

**EPHRATA BOROUGH COUNCIL
WORK SESSION MINUTES
OCTOBER 2, 2023**

The Ephrata Borough Council Work Session was called to order by President Thomas Reinhold at 7:00 PM on Monday, October 2, 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. Absent was Mayor Ralph Mowen.

Also in attendance were Borough Manager Nancy Harris, Police Chief Christopher McKim, Scott Kachel, IT Manager, and Borough Solicitor Isaac P. Wakefield, Esq., Salzman Hughes.

The following visitors were present within Council Chambers:

Larry Alexander, The Ephrata Review
Tim Auker, 542 N. State St., Ephrata
Sean Krump, Lancaster County Redevelopment Authority

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

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. Seeing none, President Reinhold asked for a motion to accept the meeting agenda as posted. Mr. Barr moved and Vice President Martin seconded to approve the meeting agenda as posted. The motion carried unanimously.

First Opportunity for Citizens to be Heard

With no citizens in attendance wishing to address Council at this time, President Reinhold moved onto the Discussion of Committee Actions.

Land Bank and Blighted Properties Presentation

Sean Krump, Acquisition and Rehabilitation Program Coordinator, Lancaster County Redevelopment Authority, provided an overview of the Lancaster County Land Bank Authority established in July 2016. Mr. Krump advised that currently there are six member municipalities including Columbia Borough, Marietta Borough, Lancaster Township, Denver Borough, Manheim Borough and East Lampeter Township which are each operated through a Member Municipality Advisory Committee.

Mr. Krump advised that Land Banks were created to acquire, manage, maintain, and repurpose vacant, blighted or underutilized properties. Mr. Krump further advised of the following purposes of the Land Bank to include: (1) blight elimination – increase neighborhood safety and health; (2) real estate development – parcel assembly; and (3) tax sale transactions – prevent cycle of speculators.

Mr. Krump advised that Land Banks acquire and sell property by negotiated sale, convey other than for profit, and sell, lease, and manage properties; as well as by supporting local planning initiatives by utilizing Land Bank funding sources, assist non-profit development, create ownership and rental opportunities and connect development and municipal partners.

Mr. Krump advised the Authority works closely with the partnering municipal partner throughout the process which he outlined as: (1) Identify; (2) Research; (3) Acquisition; (4) Explore; (5) Request for

Proposals; (6) Rehabilitation; and (7) Return.

1. Identify
 - a. Member Municipality Advisory Committee
 - b. Vacant Property Reinvestment Board
 - c. Tax Sale Transactions
2. Research:
 - a. Title and Estate Issues
 - b. Municipal and Utility Liens
 - c. End Use Strategy
3. Acquisition:
 - a. Identify Funding Sources
 - b. Negotiated Sale
 - c. Taxes and Title Cleared
4. Explore:
 - a. Seal and Secure
 - b. Scope of Work
 - c. Proposed Plans
5. Request for Proposals:
 - a. Private Developer Sale
 - b. Non-Profit Partnership
 - c. Developer Agreement
6. Rehabilitation:
 - a. Monitor Construction
 - b. Lead Clearance
7. Return:
 - a. Sell to Homeowner Occupant
 - b. Establish Rental Unit

Mr. Krumpe provided an overview of the funding sources to include: municipal contribution, local funding, federal funding, state funding and foundations/private investments. Mr. Krumpe discussed tax provisions advising that the Statute provides for collaboration between a land bank and taxing authorities (municipal and school district) in order to support redevelopment by discharging tax claims and liens, hold the property tax-free, and share up to 50% of taxes for five years after redevelopment of the property.

Mr. Krumpe reviewed the municipal tax delinquencies in Ephrata Borough advising that 27 properties are tax delinquent with 18 of those properties being delinquent in amounts over \$1,000. Additionally Mr. Krumpe noted that seven of the properties have been delinquent for more than one year. In concluding his presentation, Mr. Krumpe highlighted several properties that have been successful in program which increased their assessed value as well as are now current on all taxes.

Mr. Richard inquired if any properties have been purchased which had to be torn down; in which, Mr. Krumpe confirmed they have and they work with demolition companies to complete the project safety. Mr. Richard inquired if they have ever had a property located in a flood zone; in which, Mr. Krumpe advised they have not purchased any properties in a flood zone to date. Mr. Richard then inquired as to what the average turnaround time is from the purchase to the sale of the property; in which, Mr. Krumpe advised the timeframe is dependent upon the condition of the property and the amount of work it entails.

Vice President Martin inquired as to becoming a member if there is a membership fee and possibly an annual fee; in which, Mr. Krumpe confirmed the initial membership fee is \$5,000 with an annual fee of \$1,000 if properties are being obtained in the municipality.

Vice President Martin inquired if a building is torn down, who would determine what gets built in its place; in which, Mr. Krumpe advised it is a conversation that the Member Municipality Advisory Committee would need to have. Vice President Martin inquired as to how it is determined who serves on the Committee; in which, Mr. Krumpe advised while it is recommended to have an individual from Borough Council as well as an individual from the School Board serve on the Committee, it is open to anyone else who has interest in the Program. Vice President Martin sought confirmation that for each property that is acquired by the Land Bank has to go through the approval process by the Borough and the School District; in which, Mr. Krumpe advised she is correct.

President Reinhold inquired if the Board of Directors' members are compiled of the member municipalities; in which, Mr. Krumpe advised that the members are determined by the Land Bank Authority. President Reinhold, in referencing the distribution of taxes, sought clarification that the Land Bank would receive 50% of taxes for the first five years and then the Borough would split the remaining amount with the school district; in which, Mr. Krumpe clarified that the Land Bank would receive 50% of the municipality's taxes and 50% of the school district's taxes for the property.

Solicitor Wakefield inquired as to what obligation the Borough would have in respect to the property if it does not sell; in which, Mr. Krumpe clarified that the Borough would be required to maintain the lawn and snow removal. Solicitor Wakefield then inquired as to what happens in the event that school board and the municipality wish to have a specific property to be acquired and redeveloped; in which, Mr. Krumpe advised that due diligence is completed for the property but that ultimately is up to the property owner if they want to move forward.

Chief McKim, referencing the 27 tax delinquent properties in the Borough, advised if “snapshots” are taken and reports given regarding the potential assessed value as is; in which, Mr. Krumpe advised that is data that can be easily pulled and provided. President Reinhold inquired if it is up to the municipality and the school district to reach out the owner of the property prior to making contact with the Land Bank; in which, Mr. Krumpe clarified that is an option and that he can also make contact with them.

Mr. Buohl, addressing Ms. Harris, inquired out of the 27 tax delinquent properties as to how many would come back in the final hour and pay some taxes on the property; in which, Ms. Harris advised the property owner gets tax sale after three delinquent taxes. Ms. Harris further advised that there are several property owners who “... know how to play the game and they are always two years in arrears ... so they pay that third year just to keep up.”

President Reinhold requested the presentation be shared with Borough Council members. Ms. Harris advised she will add the presentation to the Dropbox.

Ms. Harris sought clarification that the municipality is not responsible to pay for the utilities of the property; in which, Mr. Krumpe advised she is correct.

Solicitor Wakefield inquired about municipal liens; in which, Mr. Krumpe advised that would be something that would be resolved at time of settlement.

President Reinhold extended his appreciation to Mr. Krumpe for his presentation.

CivicReady Demonstration

Scott Kachel, IT Manager, provided an overview of CivicReady’s mass notification system to be used to communicate with the public via text messages, email and/or voice messages to those who have signed up for the service. Mr. Kachel demonstrated the process of how an individual can sign up to receive notifications via the Borough’s website as well as them having the option to text “Ephrata Borough” to a dedicated number which will automatically add their contact information to the system.

Mr. Kachel advised that individuals are able to select the type of notifications they wish to receive to include emergency alerts. Mr. Kachel then demonstrated the process of creating a notification and choosing who the alert is delivered to based on the option(s) the individual selected.

Mr. Kachel reviewed the current statistics of the system stressing that there is a need to spread the word to the community to get individuals to sign up. Vice President Martin stated it may be beneficial to have a staff member man a table in the lobby to encourage residents to sign up. Vice President Martin further stated, “... I think it is a great product that we’re offering.” Ms. Harris advised this service also provides a tool to send notifications to Borough employees.

Mr. Barr suggested that postings encouraging individuals to sign up could be placed on both the Borough’s and Ephrata Police Department’s Facebook pages to spread the word within the community. Vice President Martin requested that a blog be posted outlining the features and benefits to encourage more individuals to enroll in the service.

Mr. Kachel advised this feature is a module of CivicPlus which integrates to the Borough’s current system. Mr. Kachel further advised if an emergency alert is created via CivicReady, it will automatically post on the Borough’s website via CivicPlus as well.

Mr. Ressler commented he has not signed up for the alerts as, “... I like many other people ... we get

bombarded with emails and texts from all different sources ... so up until now ... you've described the reasons why I do need it ... I think the blog idea that I just heard is a good idea."

President Reinhold commented, "... I still think it is word of mouth a lot of times now ... we talk to all kinds of people who make a point to say they're not informed of what is going on ... I think we're going to have to help sell it to."

Vice President Martin inquired as to when the launch of the re-designed website will be happening; in which, Mr. Kachel advised that the next design configuration meeting is scheduled for Tuesday, October 10, 2023, with the goal to have the new website launched by year-end.

President Reinhold extended his appreciation to Mr. Kachel for his presentation.

Discussion of Committee Actions

Budget and Finance Committee

The Budget and Finance Committee met on September 25, 2023 at 7:30 PM at Ephrata Borough Hall, 124 South State Street.

Action Items:

1. The Committee discussed funding from the American Rescue Plan Act. All of the Borough's funds are designated as lost revenue under the Act's provisions. The Committee will recommend that Borough Council authorize 2023 American Rescue Plan Expenditures of \$7,605 as allowable under the Revenue Loss provisions for technology expenditures at their October 9, 2023 meeting.

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

Vice President Martin extended her appreciation to Mr. Ressler for "doing an outstanding job" with the Civic Contributions commenting, "... that was probably one of the best well-run meetings with that particular subject matter." Vice President Martin further commented, "Budget and Finance Committee is really going to miss you when you're not here next year ... you have done a fine job with it ... you really have."

Vice President Martin advised at a recent Mainspring Board Meeting, Joy Ashley commented that a lot of potential business owners have sought her out and contacted her regarding possibly opening a business on Main Street. Vice President Martin commented the Board had a discussion as to why the sudden increase in potential businesses opening downtown and that Ms. Ashley advised the people she has been talking to said they are hearing that "... Ephrata is up and coming and they want to be a part of it." Vice President Martin stated that the events are bringing people downtown as they are being advertised quite a bit and Mainspring's social media footprint has increased commenting, "... it's become very vibrant downtown." Vice President Martin further stated that people like the amenities throughout the Borough including the Dog Park and the trail.

Vice President Martin, in referencing the requests for Civic Contributions, advised she is very excited for the amphitheater at the Ephrata Cloister commenting, "... if that's done correctly ... and I think it will be ... they seem to be doing a really fine job and they're really trying to increase their presence in the area also ... I just would like to offer that maybe we could put into our civic contributions for specifically ear-marking that contribution for that amphitheater because I would like to personally have the Borough of Ephrata represented as a donor for that project ... I think we would be remiss if we didn't as a Borough at least have our names up on that donor wall in some capacity."

Mr. Ressler confirmed that the Ephrata Cloister Associate's request was specifically for funds for the amphitheater. Mr. Ressler advised that in 2022, they requested a total of \$30,000 towards the amphitheater of which we allocated \$15,000. Mr. Ressler stated their 2023 request has increased slightly; however, keeping with our tight budget constraints, I just didn't feel comfortable with increasing the amount. Mr. Ressler further advised that an allocation of \$15,000 that is being included in the proposed 2024 budget is pretty much specific to the amphitheater project.

President Reinhold echoed Vice President Martin's comments regarding Mr. Ressler's leadership of the Budget and Finance Committee meeting. Additionally, President Reinhold inquired as to when

the amounts of the contributions will be shared with Council members; in which, Mr. Ressler confirmed that the numbers will definitely be included in the proposed budget which will be presented to Council in November.

Development Activities Committee

The Development Activities Committee met on September 25, 2023, at 6:30 PM at Ephrata Borough Hall, 124 South State Street.

Action Items:

1. The Committee reviewed a request from the Ephrata Area School District to waive building permit fees for the improvements at the Intermediate School. The building permit fee would be \$60,006.50. The applicant pays the inspection fees directly to the third-party inspection agency. The Borough's out of pocket costs would be \$4.50. The District has agreed to pay a \$2,500 administrative fee making the District's obligations \$2,504.50. The Committee will recommend that Borough Council approve the school District's request to waive the permit fee except for \$2,504.50.
2. The Committee reviewed the proposed Land Bank Agreement that was originally presented in 2022. The Borough and the School District must both agree to this. The Committee will recommend that Borough Council authorize the President of Borough Council to execute the Agreement subject to the school district's concurrence.

Solicitor Wakefield advised he will prepare a Resolution for Council to adopt at their October 9, 2023, Voting Session regarding the entering into the Land Bank Agreement.

3. The Lancaster County Land Bank has an admission fee of \$5,000. This would be an unbudgeted expenditure. The Committee will recommend that Borough Council approve the unbudgeted expenditure of \$5,000 from the economic development fund.
4. The Committee reviewed the proposed zoning ordinance amendments reviewed at the Public Hearing on September 11, 2023. The Committee will recommend that Borough Council enact Ordinance 1578 to amend the Zoning Ordinance.
5. The Committee reviewed a Subdivision and Land Development Agreement for the Gables at Richard Avenue subdivision and land development plan. The Committee will recommend that Borough Council authorize the President of Borough Council to execute the agreement with the developer, Richard L. Sensenig Co. This item will appear on the Consent Agenda.
6. The Committee reviewed a Stormwater Operation and Maintenance Agreement for the Gables at Richard Avenue subdivision and land development plan. The Committee will recommend that Borough Council authorize the President of Borough Council to execute the agreement with the developer, Richard L. Sensenig Co. This item 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 September 25, 2023, at 5:30 PM at Ephrata Borough Hall, 124 South State Street.

Action Items:

1. The Committee reviewed a resolution to adopt 90-day experimental parking regulations restricting parking along a designated portion of West Fulton Street. The Committee will recommend that Borough Council adopt Resolution No. 2023-19.
2. The Committee reviewed a request from VFW Post 3376 to close South State Street between Fulton Street and Franklin Street from 6:30 PM to 8:00 PM on October 25, 2023, for the annual Jack Frost Parade. The Committee will recommend that Borough Council conditionally approve the request subject to EMC Randy Gockley's review and approval and Borough receipt of a certificate of insurance naming the Borough as additional insured.

3. The Committee reviewed Comcast's plans to install approximately 2,944 linear feet of underground cable in conduit throughout Edgewater Park development. The Committee will recommend that Borough Council conditionally approve Comcast's plans known as Drawing No. 093192023-EW dated August 3, 2023, subject to a fully executed Street Opening and Cable System Construction Agreement, Borough receipt of a satisfactory performance guarantee in the amount of \$66,318.00, Borough receipt of a certificate of insurance naming the Borough as additional insured and authorize the President of Borough Council and Borough Secretary to execute the agreement.
4. The Committee reviewed PPL's plans to place a new pole in street right-of-way along East Fulton Street near Tricia Lane and bore underneath East Fulton Street relocating PPL's terminal pole and removing PPL's attachment to Ephrata Borough Electric's pole so Ephrata Borough Electric can properly serve a proposed 4-unit residence at 219 East Fulton Street in Ephrata Borough. The Committee will recommend that Borough Council conditionally approve PPL's plans known as Drawing No. 12974458-01 dated September 14, 2023, subject to a fully executed Street Opening and Electric System Construction Agreement, Borough receipt of a performance guarantee in the amount of \$1,610.83, Borough receipt of a certificate of insurance naming the Borough as additional insured and authorize the President of Borough Council and Borough Secretary to execute the agreement.
5. The Committee heard from Scott Cover, owner of 300 West Chestnut Street, requesting three on-street handicap parking spaces. Borough Manager Harris suggested that Mr. Cover provide two off-street spaces on the Park Avenue side of the building and that a loading zone be established on the Terrace Avenue side of the building to accommodate the needs of a tenant's employee. The Committee will recommend that Borough Council authorize the use of a loading zone at a designated area by future Ordinance along the east side of the 200 block of Terrace Avenue.
6. The Committee reviewed the results of Bid #23-8 2023 Street Crack and Joint Sealing. The Committee will recommend that Borough Council award the bid to apparent low bidder: CriLon Corporation from Somerset, PA for a total provide and install price not to exceed \$50,000.00.
7. The Committee reviewed a request from Mainspring of Ephrata to close Railroad Avenue on November 11, 2023, from 3:00 PM to 9:00 PM to facilitate Veteran's Day activities and to accommodate a food stand. The Committee will recommend that Borough Council conditionally approve this request subject to EMC Randy Gockley review and approval and Borough receipt of a certificate of insurance naming the Borough as additional insured.

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

Community Services Committee

The Community Services Committee met on September 25, 2023 at 4:30 PM at Ephrata Borough Hall, 124 South State Street.

Action Items:

1. The Committee reviewed the Cocalico Valley VFW Auxiliary request to use the Borough Hall parking lot on October 25, 2023, to host a Trunk or Treat event. The event would take place immediately after the Jack Frost Parade. Members from the VFW Auxiliary will be handing out candy to children. The VFW Auxiliary is requesting to use 12 spaces in the Borough Hall parking lot. The Committee will recommend that Borough Council approve the request.
2. The Committee reviewed a letter from Mainspring requesting the Borough of Ephrata's support to apply for a Local Share Account Grant. The Committee will recommend to Borough Council authorize the President of Borough Council to sign a letter of support.
3. The Committee reviewed Ephrata Unleashed Dog Park Committee's request to hold a fundraising event in the parking lot of the Dog Park. The event would take place on October 21, 2023, from 11:00 AM to 1:00 PM. During the event, the Dog Park would remain open. The Dog Park Committee requested closing the parking lot from 10:00 AM to 2:00 PM for setup and cleanup of

the event. They are also requesting “No Parking” signs be placed at the mailboxes along Old Mill Road. The Committee will recommend that Borough Council approve the Ephrata Unleashed Dog Park Committee’s event request.

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

Discussion of Committee Reports (No Action Items)

Personnel Committee

Vice President Martin advised that the Personnel Committee met on September 12, 2023 in an Executive Session to discuss a personnel matter.

Committees (No Meetings Held in September 2023)

- Municipal Enterprises Committee
- Public Safety Committee
- Special Projects Committee

Second Opportunity for Citizens to be Heard

With no citizens in attendance wishing to address Council, President Reinhold moved onto the Discussion/Announcements.

Discussion/Announcements

Mr. Zimmerman noted that the Ephrata Recreation Center is having their annual Claire Point Derby event and he has raffle tickets if anyone would be interested in purchasing any.

Mr. Ressler advised he enjoyed the Ephrata Fair noting that he observed a lot less stands than in past years. Mr. Ressler further advised enjoyed partaking in the local food – especially Sweigart’s steaks - noting it was a successful event.

Mr. Barr, in referencing the Land Bank, advised there is a senior apartment building going in Mount Joy, “... which is something to be said for rehabbing or repurposed blighted properties ... that’s something good that’s happening.

Mr. Barr, in referencing a recent event regarding the physical abuse of a puppy, stated, “Chance the puppy found a new home today ... the police officer who rescued him was chosen as the adopter.”

Mr. Barr, in referencing the Ephrata Fair, commented, “... Sunday morning you drive down the street, you have to wonder what happened ... what happened here last night ... it’s that clean and orderly and just looks great ... kudos to everyone that cleaned that up.” Ms. Harris commented, “... our Public Works employees are out there at midnight till 5:00 AM-6:00 AM cleaning up ... a lot of hard work goes into that.” President Reinhold commented that Public Works personnel also cleans up after the parade stating, “... we appreciate the extra time those guys put in.”

Chief McKim provided an update regarding a pedestrian struck earlier this evening. Chief McKim advised it involved a 12-year-old boy who sustained head injuries (nothing life threatening) and was transported to Hershey Medical Center. Chief McKim further advised the child ran out in front of a moving vehicle to retrieve a ball – “... every parent’s nightmare.”

Chief McKim echoed the comments regarding the Fair stating, “... the Safety Committee of the Fair does a great job of combining all of our forces – police, fire, fire police, EMS, WellSpan Hospital.” Chief McKim stated, “... it was the first time in 16 years not being in the Command Post ... I was in the parade instead ... and I got to tell you, way better than being in the Command Post.”

Chief McKim reminded Council that on Tuesday, October 3, 2023, at their 7:00 PM meeting, Ephrata Township will be voting on their selection to provide future police coverage. Chief McKim stated, “... regardless of how it goes, I want to thank Council for your support in our endeavors to maintain the police contract ... I can’t say enough about Nancy (Harris) and Karen (Gerhart) with their work in the budgeting process ... we have given our best effort with this and we are cautiously optimistic that it is going to go our way ... but regardless, thank you for your support.”

Mr. Richard, in referencing the Fair, advised it was the 104th Ephrata Fair commenting that some of the people who have been to this Fair have been coming for 50 years – 3rd, 4th, 5th generations – and “... the unfortunate reality is that the young people don’t want to do it ... so we’ve lost a number of long-time concessionaires because they are older than we are and they are just tired and the kids don’t want to do it ... it’s terrible hours ... and just because you’re good at what you do, if you have bad weather, you don’t make any money ... so it’s like a farmer ... so I can see the concession people ... it’s a dying breed ... I just hope it continues for a lot longer ... we had the midway sold out ... we had more stands from the ride operators than we’ve had before because we, quite frankly, couldn’t get people to come ... this year, we set the streets up on Saturday because of rain ... the new Concession Director of the New Holland Fair – his first year with no experience – he was with us because he had no idea what he was doing so he thought he would see what Ephrata does as we are one week ahead of them and he made lots of notes because we have a lot of things going for us like our electric distribution, the way we lay things out ... we have a safe fair set out ... so the Fair was successful ... it was good ... we still have a good core people that come ... it’s a struggle for the Concession Manager to get people and that’s not just this fair, it’s any fair ... and the costs are eating them alive ... food costs are up consistently ... fuel is up ... insurance is up ... we depend on a lot of volunteers ... that nice clean street that you see is paid for by the Fair ... Tent City did very well ... I’m just going to do it again next year.”

Mr. Richard, in referencing the Solar Field, commented, “... I was glad to see that the solar sign is up ... I like that ... thank you for getting it up and people now know what it is.”

Vice President Martin advised that some neighbors recently approached her and inquired if Eberbach, Germany, visitors/students could attend the Development Activities Committee Meeting on Monday, October 23, 2023, at 6:30 PM, as they would like to “connect” with Council members. Vice President Martin encouraged all of Council to attend that meeting as the students will be giving a brief presentation.

President Reinhold commented, “... I’m glad to see the speakers are working very well” and questioned if they are able to be turned off when not needed; in which, Ms. Harris advised she will follow up on the matter.

President Reinhold, in referencing the cleanliness of the streets from Fair Cleanup, commented, “... I actually thought they were pretty clean before the Fair was over.”

President Reinhold expressed his appreciation to Staff regarding their implementation of the new leaf bag distribution program, as well as the last pickup date being pushed into December. President Reinhold clarified the program is changing this year and residents will be required to show photo identification to obtain up to 50 bags free of charge (and charged for additional quantities). President Reinhold stated the first distribution of leaf bags will be held on Saturday, October 7, 2023, from 8:00 AM to 11:00 AM. President Reinhold further stated that beginning on Monday, October 9, 2023, leaf bags can be picked up at Borough Hall – Business Office Customer Service with an additional pickup date of Saturday, November 4, 2023, from 8:00 AM to 11:00 AM.

Adjournment

Mr. Barr moved and Mr. Zimmerman seconded to adjourn the meeting. The meeting was adjourned at 8:43 PM.

Nancy E. Harris, P.E.
Secretary