

TOWNSHIP OF LOWER MAKEFIELD
BOARD OF SUPERVISORS
MINUTES – SEPTEMBER 19, 2017

The regular meeting of the Board of Supervisors of the Township of Lower Makefield was held in the Municipal Building on September 19, 2017. Ms. Tyler called the meeting to order at 7:30 p.m.

Those present:

Board of Supervisors: Kristin Tyler, Chair
John B. Lewis, Secretary
Judi Reiss, Treasurer
Jeff Benedetto, Supervisor

Others: Terry Fedorchak, Township Manager
David Truelove, Township Solicitor
Mark Eisold, Township Engineer
Kenneth Coluzzi, Chief of Police

Absent: David Fritchey, Board of Supervisors Vice Chair

PROCLAMATION FOR ELAYNA FROST ON HER GIRL SCOUT SILVER PROJECT
WHERE SHE DEVELOPED A CHILDREN'S PAMPHLET AND VIDEO FOR THE GARDEN
OF REFLECTION

Ms. Reiss stated in the summer she received an e-mail from Ms. Frost and her mother, and they planned tours for young people at the Garden of Reflection explaining all the different sections in ways that young people could understand. Ms. Reiss stated she also had a card-making activity for first responders. Ms. Reiss stated she would like to see this continued as it is exactly what they wanted for the children in the community. Ms. Reiss thanked Ms. Frost for her work.

Ms. Frost thanked the Board for allowing her to do the project.

Ms. Tyler read the Proclamation into the Record. Ms. Reiss read Ms. Frost's letter to the Board of Supervisors into the Record.

Ms. Tyler thanked Ms. Liuba Lashchuk who was the architect for the Garden of Reflection for taking her time to explain to Ms. Frost how the Garden of Reflection came into being and the significance of the many symbols in the Garden.

PUBLIC COMMENT

Mr. Mike Brody, 509 Brookbend Court, showed pictures of sidewalks in his neighborhood where utility companies had painted markings approximately six to eight weeks ago, and the markings have not washed away. Mr. Brody stated he does not feel they should be painted with permanent spray paint. He also showed a picture of his neighbor's sidewalk where there was a sinkhole that had been fixed, but it is sinking again. Mr. Hucklebridge stated they typically use marking paint that is supposed to wash off over a period of time; however, he does not feel it should take several months to do so. He stated the utilities are required to do the markings when digging is going to take place. He stated with regard to the patch, he does not feel that is permanent; and they will be coming back to put concrete in. Mr. Hucklebridge agreed to look into this issue. Mr. Brody agreed to provide Mr. Hucklebridge with the exact addresses.

Mr. Brody stated with regard to the Quiet Zones, he feels they are working well. He stated he understands there are complaints about the Quiet Zones, and he feels a majority of the complaints are inaccurate; and there is "hysteria." He stated if there is a hot line people are calling, he feels they need to be posting to the pages what the results of the calls are. He stated people also do not know if they are supposed to be stopping and looking both ways at the Railroad crossings or if they are supposed to just keep driving. He stated if you stop at the gate to look, and the gate comes down while you are stopped, this is of concern.

Ms. Tara Bane and Ms. Susan Jones were present. Ms. Bane stated she and Ms. Jones as well as some other 9/11 family members had sent the Board a letter stating what they are hoping to accomplish which is that if there are ceremonies going on at the Garden of Reflection on September 11, that the prep time for those ceremonies should be limited to one hour and the Garden should not be "hijacked" for half a day.

Ms. Tyler stated their concerns are well received and understood, and they are always trying to achieve a balance.

Ms. Bane asked if it is possible to have something set in stone so that this is not something that the 9/11 families have to cope with every year. Ms. Tyler stated she feels they all need to meet again and talk about the use of the Park and the issuance of Permits as well as what can and cannot happen on that day. Ms. Tyler stated they need to find a compromise. Ms. Bane stated there was no compromise this year, and they were not afforded any options. Ms. Tyler stated she believes the set up time for the evening ceremony on 9/11 had been 1:00 p.m., and they pushed it back to 3:30 p.m. this year. Ms. Bane stated last year it was 4:00 p.m. Ms. Bane stated she still

feels it is a “ridiculous” amount of time to be occupied in that manner on that day, and it is unfair to everyone in the community who wants to use that space for what it was designed for.

Mr. Benedetto stated they need to have all parties involved, and they cannot make a unilateral decision. Ms. Bane stated it is Township property. Ms. Jones asked what would be different from the last time they all came together. Mr. Benedetto stated personally he felt the ceremonies worked well last year and this year. Ms. Bane stated they are not saying anything about any of the ceremonies, rather what they are saying is that the amount of time it takes to set up for any one ceremony is inappropriate for that day; and during that time it is taking away from herself and anyone else to go there and reflect and remember which is what it was designed to do. She stated when you go to a cemetery, you do not reflect and remember as someone is practicing music, setting up bleachers, etc. She stated this is a Township property, and the issue has not been addressed. Mr. Benedetto stated it was addressed two years ago although he recognizes that Ms. Bane is not happy with how it was addressed.

Ms. Tyler stated they will contact all interested parties to meet to discuss this. Ms. Bane asked that they set a timeframe for this. Ms. Tyler stated they also need to remember that it is also the State Memorial, and this is a place that the entire community comes to; and they need to find a balance. Mr. Benedetto stated he does not feel it can be decided tonight. Mr. Benedetto stated he would like to get this resolved before 12/31/17 when he goes off the Board. Ms. Tyler stated she will speak with Ms. Tierney, and they will contact all interested parties and try to begin a dialogue although they cannot force people to come to a meeting. Ms. Tyler stated they will continue to work toward the correct balance.

Ms. Bane stated it should only take an hour for set up; and if it takes more than an hour, it is a “show.” Ms. Tyler stated the 9/11 evening ceremony is a big set up, and it does take time to set up. Ms. Tyler stated she recognizes that Ms. Bane feels the 9/11 evening ceremony is far more grand than she wants it to be. Ms. Bane stated she has heard wonderful things about that ceremony, but she does not feel over four hours during that day should be held hostage for people setting up for this ceremony as that is too much time. Ms. Bane stated they were trying to deliver items during the day, and she feels any ceremony that needs more than an hour to an hour and a half to set up should be done on a different day. Mr. Benedetto stated that is Ms. Bane’s opinion and not necessarily the opinion of the community. Ms. Jones stated it is the opinion of a majority of the 9/11 families.

Ms. Tyler stated this is a very sensitive topic, and they will have a meeting to address the concerns, and they will try to have the Park open for a longer period of time with a reduced set up. Ms. Jones asked what they feel is a reasonable for a site that is tantamount to a gravesite. Ms. Tyler stated it depends on the scope of the ceremony they are putting on.

Ms. Bane stated she had to move past people who would not get out of her way so that she could put flowers there for her husband. Ms. Tyler stated she is most sympathetic to the feelings she is expressing, and they will work to find the solution.

Mr. Lewis stated this is a challenging issue, and he is sympathetic to their position; and he tried in the past to limit the amount of time for set up. He stated what is most vexing is when things are agreed to and then Newtown Rental trucks come during the morning ceremony, and this has to stop. He stated he is willing to work with people, but they have to respect other users of the Garden; and he is willing to do what he can to do things better which is what they deserve. He stated they cannot have situations were agreements are made, and then the process is broken.

Mr. Benedetto stated he was told what happened by the parties involved which is that Newtown Rentals came, and in their Contract they had a window to show up; and they showed up within the window, but they were told they were not to show up at that time. He stated last year they showed up early; and they had people there watching to make sure they did not unload until 4:00. Ms. Reiss stated in 2016 there were already tables set up.

Ms. Bane stated she would like to see something change for next year, and this is why she waited to come until after September 11; and she would like a commitment that they will follow through. Ms. Tyler stated they have been trying, and they will continue to try to make it better.

Mr. Lewis stated he feels a resolution should be that if there are multiple groups using the facility, there should be penalties for violating the terms of an agreement. He stated it is a Township-owned property, and the Township could run the ceremonies which would eliminate the issues involving the different parties. He stated having those interruptions this year was not acceptable.

Ms. Lisa Gage, 1117 Glen Oak Dive stated Tuesday, September 21 is the United Nations International Day of Peace, and this year the festival will be held from 7:00 p.m. to 9:00 p.m. at Maharishi Kalsa's center. She reviewed the activities to take place at the event, and invited those in the community to attend.

Mr. Chris Yasinac, 252 Reading Avenue, stated he has a copy of the report from Gilmore & Associates that came out about one month ago regarding Sandy Run. He asked why this is not on the Agenda this evening or seem to be of importance to the Board. Ms. Tyler stated it is of great importance, and they have just requested the solicitor to review the report and give the Board his advice. Mr. Yasinac stated the report has been out for a month, and he asked how many of the Board members have seen it. Ms. Tyler stated they were all provided it on September 6. Mr. Yasinac asked if it could be on the Agenda for the next meeting, and Ms. Tyler stated it will depend on Mr. Truelove's advice. She stated it may become litigation material. She stated they would also like to provide it to their engineer as well.

Mr. Benedetto stated they did discuss in Executive Session that this is potential litigation; but based on the report, he does not feel they need a legal opinion and what it says is clear as to the findings of responsibility. Mr. Benedetto stated the report has been out for over a month, and the Township should have already contacted SEPTA since it is in their Contract that they are going to mitigate any damages. He stated the third rail exacerbated the problem to the point where the sight issues were an issue, and a letter should be sent to SEPTA so they are on notice that the Township is looking into this and looking to SEPTA to make it right. Ms. Tyler stated she is sure that will be part of what Mr. Truelove will discuss.

Mr. Yasinac stated it seems that they should have been working with SEPTA a long time ago considering the correspondence they sent to the Township, and the Township never participated in any of the meetings according to the report. Mr. Benedetto stated in the report it mentions that the Township received notice, and the Township had no one in attendance at the meetings that SEPTA talked about as noted on Page 2.

Ms. Tyler stated it is her understanding that Mr. Benedetto posted this report on Facebook before the Board had an opportunity to speak with legal counsel. She stated she believes Mr. Yasinac was one of the people who suggested that the report was not public because Ms. Tyler had received campaign donations from the engineering firm, and that type of discussion is damaging, untrue, and not helpful to the ultimate resolution of the Sandy Run Road problem. Ms. Tyler stated she will listen to Mr. Truelove's opinion as to how to proceed, and they will pursue any avenue they can pursue for compensation for the fix of this situation to the extent that they can establish some kind of liability of the involved parties.

Mr. Benedetto stated the Board received the report on September 6, and the report had taken months to come out. He stated he does not recall any public vote to have the report. He stated the report came out on August 16, and the Board did not get a copy of it until three weeks later when they came to the meeting on September 6; but it was not on the Agenda for public discussion. He stated he requested that it be

put on the Agenda for this evening, and there was no response. He stated the longer we wait to address this, the longer it will take to come up with a fix. Ms. Tyler stated the chicanes will be put up outside of the Township Building; and the fix of Sandy Run is dependent on our ability to reduce the speed across the tracks. She stated until they can get the speed study and know what the speed is hopefully after the speed is reduced with the chicanes, then they can determine which of the multiple methods laid out by Mr. Wursta they can pursue. Mr. Benedetto stated they need to know who is going to pay for it. He stated in Mr. Wursta's report it is laid out that this could cost over \$1 million, but they have not had a discussion with either party. He stated a letter should have been sent to SEPTA as soon as the report came out to say that the Contract indicated SEPTA was going to make good on any improvements necessary. He stated he does not feel we need a legal opinion to determine that.

Ms. Reiss stated they do need a legal opinion, but they also have to get the chicanes in place and have an idea of what will make the situation better. She stated if they cannot get people to slow down, they will have to look at the most expensive option. She stated they need to have an idea as to what they will need before they go to SEPTA to tell them to fix it.

Mr. Benedetto stated all of this should have been discussed in public and not doing so was wrong. Ms. Tyler stated the wrong part was Mr. Benedetto putting out material on Facebook without having any discussion with the other Supervisors or the Township solicitor. Mr. Benedetto stated he stands by his decision.

Mr. Lewis stated in general the document is a public document; and even though it could be used as part of potential litigation, it is something that would be subject to a Right-To-Know Request so he does not have a problem with its release. Mr. Lewis stated what cost the Township time was the installation of the chicanes, and they need to get the base line from that so that they can understand which of the options will be the most effective. He stated he feels the cost of having the road closed is over a half million dollars a year based on the number of drivers and the amount of time they are losing. He stated he wished the Board were more proactive in putting this matter on the Agenda as he feels they would benefit from a discussion with Ms. Kaminski on her findings, and he feels the report was well done. Mr. Lewis stated with regard to the next steps, the Board had not given direction to the Township Manager to immediately initiate an action against another entity like SEPTA or CSX; and usually they vote on that. Mr. Lewis stated he feels the residents deserve a fair reading of the report. Mr. Lewis stated it is reasonable to expect that they will not have an instant decision on this, and he appreciates the residents' frustration; however, sometimes they need to work collectively to come up with a solution they can agree on that represents the best interests of the Township.

Mr. Lewis stated he would like to see this on a future Agenda, and he is hopeful they can come to a resolution. He stated the Township may have to fix it before they are compensated for it. He stated many of the parties in this case do have errors and omissions and engineering insurance so this could take some time.

Mr. Yasinac stated he has no problem with the process in terms of correcting the visibility which takes time; however, he feels what most of them are asking for is transparency.

Mr. Luke Butler, 2321 Weinman Way, asked for an update on the lands on Oxford Valley Road that they are working on protecting. Mr. Truelove stated he and Mr. Fedorchak have been contacting the Bucks County Planning Commission for some time to get information. He stated Ms. Lynn Bush retired in June, and they did not know who her successor was going to be for some of the projects. He stated they found that it is Rich Harvey who they have worked with previously on other projects, and they contacted him about Patterson Farm and Oxford Valley; and they supplied him with the parcel information for Oxford Valley. Mr. Harvey will be getting back to the Township after it goes to the Bucks County Planning Commission with regard to putting this on the list for open space preservation. Mr. Butler asked what the protection will be, and Mr. Truelove stated the hope is it will be either a Conservation Easement or an outright purchase designated for open space so that it would be permanently preserved and could not be developed. Ms. Reiss stated by bringing in a second partner it protects the property from a future Board of Supervisors deciding to sell it. Mr. Butler stated he feels the Board of Supervisors has accomplished an enormous breadth of achievements.

Ms. Lisa Huchler-Smith stated they will have the Roll and Stroll Event on October 14 from 10:00 a.m. to 11:30 at Memorial Park. She stated it is sponsored by Lower Makefield Township and the Disabled Persons Advisory Board. She stated it is a free community event to bring together people of all abilities going around the new 1K path at the Park. She reviewed the activities which will take place that day. While supplies last free T-shirts are available to participants under 18 (and special needs adults) who register prior to October 5. Information is on the Township Website.

APPROVAL OF MINUTES

Mr. Lewis moved, Mr. Benedetto seconded and it was unanimously carried to approve the Minutes of September 6, 2017 as written.

APPROVAL OF AUGUST 21, 2017, SEPTEMBER 5, 2017, AND SEPTEMBER 18, 2017
WARRANT LISTS AND AUGUST, 2017 PAYROLL

Ms. Reiss moved, Mr. Lewis seconded and it was unanimously carried to approve the August 21, 2017, September 5, 2017, and September 18, 2017 Warrant Lists and August, 2017 Payroll as attached to the Minutes.

PRESENTATION OF 2016 AUDIT

Mr. Peter D. Place, Lopez, Teodosio & Larkin, LLC was present and stated the Audit report had been provided on line in advance of the meeting to the Board. Mr. Place stated Pages 1 and 2 are the Opinion which states that the financial statements themselves are the responsibility of the Township, and the auditor's responsibility is to perform an audit. He stated they do testing, observation, and inquiries, etc.; and they then issue an opinion, and the opinion for 2016 is a clean opinion with no exceptions to it.

Mr. Place stated Pages 3 through 11 is the Management Discussion and Analysis (MDA). He particularly noted Page 3 which indicates that for 2016 the Pool Fund did very well, and it had a net profit of over \$100,000. He stated also in 2016, they had the Bond issuance; and part of the proceeds paid off the 2011 Bonds, with approximately \$15 million of the proceeds to be used for future construction, a majority of which is for the Sewer Department. Mr. Place stated in 2016 the Sewer rates did not increase; although if they look at the results of 2016 for the sewer, this is something that probably should be considered for the future.

Mr. Place noted Page 12 which is the Statement of Net Position, and the cash and cash equivalents are shown to be approximately \$22 million which is very high. He stated the reason why is because most of the Bond proceeds of 2016 were not spent.

Mr. Place stated the Pension Liability is something that is fairly new which is shown on Page 12. He stated this is approximately \$6.9 million. He stated this was added in 2015, and before that the Township did not have to include their Pension Liability.

Mr. Place stated the Net Position of the Township is also shown on Page 12; and when you add the Governmental activities and business-type activities, the Net Position is \$79 million.

Mr. Place noted Page 13 which is the Statement of Activities and it is broken up between business activities and Governmental activities. He stated Page 14 is the Governmental Funds, and the difference between Page 14 and Page 12 is that

Page 14 is really on a modified-cash basis, and it does not have the fixed assets, payables, or the Net Pension Liability; and it is purely on a cash basis. He stated this is the way most Townships actually operate. He stated the General Fund Balance on Page 14 is a little over \$2.6 million. Mr. Place noted Page 15 which is a reconciliation between that and Page 12.

Mr. Place stated Page 16 is the actual Revenue/Expenses that are on a cash basis. He stated on Page 16 you can see the change of net funds is almost \$8.8 million; and the reason why it is that high is again because of the proceeds of the 2016 Bond issue.

Mr. Place stated Page 17 is another reconciliation between Pages 16 and 14. He stated Pages 18 and 19 are the Proprietary Funds, and Page 19 shows the results of the Pool Fund, the Golf Course, and the Sewer Fund.

Mr. Place stated Page 20 is a Statement of Cash Flows for the Proprietary Funds; and Pages 22 and 23 are the Fiduciary Funds, and the majority of that would be the Pension Trust Funds.

Mr. Place stated Pages 24 through 54 are the Note Disclosures. He stated the biggest asset of the Township are the Capital Assets, and those details are on Page 35. He stated Page 36 has a detailed listing of the Liabilities.

Mr. Benedetto asked about the number for the outstanding debt in the Township. Mr. Place stated Page 36 has that detail. Mr. Benedetto stated Page 36 shows the principal outstanding as of 12/31/16 was \$55.2 million, and Mr. Place agreed and approximately \$7 million of that is the net Pension Liability. He stated if you reduce \$55 million by that, you are down to approximately \$48 million. He stated there are also some deferred Bond premiums. He stated the rating of the Township is extremely good so when the Bonds went out to sell in 2016, the bond holders actually paid a premium for them which was fairly substantial at approximately \$1.3 million. He stated the way you account for that premium is it looks like a liability and it gets amortized over time, but there is no real payment of cash on that. He stated that is also part of the \$55 million.

Mr. Fedorchak stated when looking at borrowing money for roads, equipment, and infrastructure improvements the outstanding principal for that piece at this time is approximately \$44 million.

Mr. Benedetto stated for 2016 the total Debt Service was \$3.4 million, 2017 it stays consistent at \$3.6 million, 2018 it is \$3.7 million, 2019 it is \$3.7 million; but in 2020 it jumps to \$16.7 million. Mr. Place stated he feels there should be more years there and it is not just that it goes to \$16.7 million in 2020. He stated the year is a typo,

and it is probably over four years. He stated the Township and Government entities are required to have Debt Service where it is equal over time. He stated 2016 through 2019 is around \$3.7 million and he feels that it is what is going out to 2036. Mr. Place stated the 2020 should be removed, and it should be 2020 to 2025 at \$16.706, 2025 to 2030 is \$16.193, and 2031 to 2036 is \$10.467. Mr. Benedetto stated from now until 2030 it is about \$3.7 million annually.

Mr. Fedorchak stated they are around \$3.7 million per year as we carry through 2021 for all of the Debt Service. He stated in 2022 it drops down to \$3,284,000, and it stays there until 2032. He stated after that it drops down to roughly \$1 million a year for the remaining four years, and after 2036, they are debt free.

Mr. Benedetto noted Pages 37 and 38, and if you look at all the Bonds outstanding, it looks as if they are all locked-in rates with the highest 5.54% and the lowest .25% except for the oldest Bond from the General Obligation Notes Series of 2004 which appears to still be a variable rate. Mr. Fedorchak agreed. Mr. Benedetto asked if there is an intent to look into fixing that, and Mr. Fedorchak stated he was going to invite Mr. Jamie Schlessinger to come to a future meeting to discuss the entire Debt Service picture.

Mr. Lewis asked Mr. Place if he sampled Inter-Fund transfers in the Audit; and Mr. Place stated they did, and they have a very elaborate schedule for this. Mr. Lewis stated with regard to the unfunded Pension Liabilities, he looked at the 2014 Audit when they were at about 5.4 in net Pension Liability, and it is now 6.9 in 2016. He asked if they have increased the percent that they are funding or are they decreasing it. Mr. Place stated the actuary determines the funding, and the Township has funded 100% of what they are supposed to be funding as determined by the actuary. He stated the Township could decide to fund it more.

Mr. Lewis asked if Mr. Place has considered any Contingent Liabilities that the Township has not necessarily accounted for which he sees as potential future liabilities. Mr. Place stated as part of the Audit he reads all the Minutes which is where he would look for Contingent Liabilities. He stated they also look at subsequent events since even though this was as of December 31, 2016, his firm is responsible up to July of 2017 when the Financial Statement was issued. He stated they always look for things in the Minutes, make inquiries, and see if there was a Bond Issuance that happened in 2017 which they would have to disclose.

Mr. Lewis stated one of the ones that occurred in October of 2015 was the potential liability associated with the Morrisville Municipal Authority of which the Township is a large customer. Mr. Lewis stated he feels this is their largest Contingent Liability along with Bucks County Water & Sewer. Mr. Place agreed, but the problem is that there is not a hard and fast number that has been determined. He stated the

Township has an Agreement where they are participating with the Morrisville Municipal Authority as does Yardley Borough; and in that Agreement the liability is really Capital Contributions, but the problem is that Lower Makefield does not have any representation on the Morrisville Municipal Authority. He stated if he knew an amount, he would book the Liability and look at Fixed Assets since that is the Township's contribution into the Plant. Mr. Lewis stated in that particular case, Lower Makefield would not have actual ownership of the underlying asset.

Mr. Lewis stated he would like Mr. Place's perspective of things the Board may not be seeing as potential liabilities since he audits other Municipalities in the area. Mr. Place stated in his review of the Minutes he came across the discussion about the Sewer Authority; however, in order to book a Liability, they would need to know exactly what the amount is. He stated as talks progress, this could change in the future.

Mr. Place stated after the Notes Disclosures, there are schedules; and Pages 55 through 58 are the Budget versus Actual. He noted the General Fund on Page 55 which did about \$334,000 better than the Budget. He stated the remaining schedules are mostly related to Pension Liability between the Police and non-Uniform.

Ms. Tyler asked Mr. Place to describe the findings of his Audit as far as the running of Lower Makefield Township. Mr. Place stated there is a Management Recommendation letter which includes some items although there are no deficiencies, rather just some suggested improvements. He stated one item is with regard to the Golf Course, and he believes that the Township should receive monthly reports of Balance Sheet and Income Statements. He stated they did sampling of the Golf Course and nothing they discovered was a deficiency; however, they felt there could be more full disclosure of the Financial Statements that could be submitted to the Township. He stated the Golf Course has a tremendous management team and their own Accounting Department which does a very good job. He stated they were able to generate the reports for him, and he feels they should be submitting them to the Township on a monthly basis or at least quarterly.

Mr. Place stated with regard to the condition of the Township and the services offered, he does a number of Township and Municipalities; and Lower Makefield Township has a Pool, a Golf Course, Parks, etc. and is a fiscally-run Township. He stated as he noted the last few years, he believes that there are only three Townships in the County that do not have an earned income tax, and Lower Makefield is one of them. He stated if he were a Township resident knowing the financials as he does, he would be very satisfied that things are being fiscally-run in the Township.

It was noted that this information has been put on the Township Website.

APPROVE ADVERTISEMENT OF ORDINANCE WHICH WILL ALLOW FOR A MULTI-MUNICIPAL APPLICATION FOR THE RECYCLING PROGRAM PERFORMANCE REPORT

Mr. Fedorchak stated for a number of years several Municipalities including Lower Makefield have pooled their recycling of tonnage information together in order to increase the amount of tonnage so that in the end they receive more money as a group, and individually as well. He listed the communities that are involved. He stated during the period 2013 through 2015, when you compare what Lower Makefield would have received if they went solo versus the jointure, Lower Makefield has received at least \$20,000 more from the State during that period of time. He stated the jointure they created was informal, and the State has now indicated that they need to formalize it and create inter-Governmental Agreements for this purpose. Mr. Fedorchak stated all the communities receive a little bit more each year by doing this.

Ms. Reiss moved and Mr. Benedetto seconded to advertise the Ordinance which will allow for a multi-Municipal Application for the Recycling Program Performance Report.

Mr. Zachary Rubin, 1661 Covington Road, stated he is on the Board of a private community which has 848 homes; and they have their own trash collection and their own Contract. He asked if they could participate in this tonnage to get reimbursement from the State. Mr. Fedorchak stated he understands they use Republic, and they are having some difficulties getting the information from them. He stated what they pick up in the developments should go into this calculus. Mr. Rubin asked if it has in the past; and Mr. Fedorchak stated he is not certain as there is a company that handles this for the Township, and he can contact them about this and let Mr. Rubin know. Mr. Rubin stated the situation with their trash collection in his community might change in the near future as they may be changing carriers.

Motion carried unanimously.

UPDATE ON DOG PARK

Mr. Eisold stated after the last meeting they had a meeting with the low bidder, and they have brought their Bid work up to speed; and they expect them to get started shortly.

Mr. Benedetto asked about the timeframe for the opening; and Mr. Eisold stated he does not feel the opening will change, and it is hoped to be opened by mid-November.

Ms. Tyler stated the contractor who was awarded the Dog Park is also the same contractor who built Veterans Square.

UPDATE ON MEMORIAL PARK EXPANSION

Mr. Eisold stated the Memorial Park expansion to the east side is almost completed with some minor items needing to be cleaned up. He stated they also put pavement markings down for parking spaces but not the full spaces so there is not a “sea of white lines.”

UPDATE ON MEMORIAL PARK ARBORETUM

Mr. Eisold stated at the last meeting they discussed plantings around the basin on the western side at the corner along Woodside Road, and there will be approximately twenty-four trees in that area. He showed the Plan to the Board. He stated they have received Bids, and he believes they are under \$10,000 for the plantings. He stated this will be the next phase. Mr. Eisold stated they sent Mr. Alan Dresser this Plan as well as the information for the plantings proposed in the basin, although Mr. Dresser has not responded to him yet.

UPDATE ON 2017 ROAD RESURFACING PROGRAM

Mr. Eisold stated all the roads have been paved, although there is some cleanup work to be completed. He stated they have three sections of bike path to be done with two being overlays, and one being the new bike path at Veterans Square. Mr. Eisold stated they will put together a punch list of some items to be finished.

Ms. Tyler asked about restoration at corner properties where ramps have been installed, and Mr. Eisold stated at those locations, they will have top soil and seed; and this will be completed within the next few weeks.

Ms. Reiss stated there is a small section near Veterans Square going toward the Township Building without any bike paths on that side of the street which involves the property of three to four houses. Ms. Reiss stated if there was a bike path in that area, you would not have to cross the street in order to stay on the bike path. Ms. Tyler and Ms. Reiss agreed to look at this area.

Mr. Benedetto stated he feels there were some delays with the notice to the residents by Harris. Mr. Eisold stated typically they contacted Harris on Friday afternoon to get an update on their projected schedule for the next week, and they put that information on the Township Website. He stated with Oxford Valley there was some delay from what was posted on the signs they had installed. He stated there were some repairs on some inlets on those streets that they worked with Public Works to get completed which took some time to correct. He stated for most part Harris has been responsive in getting the work done; and based on the Notice to Proceed in July, they had three months to do the work, and the beginning of October is when the work had to be completed, and they are well ahead of that schedule.

HILDEBRAND LEGAL DESCRIPTIONS

Mr. Eisold stated he has the Plans/Legal Descriptions for Hildebrand which are ready to be signed by the Board following the meeting.

Mr. Truelove stated the Board met in Executive Session commencing at 7:00 p.m. and items of litigation, Real Estate and Zoning, personnel, and informational items were discussed.

APPROVAL OF PRELIMINARY MAJOR SUBDIVISION PLAN FOR DOGWOOD DRIVE (AKA HARMONY) LANE

Mr. Edward Murphy, attorney, was present. Mr. Truelove stated this is consideration for Preliminary Approval only for the Dogwood Drive Subdivision and Land Development Plan for Tax Map Parcel #20-008-025. Mr. Truelove stated Mr. Murphy was present in August to discuss some issues involving the proposal, and the matter was deferred to this month. He stated one of the issues that is not before the Board this evening and will not be considered as part of the Preliminary Plan are the Tree Ordinance issues and any issues related to the Tree Bank as that will be considered at Final Plan. Mr. Truelove stated there are two Waiver requests one to not be required to take pavement core samples, and the other references curbing along the cul-de-sac on both sides. He stated there are more details on that in the Boucher & James review letter.

Mr. Murphy stated they were before the Board of Supervisors two months ago; and at that time the discussion was largely dominated by the application of Tree Replacement Ordinance. He stated at that meeting he had provided to Mr. Truelove's office his Memorandum about that Ordinance. Mr. Murphy stated

subsequently they Continued matter that evening until a subsequent meeting; and the Applicant elected to revise and resubmit the Plans to address the review comments that Mr. Eisold's office and others had in July. He stated that resubmission has generated the updated review letters from Mr. Eisold's office, Mr. Ebert, and the other typical reviews. Mr. Murphy stated those are all referenced in the draft for the Approval letter.

Mr. Murphy stated also since the July meeting, Mr. Truelove's office provided his office with a Memorandum supporting Mr. Truelove's view of the validity of the Tree Ordinance. Mr. Murphy stated he and Mr. Truelove had discussions and they agreed that they would take time to evaluate each other's positions before they came back and discussed that issue further; and they decided they would carve out that issue which would preserve the Township's and the Applicant's right to discuss that issue further at a subsequent stage of Final Plan.

Mr. Murphy stated the only thing in front of the Board tonight is the Preliminary Plan. He stated they have managed to reduce the number of open comments and the number of Waivers down to the two which Mr. Truelove had noted. Mr. Murphy stated one is not an uncommon Waiver and has been granted in the past dealing with the need for pavement core samples. He stated the other Waiver relates to curbing. He stated consistent with the Township's Low Impact Development Ordinance, their internal cul-de-sac will be constructed as a green road; and one of the hallmarks of a green road is the elimination of curbing and replacing the curbing with roadside swales. He stated the Township Ordinance has not caught up to some of the Township's more current design standards, so they have asked for a Waiver not to install curbing so that they can build the green road.

Ms. Reiss asked how you put a sidewalk in if you do not have a curb. Mr. Eisold stated there are developments that have sidewalks without curbs. He stated they are going to put in a swale along the road, and the sidewalk would be behind that. Ms. Reiss stated she does see streets in the Township that do not have curbs; and in the streets without curbs, the road seems to deteriorate quicker than if there were curbs with grass growing into the road and under the asphalt. She asked if it will be an issue for maintaining the road not to have the curbs. Mr. Eisold stated the curbs are there for a number of purposes including to help with drainage and secondly they are a structural part to keep the road in place; and Ms. Reiss is correct that there are a number of roads in the Township that do not have curbs, and with the curb it makes it neater and cleaner and keeps the road from pushing out. He stated he believes initially Dogwood did not have any curbs, although the new extended section does have curbs so there are both scenarios there. Mr. Murphy stated they are trying to serve "multiple masters," since the Ordinance was encouraging green

roads and reducing cartway width and impervious. Ms. Reiss stated she understands, but she is concerned that without the curb they are going to have a lot more maintenance.

Ms. Tyler asked if there is curbing on the entrance road, and Mr. Eisold stated main Dogwood coming in has no curb. Ms. Tyler asked about the cul-de-sac where the lots will front, and Mr. Murphy stated that is where they are asking for the Waiver.

Mr. Benedetto stated he does not have an issue with the two Waivers. He stated there are five Lots to be developed and Lot #6 will be approximately nine acres to be open space. Mr. Murphy stated there are five Lots that range in size from .6 acres to 1.6 acres with a nine acre open space Lot. He stated the total Lot gross is 14.5. Mr. Benedetto asked how many Lots were proposed in the last Plan presented, and Mr. Murphy stated it was the same number of Lots.

Mr. Benedetto stated he does not recall that there are sidewalks in this area on the other side of the street, and he would not have a problem if there were no sidewalks proposed for this new development as he feels not having sidewalks would fit in with the character of the neighborhood. Mr. Murphy stated they had requested a Waiver for that, but did not feel it would be approved by the Board. Mr. Benedetto stated what he does not feel fits in with the character of the neighborhood is the cul-de-sac. He stated despite the nine acres of open space, he is still concerned with having five Lots as he feels that is too much. He stated driving down the road, you will pass individual homes, and then on the left-hand side you will have a cul-de-sac; and he does not feel that fits in with the character of the neighborhood. He stated he feels that the developer is trying to “shoe-horn” things into a piece of property to get the most possible Lots. He stated if they were to put them where they would fit into the neighborhood, it would fit probably three houses if they were on the road.

Ms. Reiss stated there is a new development down Delaware Rim which does have a cul-de-sac. She stated she is not bothered by the cul-de-sac. She stated you can tell that homes have been constructed on Delaware Rim decades apart; and it will never look like they were all built at the same time, and they cannot expect it to be completely uniform.

Mr. Lewis stated he does not have an issue with the cul-de-sac. He stated while it may be nice to have three Lots they would probably cost \$2.5 million, and that would not make economic sense. Mr. Lewis stated he still has an issue with the trees, and they will deal with that at Final Plan.

Mr. Benedetto stated if they did not have the cul-de-sac and had houses on the street, they would have to take down significantly less trees and hopefully they would have to be pay significantly less as well even if they never change the Tree Bank Ordinance.

Mr. Murphy stated the Waivers they are requesting have nothing to do with the density, and they are entitled to do that number of Lots. He stated the Waivers have to do with design issues that the Township created when they adopted the green Low Impact Development Ordinance.

Mr. Benedetto moved and Mr. Lewis seconded to Approve the Preliminary Major Subdivision Plan for Dogwood Dive (AKA Harmony Lane) referencing Tax Map Parcel #20-008-025 to subdivide the Parcel into five new single-family Residential Lots ranging in size from .060 acres to 1.65 acres with an 8.94 acre open space Lot. The Applicant proposes to construct a new cul-de-sac road from Dogwood Drive to access the proposed Lots. The Plan was prepared by Gilmore & Associates, Inc. dated 5/5/06, last Revised 8/7/17. Approval subject to the following Conditions:

- 1) Compliance with all Conditions set forth in the 9/14/17 Boucher & James review letter;
- 2) Compliance with Lower Makefield Township Planning Commission memo from 7/10/17 with emphasis on the Planning Commission review memo of 5/26/17 and Conditions 3 and 4 respectively;
- 3) Compliance with the above-referenced 5/26/17 Bucks County Planning Commission memorandum;
- 4) Compliance with the 9/14/17 Traffic Planning & Design review letter;
- 5) Compliance with the 9/15/17 Ebert Engineering, Inc. review letter and Escrow Certification;
- 6) Compliance with the Lower Makefield Township Zoning Hearing Board and its Conditions set forth at the 4/6/10 meeting including granting a Variance from Zoning Ordinance Section 200-22 to allow a 30' front yard setback and a 45' rear yard setback;
- 7) Receipt of all Permits from any other agencies having jurisdiction over such matters including but not limited to the DEP and the Bucks County Conservation District;

- 8) If approved for Final Subdivision, funding and execution of Development and Financial Security Agreements in a form satisfactory to the Township;
- 9) Deferral of consideration of all issues as to tree removal, tree replacement, and application of the Tree Bank Ordinance as currently constituted to Final Land Development;

The following Waivers are granted subject to Final Land Development Approval:

- 1) Pavement core samples – Boucher & James review letter of 9/15/17 – Comment 11 that appears to address some of the issues;
- 2) Curbing along the cul-de-sac on both sides – Waiver Comments in the Boucher & James letter Comment 3 discusses Conditions which might be appropriate for granting the Waiver.

Mr. Murphy agreed to accept the Conditions on behalf of his client.

Mr. Jeff Fogel, 12 Dogwood Drive, asked about the Waiver for the pavement sample. Mr. Eisold stated the purpose of paving samples is to determine what is there and the Condition, and it is evident from what the road looks like today that it is in poor condition. He stated part of the project is to construct the sewer line in the road, and Mr. Eisold stated one of his recommendations was to put it in the location where the one lane is in very poor condition so that it would be reconstructed as part of the installation of the sewer line. He stated taking a paving sample will not tell them anything more than what they already know which is that the road is not in very good condition.

Mr. Fogel stated it was never addressed as to who owns the Road. It was noted the road is not plowed by the Township as it is a private road. Mr. Truelove stated he believes that there are issues with signage in the area and acceptance of Dedication although he does not know the specifics, and he will have to look into that. Mr. Fogel stated the first truck that comes down the street will cause the road to deteriorate.

Ms. Tyler asked Mr. Fogel his opinion on curbs for this new cul-de-sac. Mr. Fogel stated there is no curbing on their street now so it would not effect them; however, with more traffic on the street, he can see the street will deteriorate more year to year. He stated he would prefer not to have curbing so that it would match the neighborhood.

Mr. Chris Guerrero, 27 Delaware Rim Drive, stated he previously discussed all the wildlife in the area that will be disrupted. He stated he lives on the corner of Delaware Rim and Dogwood. He stated on Page 13 it indicates where the water mains are to be installed is in between the legal right-of-way and the actual boundary but when you look at Page 21 between that area is where his driveway is. He stated they are therefore going to be ripping up his pavers to put something there, and when you get to the left of the page where it indicates they are going to put the fill back in, the street goes back to where the actual boundary is now.

Mr. Eisold stated when the water line goes in, they would typically require the developer to put things back the way they were beforehand. Mr. Guerrero stated it has been there for twenty years. Mr. Eisold stated the standard would be to put it back the way it was before the developer did the work. Mr. Guerrero stated there is no indication of that in what he read. Ms. Tyler asked if the Plans contemplate digging up Mr. Guerrero's driveway. Mr. Eisold stated he believes that Mr. Guerrero has constructed a parking space parallel to the road in the right-of-way with these pavers. Mr. Guerrero stated this is where he parks his car everyday, and he asked if he is supposed to park his car on the lawn during the course of this construction.

Mr. Murphy stated what Mr. Eisold is indicating is that Mr. Guerrero's improvement is in the public right-of-way already and not on his private property. Mr. Eisold agreed. Mr. Guerrero stated they would have to rip all his pavers out, and that is not indicated on the Plan. Mr. Guerrero stated there is also a tree on the corner of Delaware Rim and Dogwood; and according to the Plans, it is going to be taken out. He noted this is on Page 14. He stated now they are not only ripping up his driveway, but also ripping up his yard. Mr. Murphy stated the tree is also in the right-of-way. Mr. Eisold agreed that it is in the right-of-way, and there are sight issues with the tree at that location especially with the additional traffic. Mr. Guerrero asked if it will be replaced with a smaller one.

Mr. Murphy stated if the Township is willing to let them modify the Plans to save the tree and avoid that, they would be willing to do so; however, they cannot be answering multiple masters. He stated Mr. Guerrero could have a discussion about that with the Township; and if they want to modify things, they are willing to work with the Township. Ms. Tyler stated this evening they are only considering Preliminary Approval, and the two issues that Mr. Guerrero just raised should be discussed between now and Final. Mr. Eisold was asked to discuss this with Mr. Guerrero, and Mr. Truelove was asked to remember that this issue needs to be addressed.

Mr. Guerrero stated a number of residents were unable to come this evening. He stated they are a small corner of the Township, and this is not an area they want to have ripped up for years and be inconvenienced. He stated Mr. Benedetto had recommended that they should purchase this area for open space.

Ms. Chrystal Molnar, 38 Delaware Rim, stated she wants to make sure that under the Revised Plans that were submitted that they still include the sewer and water being run to the same homes that were on the prior Plan; and Mr. Murphy stated they do.

Mr. Gary Thau, 25 Delaware Rim Drive, noted the drawing on Page 7 where there is an inlet at the back area of his property; and he asked what it will take to install that. He stated there is also a note that there could potentially be blasting of rock. Mr. Eisold stated this is Inlet 2; but where it is shown, it will not actually be on Mr. Thau's property. He stated that area is designating the watershed area that drains Inlet 2. He stated there will be no disturbance on Mr. Thau's property.

Mr. Benedetto stated this a perfect example of why he has a problem with the Tree Replacement Ordinance since for this property the amount the developer would have to pay is over \$379,000 to comply with the Tree Replacement Ordinance; and he feels it is ripe for being challenged in Court, it is out of line with what is reasonable, and it is an unlawful taking of the property. He stated he wants to move this project forward so that if it is challenged in Court, this case will serve as an example.

Mr. Benedetto stated this is a prime example of a piece of property that should be preserved by the Township. He stated it is fourteen acres, and it is a beautiful piece of property. He stated it should be a top priority. He stated he would also like to see a future Board address the Tree Bank Ordinance because he feels it is unreasonable. He stated he feels the Township should do the right thing and protect the quality of life of the residents in that area as they bought there hoping that the land would never be developed, and he feels the current development as shown is too big and too intrusive.

Mr. Lewis asked Mr. Murphy if his client would be interested in selling the land, and Mr. Murphy stated he feels they would be willing to discuss it. Mr. Lewis stated approval of the Preliminary Plan actually helps improve the value of the land.

Motion carried with Ms. Reiss opposed.

ZONING HEARING BOARD MATTERS

With regard to the Craig Bryson Variance request for the property located at 535 Nottingham Drive in order to permit construction of a screened-in porch resulting in encroachment into the rear yard setback and reduction of non-conforming impervious coverage, it was agreed to leave the matter to the Zoning Hearing Board.

SUPERVISORS REPORTS

Ms. Reiss stated they need to work on the Financial Advisory Board. Ms. Tyler stated Mr. Costello was going to ask everyone to re-submit. Mr. Adrian Costello, 2122 N. Crescent Boulevard, stated he believes three of the prior members had indicated they had already sent in their paperwork. Ms. Tyler stated interviews are going to be scheduled over the next two meetings. Ms. Tyler asked Mr. Costello if he would like to back on, and Mr. Costello stated he is considering this.

Ms. Reiss stated Ms. Tierney is setting up a meeting for Special Events to work on the Veterans Day Parade. Ms. Tierney stated it will be on September 27 at 7:00 p.m.

Mr. Lewis stated on Saturday, October 28 at 10:00 a.m. at the Township Building Mike McGrath from WHYY will be speaking on composting. Mr. Lewis stated the Golf Committee met yesterday and reviewed the financials for August in terms of rounds of golf played and for food and beverage. He stated while the weather was excellent in August, the rounds played were slightly below what they had hoped for; and food and beverage was light, so they are working on that.

Mr. Benedetto stated the Planning Commission will be reviewing the Comprehensive Master Plan at some time in the future. The Planning Commission met on September 11 and reviewed some Ordinance changes to make them more friendly to residents. Mr. Benedetto stated on September 28 the Airport Task Force will be meeting. He stated he received a call from a representative of Congressman Fitzpatrick's office, and they are trying to coordinate all of the surrounding Municipalities including Yardley Borough, Upper Makefield, Middletown, and Newtown to attend the meeting. He stated they have had very good turn out from residents of Pennsylvania and New Jersey. He stated there will be a representative from Congressman's Fitzpatrick's office at the meeting as he is interested in getting involved and helping to see what can be done regarding the Airport expansion.

Mr. Benedetto stated the Citizens Traffic Commission met last night and discussed the Makefield Road safety analysis as there were a number of different issues brought up. He stated he believes the speed traffic study started on Monday. Mr. Benedetto stated a question came up regarding the foliage at the intersection, and he believes letters were sent out. Chief Coluzzi stated they routinely send letters out as this is one of the functions of the Traffic Safety Officer who rides all the roadways, gets reports from the Police Officers, and takes complaints from the citizens about line of sight issues and any street signs or intersections that are blocked. They find out the residents who are responsible and letters are sent out asking them to trim back and rectify the situation.

Mr. Benedetto stated at the meeting they also discussed possible improvements to Makefield Road one of which was driver compliance with stopping at crosswalks, and there is a perception that drivers are not aware of people walking in the crosswalks. He stated there was an interest in doing an educational event not only on bike safety, but also about the Law with regard to crosswalks. Mr. Benedetto stated they also discussed visibility of the signage, and they should do a better job of making the crosswalk more noticeable. He stated there was also discussion about enhancing the profile of the School Zone and extending the School Zone further. Chief Coluzzi stated there was a request made about that at a prior meeting; and while he does not know if that is possible, it is going to be part of TPD's analysis of the entire roadway. Chief Coluzzi stated they have already done some pavement markings; however, it should be noted that the crossings are official School crossings, and they are not actually crosswalks. He stated if the School were not there, those crosswalks would not be allowed; and they are only there because it is a School Zone at Pennwood and Makefield School.

Mr. Benedetto stated there was also a question about whether Makefield Road is an arterial or collector road, and Chief Coluzzi stated he does not know how it is designated. Mr. Benedetto stated there was also a request by the CTC to have a draft copy of the Traffic Study prior to it being issued as they would like to have an opportunity to review it, have discussion, and make suggestions. Chief Coluzzi stated TPD regularly meets with the Citizens Traffic Commission, and he is sure that they will provide them a draft copy of the report.

Mr. Benedetto stated he understands that the speed was changed from 25 miles per hour to 35 miles per hour, but on the books it is still 25 miles per hour. Chief Coluzzi stated they have researched this, and the roadway was always 35 miles per hour; and it was never reduced to 25 miles per hour. He stated there is an error in the Code Book that has that road posted at 25 miles per hour; and this is an error because all the streets preceding and after it in the Code Book are 25, and they just probably made that 25 also, and it has never been corrected in the Code Book. He stated they do have all the PennDOT Permits and Plans dating back many, many years ago; and it has always been 35 and has never been changed. Mr. Benedetto asked if that could be corrected, and Mr. Truelove stated they can confirm the history of this.

Ms. Sue Herman asked about the truck study in Lower Makefield Township and stated she understands that the Township submitted an Application for a truck study, and the CTC would like to see the Application and understand the scope of that project. They would like it to be an open and transparent process for reviewing the results of the three studies – the Morrisville truck study, the Yardley truck study, and the Lower Makefield truck study to make sure that they are looking at comprehensive solutions for any trucks problems. Ms. Tyler stated she believes that

is available through the State Representative's office. Ms. Reiss stated all Lower Makefield did was write a letter, and it is going to go through Mr. Warren's office. Ms. Herman asked if the Township has a copy of what the Township requested. Ms. Reiss reviewed what the truck drivers are doing which is resulting in trucks going on Township streets so that they can avoid the weigh station. Mr. Fedorchak agreed to send a copy of the letter to the CTC.

Ms. Herman asked if they asked for the same truck study that Morrisville and Yardley asked PennDOT to conduct. Mr. Fedorchak stated it is a study of the corridor from Taylorsville all the way to Morrisville. Ms. Herman asked if they are advocating for weight restrictions along that corridor, what would prevent trucks from getting off at the New Hope exit and going up Woodside Road to avoid the weigh station. Mr. Fedorchak stated they are going to look at what the impact would be. Ms. Herman stated she knows that Woodside is limited for trucks, but she also knows that traffic is totally disobeying the signs at Highland and Maplevale; and they cannot enforce it enough so that it does not happen. She stated they will not be able to enforce the Woodside Road limitation enough. Ms. Tyler stated they will discuss this after the analysis is conducted. Ms. Herman stated that would be true provided they include the possibility of diversion to Woodside in the analysis.

Chief Coluzzi stated Mr. Warren's office initiated the study, and they have all the details on the study; and all the Township did was sign a letter stating that they wished to participate in the study with Yardley and the other Municipalities, and the Township did not lay out any specifications as to what to study, what roadways, etc. and that all came from the State Representative's office. Ms. Herman asked that the Board get the details from the State Representative's office and provide it to the CTC as they are highly interested in knowing the details.

APPROVE RESOLUTION AUTHORIZING ACCEPTANCE OF DEED OF DONATION OF LAND ON QUARRY ROAD FOR PRESERVATION OF OPEN SPACE

Mr. Truelove stated he sent an e-mail with a map to the Board outlining this, and it involves a very small parcel of land on Quarry Road. He stated it is a triangular piece of property that is adjacent to the I-95 overpass, and the family that owns it would like to donate it to the Township as they have no practical use for it.

Mr. Benedetto asked the size of the parcel, and it was noted it is .2. Mr. Fedorchak stated it is across from Afton School against the bridge on the north side. Ms. Tyler asked if the owners of this parcel own adjacent property, and Mr. Fedorchak stated they do not.

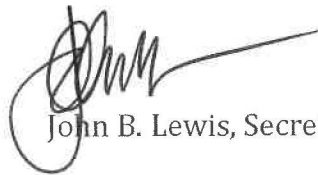
September 19, 2017

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Ms. Reiss moved, Mr. Lewis seconded and it was unanimously carried to approve the Resolution authorizing acceptance of Deed of Donation of land on Quarry Road for preservation of open space.

There being no further business, Ms. Tyler moved, Ms. Reiss seconded and it was unanimously carried to adjourn the meeting at 10:00 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "John B. Lewis", with a long horizontal flourish extending to the right.

John B. Lewis, Secretary
