

**EPHRATA BOROUGH COUNCIL
WORK SESSION MINUTES
FEBRUARY 6, 2023**

The Ephrata Borough Council Work Session was called to order by President Thomas Reinhold at 7:00 PM on February 6, 2023, in the Council Chambers of the Borough Office, 124 South State Street.

In attendance in addition to the President were Vice President Linda Martin, President Pro Tem Victor Richard and Council Members Timothy Barr, Alan Buohl, Kory Musser, Ricky Ressler and Gregory Zimmerman. Mayor Ralph Mowen participated in the meeting via video conference.

Also in attendance were Borough Manager Nancy Harris and Borough Solicitor Isaac P. Wakefield, Esq., Salzmann Hughes. Interim Chief of Police Christopher McKim participated in the meeting via video conference.

The following visitors were present within Council Chambers:

- Larry Alexander, The Ephrata Review
- Steve Aronson, 424 Lake Street, Ephrata
- Tim Auker, 542 N. State Street, Ephrata
- Ray Gehr, 14 Reagan Drive, Ephrata
- Keith Greiner, State Representative
- Nate Hoffer, Good Samaritan, 25 W. Locust Street, Ephrata
- Brian Hoffman, 162 W. King Street, Ephrata
- Craig Kazda, QNTM
- Sarah Leonard, QNTM
- Hannah Miller, Good Samaritan, 25 W. Locust Street, Ephrata
- Valerie Schwenk, Representative Greiner's Office
- Kim Warner, 47 Sunrise Circle, Denver

A moment of silence was held which was followed by the Pledge of Allegiance.

President Reinhold advised that prior to the meeting, Borough Council, as well as Mayor Mowen via video conference, met in an Executive Session to discuss a personnel matter.

Approval of Agenda

Ms. Harris provided confirmation of the following:

1. The meeting agenda was posted on the Borough's website and at Borough Hall no later than 24 hours in advance of the time of the meeting.
2. The meeting agenda included a listing of each matter of Borough business that will be or may be the subject of deliberation or official action at the meeting.
3. There were no changes made to the meeting agenda after it was posted.
4. The meeting agenda was made available to individuals in attendance at the meeting.

President Reinhold asked if there were any requests to add a matter of Borough business to the meeting agenda. Vice President Martin moved and Mr. Ressler seconded to approve the following addition to the meeting agenda:

Personnel Committee

- Authorize Extending an Offer for the Borough Manager vacancy.

Motion to adopt the revised meeting agenda carried unanimously.

Rules of Order Announcement

Prior to beginning the meeting, President Reinhold announced the following:

“Ephrata Borough Council follows Rules of Order and By-Laws. We have adopted Roberts Rules of Order as our parliamentary authority. Anyone wishing to speak must wait to be recognized before speaking. This applies to elected officials as well as any member of the public in attendance. This will be enforced.

If you are addressing Borough Council, you must be a resident or taxpayer of the Borough of Ephrata or represent an organization of the Borough of Ephrata. Please wait to be recognized. You must sign in to speak; if you have not signed in, please do so following the adjournment.

The Sunshine Act does allow for video recording of the meeting; however, there are rules associated with this. Out of respect for attendees that may not wish to appear on video, you are asked to announce that you are recording or taking pictures after notifying the individual presiding over the meeting of your intent to do so.”

First Opportunity for Citizens to be Heard

State Representative Keith Greiner introduced himself to Council and provided brief background information regarding his role. Representative Greiner advised he can be used as a resource to “bounce questions off of.” Representative Greiner stated a matter close to his heart is the work of local fire companies. Representative Greiner advised he has brought a State and US Flag for the Borough to display.

Ray Gehr, 14 Reagan Drive, Ephrata, advised he is employed as a crossing guard and recently was unable to work for a brief period of time. Mr. Gehr advised during his time off, he received numerous calls from parents and other crossing guards advising his assigned spot was not being covered in an adequate manner. Mr. Gehr advised he would appreciate receiving a list of the police officers who covered his spot as he heard many complaints regarding their lack of coverage. Mr. Gehr stated that crossing guards receive specialized training to operate the traffic lights; and it is his belief from the comments he has received, that the police officers do not how to do so adequately. Mr. Gehr further stated he believes that crossing guards who receive the specialized training and have the authority to operate the lights, “... should get paid at least a dollar an hour more than the other crossing guards.”

Vice President Martin requested Mr. Gehr to provide the dates he was referring to. President Reinhold advised that the Borough is responsible for paying the crossing guards and that those hired receive an hourly rate via the contract. President Reinhold further advised it is his understanding that any adjustments to those rates would need to be negotiated through the Union. Ms. Harris advised the crossing guards are part of the Collective Bargaining Agreement with the IBEW and any changes

and/or requests need to go through the union steward. President Reinhold requested that a conversation occur at the February 21, 2023, Public Safety Committee to discuss the matter of lack of training of the operation of traffic lights. Mr. Barr extended his appreciation to Mr. Gehr for "... the difficult job you do."

Brian Hoffman, 162 W. King Street, advised he was told the Municipal Enterprises Committee meeting was to be held on Wednesday, January 18, 2023; however, on that date, he discovered the meeting was held on Monday, January 16, 2023 which was Martin Luther King Day. Mr. Hoffman thought the Borough Offices were closed due to the holiday. Mr. Hoffman then stated, "... I'm not trying to stir a hornet's nest, but it is 2023 ... is there a reason we don't recognize that holiday as a municipality?" President Reinhold sought clarification that the office was open; in which, Ms. Harris advised Borough Hall was open. Mr. Hoffman then stated he is aware there are a lot of municipal governments that do not recognize that day as a "day off," but it is something he thought he would bring up for future consideration. Ms. Harris advised a group of Lancaster County Borough Managers were sent an email with the sender asking the question, "Are you open Martin Luther King Day?" and all (municipalities) but two were open. President Reinhold then apologized to Mr. Hoffman regarding him being provided an incorrect meeting date; however, Mr. Hoffman advised he may have put that in his calendar incorrectly. President Reinhold advised the municipal calendar on the website is a source to confirm meeting dates.

Hannah Miller, Good Samaritan Services, 25 W. Locust Street, Ephrata, advised she is attending the meeting as it was brought to her attention that there may have been a citizen who has some concerns regarding the Winter Shelter which is being housed at the old Donecker's building. Ms. Miller thanked Council for them handling some of these questions and/or concerns. Ms. Miller confirmed that the Winter Shelter is being run in an appropriate manner and has obtained the necessary permits and insurance. Ms. Miller advised additional services are being provided to assist those individuals within the shelter. Ms. Miller ended her comments by telling Council a success story of a participant in the Winter Shelter program and hopes Council is proud of the program's accomplishments, as well as again thanking Council for the work they do.

Vice President Martin advised she has received texts and phone calls from multiple people expressing their concerns regarding the homeless population. Vice President Martin advised she recently attended a Homeless Coalition meeting and expressed her appreciation to Mayor Mowen for him "pushing these meetings and these conversations." Vice President Martin further advised Council members have expressed their concerns about serving people from out-of-town and he (Mayor Mowen) "... has championed our comments and brought them to you." Vice President Martin advised at the meeting she asked how many individuals in the Program were from the Ephrata area and was told 50%. Vice President Martin, when asking the same question a second time, advised the answer changed from 50% to 70%. Vice President Martin then stated, "... 50% are not (from Ephrata)... that's alarming ... that's alarming and disconcerting to me."

Vice President Martin advised it was also stated that as recent as two weeks ago, she received information that two individuals were released from another homeless shelter because they were being non-compliant; however, and they were later admitted into Good Sam's program. Vice President Martin stated, "... we have no problem with us helping our community, but we hear statistics like that ... and our citizens are calling us very upset, that's what ... I'm not going to speak

for anybody here, they can speak for themselves ... that's what's disconcerting to us ... is we believe that there's a lot more people in the shelter that are not from our area that are being accepted ... I don't know if it's called a low-barrier shelter ... that are being accepted because they are kicked out of their shelter because they were non-compliant ... that is disturbing to me."

Ms. Miller extended her appreciation to Vice President Martin for stating her concerns and the ability to have a conversation regarding them. Ms. Miller clarified that her statistics of between 50% to 70% housing from Ephrata is accurate. Ms. Miller advised that if an individual is not from the area, they are accepted for that night; however, the next day, they are provided assistance to participate in a program from where they are from. Ms. Miller, in referencing the couple that had been terminated from a shelter, advised they have not caused any issues at the Winter Shelter and strict rules are in place for all participants. Ms. Miller stated, "... I think as a citizen that I would want this organization and this program in your community because I would rather have them somewhere safe ... where they are being watched by a big staff all night long rather than roaming the streets." Ms. Miller concluded her comments by reiterating her appreciation for allowing a conversation to occur to address various concerns.

Mayor Mowen advised he contacted four of the major organizations in Lancaster that "... we knew were sending people to Ephrata and advised them that had to cease and that anybody who did not have Ephrata ties were going to go back to where they were sent from." Mayor Mowen then stated, "... it's not an Ephrata problem ... it's not a county problem ... it's a national problem." Mayor Mowen commented while there are some individuals who do not want any assistance, there are just as many who will accept the help being offered to them.

President Reinhold advised he spoke to Ms. Miller to discuss the possibility of her conducting a workshop regarding this matter allowing an opportunity for Council members to ask questions. President Reinhold expressed his concerns in the individuals who are seen sleeping on Main Street and are not taking advantage of the Winter Shelter program.

Mr. Hoffman inquired as to the establishment of the Homeless Coalition; in which, Mayor Mowen advised that at its startup, there were 50+ attendees. Mayor Mowen further advised it is now trimmed to mainly local organizations with some others who have expertise in dealing with the homeless issue. Mayor Mowen advised the meetings are open to the public and are held on the last Wednesday of the month at Good Sam's at 3:00 PM.

Mr. Hoffman sought clarification that this function does in fact fall under the purview of the elected mayor; in which, Vice President Martin clarified Borough Council did not have an official vote on the matter. Mayor Mowen advised he believes this matter is the same as when he led the Drug Coalition and other matters of that type which does not fall under the Sunshine Law. Solicitor Wakefield advised, from what he is hearing, this committee is one of an ad-hoc committee and is not Borough business, but rather a community issue. Solicitor Wakefield further advised that Mayor Mowen has the ability to facilitate something without Council authorizing him to do so. Mayor Mowen then stated, "... it was an issue that I felt needed addressed so I pulled together a coalition to address it."

With no additional citizens in attendance wishing to address Council at this time, President Reinhold

moved onto the Discussion of Committee Actions.

Discussion of Committee Actions

Prior to the discussion of Committee Actions, President Reinhold turned the meeting over to Special Projects Committee Chair Musser who introduced Craig Kazda and Sarah Leonard from QNTM who assisted with producing a new Borough logo.

Mr. Musser advised numerous discussions occurred regarding overall strategies to effectively communicate with residents, businesses and other Borough organizations. Mr. Musser further advised the Committee immediately decided that the Borough’s website needed to be updated to make it more interactive and user-friendly. As this task was further discussed, the Committee decided it was time to initiate an overall re-branding strategy for the Borough resulting in obtaining assistance from QNTM.

Mr. Musser advised the next step was the formation of a task force which included members of Council as well as members of the community for input in the development of the new logo. Mr. Musser further advised at their December meeting, Borough Council voted to adopt the selected option as the new Borough of Ephrata logo.

Mr. Musser then provided the following benefits of the new logo including: (1) Communication – transparency of what happens within the Borough and allowing an opportunity for better communications; (2) Modernization – create more excitement about our downtown; (3) Sense of Pride – proud to be residents of Ephrata Borough.

Mr. Kazda and Ms. Leonard, QNTM, then unveiled the new Borough of Ephrata logo; after which, they and gave a brief presentation regarding the meaning of the logo and the brand created:



From the rising sun over the hillside, to the winding trails through nature, our new brand reminds us of what makes Ephrata home. It celebrates our past and sets a path forward toward a bright and prosperous future together.

Budget and Finance Committee

The Budget and Finance Committee met on January 23, 2023 at 6:30 PM at Ephrata Borough Hall, 124 South State Street.

Action Items:

1. The Committee reviewed Resolution 2023-01 exonerating taxes on Borough-owned properties. The Committee will recommend that Borough Council adopt the resolution at their February 13, 2023 meeting.

2. The Committee reviewed Resolution 2023-02 adopting a schedule of attorney fees. The Committee will recommend that Borough Council adopt the resolution at their February 13, 2023 meeting.
3. The Committee reviewed Ordinance 1572 amending the police pension DROP ordinance section 11.4. The Committee will recommend that Borough Council adopt the ordinance at their February 13, 2023 meeting.
4. The Committee reviewed Ordinance 1573 establishing a schedule of attorney fees incurred in municipal claims and liens. The Committee will recommend that Borough Council adopt the ordinance at their February 13, 2023 meeting.
5. The Committee will recommend that Borough Council appoint Victor Richard as Pennsylvania State Association of Boroughs' 2023 Annual Meeting Voting Delegate and Linda Martin as Alternate Delegate.
6. The Committee will recommend that Borough Council authorize attendance for the 2023 Pennsylvania State Association of Boroughs' Annual Meeting for council member attendees and to authorize the payment of registration, lodging, meals, and mileage expenses in accordance with Section 703 of the PA Borough Code.

Mr. Ressler then provided an overview of the Discussion Items as listed on the Committee Report.

Development Activities Committee

The Development Activities Committee met on January 23, 2023 at 7:30 PM at Ephrata Borough Hall, 124 South State Street.

Action Items:

1. The Committee reviewed a Subdivision and Land Development Agreement for the 1300 West Main Street land development plan. The amount of the agreement is \$42,276.52. The Committee will recommend that Borough Council authorize the President of Borough Council and Borough Secretary to execute a Subdivision and Land Development Agreement with the developer, 1300 West Main LLC, subject to it being in a form acceptable to the solicitor at the February Borough Council meeting. This will appear on the Consent Agenda.
2. The Committee reviewed a request from the Ephrata Rec Center to sublet parking spaces to Weathered Vineyards. The Borough owns the land and per the lease the Rec must have permission from the owner to sublet anything. The Borough's insurance provider recommended exercising caution about subletting the spaces. We should have indemnification from Weathered Vineyards through a lease. Rebecca Gallagher explained that she has been doing this for at least 4 years. She does not need designated spaces. After much discussion the issue was tabled to get more information from the insurance provider to see what exposure the Borough would have if there is no lease.

3. The Committee reviewed a final drawdown request for land development improvements for Brian and Audrey McCarty at 1161 Steinmetz Road. The improvements have been completed and inspected. The applicant is requesting the release of all their funds. The Committee will recommend that Borough Council release \$28,753.45 at the February Borough Council meeting. This will appear on the Consent Agenda.
4. The Committee reviewed a final drawdown request for land development improvements for Nevin Horst at 131 Cherry Street. The improvements have been completed and inspected. The applicant is requesting the release of his funds. The Committee will recommend that Borough Council release \$6,418.50 at the February Borough Council meeting. This will appear on the Consent Agenda.

Mr. Zimmerman then provided an overview of the Discussion Items as listed on the Committee Report.

Highway Committee

The Highway Committee met on January 23, 2023 at 5:30 PM at Ephrata Borough Hall, 124 South State Street.

Action Items:

1. The Committee reviewed a disposition of assets request regarding a 2002 Chevrolet Truck Chassis with Altec Digger Derrick, VIN 1GBP7H1C12J512160, with 14,337 miles and 3,031 hours of use to be sold via public auction. The vehicle has an estimated value of \$7,500.00. The Committee will recommend that Borough Council approve this disposition of assets and authorize the President of Borough Council and Borough Secretary to execute Resolution #2023-03 at their February 13, 2023 meeting.
2. The Committee reviewed a disposition of assets request regarding a 2015 Toro GroundsMaster 4000D wide area mower, SN 314000197, with 4,188 hours of use planned for trade-in towards a new commercial wide area mower. This equipment has trade-in value of \$9,000. The Committee will recommend that Borough Council approve this disposition of assets and authorize the President of Borough Council and Borough Secretary to execute Resolution #2023-04 at their February 13, 2023 meeting.
3. The Committee reviewed a request to purchase a new model year John Deere 1600 Turbo TerrainCut commercial wide area mower to be used and maintained by Ephrata Recreation Center staff for Borough property grounds keeping purposes. Purchase price less trade-in is \$57,096.75. This is a \$57,000 budgeted purchase from the 2023 Mobile Equipment Fund. The over-budget amount of \$96.75 will be paid from Parks O&M fund. The Committee will recommend that Borough Council authorize the purchase of the mower for \$57,096.75 from Deer Country Farm & Lawn, Inc., Manheim, PA through Costars Contract #4400020085 at their February 13, 2023 meeting.
4. The Committee reviewed an Ordinance to amend the Code of the Borough of Ephrata, Chapter 305, Vehicles and Traffic, Section 305-101, Schedule XVIII Parking Prohibited Certain Days and Hours within designated locations of Railroad Avenue. The Committee was advised that

Ordinances can be repealed as necessary. The Committee will recommend that Borough Council enact Ordinance No. 1574 at their February 13, 2023 meeting.

Mr. Richard then provided an overview of the Discussion Items as listed on the Committee Report.

Municipal Services Committee

The Municipal Services Committee met on January 16, 2023 at 5:30 PM, and discussed the following:

Action Items:

1. The Committee reviewed a Staff recommendation regarding the Gross Run Streambank Restoration Project bid award. The Committee will recommend Council award the bid to the lowest responsible bidder, Flyway, at their February 13, 2023 meeting.
2. The Committee reviewed a request to authorize Staff/Council attendance at the 2023 APPA, AMP, and PMEA Conferences. The Committee will recommend Council authorize these expenditures at their February 13, 2023 meeting.

Vice President Martin then provided an overview of the Discussion Items as listed on the Committee Report.

Community Services Committee

The Community Services Committee met on January 23, 2023 at 4:30 PM, and discussed the following:

Action Items:

1. The Committee reviewed the 2023 Cultural Arts Grant proposed awards recommended by the Cultural Arts Grant Committee – Paul Brubaker, James Kimmel, and Gail Bare. The Cultural Arts Grant Committee recommended the following awards:

Ephrata Public Library	\$3,300
EPAC	\$2,500
Ephrata Cloister Associates	\$ 700
Historical Society	\$1,000
Ephrata Rec Summer Camps	\$1,000
Ephrata Rec Concerts in the Park	\$1,000
Eicher Arts Center	\$1,000

The Committee will recommend that Borough Council approve the proposed art grant awards at the February Borough Council meeting. The Committee would like to see the criteria for recommending awarding of the Cultural Arts Grant; it will be added as a discussion item for February's meeting.

2. Mainspring of Ephrata and Ephrata Unleashed Dog Park Committee requested that the Borough pay for the corral area of the dog park to be paved in concrete. Mainspring and Ephrata Unleashed provided a proposal from Alpha Dog concrete to pour a 19' – 6'' x 10' – 6'' concrete slab in the corral area. The proposal was \$2,915.00. This would be an unbudgeted expenditure.

Mr. Ressler thought paving the corral would require less maintenance and it would make the park more ADA accessible. The Committee will recommend that Borough Council authorize an unbudgeted expenditure of \$2,915.00 to concrete the corral area at the Dog Park at the February Borough Council meeting.

Mr. Barr then provided an overview of the Discussion Items as listed on the Committee Report.

Special Projects Committee

The Special Projects Committee met on January 16, 2023 at 7:30 PM, and discussed the following:

Action Items:

1. The Committee reviewed the branding guidelines. Sarah Leonard from QNTM presented suggestions for rolling out the new logo. The Committee had no objections to the guidelines. The Committee will recommend that Borough Council approve the branding guidelines.
2. The Committee reviewed the taglines QNTM suggested for the logo. After discussions, the Committee agreed to Tagline Option #4 “Grow. Connect. Prosper.” The Committee will recommend that Borough Council approve the tagline “Grow. Connect. Prosper.” to be used with the new logo.

Mr. Musser then provided an overview of the Discussion Items as listed on the Committee Report.

Mr. Richard requested the Committee to give some thought to include in the tagline a reference to the town’s history and its ties to the Historic Ephrata Cloister. Mayor Mowen advised he was also in agreement with Mr. Richard’s comments. Vice President Martin advised she served on the task force which did address the Ephrata Cloister and its importance to our town; however, the problem was how do we incorporate or capture it into the Borough’s logo. Vice President Martin stated, “... I understand your frustration ... I really do, but I ... I just want to make you understand that it was not ignored and overlooked ... it was talked about quite a bit ... we know it is very important to this town, so we did not ignore it ... the consensus was from the task force, we needed to move a different directions ... that’s all ...it’s not that we were ignoring, but we wanted to modernize it and that’s kind of where the decision came from.” Mr. Richard advised he does understand that not everything about Ephrata could be incorporated into the logo; however, he does not agree with it.

Discussion of Committee Reports (No Action Items)

- Public Safety Committee
- Personnel Committee

Second Opportunity for Citizens to be Heard

Steve Aronson, 424 Lake Street, Ephrata, expressed his appreciation for the Borough’s contribution towards the Ephrata Cloister’s new amphitheater. Mr. Aronson advised he feels very confident that this will bring more people to Ephrata. Mr. Aronson, in reference to the new Borough logo, stated, “... we are disappointed that there wasn’t some reference made to the Cloister ... if it wasn’t for the Cloister, there wouldn’t be an Ephrata as we know it today ... a lot of the historic buildings that are in town wouldn’t be here ... the Ephrata Cloister is the largest tourist draw in the northern part of Lancaster County as you are aware.” Mr. Aronson further commented, “... I just think that ignoring

it is shortsighted ... the people that come here, do they come because we have a rail trail or because we an extra wide nice street ... that's not the case ... you know that ... they came here specifically for the Cloister.” Mr. Aronson advised the Cloister wants to team with the Borough, as well as Mainspring, in developing the future of the entire town.

Brian Hoffman, 162 W. King Street, Ephrata, inquired if a candidate has been selected to fill the Chief of Police vacancy. Mr. Hoffman advised he has heard a lot of talk about hiring within the Department; in which, he further advised that has not been done for the past three police chiefs. Mr. Hoffman then stated, “... I know a lot of the seasoned officers on the force ... there's a lot of talent there ... right within our own force.”

With no one in attendance coming forward, President Reinhold turned to the Committee Recommendations portion of the meeting.

COMMITTEE RECOMMENDATIONS

Personnel Committee

Vice President Martin moved and Mr. Richard seconded that Borough Council extend an offer to Nancy E. Harris for the position as Borough Manager effective immediately contingent upon her acceptance of a formal offer letter in a form approved by the Borough Solicitor. Motion carried unanimously.

Discussion/Announcements

Mr. Buohl expressed his hope for all to root for the Philadelphia Eagles as they play in Super Bowl LVII this Sunday, February 12th.

Mayor Mowen expressed his congratulations to Ms. Harris for her new role as Borough Manager.

Vice President Martin advised the Personnel Committee will be holding a meeting on Tuesday, February 7, 2023, at 4:00 PM.

Vice President Martin expressed her appreciation to Mr. Aronson for taking on the task of leading a committee for Mainspring. Vice President Martin stated, “... I really loved your message of partnering between the Borough, Mainspring and the Cloister ... I think that is really good ... I think partnerships in this town have been evolving and they haven't always been prevalent in the past ... so I really look forward to that and I think we are really making a big push to make our downtown very vital and full of good things ... so I appreciate you taking that on because I know Mainspring committees take a lot of work ... thank you.”

Vice President Martin advised she, along with Mr. Musser, Mr. Barr, Mr. Richard and Mayor Mowen, recently attended the Lancaster County Boroughs Association's quarterly meeting. Vice President Martin advised the meetings are held at varying locations throughout Lancaster County and LCBA is looking for a host for their next meeting to be held on April 26, 2023. As a result, Vice President Martin stated she asked the owners of the Brossman Building if they would rent the third floor for an upcoming LCBA meeting; in which, they advised they would do so, as well as waive the rental fee for the space. Vice President Martin further advised LCBA pays for the catered meal so there would be no cost to the Borough to host the event. Vice President Martin commented this

provides an opportunity to showcase the beautiful space within the building as well as an overlook of our town. Vice President Martin additionally advised, as hosts, we are given a slot on the meeting agenda to provide a 15-minute presentation on our town. Vice President Martin confirmed she has not made any commitments to host the event as she wanted to see if Council had an interest in doing so; in which, Council members were in agreement to pursue the opportunity to host the April meeting. Vice President Martin advised she will begin to look for a caterer for the event and reach out to Mike Hession, Denver Borough, to get it on LCBA's calendar.

Vice President Martin concluded her comments by stating, "Go Birds!"

President Reinhold, in referencing the Eagles' upcoming game, stated, "Go Birds! ... you'll know what my attitude is next Monday night depending how Sunday night goes ... if I'm miserable, I apologize in advance."

Adjournment

Mr. Barr moved and Vice President Martin seconded to adjourn the meeting. The meeting was adjourned at 8:47 PM.

Nancy E. Harris
Secretary

SJF