



COMMITTEE WORKSHOP
Wednesday May 17th, 2023
7:00 p.m.

700 Summit Avenue, Jenkintown, Pennsylvania

MINUTES

Call to Order: President J. Conners called the meeting to order at 7:00 PM.

Council Members Present: President J. Conners, Vice President C. Soltysiak, Councilor A. Bartlett, Councilor D. Pancoe, Councilor J. Bruno, Councilor M. Marlowe, Councilor A. MacHaffie, Councilor A. Khalil (ZOOM)

Council Members Absent: Councilor A. Narva, Councilor D. Ballard, Councilor C. Sperger, Councilor K. McGlonn

Others Present: Mgr. G. Locke, Engineer M. Bickerton, Foreman J. Riggins, Mayor G. Lerman,

Public Comment: None at this time.

Presentation: None at this time.

Reports

- **Public Works Department:** Foreman Jim Riggins gave the following updates:
 - Public Works underwent training for maintaining the different plants and bushes that will be in Cedar Street Park and Town Square.
 - Mulching around town is underway.
 - All of the benches have been restored.
- **Engineer Report:** Engineer Mark Bickerton gave the following updates:
 - PennDOT approved last week the supplemental turning restriction sign for York and Greenwood.
 - They have prepared the recommendation to award letter for the school's intersection.
- **Police Department:** Mgr. G. Locke in Chief Scott's absence mentioned the body camera training has been completed and they have been deployed. The first reimbursement request was completed and received in the amount of \$87,000.00.

- **Jenkintown Fire Department:** Firefighter Plunkett and Casey completed the Firefighter II Program. Firefighter Portner completed the Firefighter I program. All three were recognized last night at graduation at the Bucks County Fire School.
- **Second Alarmers:** Rich Garrett gave the following updates:
 - 39 total dispatched calls for EMS in Jenkintown Borough – of these calls, 20 were transported. 37 were medical and 2 were fire.
 - On June 6, they will have detail for the Sunset 5K.

New Business/Items for Discussion

1. Administration & Finance

- a. **Jenkintown School District, Budget Presentation Wednesday, May 24th at Borough Council**
Finance Director, School Board Member & Possibly Superintendent – will be appearing at Full Council to Publicly Present the JSD 2023/2024 Budget.

- b. **Borough Monthly Reporting**
Ms. Smith and the Borough Accountant have completed the March reconciliation and that financial report is available in the Borough Council packet.

- c. **Environmental Advisory Committee – Report**
Maureen Lucak - That Heidi Shiver of PA Bird Towns will be at the June Borough Council meeting to present the Bird Town signs to the Borough. The placement of the Bird Town signs (1) at Cedar St Park (2) at one of the Gateways. Update about the Block to Block that they held. The upcoming June Storm Drain marking event. The JEAC having an informational table at the night market on the 2nd Tuesday of each month.
Mary Mertens – Would like to provide an update on the EAC preliminary work on the plastic bag initiative. Jennifer Poole-Pendergrass provided the update (00:36:35). The proposal is to begin with asking the local business owners to complete a survey. This led to discussion between Councilor M. Marlowe, Vice President C. Soltysiak and Ms. Pendergrass.

- d. **Move to Reject Low Bid for 2023 Paving Project**
Motion: President J. Conners made a motion, seconded by Councilor J. Bruno to reject the paving bid of GoreCon due to non-compliance with the bid terms specifically the RCO Certificate and a material omission or error in same based on the review and recommendation by the Borough Engineer and Borough Solicitor. Motion Approved 8-0.

- e. **Authorize Issuance of Intent to Award 2023 Paving Project Contract to Apparent Second Low Bidder**
Motion: President J. Conners made a motion, seconded by Councilor M. Marlowe to issue the intent to award the 2023 Paving Project to Ted Shiefer Contractors Inc. subject to the review by the Borough Solicitor & Engineer for the Borough's (RCO) Responsible Contractor Ordinance. Motion Approved 8-0.

f. **Interceptor 'A' Construction Project Billing Closeout w/Cheltenham**

31K Payment made to Cheltenham Township as fair payment of JB monies owed while bill is finalized. Abington and Borough have issued offer to Cheltenham Township Solicitor for disputed work billed from the Interceptor A construction project. Cheltenham is in receipt of the offer, and it is under consideration.

g. **ACT 511 Business Tax – First Quarter Review**

A memo is provided in the meeting packets. A summary review has shown that following the first quarter of 2023 we are trailing 2022 in all Act 511 tax categories except for LST (Local Service Tax). The net differences are shown below by category but in total, Act 511 taxes are down \$132,613.65. Of the \$132,613.65 BPT makes up about 80% of that number. *It should be noted that this evaluation is early in the budget year and while it is compared to the same date year to year it is just prior to the BPT/MCT filing deadline of May 1st.*

Berkheimer Associates provided the following facts to assist in understanding the difference in revenue year to year. For both the BPT & MCT categories, some of this is due to timing as the returns are due on May 1st so the bulk of the payments may be received & processed over the next couple of months. While the revenue in these two categories is being negatively affected by the timing of filings, additionally the main decrease in BPT is being caused by the actions of two (2) businesses.

1. **Lincoln Investment Planning** indicated a move out of the Borough and has requested a refund of previously paid BPT in the amount of (\$28,300).

2. **Merrill Lynch Pierce Fenner** made a larger estimated payment in 2022, ~\$115,500, in addition to their \$24,500 2021 final payment. This year they have filed for lesser gross receipts & therefore liability, resulting in a 2023 estimated payment of \$53,100 & no 2022 final payment.

h. **Real Estate Tax – First Quarter Review**

Real Estate Tax collections are as expected and on schedule. The Tax Collector's report will be in the meeting packets.

i. **2019, 2020, 2021 & 2022 Borough Pension Audits**

Audits have been completed on site and the auditor will now complete the remainder of the audit remotely. There were a few minor notifications of issues that will need to be addressed but no apparent major issues or violations and any issues noted will assist in developing a more permanent procedure for payment and reporting moving forward.

j. **Destruction of Borough Documents:** Shauna Rivera and Linda Bennett have been working to inventory records and prepare the appropriate documentation for the destruction of the records.

In addition, they have worked to move a significant number of records into storage into 704 Summit (the house next door to Borough Hall).

k. **Borough Server, Hardware, Software and IT Services**

Server, Gateway, Switches and Firewall have been replaced and configured. Work is ongoing setting up workstations and back office. A portion of these upgrades may be available for reimbursement through the PD Grant NIBRS upgrade. If allowed this will be a cost savings on a budgeted expense in the 2023 Borough budget. This upgrade has placed all Borough Departments on the same network server and significantly increased speed and security for the Borough.

2. Building Zoning & Revitalization

a. Planning Commission

Met on Tuesday May 16th at 6:30 PM. The Design Review Board meets before the PC on the same evening on an as needed basis. There were no projects on the DRB May agenda. **(01:00:25)** There was discussion about PC wanting a liaison who is also on the Council Board specifically on the Pedestrian/Bike Safety Issue. Councilor D. Pancoe will reach out to Eric to get more information about that this role would entail.

b. Revision of Borough Zoning Ordinance 2023-4. 181- 82 Fences

Publicly advertised. Public Hearing to be held at Borough Council, Wednesday May, 24th 7:00 PM

c. Adoption/Implementation of Grading Permit

The Borough has not previously had a grading permit. The Borough Engineer has provided a proposed grading permit that would be used when performing work on a property that effects grading & surface run off. This work would include grading of properties for projects such as installing drainage and grading of land including work associated with pool installations.

d. Vacant Property Registry/Tracking

A list of all vacant properties has been created and shared between Code Enforcement and the JPD. The list includes ownership, contact, condition(s) and tracks progress of any ongoing issues. The list will provide up to date information that can be used by the various Departments that become involved with properties that are left vacant or unattended.

e. Current Development Update

i. 600 Summit Avenue – Summit House Apartments

Have completed their 18-month maintenance period. The site and plans were inspected by the Borough Engineer and had any deficiencies were corrected. The developer had one tree that they agreed to track the health of for an additional period of time as it was not clear if it should be replaced at this time.

(01:12:19) Councilors J. Bruno, D. Pancoe, A. Bartlett, President J. Connors, and Manager G. Locke discussed ADUs and whether PC needs to do anything at this time related to ordinances.

ii. 501 Washington Lane – Apartment building

All approvals are in place. Interior demolition plan has been issued. UCC Building permits are under review. PaDep is reviewing the EDU application.

iii. 821 Homestead Road – Proposed apartment building

Stormwater Basin work 70% complete. Work in PennDOT right of way taking place, sidewalk detour on York Road in place. All approvals are in place (with the exception of the EDU release from the PaDep) Final building plans for UCC construction permits under review, applicant's Engineer is still working on required final EDU approval for sewer approval. Site work began at the end of March, the basin and sanitary sewer line are now being installed. Mgr. G. Locke mentioned the retaining wall will be put back into place once all of the utilities underground are installed.

iv. 415/425 Johnson Street- 419 York Road – Commercial / Apartments

Project has Conditional Use approval for Apartment building use from Borough Council. The Zoning Hearing Board has granted the requested zoning relief (17 apartments).

Approvals required remaining – 1) PaDep / Aqua - EDU releases, 2) Preliminary and final land development 3) Design review 4) UCC building permits.

v. 101 York Road – Take 5 Oil Change Facility

Building permits have been approved.

vi. 93 York Road – Jenkintown Commons Limited Partnership #3 and BAP Jenkintown, LLC – Grocery Store

Received Final land development approval. Going through PennDOT traffic, Montco Conservation District and Design Review Board approvals. Final EDU approval by PaDep for initial development phase has been granted. Property owner is working to exchange this EDU approval for the grocery store use approval. Pre-Construction meeting is being scheduled and Developer hopes to be under construction in mid-summer.

vii. 459/471 York Road – Retail / Apartments

No updates. Have appeared at PC and Committee received Engineer and Zoning PRE-submittal reviews. Plan to submit plans and application for zoning and conditional use.

viii. 610 York Road – Zoning and Use received for a proposed 'Starbucks'

No update tonight. Conditional Use and SALDO Applications pending. Property owner and Engineer have discussed Land Development and Conditional Use application submittals w/ Borough Staff.

ix. 610 York Road – Zoning and Use 'Tiny Town'

Property owner has completed the parking calculation for entire property and accounted for Tiny Town and other proposed businesses. Zoning & Use permit approved and PaDep EDU and UCC building applications can be filed.

x. 610 York Road – Zoning Permit (Signage New Jersey School of Medicine)

On Thursday April 27th the Z.H.B approved the signage variances. Property is required to provide the sign off letter from the Pennsylvania Historic and Museum Commission and the permits can be issued.

xi. 604 West Avenue Immaculate Church – Zoning Permit

On Thursday April 27th the Z.H.B. approved the side yard setback variance.

3. Public Safety

a. Revision of Borough Towing Ordinance 2023-5 Towing Ordinance

Publicly advertised and Public Hearing to be held at Borough Council, Wednesday May, 24th 7:00 PM

b. Award of School Safety Zone Project

Motion: Vice President C. Soltysiak made a motion, seconded by Councilor M. Marlowe to award this project to the low bidder, Armour Electric & Sons Inc. in the amount of \$51,968. Motion Approved 8-0.

c. **Fire Department - Updates**

Fire Commission met earlier this evening, discussed consolidation of operations, ongoing internal Leadership meetings, training, vehicle repairs to 96 pumper and the FEMA Grant that pays for recruitment & retention of firefighters. The Fire Companies have decided on #99 as the proposed Station number and Chief Lynch reported having reserved that number with Montgomery County.

d. **Police Department Body Cameras Deployed**

The Police Department has trained all personnel and deployed the Axon Body Camera 3's for all personnel. The Department is waiting for new in-car cameras as part of the PCCD Grant purchase. In addition, the Department received fourteen new Taser 7's that have been issued to officers. All officers have been trained with the new equipment.

e. **Washington Lane 6 Ton Weight Limit Borough Ordinance**

The Police Department was advised that to enforce the 6 Ton weight limit on Washington Lane there needs to be a Borough Ordinance since the road is Borough owned. The ownership of the road appears to have been transferred back in 1984. Abington Township will be proposing an ordinance for their portion of the road. We will be developing an ordinance for Council to consider in the coming months.

f. **Police Department AED's - Permission to Gift to JSD**

The Police Department would like to give the old AED's to the JSD for placement at the Jenkintown School Building. The JPD received four new Zoll AED's to replace the old AED's. The AED's were donated from the Abington Health Foundation and received on Friday, April 14, from Dr. Gerard Cleary, Senior VP, Chief of Staff, and Chief Medical Officer Jefferson Health- Abington, and Dr. Seth Newman, Medical Staff President Jefferson Abington Hospital

g. **Fire Apparatus Pumper Truck 96**

The Truck has now been placed back in service to carry personnel and equipment to Fire scenes and for training purposes. Chief Lynch has requested a repair quote from Campbell Equipment who performed the Pumper evaluation.

4. Public Works (00:08:21)

a. **Lindy Properties Parking Lot Agreement**

Motion: Councilor D. Pancoe made a motion, seconded by Councilor A. MacHaffie, to move to Full Council consideration to enter into an agreement with Lindy Properties for the Greenwood/Cedar Street parking lot. Motion Approved 7 – 0.

Carolyn Hirsh Lindy has proposed entering into a lease w/ the Borough similar to the lease the Borough and Lindy have for the 'Pump House' Leedom Street parking lot that would cover the Greenwood Avenue and Cedar Street Parking Lot. It would allow public parking during certain hours that would be negotiated. The Borough would maintain the lot including signage & stripping and would be for a nominal fee. The Borough would enforce the parking regulations that were in place.

b. **Storm Water Ordinance – Update as required by MS4 Permit**

Memo provided in packet. As a requirement of the MS4 permitting, Jenkintown will need to update their Stormwater Management Ordinance to the latest 2022 PA DEP Model Ordinance. Jenkintown Borough had at some time in the past adopted their stormwater

management ordinance under the PA Stormwater Management Act of 1978 (a.k.a. Act 167). Since the Amendments to the Jenkintown Borough Stormwater Management Ordinance, in 2022, the PA DEP updated their Stormwater Model Ordinance for Municipalities to adopt updates to their current stormwater ordinance as part of the MS4 Program protocol and permitting requirements.

The Engineer reviewed and compared the Jenkintown Borough's current stormwater management ordinance with the most recent DEP Stormwater Model Ordinance and have made updates as follows:

- Primarily text changes - We added missing terminologies to the definitions section.
- Added specific sections for inspections, waivers, riparian buffers, calculation formulas, etc. to be consistent with the language of the model ordinance.
- Added Green Stormwater Infrastructure (GSI) section to allow for these stormwater control measures within the Borough.

The stormwater ordinance is now going through the following process:

- Submit to the Solicitor and Jenkintown Planning Department for their review and comment.
 - Go in front of the Planning Commission for recommendation to Council (Recommend being in front of PC in May and June)
 - Go before Council for their approval to advertise (Recommend being in front of Council in June)
 - Put out for advertisement via a Public Notice for 2 weeks (Put out for advertisement in July)
 - After the 2-week Notice go before Council for Adoption (Recommend being in front of Council in August)
 - Send a copy of the ordinance recommending approval by Council and the approved Stormwater Ordinance as part of our annual report submitted in September 2023 to the DEP.
- c. **Cedar Street Moretti Park Use Permit**
Requests are being made by residents concerning a permit to hold special events at Cedar Street Moretti Park, like the permit that is issued to reserve Town Square. If the Borough Council desires a permit can be designed, and a calendar made to mirror the Town Square event permit/calendar schedule.
- Councilor D. Pancoe asked if there was specific language for this type of permit. Mgr. G. Locke said there is language pertaining to clean-up post usage.
 - Foreman J. Riggins mentioned a recent meeting with residents – they brought up noise being their only concern after a certain time of day.
 - When Councilor A. Khalil was able to join, she mentioned signage for the Greenwood/Cedar parking lot due to the number of small children and one with a disability who reside there.
- d. **Greenwood Avenue / York Road – Enhanced Directional Signage**
Traffic Engineer made site observations and produced sketch of additional directional and do not enter signage at Greenwood Avenue. Sketch has been approved by PennDOT. Signs are being ordered. The Traffic Control permit will be required to be amended with PennDOT.

- e. **Newbold Road/Vernon Road Paving Project - Update**
The paving project has been publicly bid, and that action was on the agenda under Administration & Finance this evening. Refer to items d. and e. under Administration and Finance New Business above.
- f. **SEPTA - Flood Mitigation, Stream Restoration Project (Update)**
The work for the creek restoration and flood mitigation work and communication continues. SEPTA's contractor is still planning to start the 24-hour jack-and-bore operation but gave notice of a delay in the start date by notifications to adjacent property owners. This round-the-clock work is expected to take approximately 24 days to complete.
Any notices will take place by SEPTA to affected neighbors as well as to the public in general through the Borough email blast and social media postings.

Ongoing Business

5. Administration & Finance

- a. **2022 Borough Liquid Fuel Audit**
The Auditor General's office has completed their onsite audit of the Liquid Fuel Fund account for the 2020, 2021 and 2022 years. There were no preliminary findings. Final notice will now be provided.
- b. **Sanitary Sewer Connections Meeting w/ Aqua**
On Tuesday 3/21 our quarterly coordination meeting is scheduled w/ Aqua, Abington and Cheltenham to discuss future Construction projects down stream and future EDU connection management.
- c. **Sanitary Sewer Rate Study – Keystone Alliance Consulting**
No Updates - Needs to be completed with Keystone using latest Construction estimates from Aqua Pennsylvania. Once completed a fair and sustainable sewer rate can be established.
- d. **Website – Upgrades Continue**
Calendar updated to include Library meetings. Pages being updated.
- e. **Collection Efforts of Past Due Solid Waste Accounts**
Efforts are ongoing and the collection program is returning positive results for the solid waste fund balance.
- f. **Library Investigating Installation of EV Charging Station**
No updates. The Borough will be working to share the information gathered during the grant funding and installation process of the Borough EV charging stations with the sub-committee of the Library employees who are handling the EV project. The Borough has identified a Grant opportunity through the DVRPC that will allow the Borough to apply for the Library's EV stations as long as certain factors were met such as having access to the EV stations.
- g. **Exploration of Construction Line of Credit Funding**

No updates. Exploring construction line of credit to pay for construction projects paid through grant funding to enable construction to take place and then be paid off when reimbursed by grant funding agency.

h. Large Commercial Property Reassessment Case

No updates. Case has been closed. Judge's decision expected shortly. Legal bill received and payment processed.

6. Building Zoning & Revitalization

a. Zoning Code Review (Update)

Public advertisement took place for towing and fence ordinances and the hearings are scheduled for next Wednesday, May 24th at the Borough Council Meeting.

b. Short Term Rental of Property Ordinance

Air BnB type rentals being discussed at PC and information provided by County Planner for discussion.

7. Public Safety

a. Washington Lane – Pedestrian Crossings

Borough Engineer and staff met with the developer to discuss proposed pedestrian crossings of Washington Lane based off the PC recommendations and Council SALDO approval comments. There is an accessible midblock crossing with rapid flashing beacons between Cedar/Walnut Streets and a proposed raised crosswalk at Walnut Street that will require a 'bump out' on Walnut Street to align the raised crosswalk to the developer's property.

b. Borough - MONTCO 2040 Implementation Grant – application submitted for York Road (RT 611) Safety Plan

Grant may have a late June award date - This Engineered plan was designed and approved by PennDOT. It was originally submitted to the County under the Transportation Grant program but was not approved. The plan was put together working with Business owners, residents, Borough Council and the Borough Traffic Engineer. It incorporates many different safety features including larger signage, pavement markings, non-static programmable electronic speed limit signage, pavement markings and rumble striping at crosswalks. The Borough has been successful at being awarded funding under this specific grant program for three other projects within the Borough and having a pre-approved PennDOT plan and a shovel ready project should look favorable on this project funding application as well. Grant application was submitted prior to deadline.

c. PennDOT / Multi-Municipal Coordination Meeting

No updates. A second coordination meeting set up by Napoleon Nelson's office with PennDOT and Municipal Managers and staff to discuss issues that have developed or are ongoing that the Borough could benefit by speaking with PennDOT, County and adjacent municipalities directly. The meeting was held and PennDOT has conducted a survey and analysis of Walnut Street and Hillside, as well as Walnut/Rodman. York Road traffic calming plan was discussed and an alternative 48x48 (larger) reduced Speed Zone Ahead signs were approved at each end of the Borough limits entering the Borough and the 25 MPH speed zone.

d. **Local Law Enforcement Grant**

Grant awarded in the amount of \$267,000. Federal SAM number has been renewed by Borough Manager and Finance Manager so filing of documents can be completed. We have made the first payment and received the first reimbursement for the project from PCCD.

e. **BWC - Body Camera Grant**

Grant awarded. Federal SAM number has been issued to proceed. The \$28K match will now be covered by the 'Local Law Enforcement Grant' award saving that money allocated in the 2023 budget. The first payment has been submitted for reimbursement from PCCD.

f. **School Safety Zone – Site Observations**

Additional and updated Safety Signs (20) have been received and will now be installed at the busiest pedestrian intersections nearest the school. Safety striping quotes received. Striping will be scheduled now that warmer weather has arrived.

g. **Required NIMS Training – ICS 100 & ICS 700**

No update. A list of Elected and Appointed Officials that have achieved these certifications will be provided for the meeting. (Gabe, Alex, Christian, Shelby and George)

h. **Traffic Light Upgrade Runnymede and Walnut Street**

No Update on Grant Award - Green Light Go Fund applied for with PennDOT to begin upgrades to this traffic-controlled intersection. The system is over 50 years old. This upgrade will improve safety and was designed to be within the Borough's limited budget. The application was reviewed by PennDOT, revised and resubmitted.

8. Public Works

a. **Newbold / Vernon Roads – Proposed Bike Share Lanes and Signage**

Public information and fact finding - Abington Township has submitted a MONTCO Grant application for share / bike lanes with pavement markings and signage. The plans connect Washington Lane to Rydal Road through Newbold Road and Vernon Roads as part of the larger MONTCO/Township coordinated effort on Bike paths.

b. **#23 GMC 2007 Dump Truck – Temporarily out of service – (Last year of service)**

Hydraulic brake lines have been received but not installed. All efforts are being made to utilize the truck safely through 2023 with minimal repair costs.

c. **2021 PaDep 902 Grant (Cycle 60 Application) – Leaf Collection Trailer**

Borough will be placing order for \$145K trailer, receive trailer and pay, wait 60/90 days for reimbursement from DEP (State).

- Councilor D. Pancoe mentioned seeing graffiti on the old trailer parked behind the library. This sparked a brief discussion on the topic of graffiti. Mayor G. Lerman suggested the Rotary could assist with the cleanup.

d. **Streetlights – Deficiency Survey Completed**

Streetlights were checked for operation and damage. Those that could be repaired were or had parts ordered. \$10,000 in light poles ordered from manufacturer. Legal is working

through insurance cases on knock downs going through insurance claim process. June 13th court date w/ York Road case. Project ongoing.

e. **Phase 2 of the Jenkintown/Abington Connections Project**

Work was set to begin but has not begun at this time. Intersection and traffic light at Greenwood/Washington Lane, Storm Water Washington Lane

Borough will owe \$117K grant match to Abington once substantially complete. Project phasing out of order due to grant funding delays.

f. **2022 MONTCO 2040 Grant Walnut/Hillside School Zone**

Bid openings were held and award of project is elsewhere on the agenda. Project is expected to last 90/120 days once awarded.

g. **2022 Community Development Block Grant (CDBG)**

Grant agreement signed. Project must be bid once specs and plans are finalized. Borough must pay periodic Construction payments and file for re-imbursements from County grant authority approximately \$225K.

h. **Concrete Compliance on 2023 Road Project**

Believed to be three (3) properties. 821 Homestead property will be addressing their sidewalk during development project. PW Foreman Riggins will update status of required repairs.

- Two residents on Newbold Rd have been difficult to reach. One is a young family with financial difficulties due to Covid and the other is an elderly person with disabilities.

i. **2018 DCED Grant Cedar to Walnut Street Storm Water Grant**

An additional one-year extension has been requested. Coordination w/ adjacent property owners could be finalized now that the two adjacent commercial properties have submitted the Land Development plans. Project must be bid. Discussions with 501 Washington Lane and 93 York Road have taken place. There is a 15% match with this grant. Borough must pay periodic Construction payments and file for re-imbursements from County grant authority approximately \$100K.

j. **Noble Bridge Replacement PennDOT – Septa Project**

Project will now be bid at the end of 2023 and will tentatively take place in the Spring of 2024.

Councilor D. Pancoe will email Mgr. G. Locke the details about a property on Vernon between West and Washington where plants/flowers are growing over the sidewalk making it narrower. She also asked about a webinar on the topic of crosswalks. Since she is unable to attend, can Mgr. G. Locke provide the details discussed. He said she can watch/listen to the recording he gets afterwards.

Other Business – None at this time.

Adjournment: President J. Connors adjourned the meeting at 8:47 PM.