

A meeting of the Board of Directors of the Municipal Authority of the Borough of Portage was held on Thursday, March 1, 2018, at 7:00 p.m., in the Conference Room at 606 Cambria Street.

Those in attendance were:

Mark Castel, Chairman  
Craig Castel  
John Gartland  
Brent Kinley  
Jerome Yetsko

Also present were: Ron Cadwallader, Supervisor; Attorney William Barbin, Solicitor; Joe Beyer, The EADS Group; Ron Portash, Mainline Newspapers; John Morgan' John Bilchak; D.J. Moore, Employees; John Ruffing, Resident.

**I. CALL TO ORDER**

Mr. Castel, Chairman, called the meeting to order at 7:00 p.m., which was followed by the Pledge of Allegiance and Roll Call.

**II. RECOGNITION OF GUESTS**

Mr. Castel recognized Mr. Portash, Mainline Newspapers.

Mr. Castel then recognized Mr. Ruffing. Mr. Ruffing stated that he was present at the meeting to request forgiveness of an outstanding water bill. He commented that for the past four years, he has paid a minimum bill for water for his business location, with the average usage being 200 gallons. Sometime between January 5 and February 5, the elbow going to the cold water sink in his building broke; and he lost 6,000 gallons of water. Mr. Ruffing pointed out that, if the meter reader had not informed him of a problem, he would not have known. He stated that the bill he received was for \$161. Mr. Ruffing explained that his building is slated to be torn down in the near future for the new Route 164 coming through; therefore, Mr. Ruffing would need to close his building. Mr. Ruffing only stores items in the building at the current time; and when he is notified, those items will be removed.

Mr. Ruffing stated that he could turn the water off because he does not need it, to which Mr. Morgan commented that perhaps Mr. Ruffing should turn off the water at the curb if he is not using it. Mr. Ruffing indicated that he does not mind paying the \$54 per month; however, he feels that the \$161 bill he received is not fair. He commented that at times accidents happen; and he would not have known he had a problem if the meter reader had not informed him of it. Once the meter reader found where the problem was, the water was shut off; and Mr. Ruffing obtained the part to repair the concern. Mr. Ruffing pointed out that for four years he has used less than 200 gallons; and he has paid his bill each month.

Mr. Castel commented that the Board would discuss Mr. Ruffing's concerns at the meeting this evening and would provide him with the Board's decision.

Discussion ensued relative to the letter Mr. Ruffing received concerning the Route 164 changes that will take place. Mr. Ruffing pointed out that he received the letter from PennDOT in November 2016; and he shared a copy of the letter he received. Mr. Yetsko stated that the Borough was not aware of any such changes

Mr. Ruffing departed from the meeting at this time.

**III. EXECUTIVE SESSION**

ON MOTION OF MR. YETSKO, SECONDED BY MR. CRAIG CASTEL, THE BOARD WENT INTO EXECUTIVE SESSION AT 7:08 P.M. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, MR. GARTLAND, AND MR. YETSKO.

Messrs. Morgan, Moore and Bilchak departed from the meeting at this time.

**IV. RECONVENING INTO REGULAR SESSION**

ON MOTION OF MR. YETSKO, SECONDED BY MR. CRAIG CASTEL, THE BOARD RECONVENED INTO REGULAR SESSION AT 7:26 P.M. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, MR. GARTLAND, AND MR. YETSKO.

As a result of the Executive Session, the following action was taken:

ON MOTION OF MR. KINLEY, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY AGREED TO APPROVE AND AUTHORIZE MR. JOHN BILCHAK AND MR. TONY THOMPSON TO DONATE 40 HOURS OF SICK TIME TO MR. JOHN MORGAN AND TO HAVE THE SOLICITOR DEVELOP A PERSONNEL POLICY TO ADDRESS THIS TO BE PRESENTED TO THE BOARD AT THE NEXT MEETING. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, MR. GARTLAND, AND MR. YETSKO.

**V. CORRESPONDENCE**

Mr. Castel noted notification was received of the PA-AWWA SW/NW Districts meeting. He noted that this meeting does include information relative to certification hours that can be received. Mr. Cadwallader questioned if Mr. Craig Castel wanted to attend this meeting or the PRWA meeting, to which Mr. Craig Castel replied that he was undecided. Mr. Mark Castel commented that the PRWA meeting will be held in State College and the PA-AWWA meeting will be held in Fords City. Mr. Yetsko questioned if either conference would provide Mr. Craig Castel hours toward certification, to which Mr. Cadwallader replied affirmatively. Mr. Cadwallader pointed out that the Authority will be receiving the AWOP Award again this year at the conference for the Benscreek plant. The award is given for maintaining a turbidity level below the required unit. Mr. Mark Castel noted that, if any Board member would like to attend either meeting, they should contact Mr. Cadwallader.

**VI. APPROVAL OF MINUTES**

ON MOTION OF MR. YETSKO, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY AGREED TO DISPENSE WITH THE READING OF THE FEBRUARY 2018 MINUTES BEING THAT THEY WERE DISTRIBUTED IN WRITTEN FORM AND UNANIMOUSLY ACCEPTED THE MINUTES AS PRESENTED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, MR. GARTLAND, AND MR. YETSKO.

**VII. AGENT'S EXPENDITURES**

ON MOTION OF MR. GARTLAND, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY APPROVED THE AGENT'S EXPENDITURES FOR THE PERIOD JANUARY 1 TO FEBRUARY 28, 2018 IN THE AMOUNT OF \$69.02. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, MR. GARTLAND, AND MR. YETSKO.

**VIII. INVOICES**

Brent Kinley	\$ 50.00
Cintas	64.57
CMPA	1,000.00
Craig Castel	50.00
FWF Insurance Agency Inc.	2,238.00
John Gartland	50.00
L/B Water Service, Inc.	281.35
Link Computer Corporation	261.26
Ludwig Electric LLC	124.04
Mark Castel	50.00
Mary L Elchin	260.00
Michelle Dunchack	28.40
Mountain Research, LLC	156.00
Peoples Natural Gas Company	329.02
Portage Auto Parts	111.82
Portage Post Office	150.00
Portage Service Center	1,124.00
Ray Oil & Gas Co	2,581.01
RDM – Johnstown, LLC	286.00
Ronald J Cadwallader Jr	20.00
Sharon Squillario	50.00
Sheetz Fleet Service	281.02
Stager's Store	59.65
Tri-State Instruments	1,014.40
Univar USA, Inc.	1,816.54
USA Blue Book	147.52
Verizon Wireless	150.02
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	\$12,734.62

Paid Bills

Aflac	\$ 226.22
Comcast	310.63
Highmark Blue Shield	8,364.52
PA One Call System, Inc.	20.00
Penelec	1,924.95
Pro Disposal, Inc.	150.00
SwiftReach Networks, Inc.	178.80
United Methodist Human Services	50.00
Verizon	451.77
REA Energy Cooperative Inc.	1,533.42
Zachary Niper	100.00
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	\$13,310.31

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. KINLEY, THE BOARD UNANIMOUSLY AGREED TO ACCEPT AND PAY INVOICES IN THE AMOUNT OF \$51,500.84 (REGULAR BILLS, \$12,734.62; PAID BILLS, \$13,310.31; PennVEST, \$3,896.36 AND \$5,508.55; USDA, \$16,051.00). BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY, AND MR. YETSKO.

#### **IX. TREASURER'S REPORT**

The Treasurer's Report was presented for approval. Mr. Yetko questioned the adjustment, to which Mr. Cadwallader replied that it was a voided check. As the information relative to the voided check was not available at the time of the meeting, Mr. Cadwallader commented that he would obtain the information and share with Mr. Castel. Mr. Yetko questioned if the Board could receive the information relative to the Treasurer's Report earlier, to which Mr. Cadwallader replied affirmatively; however, it was difficult this month because of the end of February falling the day before the Board meeting.

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. GARTLAND, THE BOARD UNANIMOUSLY AGREED TO DISPENSE WITH THE READING OF THE FEBRUARY 2018 TREASURER'S REPORT AS IT WAS PREVIOUSLY DISTRIBUTED IN WRITTEN FORM AND UNANIMOUSLY ACCEPTED THE REPORT WITH A BALANCE OF: BEGINNING CASH, \$1,451,660.85; CASH IN, \$220,589.45; CASH OUT, (\$206,596.57); ADJUSTMENT, \$50.00; ENDING CASH, \$1,465,703.73. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY, AND MR. YETSKO.

#### **X. SUPERINTENDENT'S REPORT**

Mr. Castel noted that Mr. Cadwallader's report was distributed to the Board members prior to the meeting; and he asked the Board if there were any questions regarding the report.

Mr. Cadwallader commented that, as it relates to Mr. Ruffing's concerns, Mr. Ruffing does not meet the \$100 criteria for an adjustment. The total of Mr. Ruffing's water bills and the amount of usage fluctuate each month; and Mr. Ruffing is paying the bills on a monthly basis. Attorney Barbin stated that the Board always has the ability to make an exception to the policy.

ON MOTION OF MR. KINLEY, SECONDED BY MR. GARTLAND, THE BOARD UNANIMOUSLY APPROVED TO FORGIVE MR. RUFFING'S BILL AS DISCUSSED ABOVE. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY, AND MR. YETSKO.

Mr. Cadwallader stated that he included information in the Board's packets relative to the data loggers that are on the head streams coming into both reservoirs. He noted that the County goes out monthly and takes readings on the conductivity and temperature and shares the information with Mr. Cadwallader. If there is a change in conductivity, it means that we need to check to see if there is any affluent coming in. The data loggers are currently reaching their battery life and are starting to be invalid. Mr. Mark Castel questioned if there is anything else in place in case the data loggers fail, to which Mr. Cadwallader replied that you would see, when they test, a major increase or decrease in the alkaline. Mr. Cadwallader explained that the data loggers were something that the County came in and placed. He noted that we did not budget for replacement of the data

loggers; however, the last time they were purchased, the purchase came out of Capital Improvements. The total purchase price would be \$2,860; and the County would maintain them.

Mr. Yetsko questioned who at the Authority is authorized to use the company credit card, to which Mr. Cadwallader replied that it is he and Mrs. Ringler and the rest of the staff. Mr. Cadwallader commented that we made a purchase recently for a back flow preventer at the school. When it was being installed, it was found that one of the valves on the end was bad. Mr. Cadwallader contacted the company to obtain one overnight. The purchase was held by the credit card; and once the back flow preventer is received, the hold will come off of the credit card. The cost was \$484.

Mr. Cadwallader presented the following requests for adjustments:

- 814 Main Street: radiator broke and was repaired; adjusted bill, \$91.29
- 1001 Hammers Street: hot water tank burst and was replaced; adjusted bill, \$112.74
- 1206 Gillespie Avenue: pipes broke and water kept running (utilized 323,000 gallons of water); adjusted bill \$577.83

Mr. Cadwallader apprised the Board that another request for an adjustment was received from the resident at 818 Main Street. Mr. Castel read to the Board the policy as it relates to adjustments and how the adjustment is determined. Mr. Cadwallader stated that the resident at 818 Main Street received a copy of the policy and did his own figuring on what the adjustment should be. The resident is claiming that he was not told certain things, such as if you are granted an adjustment you have to wait another 36 months to request another adjustment. Mr. Cadwallader pointed out that the resident wrote in his letter that out of the 12 months, there is only eight months that the resident feels he has been on it and he feels you should use the eight months and determine the adjustment. Within that period of time, Mr. Cadwallader stated, is when the resident had the high consumption; and the resident does not feel this should be figured into the calculation. Attorney Barbin questioned if the Authority is figuring the average consumption on the time period that included the leak because the resident has such a short history, to which Mr. Cadwallader replied affirmatively. Attorney Barbin stated that the rule was applied appropriately as it was written. Attorney Barbin pointed out, however, that people have the right to challenge anything that the Authority does and take the matter before a judge; and if it comes down to it, a judge has the right to decide what is reasonable. He explained that people would not go to that much trouble for this small thing; however, he tries to think in terms of what a judge would determine. Attorney Barbin stated that he is not sure that including the leak time in figuring out the normal average is fair because of the resident's short history. If the resident had a longer history, Attorney Barbin would agree to how it was calculated. Mr. Cadwallader pointed out that the resident has really had two water problems in his residence; and the resident does not live here and is not here to take care of the problems and he has someone check the residence occasionally.

Mr. Kinley commented that the whole idea of the adjustment is once you detect the problem, it has to be repaired. Mr. Cadwallader commented that this is correct; and if you repair the concern and meet the criteria, you can approach the Authority for an adjustment. Attorney Cadwallader questioned if the resident has fixed the concern, to which Mr. Cadwallader replied affirmatively. Mr. Cadwallader stated that the resident has some type of app on his phone where he can monitor the water usage; and if he sees that there is a lot of water being used, he can shut the valve off remotely. Attorney Barbin pointed out that Mr. Cadwallader's real concern is that this is such a small adjustment for this resident; and if the Board grants this adjustment, the resident will not be able to request another adjustment for 36 months. Attorney Barbin noted that, in Johnstown, the Board approves the adjustment; and then the resident is sent a letter stating very clearly that the resident is unable to request another adjustment for 36 months.

Mr. Cadwallader commented that the office currently takes the information for an adjustment over the phone; and he would like to have the Board require that a resident come into the office and fill out the request for adjustment and sign off on the fact that they have reviewed the policy. Attorney Barbin questioned why we would want the resident to fill out the paperwork in front of someone, to which Mr. Cadwallader replied that the resident would then be able to see the stipulation on the paper. Attorney Barbin stated that we could also send the paper to the resident and have them return it to the Authority. Mr. Cadwallader pointed out that the resident in question claims that he did not know about having to wait another 36 months to request an adjustment; and if the resident would have signed the paper in front of the Authority staff, he would have known. Attorney Barbin stated that the form itself is not any good at all if the customer does not sign it. He noted that the owner of the residence should be the one signing the form, not someone taking care of the residence for the owner. Mr. Cadwallader stated that the Authority also obtains a copy of any new resident's driver's license to have on hand in the event we need to contact them for an unpaid bill or if we have to return money to them in that we would then have their last known address. Mr. Castel questioned, since the resident in question lives out of town, could we have faxed or emailed the form to the resident to sign, to which Mr. Cadwallader replied affirmatively. Attorney Barbin questioned if Mr. Cadwallader was requesting Board approval to require the owner's signature on the request for adjustment form, to which Mr. Cadwallader replied affirmatively. He noted that the form will be adjusted to require a signature of the owner below the policy criteria. Mr. Castel questioned if we would require some proof of identification at that time, to which Mr. Cadwallader replied that we may already have on file a copy of the owner's driver's license. Mr. Kinley questioned if the form outlines the fact of having to wait the 36 months and if it is bolded to stand out, to which Mr. Cadwallader replied affirmatively.

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY AGREED TO REQUIRE THE OWNER'S SIGNATURE ON THE REQUEST FOR ADJUSTMENT FORM. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY, AND MR. YETSKO.

ON MOTION OF MR. KINLEY, SECONDED BY MR. GARTLAND, THE BOARD UNANIMOUSLY APPROVED THE FOUR REQUESTS FOR ADJUSTMENT AS PRESENTED ABOVE AND AS OUTLINED ON THE AUTHORITY'S REQUEST FOR ADJUSTMENT FORMS. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY, AND MR. YETSKO.

Attorney Barbin pointed out that, as it relates to Mr. Ruffing's request earlier in the meeting, Mr. Ruffing should be required to sign the request for adjustment form as well so that he is aware of the 36 months requirement.

Mr. Cadwallader informed the Board that the Groggin Lane, Frazier Avenue and Meadow Lane project will be starting soon. He indicated that he received a response from DEP that no permits were required. The Club Road project is complete as it relates to tying all of the customers in. In the spring, Mr. Cadwallader stated, we will address the topsoil and blacktop. Mr. Mark Castel questioned if 6" pipe was used, to which Mr. Cadwallader replied affirmatively. He stated that the project required 800 feet of pipe. The project was budgeted at \$10,208; and the final cost was \$8,836, leaving \$873 in the account, which can be put toward the blacktop and topsoil in the spring.

Mr. Cadwallader apprised the Board that Mr. Vasas came in and was somewhat disgruntled about his sewer. After he talked with the Sewer Authority, he came to speak to Mr. Cadwallader about

his well. Mr. Cadwallader obtained a sample of water out of Mr. Vasas' spigot and had it lab tested. The results came back and were within par and Mr. Cadwallader shared them with Mr. Vasas. The results were similar to the results Mr. Vasas obtained on his own. Mr. Cadwallader indicated that we are going to measure Mr. Vasas' well to ensure the depth. Mr. Mark Castel questioned if there was any odor noted, to which Mr. Cadwallader replied negatively. Mr. Cadwallader explained that the lab explained to him that iodine is basically a disinfectant. Mr. Cadwallader ran a free chlorine; and with the iodine being a disinfectant, it should have brought up a ping. A higher manganese will cause a higher iodine smell. Mr. Cadwallader commented that Mr. Vasas claims that he can detect the odor when we go on and off the well, which is not possible. In addition, there are no other residents that have had any complaints. Mr. Cadwallader noted that Mr. Vasas' well is at 150 feet and our pump is at 150 feet; however, the bottom of our well is at 225 feet. He pointed out that Mr. Vasas is satisfied with the outcome.

## **XI. ENGINEER'S REPORT**

Mr. Beyer commented that a copy of the Engineer's Report was distributed to the Board prior to the meeting.

As it relates to the PA Small Water and Sewer Grant, Mr. Beyer stated the grant was submitted last week. Mr. Beyer noted that he will be working on the as-builts for Benscreek. He commented that he did provide to Mr. Cadwallader the equipment to be used for the draw down (meter used to read the feet).

## **XII. SOLICITOR'S REPORT**

Mr. Castel commented that Attorney Barbin submitted his report prior to the meeting; and he questioned if any Board member had any questions on the report.

As it relates to the purchase of the Cooney property, Attorney Barbin noted that he thought by the time of this meeting the deed would have been filed; however, Attorney Neugebauer's secretary was out ill for two weeks and did not get it done (she is the only secretary that does deeds). This matter will be addressed soon.

Attorney Barbin noted that he received a request from the Township relative to Ciokota's Lane. The Township would like the Authority to deed to them the property that covers Ciokota's Lane (portion that runs through the Authority's property; entrance from Route 164). Mr. Cadwallader explained that this request is being made to meet the liquid fuels requirement for PennDOT so that the Township can get reimbursed for maintenance on the road. Attorney Barbin explained that the Township has to have at least a 33 foot right-of-way. Mr. Cadwallader noted that the piece of property is 15,260 square feet (.35 acres). Attorney Barbin stated that he did find a deed from 2010 where the Authority approved a right-of-way and easement; and the map is identical to the current request. He pointed out that he would always advise the Board to grant an easement rather than deeding the property outright. He explained that, if we just give an easement, the Authority would own the mineral rights and any gas and oil that may be underneath the road. Mr. Cadwallader commented that he thought the proposed deed stated that the Township was not taking possession of anything under the surface, to which Attorney Barbin replied negatively. Mr. Cadwallader commented that his issue was that the front paper included with the request says that it is a deed and the map reads that it is an easement. Attorney Barbin pointed out that it is merely 1/3 of an acre; and he would rather have an easement. He emphasized that the Authority should have the property maintained because it is our access to the property and we value our cooperative relationship with the Township. He noted that he would advise the Board to consider a motion to approve the deed of Ciokota's Lane to Portage Township. However, he would also recommend that the Board have Mr. Beyer check with PennDOT to see if an easement would be

acceptable rather than the deed; and if this is the case, we could grant the easement. If the Authority approves the deed, Attorney Barbin noted, he would not have the Authority officers sign it this evening pending the decision of whether an easement is acceptable.

Mr. Yetsko commented that he would not be in favor of a deed based on Mr. Ruffing's comments earlier in the meeting relative to Ciokota's Curve and the changes to be made. Mr. Cadwallader stated that the piece of property being discussed would not be involved, he does not think, because it is going back Ciokota's Lane. Mr. Cadwallader commented that he has heard rumors about the plans for Ciokota's Curve; however, he has not seen anything in writing. He stated that it is hard to believe that the Authority has not received any type of correspondence on this project because everything from the reservoir up on both sides is owned by the Authority. Mr. Cadwallader stated that the only thing that he heard was that there was going to be blacktopping done from the tracks on Route 164 up to the intersection.

Attorney Barbin stated that we would table action by the Board on the Township's request until the next meeting so that Mr. Beyer can check with PennDOT to see if an easement is acceptable. If a deed is required, Attorney Barbin noted, the deed as proposed is acceptable and can be signed and sent to Attorney Webb.

### **XIII. FORESTER'S REPORT**

In the absence of Mr. Barton, Mr. Cadwallader informed the Board that Mr. Barton has been in contact with Blue Knob; and Blue Knob will complete the cleanup once everything dries up. Blue Knob will also be present at the meeting in the near future to request use of the property for their run in May. Mr. Mark Castel questioned if there have been any issues, to which Mr. Cadwallader replied negatively.

### **XIV. UNFINISHED BUSINESS**

- Employee Issues (Part-Time Status)

Discussed in Executive Session.

### **XV. NEW BUSINESS**

- Martindale and Benscreek Probes

Discussed earlier in the meeting. Discussion ensued relative to the need for the probes and if there would be any alternatives. Mr. Cadwallader noted that the total cost, as discussed earlier in the meeting, would be \$2,860; however, this purchase was not budgeted. Mr. Mark Castel questioned if there would be any repercussions if the purchase was not made, to which Mr. Cadwallader replied negatively indicating that the Authority only receives data from the data loggers and it has nothing to do with DEP (only the County). Mr. Yetsko pointed out that the Authority potentially needs help for infrastructure; and perhaps Representative Frank Burns should be approached. Mr. Cadwallader noted that he would approach Representative Burns relative to this matter. Mr. Mark Castel stated that perhaps Representative Burns should be invited to a future meeting.

- Portage Township – Ciokota Lane

Discussed earlier in the meeting.



**XVI. GOOD OF THE ORDER**

- Requests for Adjustment

Discussed under Superintendent's Report.

- AWOP Award

Discussed earlier in the meeting.

- Return of Consumer Deposits and Unclaimed Property

ON MOTION OF MR. YETSKO, SECONDED BY MR. MARK CASTEL, THE BOARD UNANIMOUSLY APPROVED THE RETURN OF CONSUMER DEPOSITS/UNCLAIMED MONEY TO THE STATE AS PRESENTED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY, AND MR. YETSKO.

**XVII. ADJOURNMENT**

THERE BEING NO FURTHER BUSINESS, ON MOTION OF MR. GARTLAND, SECONDED BY MR. YETSKO, THE BOARD ADJOURNED THE MEETING AT 8:05 P.M. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. GARTLAND, MR. KINLEY, AND MR. YETSKO.

**XVIII. NEXT MEETING**

The next meeting will be held on Thursday, April 5, 2018 at 7:00 p.m.

Respectfully submitted,



Sharon Squillario  
Recording Secretary