 Susan Circle, Ephrata
Randy Gockley, 62 Robert Road, Ephrata

The following visitor participated in the meeting via video conferencing:

Jim Summers, Ephrata Recreation Center

The meeting began with a moment of silence which was followed by the Pledge of Allegiance.

STATEMENT FROM PRESIDENT ROWE CONCERNING HOLDING A PUBLIC MEETING VIA VIDEO CONFERENCE

“This public meeting of Ephrata Borough Council is being held in accordance with Act 15 of 2020, signed by the Governor of the Commonwealth of Pennsylvania on April 20, 2020. This Act allows for participation of Council Members in a public meeting by way of telecommunication devices without a physical quorum present through the duration of the COVID-19 emergency declaration. Declarations of emergencies occasioned by the COVID-19 pandemic have been declared by the Governor of Pennsylvania and the Mayor of the Borough of Ephrata and remain in effect. This meeting and instructions to allow for citizen comments were advertised as stipulated in Act 15.

All members of Council and the Mayor are participating remotely although the Council President is on site. When the agenda calls for citizen comment, any citizen in attendance wishing to address Council may do so. Written comments, if received, will be read by the Council President.”

President Rowe, speaking to Solicitor McManus, inquired if he has any additional comments regarding the statement she read; in which, he advised that public notice of how this evening’s meeting will be held was advertised and asked if any Council members and/or Staff received any public participation via mail and/or email. Mr. Thompson advised that no public comments were received.

STATEMENT FROM PRESIDENT ROWE OUTLINING HOW MEETING WILL BE CONDUCTED

“At this time, I once again restate some of the basics for participating in a video-teleconferencing meeting:

- We will first ensure everyone in attendance can hear the others and that everyone is able to be heard. When I call your name for attendance, please respond with “Yes, I am present.” If

anyone is unable to hear this response, I ask that you raise your hand so we can correct the problem prior to moving forward.

- If you are not speaking, please place your meeting on “mute.” When you are called upon to speak, remember to turn mute off until you have concluded your comments.
- We will adhere to the Rules of Order and Bylaws as well as can be expected.
- When the Council President is seeking a motion for an agenda item, a specific Council member will be asked to make the motion; as well, a specific Council member will be asked to second the motion. If the person called upon does not want to second the motion, the Committee chair shall call upon the next Committee member.
- If an item receives a motion and a second, I will not restate the question for the record as is our usual practice and as suggested in “Roberts Rules of Order,” I will state there is a motion and a second on the floor and individually ask each member of Council if they have any questions or comments. When all discussion and debating of the recommendation has been completed, I will request a roll call vote on each item. This way, we can ensure everyone has voted and been heard for the record.
- If during the discussion and debate of an issue you have additional comments, please raise your hand in front of the camera to be recognized. I will do my best to watch the screen closely as I complete my tasks. I will ask that I be alerted if I miss recognizing someone.
- The Committee chair should turn the meeting back to the Council President when all recommendations have been voted upon or tabled.

I again ask for everyone’s patience as we proceed with our meeting tonight.”

APPROVAL OF MINUTES

It was moved by Mr. Barr, seconded by Mr. Zimmerman, and unanimously passed that Borough Council approve the April 13, 2020, Regular Meeting Minutes.

OPPORTUNITY FOR CITIZENS TO BE HEARD

Mr. David Morgan, 423 Susan Circle, Ephrata, approached the podium and began to read a statement he prepared regarding Comcast’s work within the Borough. Due to technical issues of participants via videoconferencing not being able to clearly hear Mr. Morgan, with his permission, President Rowe read his statement:

“I have several comments to raise in regard to the Comcast Boring plan that was noted in the minutes.

The first issue I’d like to highlight is that at the March 9th Council Meeting President Rowe indicated that any changes the boring plan would first go before a public Highway Committee meeting allowing for public comment. As it turns out this was not the case. In fact, the plan was brought before council without any chance for public input. At no time, and on no public forum, did the Boro indicate that the Highway Committee Meeting would be combined with the April Voting Session. In fact, the online calendar and Facebook pages still indicate that all Highway Committee Meetings since March 10th have been cancelled.

Setting that aside, I’d like to discuss what was approved.

I find it hard to believe the Borough council would approve a revision to a plan that results in significantly greater risk of property damage and higher potential cost of repair when compared to the plan that you all previously approved in December.

Point 1: Specific to Susan Circle, I've distributed copies of the original new plan. You can see the bore was moved from the street to the properties now intersecting 4 driveways and a sidewalk and numerous sewer and water lines at shallower depths than if done so in the street. It should also be noted that two of the driveways are poured concrete where damage could result in the need to re-pour the entire driveway to return to original condition. And most importantly, I'd like to highlight the yellow line which is the route of the current Blue Ridge service. As you see, it goes directly across the circle from pedestal to pedestal.

Point 2: I would like to ask who in this room reviewed this plan in detail? I would also like to ask if who from the Borough actually went out to the field to review the path of the bore? As you can see just from the documents I distributed Comcast has chosen the least logical path for boring. In fact, if they damage the road it isn't a huge issue as it is already in bad shape and due for resurfacing in the few years.

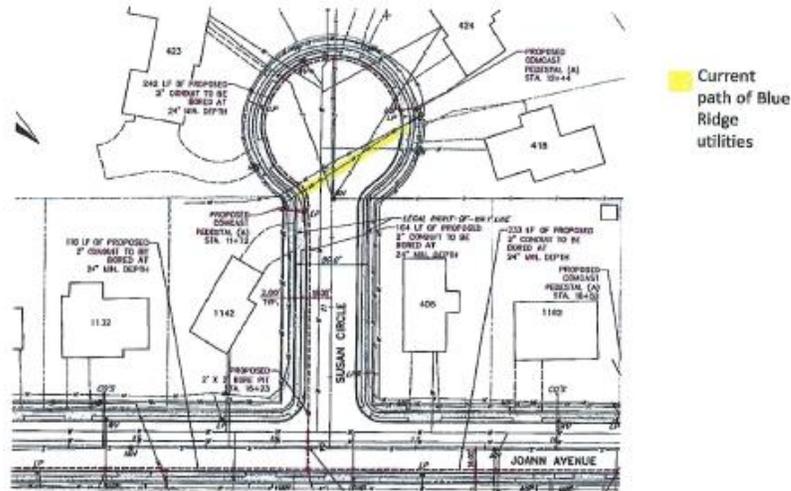
Also, I'm certain that when you approved this plan you were fully aware of past pattern of performance issues involving Cabling Services LLC, Comcast's sub-contractor? To refresh everyone. The subcontractor had their permit pulled by Lititz Borough in July 2019 due to extensive property damage and not boring according to their planned route. I'm also certain that you knowingly approved the plan taking into account the significant damages reported in West Earl Township in February of this year including buckling roads.

Point 3: Next, since you all approved the plan, and fully understood the performance history of Comcast and their contractors, I trust that Ephrata will have a Boro employee monitoring the boring activities at all times similar to what you are doing for the overhead cabling work. Knowing the potential for damage it is imperative that someone from Streets, Engineering or Codes continuously monitors the work while the bore equipment is active to ensure Cabling Services is boring at the proper depth and on the planned route.

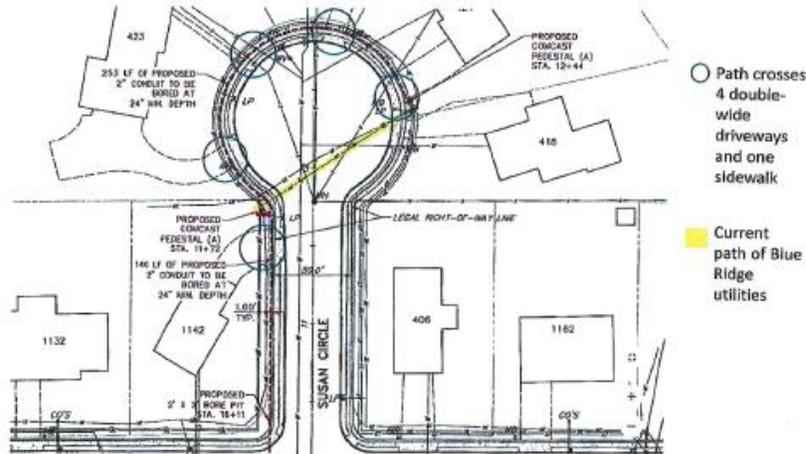
Point 4: It is important for everyone to understand that the Boro will receive significant material benefit from the Franchise agreement in the amount of 5% of Comcast's gross revenue for all services delivered within the Boro. Since the Boro approved the new plan moving the bore to the residents' property, I trust the Boro will also represent any citizens whose property is damaged such that it is restored to its original condition. Substandard repairs was an issues in both Lititz and West Earl.

So in conclusion I would like to respectfully ask the Boro to direct Comcast to move the bore back to the street to the original approved route. If that is not possible I then expect the Boro, having approved the new plan and knowing the associated risks, would agree that is prudent that a Boro employee continuously monitors the boring activities, and ensures any damage property is repaired to its original condition.”

Original Approved Plan – Boring in Street



Recently Approved Plan – Boring in Street



Mr. Thompson advised the documents were reviewed and recommended for approval by Project Engineering Manager David Burkholder with the end result by Council to allow Comcast to proceed with the project. Mr. Thompson further advised that Staff will be observing the work and be in communication with Comcast if any issues arise.

President Rowe thanked Mr. Morgan for bringing the matter to Council’s attention.

It was moved by Vice President Reinhold, seconded by Mr. Weiler, and unanimously passed that Opportunity for Citizens to be Heard be closed until the end of the meeting.

ACCEPTANCE OF REPORTS

It was moved by Mr. Weiler, seconded by Mr. Ressler, and unanimously passed via roll call vote to approve Acceptance of Reports consisting of the following documents:

Miscellaneous Reports:

- ◆ April 2020 General Ledger Report
- ◆ Ephrata Pioneer Fire Company 2019 Annual Fire Report
- ◆ Ephrata Pioneer Fire Company March 2020 Report
- ◆ Ephrata Pioneer Fire Company April 2020 Report
- ◆ Lincoln Fire Company April 2020 Report
- ◆ Ephrata Community Ambulance Association April 2020 Report
- ◆ Ephrata Emergency Management April 2020 Report
- ◆ The Ephrata Farmers Day Association, Inc., 2019 Financial Statements

Quarterly Reports:

- ◆ 1st Quarter 2020 Financial, Police, Electric Division, Inspection/Codes, Wastewater Treatment Division, Public Works Division, Water Division, and Sanitation Reports
- ◆ Ephrata Public Library Quarterly Report
- ◆ Ephrata Recreation Center Quarterly Report
- ◆ Ephrata Performing Arts Center Quarterly Report
- ◆ Historical Society of the Cocalico Valley Quarterly Report
- ◆ Mayor's Revenue Report

NEW BUSINESS ITEMS

STANDING COMMITTEE RECOMMENDATIONS

Budget and Finance Committee

Mr. Ressler advised the first item listed on the Committee's Recommendations was newly added resulting in the Committee not being able to discuss the matter prior to this evening's meeting. Mr. Ressler requested permission to discuss the matter; in which, President Rowe granted his request. Mr. Ressler then questioned as to how the Resolution came about; in which, Mr. Thompson advised that he received it via an email along with a request to add the matter to tonight's Borough Council meeting agenda for a vote.

Mr. Ressler then advised that it is his understanding that the ask is for the Budget & Finance Committee to give their support to the Public Safety Committee who will be bringing the Resolution forward to adopt. Mr. Ressler further advised that he does not feel he is qualified to make a decision regarding the citizens' well-being without input from experts on the matter. Mr. Ressler then stated he is not in agreement to move forward with the request and asked for input from the remaining Committee members.

Mr. Weiler advised he is in favor of what is suggested within the Resolution to move forward and open the Borough. Mr. Weiler further advised he is in favor of individuals making their own decisions and agrees with the recommendation to adopt the Resolution.

Mr. Zimmerman advised he has several concerns with adopting the proposed Resolution at this current time. Mr. Zimmerman further advised he would like to see the County reopen as much as others; however, he wants it be happen with safety measures in place and that he is not in agreement to

recommend the Resolution be adopted.

Mr. Ressler, in taking a roll call vote of Committee members, advised there is one yea and two nay votes resulting in the Committee not being in favor to move forward with the proposed Recommendation.

President Rowe sought clarification if the Committee wishes to withdraw their Recommendation; in which, Mr. Ressler requested further input from Mr. Thompson on the matter. Mr. Thompson first apologized for the confusion of this matter and advised that if the Committee does not support the proposed Resolution, it will “die” in the Budget & Finance Committee and will not move forward to the Public Safety Committee to propose its adoption.

After opening the topic for further discussion between Council members, Mr. Richard requested that Mr. Gockley, the Borough’s Emergency Management Coordinator, provide his thoughts on the proposed Resolution.

It was moved by Mr. Ressler, seconded by Mr. Richard, and unanimously passed that the Public Comments portion of the meeting be reopened allowing Mr. Gockley an opportunity to address Council.

Mr. Gockley opened his comments by extending his appreciation to Borough Council for allowing him to serve as the Borough’s Emergency Management Coordinator. Mr. Gockley then provided an update on County statistics regarding the COVID-19 pandemic advising that to date 72 Borough residents have tested positive with no deaths beings reported. Mr. Gockley further advised that no patients/residents of nursing and/or retirement facilities have tested positive which is a result of the safety measures put in place.

Mr. Gockley advised he had an opportunity to review the proposed Resolution and while he understands the concerns of the local businesses and residents, he would like to see more focus on ways to keep the public safe prior to the reopening of the County and Borough. Mr. Gockley concluded his comments by stating that the two fire companies, Pioneer and Lincoln, as well as the Ephrata Ambulance Association are doing a tremendous job in protecting their members/employees during this unprecedented time.

Mr. Richard expressed his appreciation to Mr. Gockley for his input and stated he feels it is inappropriate to vote on the matter at this time advising he is not in support of it.

Ms. Martin stated she, “... lives and breathes this every day” advising that it is very discerning that large businesses such as Walmart, Lowe’s, etc., have been able to remain open while other smaller retail stores have to be closed. Ms. Martin further advised that 80% of the reported deaths have occurred in nursing facilities and additionally stated, that the “... numbers are being skewed.”

Ms. Martin advised the initial goal for the State’s closure was to “flatten the curve” which was met. Ms. Martin further advised then the goal was changed to ensuring the hospitals have the necessary number of ventilators on hand which was also met. Ms. Martin then stated the goal is now changed to eliminate a reoccurrence of COVID-19 cases. Ms. Martin concluded her comments by stating that small businesses can and will adapt to whatever measures are put in place and she is in support of adopting the proposed Resolution.

Mayor Mowen advised that Lancaster County is ranked #4 in the state in the number of COVID-19

cases with 80% of those cases involving the general public and the remaining 20% in nursing facilities. Mayor Mowen agreed that multiple goals are in place allowing Counties to be changed from the red phase to the yellow phase; however, those goals have been in place since the beginning and have not changed.

Mayor Mowen advised that only the Governor has the power to shut down and limit businesses and that the officials proposing the reopening of the County without the Governor's approval is "... putting businesses in a bad spot." Mayor Mowen concluded his comments by advising he is not in support of the proposed Recommendation.

President Rowe advised she is not going to comment on this matter at this time and took a roll call vote. There were five (5) yeas and three (3) nays resulting in the Recommendation being approved.

It was moved by Mr. Ressler, seconded by Mr. Weiler, and unanimously passed via roll call vote that Borough Council approve the request by the Rec Center to waive payments on their repayment agreement with the Borough from April thru December 2020, in the amount of \$22,504.45 which equals nine (9) payments at \$2,445.14.

It was moved by Mr. Ressler, seconded by Mr. Zimmerman, and unanimously passed via roll call vote that Borough Council approve the request by EPAC to complete a financial review for 2019 as opposed to a full audit. In addition, approve the request that the matching grant the Borough budgeted for 2020 for EPAC for lobby upgrades and upgrades to classrooms and conference spaces, be converted to a grant with no matching requirement and can be used for operations if necessary.

Public Safety Committee

After receiving a motion by Vice President Reinhold, seconded by Ms. Martin, and prior to the voting on the Recommendation to adopt Resolution 2020-12, Borough Council again discussed the proposed Resolution. Vice President Reinhold stated due to this being an unprecedented time, he is in favor of adopting the proposed Resolution. Vice President Reinhold further expressed his concerns in telling individuals they are "non-essential" resulting in many losing their jobs, income and much more.

Mr. Richard stated that the measures being practiced for the last couple of months have proven to be effective in keeping the number of cases and deaths down; therefore, he advised he is not in agreement to move forward with the proposed Resolution.

Mr. Ressler advised this matter should not be viewed as a Republican or Democratic issue, but rather a personal safety matter and with the Resolution not including medical expertise input, he is not in agreement to move forward with the proposed Resolution.

Mr. Zimmerman advised the reopening of the County and Borough needs to be done in a safe manner and is not in agreement to move forward with the proposed Resolution.

Mr. Weiler advised he is in favor of adopting the proposed Resolution stating, "... we can drag this out until everything collapses or we can move forward."

Mr. Barr advised 12 years ago he had a kidney transplant and is immuno-suppressed further stating, "... he is personally not going to live in fear" and has practiced using personal protective equipment for years. Mr. Barr further advised that politics need to be put aside with the focus being put on keeping checks in place for public safety. Mr. Barr concluded his comments by advising he is in agreement to move forward with the proposed Resolution.

Ms. Martin stated, "... everybody still has the right to stay home and that the cure cannot be worse than the disease."

Mayor Mowen advised that he has personally observed the public not practicing social distancing measures. Mayor Mowen concluded his comments by reiterating and stressing the point that local legislators and commissioners do not have the authority to open the County as that can only be done by the Governor.

President Rowe advised that she believes this matter has unfortunately become a political issue as well as an emotional one. President Rowe further advised that since public safety falls under the Mayor's purview and he is not in favor of the proposed Resolution, she as well cannot be in support of it.

A roll call vote was taken with four yeas from Ms. Martin and Messrs. Barr, Reinhold and Weiler as well as four nays from Messrs. Ressler, Richard and Zimmerman and President Rowe resulting in a tie vote. Mayor Mowen was then called on to make the deciding vote; in which, he voted nay resulting in Resolution 2020-12 seeking the immediate reopening of Lancaster County not being adopted by Borough Council.

Highway Committee

It was moved by Mr. Richard, seconded by Mr. Weiler, and unanimously passed via roll call vote that Borough Council conditionally approve the March 27, 2020 letter requests from The Ephrata Farmers Day Association, Inc. to conduct the 102nd annual Ephrata Fair from September 22 through September 26, 2020 subject to specific conditions placed in the approval to meet any state requirements, CDC, and WHO guidelines associated with COVID-19 at the time of the event, Borough receipt of a PennDOT issued Special Events Permit with The Ephrata Farmers Day Association, Inc. as applicant, and Borough receipt of a satisfactory certificate of insurance naming the Borough as additional insured.

It was moved by Mr. Richard, seconded by Ms. Martin, and unanimously passed via roll call vote that Borough Council conditionally approve the April 20, 2020 letter request from Boy Scout Troop 73 to use the East Locust Street parking lot during the 2020 Ephrata Fair to park cars as a fundraiser subject to the Ephrata Fair being authorized to proceed with the event, conform to appropriate health organization guidance related to COVID-19 at the time of the event, and Borough receipt of a satisfactory certificate of insurance naming the Borough as additional insured.

It was moved by Mr. Richard, seconded by Mr. Weiler and unanimously passed via roll call vote that Borough Council conditionally approve the April 29, 2020 letter request from Superintendent Brian M. Troop, Ed.D., of the Ephrata Area School District (EASD) to close Old Mill Road to accommodate a procession of vehicles containing graduating students receiving diplomas subject to confirmation that EASD will pay the cost of fire police and extra police officers assigned to the event and Borough receipt of a satisfactory certificate of insurance naming the Borough as additional insured.

Municipal Enterprises Committee

It was moved by Ms. Martin, seconded by Vice President Reinhold, and unanimously passed via roll call vote that Borough Council adopt Resolution 2020-13 authorizing the Borough Secretary to participate in the monthly financial transmission rights.

It was moved by Ms. Martin, seconded by Mr. Richard, and unanimously passed via roll call vote that Borough Council adopt Resolution 2020-14 authorizing the Borough Secretary to enter into a power supply contract to purchase 3 MW of 7 X 24 energy consistent with the Power Supply Master Plan.

It was moved by Ms. Martin, seconded by Vice President Reinhold, and unanimously passed via roll call vote that Borough Council approve the proposal from EnerG Test, Kennett Square, PA in the amount of \$6,925.00 for testing of seven (7) ABB REF 615 relays located in the sub-station. The testing will include functional trip testing of the associated seven (7) 15 KV outdoor vacuum circuit breakers along with testing on the ABB REF 615 microprocessor relays. This work is part of the reliability, engineering and implementation capital project included in the 2020 Budget and Program of Services.

Community Services Committee

It was moved by Mr. Weiler, seconded by Mr. Barr, and unanimously passed via roll call vote that Borough Council approve the request from Josh McCracken, Principal of the Fulton Elementary School, to place small United States flags by the Major Winters Memorial prior to Memorial Day and again before Veterans' Day per his letter dated May 7, 2020 subject to the receipt of a certificate of insurance naming the Borough as an additional insured.

Personnel Committee

Vice President Reinhold, in referencing the proposed Budget Night Policy, advised he wanted to ensure Council members had this information to review as it will be acted upon in an upcoming meeting.

Mr. Zimmerman, referencing Item #4, paragraph #2, inquired if it could be revised to include financial information through the 3rd Quarter which would assist in preparing the next year's budget. Mr. Ressler advised it is his understanding the purpose of the Budget Night is to look forward to the next year's budget, not to review the current year's financials. Mr. Richard advised if that information is available it would be a good resource to have as a reference point. Mr. Thompson advised he will discuss the request with Ms. Moore, Director of Finance & Administration, to see if it is doable. President Rowe advised she will wait for further direction on whether or not she should update the Policy document with the suggested amendments.

Mr. Thompson provided an update regarding the Chief of Police selection process. Mr. Thompson stated he has been in contact with the PA Chiefs of Police to advise them of the Borough's preference being to still conduct face-to-face interviews of the six (6) finalists. Mr. Thompson then advised of some alternative interview options such as holding the interviews in a "open" county, participating in the interview via a Zoom video conference or to possibly record the interview to be watched at a later time.

APPROVAL OF CHECKS 41574 THROUGH 41815 AND THE ACH REGISTER DATED APRIL 28, 2020

It was moved by Ms. Martin, seconded by Mr. Richard, and unanimously passed that Borough Council ratify the payment of bills performed by the Staff since the last regular Council meeting in the aggregate amount of \$680,341.11.

OPPORTUNITY FOR CITIZENS TO BE HEARD

With no citizens approaching the podium, President Rowe moved onto Discussion/Announcements.

DISCUSSION/ANNOUNCEMENTS

Ms. Martin advised that she recently completed a walking tour of Ephrata and expressed her concerns regarding the markings of park and/or playground closures. Ms. Martin further advised there does not seem to be consistency of markings between the public parks and would like to request this matter be addressed.

Mr. Barr expressed his appreciation to Mr. Thompson and Lt. Shumaker for their “great job in leading the Borough” as well as to Council for encouraging each other during this time.

Mr. Richard, in referencing the Skateboard Park, advised that he has observed the surrounding fencing to be pushed down with people using it. Mr. Richard further stated he would like to see the fence either being put up again or removing it from the area.

Vice President Reinhold, in referencing Resolution 2020-12, advised that regardless of the vote, he still respects and appreciates each Council member.

Mr. Zimmerman echoed Vice President Reinhold’s comments stating, “... it was a great night with conversations.”

Mr. Weiler joked that “... he is enjoying being youthful again” referencing his inability to get a haircut due to the shutdown of businesses.

Mayor Mowen, in referencing Mr. Morgan’s issue, inquired if Mr. Thompson was accurate in his statement regarding the Borough not being able to tell a contractor where to dig as he believed we had done so in past business with UGI. Mr. Thompson clarified it is the Borough’s policy not to tell contractors where to dig, not that we could not do so.

Mayor Mowen, in referencing the playgrounds and parks issue, advised he is in agreement with Ms. Martin’s comments regarding the need for consistency between the parks. Mayor Mowen inquired if Public Works could go to each park and put up fencing and/or tape.

Mayor Mowen informed Council members that if the County decides to move to the yellow phase on Friday, May 15, 2020, the police department will only respond to complaints received regarding businesses being open with that information being forwarded to the appropriate bodies. Mayor Mowen further advised that the police will not cite and/or close the business and reiterated they will only respond to complaints and they will not be patrolling these businesses.

Mr. Thompson advised that mid-morning this date, May 11, 2020, he received an email request from Discover Lancaster, chaired by Rebecca Gallagher, for the Borough to provide a letter of support to secure funding for tourism. Mr. Thompson advised that the letter of support needs to be signed and returned by Tuesday, May 12, 2020, at 2:00 PM which is why he is discussing the matter now. Mr. Thompson inquired if Council is willing to sign such a letter; in which, a roll call vote was conducted and unanimously passed advising Borough Council gives their support in doing so.

Mr. Thompson inquired if May’s Committee Meetings will be cancelled with action items to be discussed at the June Borough Council Work Session. Ms. Martin inquired if the County changes to the yellow phase would Committee Meetings be able to be held; in which, Mayor Mowen responded that the County will not be in the yellow phase as a result of the Governor’s order resulting in Committee Meetings being cancelled. President Rowe advised that notification will be made by Friday, May 15, 2020, advising if Committee Meetings will be held.

Mayor Mowen, in referencing Discover Lancaster's request, advised he also received an email requesting his support; in which, he has signed off to show his support of securing funding for tourism.

President Rowe provided an update regarding the rescheduled Municipal Moments: June 1, 2020, Work Session –Paul Moore, School Resource Officer; and, June 8, 2020, Regular Session – Superintendent Brian M. Troop, Ed.D., Ephrata Area School District.

ADJOURNMENT

It was moved by Mr. Richard, seconded by Ms. Martin, and unanimously passed that Borough Council adjourn. The meeting was adjourned at 9:10 PM.

Respectfully submitted,

D. Robert Thompson, Secretary