

WEST HANOVER TOWNSHIP AUTHORITY

MONTHLY MEETING MINUTES - ZOOM

December 2nd, 2020 @ 6:30 p.m.

25 in attendance including board, staff and solicitor

1. **CALL TO ORDER:** Mr. Fowler called the meeting to order at 6:35 pm
2. **ROLL CALL:** Alexis confirmed all board members were present except for Mr. Geppert
3. **APPROVAL OF THE MINUTES:**
 - a. Special Meeting Minutes of November 18th, 2020
A motion to approve the minutes of the November 18, 2020 meeting as presented was moved by Ms. Zimmerman, seconded by Mr. Steinmeier, motion passed unanimously.
4. **CORRESPONDANCE:**
 - a. Emails from: R&S Swank
 - i. Mr. Fowler and Authority has received correspondence from Randy and Sharon Swank. Mr. Fowler also confirmed the Authority has received letter from PA Department of Environmental Protection, they have reviewed the township's MS4 periodic report, which is required under the permit and they have determined that to be complete and accepted. We are good for another year as far as DEP is concerned.
5. **BOARD COMMENT/ANNOUNCEMENTS:**

Mr. Fowler stated this is a new agenda item. He wanted to give the opportunity for the board members to make comments before getting into the meeting.

 - a. Need for Special Meeting on Wednesday, December 16th at 6 pm – Mr. Fowler stated this is a result of no improved collections on 2020 stormwater bill and their reluctance to a set rate now with hopes final installment payments coming in. Sole purpose is to receive updated numbers on delinquencies and make any adjustments for the rate approved tonight. We will approve maximum rates tonight in hopes that we can reduce those on December 16th if the collection rate has improved. Mr. Fowler asked if all board members are ok with that? Mr. Steinmeier stated it was fine with him. Mr. Fowler said he would like to try to keep rates as low as possible for 2021. Mr. Fowler asked Alexis to take care of the public meeting notice. Alexis stated she has it drafted up already and will send to the newspaper.
 - b. Delinquency Policy – Mr. Fowler had several points for the delinquency. 1) Fee being assessed on properties 400 sq. ft or more of IA is within powers of The Authority under the PA Municipal Authorities Act and is legally binding. 2) The stormwater fee assessed generates minimum amount necessary to meet the legal unfunded mandates of the EPA and DEP 3) There are serious consequences

for not paying on timely basis. 4) Penalties, interest cost, loss of credits, associated with nonpayment could ultimately result in the resident owing 4x or more of the original fee. 5) Property serves as security for payment of these fees and continued nonpayment will lead to the Authorities filing a lien and being cleared the time your property is sold. 6) Failure to pay only requires The Authority to increase the stormwater fee on remaining property owners that do pay their bill 7) We are facing a 10% increase in the 2021 stormwater fee due to delinquency. 8) If everyone in West Hanover had paid their bill, we could have reduced the 2021 fee. Mr. Fowler stated for those reasons, if you can pay your fee then pay it. He understands there may be resident's that don't have the means to pay. He has contacted the county, state and federal government and so far, have been unable to find a program to assist those individuals.

6. PUBLIC COMMENT:

Mary Ann Naugle - 7037 Hillside

Asked about the 2021-tiered fee –if it was based off the square foot of the property? Mr. Fowler responded that is the square foot of impervious area.

Mike Kreiser – 483 Hershey Road

Discussed 5 tier system. Prior to adopting this method, the board expressed opposition to flat fee. Mr. Kreiser mentioned how Mr. Steinmeier wanted to see fees lowered. Now with the tier, 87% have a flat rate in the tier but the rate increased to those with IA over 8,000 sq. ft., 8% of single-family residences. Believes this is the opposite of what you wanted to see. Mr. Kreiser can't understand what prompted the board to adopt this rate structure. This was a goal stated in the introduction with Mr. Hulshizer's (HRG) analysis but never actually addressed in the analysis. This has a lot of components that need maintained and recorded. Would like board to explain to the rate payers the methodology they used to come to this decision.

Mr. Fowler responded he will get a written response to his comment. Mr. Kreiser offered to email his comments and Mr. Fowler said that would be helpful.

Tracey Lewis

Last meeting expressed her concern on property owners required by township to install stormwater management apparatuses and facilities. Ms. Lewis was supposed to get a call, nobody has called. Mr. Fowler asked Mr. Stinnett if he could touch base with Ms. Lewis. Mr. Stinnett stated he did not have Ms. Lewis' contact information but his is available on the website. Mr. Stinnett asked Ms. Lewis if she would like his email address or reach out separately. Ms. Lewis stated it was on record that she was supposed to be reached out to with her valid concern and wants to know how the township will address it. Mr. Fowler asked Ms. Lewis if she has applied for credits. Ms. Lewis stated as she has said in past meetings, she did not apply for credits, due to pandemic and other confusing circumstances. Mr. Fowler stated the reason he asked if she had applied for a credit is because the application would have her contact

information on it. Alexis commented that she sent Tracey a private message in Zoom for her contact information. Mr. Fowler stated we will get your contact information to Mr. Stinnett and draft you a response. Mr. Stinnett stated he reviewed the previous meetings minutes and he did offer to speak with Ms. Lewis with no charge to the Authority. Mr. Fowler responded that we will address her concerns.

Richard Enck – 7112 Hillside

Asked how many are on the meeting? Alexis confirmed there were 25 participants including board, solicitor, staff and public. Mr. Enck commented on the delinquency and there are a lot of people not attending the meetings. Regarding the C&M Properties later in the agenda, 60% credit, thought 50% was max? Asked if C&M was owned by the son of Mike Geppert. Mr. Fowler confirmed that was a discussion on this is on this agenda, it's not action. This is the one credit that we offer that is not subject to the 50 % max. We've never dealt with this before that is why we asked HRG to weigh in what is the value to have them do this project. They haven't filed an application yet, they are getting a sense from the board. It is a concept of capturing and releasing it at a slower rate, not reducing stormwater, they are reducing the flows and it reduced flooding downstream in the creek.

Lloyd Binkley – 7884 Appleby Rd.

5 tier is confusing. The township says he has 1m sq. ft land, less than 2 % IA, is his bill going to go up? Mr. Fowler doesn't believe it will, it's based off IA on lot not total lot size. Should qualify for low impact credit close to 40% and non-urbanized of 25%, net bill will be 50% of gross, venture to say about half next year. Mr. Fowler advised Mr. Binkley to look at the Tier 5 chart, take 2 zeros off by impervious area and multiply by \$3.44, gross bill and divide it in half. Mr. Fowler stated in general, people in tier 5, fee is approximately the same as last year but if you lie in the nonurbanized area and have a large enough parcel, you may qualify for automatic credits. Mr. Binkley asked about years after 2021 as well. Mr. Fowler responded that we are doing our best to keep cost down.

Kathleen Schwann

Asked where can you find the new tier structure? Mr. Fowler responded it was on the email with the notice of the email, it was an attachment to the agenda. If approved, it will go on the website.

Philip Allen – 7400 Fishing Creek Valley Road

Asked what the percentage of delinquency is rural area? Mr. Fowler responded we haven't received that yet from Keystone. We know the total number of delinquencies but don't know which is rural or urban yet. We are hoping later this month to get a list of individual accounts which are delinquent and can get a sense of commercial, residential, urbanized, unurbanized. Mr. Allen asked if they will let everyone know what that is? Mr. Fowler responded yes.

Tammie Cassel –

Was expecting some numbers on delinquency. Doesn't feel it is fair that the cost is getting pushed onto people who paid because of people who are delinquent. Her bill is going up because of the tier. Mr. Fowler agrees its unfair the ones paying must support the ones who don't pay. We are mandated to spend a certain amount on the program, we don't have the option to spend less. We will get fined by EPA and DEP for non-meeting mandating requirements. No different than taxes. Rates unfortunately must go up to cover those delinquencies.

Philip Allen – 7400 Fishing Creek Valley Road

Asked about giving people who pay on time a discount? Incentive to pay on time. Mr. Fowler said that was a good suggestion, we will investigate that.

7. PRESENTATIONS, STAFF & BOARD REPORTS:

a. Administration - None

1. Activity Report – Mr. Fowler asked Alexis to report a summary of her activities for prior month. Give board a sense of what she has been doing, starting in January.

b. Public Works - None

c. Finance

1. Proposed Revisions to 2021 Expenditure Budget

Mr. Fowler confirmed the board approved \$925,850 in October. Since that time, we have been able to identify some savings with updated numbers from vendors, proposals, insurance costs, etc. We have the opportunity to reduce proposed expenditure by almost \$90,000 to \$836,505. Since this expenditure budget is what drives our revenue and 2021 stormwater rates, I strongly encourage board to revise. That will keep stormwater rates as low as possible. Mr. Fowler asked if the board members have questions regarding proposed changes? No board members had questions. Mr. Fowler asked for motion to entertain change the budget from \$925,850 to \$836,505. Mr. Shradley made a motion, Ms. Zimmerman seconded. All in favor say "Aye", Mr. Fowler, motion passes.

2. Establishment of Maximum 2021 Stormwater Rates

Mr. Fowler stated there is no action to be taken, gives current take on how much we need to make gross stormwater fees which is \$1,220,000. Currently, delinquencies are slightly above 20% which is about \$244,000. For, 2020 we levied rates to generate \$1,033,000, we're having to increase to \$1,022,00 difference is less than the \$244,000. If that can be reduced to zero, we would have been able to reduce our 2021 fees below what they were in 2020. Mr. Fowler reminded the reason behind the special meeting on December 16th is hopefully to get that number to come down, which would allow us to lower the gross revenue needed and rate schedule.

Ms. Zimmerman stated there are still people that have not received a bill. Will they be charged delinquency fee? Mr. Fowler replied if they didn't receive bill as result of our error or bad info from county they won't be charged. One issue we discovered, in the 2020 billing, minimum IA was 800 sq. ft to get bill. Anyone below that did not receive bill. A lot of townhouses that fell into that. They will receive a bill based off the new rate schedule, which the new minimum is 400 sq. ft.

Mr. Fowler stated the 2021 proposed Tiers by HRG. Tier 1, 400-1999sq. ft of IA, 815 properties which will receive a bill for \$45, gross bills prior to credits. Tier ranges haven't changed. HRG showed 499 properties under a minimum tier, 439 were vacant with no impervious area. What they are proposing is setting these as maximum rate in hopes between now and our meeting on the 16th we will get some collections in, which gives us opportunity to adjust rates down. If delinquency doesn't change then these will be the rates for 2021. Slightly higher than HRG showed in study, which is a result of 2 factors: 1) Gross revenue requirement was based on 15% delinquency instead of 20%, 2) low impact automatic, 75 parcels that applied now 900 that are going to get some credit, that is costing us \$73,000. Non urbanized credit automatic increased from 15% to 25% costing us \$50,000. Between those that has driven the rates slightly higher than what HRG showed us in November. Mr. Fowler asked if the board had any questions?

Mr. Steinmeier replied he is a strong advocate for cutting off anybody paying more than 3 ERUs but that idea is not defensible in court. The 5 tier produces higher rates and acknowledges rates are high, especially at upper end. Mr. Fowler stated there are legal issues with an arbitrary cap. We have tried to mitigate the impact by a generous credit program while not all will benefit but there are parcels that will get the 50% max credit. Unfortunately for the people in tier 5 who don't qualify, we have yet to find a way to cap their fee that withstand a legal challenge. Mr. Fowler asked Mr. Stinnett if he could add to that or leave it at that.

Mr. Stinnett responded that Mr. Fowler summed it up well. The issue is equitability of increasing number of people's rates to offset cap but then you also must have a well reason basis for instituting the cap that ties back to the facts on the ground -the numbers and budget. It all goes into one pot and at the end of that you come up with a rate that is legally defensible and related to the level of service.

Mr. Fowler believes the greatest power we have to get the rates down is to continue to pound away at reducing the budget expenditures, this time last year we had a budget of \$1,033,000 we are now down to \$836,000 reduced by 20% since last year. We'll look at other ways to reduce even further. That would require discussion and policy decisions on the board. Mr. Fowler asked for any other comments?

Mr. Fowler entertained a motion to approve the maximum 2021-tiered stormwater fees. Mr. Shradley moved; Mr. Steinmeier seconded. All in favor say "Aye", nobody opposed. Motion carries. Maximum stormwater rates are approved.

Township Reimbursement Invoice for 2019 & 2020 - \$368,010.37

Mr. Fowler stated this is the long-awaited invoice from the Township to reimburse for stormwater expenses they have incurred over the last 2 years. 2 comments: over \$82,000 represents 2019 expenditures and payment of this invoice will extinguish the repayment obligation of the \$117,000 loan from township at beginning of the year. Mr. Fowler stated the township provided documentation to back up the invoices and Alexis reviewed them with Tara. Mr. Fowler entertained a motion to approve the Township invoice. Mr. Shradley moved, seconded by Ms. Zimmerman, motion passed unanimously.

Mr. Steinmeier asked if projects by the road crew come through the Authority to be approved? He also asked if public works was included in the MS4 employee hours. Mr. Fowler confirmed all township staff included. The township has a time sheet system to keep track of MS4 duties. Mr. Fowler also confirmed projects they have done so far are all emergency stormwater projects of sinkholes, washouts, etc. hopefully going forward we can do preventive maintenance but must come to board for approval before. Mr. Shradley asked if the hours include street sweepers and drain cleanings? Mr. Fowler confirmed.

Mr. Fowler asked the board if there were any further comments. There were none. Mr. Fowler continued his movement and asked all in favor say "Aye", nobody opposed. Motion carries.

3. HRG Invoice - \$9,777.48

Mr. Fowler advised this invoice is for professional services pursuant to the stormwater retainer agreement approved in September for items such as review of appeals, credits, 5 different categories. We have asked HRG for a breakdown of bill, so we know where it is going towards. Mr. Fowler entertained for a motion to approve. Ms. Zimmerman moved, seconded by Mr. Steinmeier, all in favor say "aye", motion passes.

4. Keystone Collection Invoices - \$391.00 and \$44.00

Mr. Fowler entertained a motion to approve. Moved by Mr. Steinmeier, seconded by Mr. Shradley, all in favor say "aye", motion passed.

8. TREASURER'S REPORT

a. Mid Penn Bank Balance as of 11/30/20: \$772,312.78

Mr. Fowler stated this is the first time this item is on our agenda. Mr. Shradley will report. Mr. Shradley stated the current bank balance as of 11/30/20 \$772,312.78 Some of that is encumbered for credits next year. Current Unencumbered Revenue Available for Expenses = \$386,156.39

Mr. Fowler asked if there were any questions on the Treasurer's Report? There were none.

9. OLD BUSINESS:

a. Approval of Revised Light-Heigel Proposal

Mr. Fowler reminded that in one of the November meetings, we asked Light Heigel to provide us a proposal for services primarily for maintaining GIS system and any other projects we may choose to use them for. In 2020, those were pursuant to an open-ended contract with the township. The Authority asked for its own agreement, so we have control over the spending.

Light Heigel has made all our requested changes. Mr. Fowler asked Mr. Stinnett if he had a chance to review the update contract.

Mr. Stinnett stated he did review it and it included everything we asked them to. Mr. Fowler entertained a motion to approve the Light Heigel contract, moved by Ms. Zimmerman, seconded by Mr. Shradley, Motion passed unanimously.

b. Revisions to Credit Program

Mr. Fowler reminded at the last meeting we proposed to make certain revisions to our credit program as a result of recommendations from HRG's rate study. Last meeting, we failed to include 2 recommendations.

- i. Reduction in Peak Flow Attenuation Credit to 25%
 - 1 This is in keeping the water quality credit also being reduced to 25%
- ii. Reduction in credit for entities with a separate MS4 permit to 40%

Mr. Fowler advised these were recommendations from HRG as they did an analysis of our budget. Based off residents doing projects to earn these credits, this is tied to what we are spending in our budget for these various items. He asked if there were any other questions from the board members.

Mr. Fowler entertained a motion to approve the above revisions to stormwater credit program. Ms. Zimmerman moved, seconded by Mr. Shradley. All in favor say "aye". Motion passed unanimously.

10. NEW BUSINESS:

a. I.A. Adjustment Appeals: None

b. Credit Applications:

- i. Water Polo 1, L.P., 1101 Hoya Ave., #C-96
Recommendation: Approval of 25% Water Quality Credit
Mr. Fowler requested a motion to approve. Mr. Shradley moved, seconded by Mr. Steinmeier, motion passed unanimously.
- ii. John & Maryann Wames, 7309 Devonshire Heights Rd., #C-97
Recommendation: Low-Impact Credit now automatic, Denial of Agricultural Use & Riparian Buffer Credits – no stream bank on property, provided no documentation for agricultural use. Motion to approve / denial – moved by Mr. Steinmeier, seconded by Mr. Shradley, motion passed unanimously
- iii. Dinnah Mitro, 205 Berkley Dr., #C-98
Recommendation: Approval of Adopt an Inlet & Riparian Buffer Credits, Denial Rain Garden Credit – motion to approve and deny – moved by Ms. Zimmerman, seconded by Mr. Steinmeier, motion passed unanimously.

- iv. Dudley Gordon, 7104 Hillside Rd., #C-99
Recommendation: Approval of Rain Barrel Credit, Denial of Rain Garden Credit – motion to approve and deny – moved by Mr. Shradley, seconded by Mr. Steinmeier, motion passed unanimously.
 - v. William Gordon, 1256 Piketown Rd., #C-100
Recommendation: Parcel qualifies for 50% maximum credit based on automatic low-impact & non-urban credits, application fee should be refunded – motion to approve, Ms. Zimmerman moved, seconded by Mr. Steinmeier, motion passed unanimously.
 - vi. Augustine Sinadinos, 465 S. Hershey Rd., #C-101
Recommendation: Parcel qualifies for 50% maximum credit based on automatic low-impact & non-urban credits, application fee should be refunded -motion to approve, Ms. Zimmerman moved, seconded by Mr. Shradley, motion passed unanimously.
 - vii. Donald Weikel, 7544 Manor Dr., #C-102
Recommendation: Low-impact credit now automatic, application fee should be refunded – motion to approve, Ms. Zimmerman moved, seconded by Mr. Steinmeier, motion passed unanimously.
 - viii. Jackie Allen & James Rudy, 7205 Devonshire Heights Rd., #C-103
Recommendation: Low-impact credit now automatic, Approval of Adopt an Inlet & Adopt a Creek Credits, Parcel qualifies for 50% maximum credit – motion to approve, moved by Ms. Zimmerman, seconded by Mr. Steinmeier, motion passed unanimously.
- c. **Discussion of a Stormwater Partnership Credit for C&M Property Holdings, LLC at 7600 Jonestown Road** – Mr. Fowler informed this property is on the NE corner of Manor & Jonestown Rd. across from Lenker Park, within Urbanized Area, 33.5 ERUs, estimated 2021 Stormwater Fee is approximately \$3,800, right now our Peak Flow Attenuation Credit maximum is 25%.

Mr. Fowler stated what they are proposing to capture stormwater and retain it in an underground tank and release over a 5-day period. They would typically qualify for 25% credit. They are looking for more. They have had discussions with HRG and are asking for a stormwater partnership credit. It's the only credit that we have that does not have a limit, we decide the value. They are not doing a new building; they are not required to do this. The point that HRG makes is that it would reduce flows going into the Lenker Park stream restoration project in 2022. This property contributes to the flooding of that creek. Mr. Fowler gets

a sense that this is what makes it more valuable to us. If we weren't doing a stream restoration project right below them, he would keep them at the 25%. They are not treating the stormwater, just slowing down release. We asked HRG for recommendation in value, they are thinking around 55-65% credit. We will still have the expense that comes with treating this stormwater. We need 10% reduction in sediment, they are helping us in doing that. Mr. Fowler asked the board if we even want to consider this? It would take them above the standard 25% standard peak flow. Mr. Shradley stated this is roughly 1 acre parcel out of 29 in the watershed, there are 28 more discharging. Mr. Shradley brought up that they would be providing storage, which is controlling the rate of the runoff, but does not control the volume, getting extended release time. Unless there is something else, Mr. Shradley doesn't support the 55-65%. Ms. Zimmerman stated there is an ongoing water problem from that property and goes into the neighbor's property. The township has tried to defer it and it hasn't been successful. Ms. Zimmerman agrees with Mr. Shradley. Ms. Zimmerman asked what size tank? Mr. Shradley responded it was a series of tanks. Mr. Shradley wanted to add to Ms. Zimmerman's comment that about 2 years ago, the township fire station is up stream and they installed an infiltration trench to capture the water from that property. Mr. Fowler advised he got no indication from HRG, but this is no infiltration simply capture and slower release. The Authority may say we'd like to see infiltration along with capture to make it more attractive. Mr. Shradley and Ms. Zimmerman agree they don't believe they have enough information to go along with the 55-65% recommendation. Mr. Steinmeier stated they have a drain system that is elevated at their location. They really need to invest money to make that system work right. Mr. Fowler responded we'll have HRG go back to C&M and indicate that based on our understanding, we are not inclined to grant partnership credit but will entertain if they consider water quality and infiltration. 60% credit is \$2,000 a year, that's a big number. Mr. Fowler reminded there is no action to take, this was just discussion item.

d. Proposal from Hamilton & Musser for 2020, 2021 and 2022 audit

Mr. Fowler stated Hamilton & Musser do the audit for township and sewer authority. Proposing fees are \$5,500 for 2020, 2021 is \$5,600, 2022 is \$5,700. The fee seems to make sense and given their close association with the township, that makes it easier. Mr. Fowler entertained a motion to approve Hamilton & Musser as auditor for the Authority. Mr. Shradley moved, seconded by Ms. Zimmerman, motion passed unanimously.

e. Discussion Amended Rates, Rules and Regulations

Mr. Fowler advised there is no need for discussion tonight, just wanted to indicate we have all received a copy of the proposed amendment for rates rules and regulations reflecting previous changes we have made to the credit policy and tiered rate system. Mr. Fowler asked the board to spend next 2 weeks

reviewing and approve at the next meeting. Mr. Fowler asked Mr. Stinnett if he had anything to add to that. Mr. Stinnett commented he had nothing to add.

11. PUBLIC COMMENT:

Tracey Lewis –

Wanted to reiterate her position. The stormwater fee is based on IA of a property because it's that IA that generates the stormwater that the township seeks to manage. The township mandates new property owners and private BMPs to control stormwater. That property is to maintain its own stormwater. Ms. Lewis repeated Mr. Stinnett's statement regarding fees being reasonable related to the services the property receives. In her case, we are required to manage it. We are not receiving any service. That is her problem. Does not agree with partnership credits only available to business. 50% credit is not enough when she has invested thousands to control our own stormwater. Ms. Lewis believes she should have an exemption or partnership credit above and beyond automatic credits. She would like a response before the 16th on this issue. Mr. Fowler responded he will work with Mr. Stinnett on a response and said he understands her concern.

Mike Kreiser

Thanked board for efforts to reduce operating cost of the stormwater Authority, which will have a positive impact on rate structure. Regarding C&M Property, his understanding with the partnership credit is to be innovating stormwater technology that they implement. Not implementing anything. They would need a detention pond to be able to construct, which is not innovative. Believes 25% is all they are eligible for. Mr. Shradley agreed.

Richard Enck – 7112 Hillside Rd.

Last meeting, Mr. Fowler made a comment that the Authority is required to spend money by DEP. Who is requiring that? Mr. Fowler responded the issue is DEP continues to increase their requirements. They don't require specific amounts, but they require certain items to be done and it's up to the individual authority / municipality to meet their requirements on most cost-effective way possible. If we can fulfill the requirements, DEP won't have an issue. 25% of our budget is for pollution reduction projects that they are mandating. We're trying to keep cost as low as possible by using public works rather than private contractors. There is no set dollar amount but have a list of items we must perform. A lot is administrative and engineering. Mr. Enck asked if there was point down the road that they may dissolve the Authority? Mr. Fowler responded that's a good question, easy way to reduce budget instead of paying for these pollution reductions if we could finance them. Neighboring townships they can reduce their fees because they borrowed \$10M and have a larger commercial and residential base. This Authority for 2020 decided not to borrow because once it is borrowed, we are facing 20 years of debt. People would still have to pay it. We'll get a better sense on next permit cycle on the life of the stormwater program. Other advantages other municipalities have is their stormwater fee is placed on their sewer bill, any payments made first go to the stormwater fee then anything left pays the sewer, so they have no stormwater delinquency problem.

Mr. Fowler asked Mr. Kreiser how many sewer customers there were in West Hanover. Mr. Kreiser responded about 3,100 customers.

12. BOARD MEMBER COMMENTS:

- a. Gloria Zimmerman – thanked Mr. Fowler and thanked Alexis for still learning and doing a great job, she’s very busy. Merry Christmas if you aren’t at the meeting on the 16th
- b. Max Shradley – no comment
- c. Don Steinmeier – residents need to connect with state and federal representatives
- d. Robert Fowler -no comments. Thanked everyone for attending.

13. ADJOURNMENT

Mr. Fowler entertained a motion to adjourn the meeting. Moved by Ms. Zimmerman, seconded by Mr. Steinmeier, motion passed unanimously. Meeting adjourned at 8:33 pm.