

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

Those in attendance were:

Mark Castel, Chairman
Craig Castel
Brent Kinley
Jerome Yetsko

Also present were: Ron Cadwallader, Supervisor; Attorney William Barbin, Solicitor; Joe Beyer, The EADS Group; Ron Portash, Mainline Newspapers; Dennis Beck, Resident.

I. CALL TO ORDER

Mr. Mark 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. Mark Castel recognized Mr. Portash, Mainline Newspapers.

Mr. Mark Castel then recognized Mr. Beck. Mr. Beck noted that he was present at the meeting to thank the Water Authority on behalf of the school and the Trout Run Water Association for all of their help on Earth Day. He noted that a lot of work was accomplished at the Park; and the Authority's assistance is appreciated. Mr. Mark Castel commented that he understands that the Trout Run Association was going to have trees planted, to which Mr. Beck replied that about one-half of the trees are planted and the rest should be planted soon.

III. CORRESPONDENCE

Mr. Mark Castel noted that there was no correspondence to be presented.

IV. APPROVAL OF MINUTES

ON MOTION OF MR. KINLEY, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY AGREED TO DISPENSE WITH THE READING OF THE MAY 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, AND MR. YETSKO.

V. AGENT'S EXPENDITURES

No Agent's Expenditures to be presented.

VI. INVOICES

Brent Kinley	\$ 50.00
Cambria Mailing Services, Inc.	78.27
Cintas	92.17
CMPA	1,000.00
Craig Castel	50.00
EADs Group	195.00

FWF Insurance Agency Inc.	2,238.00
Hite Company	211.92
John Gartland	50.00
Kick's Garage & Towing	30.00
L/B Water Service, Inc.	6,669.75
Laurel Sand and Stone	1,947.74
Link Computer Corporation	130.00
Mainline Newspaper	91.00
Mark Castel	50.00
Mary L Elchin	260.00
Mountain Research, LLC	156.00
Portage Auto Parts	180.07
Portage Service Center	788.89
Ray's Lawnmower	144.04
Ray Oil & Gas Co	1,557.87
RDM – Johnstown, LLC	236.00
Ronald J Cadwallader, Jr	20.00
Sharon Squillario	50.00
Stager's Store	167.19
Univar USA, Inc.	7,725.21
WB Mason Co Inc.	324.50
William G. Barbin, esq.	1,000.00
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	\$25,493.62

Paid Bills

Aflac	\$ 226.22
Highmark Blue Shield	8,364.52
PA One Call System, Inc.	36.25
Penelec	1,496.79
SwiftReach Networks, Inc.	194.65
Water system Solutions, Inc.	78.00
Comcast	310.46
Verizon	447.41
Christine Stone	100.00
Cynthia Bowersox	100.00
Lilly Fleming	100.00
New Enterprise Stone & Lime	1,120.33
Pro Disposal, Inc.	150.00
REA Energy Cooperative Inc.	542.04
Sheetz Fleet Service	252.20
WB Mason Co Inc.	110.33
Matthew Crum	100.00
Vanderbilt Mortgage and Finance	100.00
Verizon Wireless	149.76
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	\$13,978.96

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY AGREED TO ACCEPT AND PAY INVOICES IN THE AMOUNT OF \$64,928.49 (REGULAR BILLS, \$25,493.62; PAID BILLS, \$13,978.96; PennVEST, \$3,896.36 AND \$5,508.55; USDA, \$16,051.00). BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, AND MR. YETSKO.

VII. TREASURER'S REPORT

ON MOTION OF MR. YETSKO, SECONDED BY MR. KINLEY, THE BOARD UNANIMOUSLY AGREED TO DISPENSE WITH THE READING OF THE MAY 2018 TREASURER'S REPORT AS IT WAS PREVIOUSLY DISTRIBUTED IN WRITTEN FORM AND UNANIMOUSLY ACCEPTED THE REPORT WITH A BALANCE OF: BEGINNING CASH, \$1,519,225.33; CASH IN, \$239,024.66; CASH OUT, (\$224,322.15); ADJUSTMENT, \$2,809.30; ENDING CASH, \$1,536,737.14. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, AND MR. YETSKO.

VIII. SUPERINTENDENT'S REPORT

Mr. Mark 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 informed the Board that the Groggin Lane project has been completed; and tomorrow the old line will be shut off. All that is left to do with this project is the restoration; however, this will temporarily be put on hold so that we can move to Meadow Lane and get that project started next week. After the Meadow Lane project is completed, we will move to Frazier.

Mr. Cadwallader informed the Board that there are three resident on Country Lane that are currently on a 3/4" galvanized line that comes over the hill from Route 164. When one residents turns their water on, the others experience only a trickle of water. What is happening, Mr. Cadwallader noted, is that the galvanized pipe is getting blocked up. He commented that the easiest way to solve this problem is to place a new line up the street. The cost to do this would be \$4,000, which would consist of a 2" pipe.

ON MOTION OF MR. YETSKO, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY APPROVED THE PROJECT ON COUNTRY LANE AS OUTLINED ABOVE. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, AND MR. YETSKO.

Mr. Yetsko asked that Mr. Cadwallader report back to the Board relative to the success of this project. Mr. Mark Castel questioned the size of the main, to which Mr. Cadwallader replied that it would be coming off of a 10" main. There is a 6" tap that would take it over the hill and then a 2" outlet would be placed.

Mr. Cadwallader stated that there is a resident on Farren Street that has requested an adjustment. A pipe burst; and the water was shut off at the curb. The amount of consumption was 103,000 gallons; amount billed, \$909.90; amount due after the adjustment, \$201.24. Mr. Castel commented that the resident is the owner of the entire building; and he questioned if this adjustment would cover the entire building. Mr. Cadwallader replied that it is considered two EDUs for the building since there are two separate apartments with two separate meters. There is one line coming in that feeds it and then it splits.

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. KINLEY, THE BOARD UNANIMOUSLY APPROVED THE ABOVE REQUEST FOR ADJUSTMENT AS PRESENTED. BOARD MEMBERS VOTING

AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, AND MR. YETSKO.

Mr. Cadwallader apprised the Board that a well probe, which measures the level of the well, recently went down at the Martindale plant. It was discovered after the first hit of lightning when the sensor went out. Mr. Cadwallader commented that he is going to try to run the cost of replacement through our insurance; however, he has not received a quote yet. Therefore, he will bring this matter back to the Board.

Mr. Cadwallader commented that a chlorine detector also went down. Dish Heritage Chlorine Products has offered to update both plants at a cost of what a current chlorine detector is. The cost would be \$2,500 plus \$300 for installation. We would, therefore, be getting two brand new chlorine detectors for the cost of one. One of the chlorine detectors was installed in 1989, and the other in 1990. If we choose to make the purchase, Mr. Cadwallader indicated, the cost could come out of the capital improvement account, #106.5.

Mr. Cadwallader reported that there was an end point security for the computers that needed renewed. The cost was \$300, which will be split between the Water Authority, the Sewer Authority and the Borough. This was budgeted under lease agreements.

Mr. Cadwallader noted that he was contacted by the Borough Engineer relative to the plans for the installation of a new bathroom at the Park. There will be a letter coming to the Authority from the Borough. The Borough is requesting that the Authority install the water line for the bathroom. The cost of material, Mr. Cadwallader indicated, would be \$316. Mr. Cadwallader stated that this project would be for the benefit of the community since it is in the Park.

ON MOTION OF MR. YETSKO, SECONDED BY MR. KINLEY, THE BOARD UNANIMOUSLY APPROVED THE INSTALLATION OF THE WATER LINE FOR THE NEW BATHROOM AT THE PARK. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, AND MR. YETSKO.

Mr. Cadwallader commented that information was distributed to the Board relative to the quotes received for a new backhoe. Mr. Mark Castel questioned if the backhoe would receive regularly scheduled maintenance, to which Mr. Cadwallader replied affirmatively. If it is covered under warranty it would be done by the dealer; and after that it would be done in-house. Mr. Craig Castel questioned what the warranty would be, to which Mr. Cadwallader stated that the warranty on a new machine would be two years on the engine and one year on the full machine. If a used machine was purchased, there would be no warranty.

Mr. Cadwallader reviewed the quotes, stating that the cost of a used machine would be between \$40,000 - \$55,000, less the trade-in value of \$11,500, no warranty and 1,200 - 2,000 hours. First National Bank would finance the purchase at 3.05% interest if the machine is newer than the current machine; if not, it would be a higher interest rate. The cost of a new Case machine would be \$89,500 under CoStars, less the \$11,500 trade in. First National would finance this machine at 3.05% interest (annual payment of \$17,056; monthly payment of \$1,403). Mr. Cadwallader noted that he received quotes from John Deere and JCB. Mr. Cadwallader commented that what must be considered is that we currently have a Case machine, which has interchangeable buckets with everything else we have. If we move toward the purchase of a John Deere, the buckets are not interchangeable and we have five

buckets currently. Also, Mr. Cadwallader indicated, we could have the current machine repaired at a cost of \$18,000; however, it does have 5,000 hours on it.

Mr. Cadwallader provided the following comparable prices received:

- John Deere: list price, \$163,616; less contract 2420-2 discount of \$63,810,616; subtotal, \$99,805.76; list price for bucket, \$747.25; on straight sale it would be \$85,553.01.
- JCB: PA list price, \$120,525; PA contract price, \$94,420; sales price, \$85,775 plus \$1,260 freight cost.

Mr. Craig Castel commented that we would also be looking at least at \$4,000 for the cost of new buckets as well. He also noted that the excavator we have is Case, to which Mr. Cadwallader interjected that the buckets are interchangeable with the excavator as well. Mr. Cadwallader noted that the CoStars price on the JCB machine, which is through Walsh, would be \$96,420; and the price that was given to us with their discount would be \$85,775 plus the freight cost. Mr. Craig Castel questioned if they would give us \$11,500 for the trade-in, to which Mr. Cadwallader replied that he did not know. Mr. Kinley commented that, even if they only gave us \$7,000 for the trade, it would still be below Case, but then we would need to look at the purchase of buckets as well. Attorney Barbin pointed out that, legally, the Board could go with any of the quotes since they are all CoStars. Mr. Craig Castel questioned how old the excavator is, to which Mr. Cadwallader replied that it is three years old.

Mr. Cadwallader emphasized that the John Deere is a good machine; however, we have to think about the buckets. Mr. Craig Castel questioned what type of machine the Borough has, to which Mr. Cadwallader replied that the Borough has a Kubota and the Sewer Authority has a Bobcat. Mr. Mark Castel commented that perhaps we should ask John Deere would they would give us for a trade in on our current machine; and if it is a decent price, it might be worth looking into. Mr. Mark Castel questioned if the current machine is runnable, to which Mr. Cadwallader replied that, if the oil can be placed back in the machine, it will be useable. Mr. Beck noted that, in past years, there was a lease option, to which Mr. Cadwallader replied that this option is no longer available. Mr. Mark Castel commented that he does not see any sense in purchasing a used machine for \$50,000, to which Mr. Cadwallader agreed stating that for \$30,000 more we could purchase a new machine with a new warranty. Mr. Yetsko questioned how long we have had the current machine, to which Mr. Cadwallader replied that it is 10 years old. Mr. Craig Castel indicated that another concern would be that we put \$18,000 into fixing the current machine and then we do not know how long it will last.

Mr. Yetsko questioned where the financing would come from, to which Mr. Cadwallader replied that the purchase could be financed through First National and then payments would come out of the savings account. We could do either an annual payment or a monthly payment. The annual payment would be \$17,056 and the monthly payment would be \$1,403. Mr. Cadwallader commented that, if we were to rent a backhoe, the cost would be \$1,569 per month.

Mr. Cadwallader pointed out that the backhoe is really the main piece of equipment. He noted that, if it gets too much with the dump truck plowing, the backhoe is used; and the backhoe is used year round for digging. Mr. Mark Castel pointed out that this is a piece of equipment that we have to have. He noted that he would be interested in finding out if John Deere would give us as a trade-in. Mr. Cadwallader noted that he could inquire what the trade-in would be. Mr. Mark Castel questioned if we would be able to use the current backhoe for another month, to which Mr. Cadwallader replied that he did not know. Mr. Mark Castel questioned, if the

backhoe has to be taken from Martindale to Benscreek, is it driven, to which Mr. Cadwallader replied that it is being that it is legal to have it on the road since it does have a license plate. Mr. Mark Castel questioned if it would be better to have the backhoe transported, to which Mr. Cadwallader replied that, if it is transported, there would be less wear and tear. Mr. Mark Castel noted that, if we check with John Deere and the trade-in would be \$20,000 more than Case, it would be something for the Board to reconsider. Mr. Craig Castel questioned if this is a purchase that the Authority should just pay outright, to which Mr. Cadwallader replied that, in his opinion, he did not think so. Attorney Barbin pointed out that, what has to be considered is what equipment is best for the employees. The best tools and equipment for employees makes for the best working environment for the employees.

Mr. Yetsko suggested that Mr. Cadwallader talk with John Deere and see what a trade-in value would be and the Board may reconsider. Mr. Mark Castel questioned if there is any other financing considerations we should be looking at, to which Mr. Cadwallader replied that USDA is at 4.1%. Attorney Barbin questioned if Mr. Cadwallader checked with 1st Summit, to which Mr. Cadwallader replied that he would do so. Mr. Yetsko noted that this is a difficult decision for the Board to make. Several considerations have to be made such as the vicinity of where maintenance would be done if needed. This matter was tabled until the next meeting when Mr. Cadwallader would provide further information.

IX. ENGINEER'S REPORT

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

Mr. Beyer noted that he did provide for the Board's review a copy of the proposed long range plan. Information was provided relative to projects that could be considered as short term (one to five years), mid-term (five to 15 years), and long term (+15 years). Mr. Cadwallader noted that USDA recently provided information relative to grants that are available; however, they are not full grants. They would be a 70/30 split and/or a 60/40 split with the additional monies being offset with a grant. USDA would do a loan first and then offset the payment with a grant. In this way, Attorney Barbin stated, the payment would not affect the current water rates. An example, Attorney Barbin stated, would be connecting the line coming down into town. Mr. Kinley questioned if the proposed plan would then suit what Mr. Beyer and Mr. Cadwallader discussed at the last meeting, to which Mr. Beyer replied affirmatively.

Attorney Barbin stated that, if the Board wanted to adopt what was presented as its long term plan, they could do so, as it can be changed at any time. Mr. Cadwallader commented that, if something would then come out where monies would be available, we would be prepared with the projects we have outlined and could show any shovel-ready projects there are, such as Mountain Avenue. Mr. Beyer pointed out that the last time the Authority did a long-range plan was back in 1999, and most of the projects contained in that plan have been completed. Mr. Mark Castel commented that the Board would just have to prioritize the projects contained in the proposed plan if the need arises.

ON MOTION OF MR. KINLEY, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY APPROVED THE LONG-RANGE PLAN AS SUBMITTED. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, AND MR. YETSKO.

Mr. Beck stated that, when he was previously on the Board back in 1999 when the long-range plan was done, EADS did a lot of the support work on the plan. The Army Corps of Engineers then came in asking for information relative to Cassandra because they wanted to replace the water lines. The Board at that time was able to pull out the long-range plan and provide all of the information that was needed for that project. Mr. Beck commented that this enabled the Authority at the time to save a lot of money because a lot of the background information was already available.

Mr. Kinley commented, since the plan is now adopted, are there any grants available that we should be looking at for one of the projects, to which Attorney Barbin replied that the next step in the process would be for the Board to prioritize the projects that are listed in the long-range plan. Mr. Beyer agreed, indicating that, of the projects listed under the short-term, the Board would have to determine which projects are the most important. Mr. Kinley stated that are some projects listed in the plan, such as the Groggin Lane project, that we are already addressing. Mr. Beck pointed out that for whatever reasons, there is money coming out from Washington for water and sewer projects, so having the plan with the projects outlined is part of the process. Mr. Cadwallader commented that the dam project is also outlined in the long-range plan and we have already discussed this project as well.

Mr. Mark Castel stated that the Board would just have to start prioritizing the projects in order to get the Engineers involved. Mr. Beyer agreed indicating that the Board would have to determine the importance of each of the projects. Mr. Cadwallader indicated that Munster Road is included as one of the projects; however, we need to first find out about the Mariner grant. Under the Mariner East pipeline grant as discussed at the last meeting, the information was not out yet at the time of the last meeting. Mr. Beyer stated, if you are actually going to do a project, you have to be in one of the 85 municipalities that are listed in the grant requirements so a project would have to be done in either Munster Township or Washington Township. He commented that, he is not sure the Authority would want to consider this project because we have projects right in the municipalities that are being served that need addressed.

As it relates to the emergency action plan as discussed at the last meeting, Mr. Beyer commented that the Board asked for him to have an agreement in place from EADS. In speaking with Ryan Kern, he indicated that we do not have to do the full emergency action plan now because they are under contract with an Arizona firm that is re-evaluating the rainfall amounts, which would be lower and might change everything. Since the Authority is in compliance now and has no consent orders, Mr. Beyer stated, Mr. Kern suggested that we just do the travel route under the actual emergency action plan and do not go through the dam breach analysis. Then in January or February when DEP receives the new rainfall values, the Authority can then complete the full dam breach report. Mr. Beyer stated that Mr. Kern would like just to have the emergency action plan with only the mapping, which would be an approximate cost of \$500 for the mapping. Mr. Cadwallader questioned, once we do the PennDOT map, will they then sign off on it at FMEA and DEP, to which Mr. Beyer replied that this will only delay it until January or February when we get the new values. If we do the dam breach analysis now, we would only have to do it again when the new rainfall values are received. The cost of the dam breach analysis is going to be approximately \$10,000.

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. KINLEY, THE BOARD UNANIMOUSLY APPROVED THE COMPLETION OF THE PARTIAL EMERGENCY ACTION PLAN TO INCLUDE THE MAPPING AT A COST OF \$500. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, AND MR. YETSKO.

X. SOLICITOR'S REPORT

Mr. Mark 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.

Attorney Barbin noted that the Authority received a return check in the amount of \$1,809.30, which was the return of the amount paid for the transfer taxes for the Cooney property purchase. Mr. Cadwallader noted that this check was never cashed so it was merely voided.

Mr. Cadwalalder noted that there was also a check in the amount \$1000.00 to DEP that was lost so it was also voided.

XI. FORESTER'S REPORT

No report.

XII. EXECUTIVE SESSION

ON MOTION OF MR. YETSKO, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY AGREED TO GO INTO EXECUTIVE SESSION AT 8:10 P.M. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, AND MR. YETSKO.

XIII. RECONVENE OF REGULAR SESSION

ON MOTION OF MR. YETSKO, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY AGREED TO RECONVENE INTO REGULAR SESSION AT 8:25 P.M. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, AND MR. YETSKO.

ON MOTION OF MR. KINLEY, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY AGREED TO AMEND SECTIONS 5 AND 6 OF THE PERSONNEL POLICIES TO ADD A STATEMENT RELATIVE TO PERMANENT PART-TIME AND TO ADOPT THE REVISED ROLE. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, AND MR. YETSKO.

XIV. UNFINISHED BUSINESS

- Employee Issues

Discussed in Executive Session.

- Long Range Plan

Discussed under Engineer's Report.

- Grant

Discussed under Engineer's Report.

XV. NEW BUSINESS

- Backhoe

Discussed earlier in the meeting.

- Country Lane

Discussed earlier in the meeting.

XVI. GOOD OF THE ORDER

- Request for Adjustment

Discussed under Superintendent's Report.

- Fuels Tax Check

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY AGREED TO DEPOSIT THE FUELS TAX CHECK INTO ACCOUNT #106.5, CAPITAL IMPROVEMENT FUND. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, AND MR. YETSKO.

- Fuel Comparison

Mr. Cadwallader shared the fuel comparison that was prepared at the Board's request. He explained the difference in the higher octane fuel, diesel, etc. He noted that all diesel fuel is now going to be purchased from Ray Oil & Gas because we receive a better rate.

- Start Time

Discussion ensued relative to the start time for certain Authority employees; and he stated that he would like to have further discussion at the next meeting. Attorney Barbin stated that we could have standardized starting hours for employees. Mr. Yetsko commented that, if there is a concern, we could have a meeting of the employees to discuss this matter.

- Purchase of Water

Mr. Cadwallader commented that he received a telephone call from Keith's Trucking who does swimming pools in the area; and they would like to know if they could purchase water off of the Authority. Mr. Cadwallader stated that this will create more paperwork under our bulk water permit and we would only make \$40 for 3,000 gallons. Mr. Cadwallader explained that our permit states that someone would need to be on scene at all times, you have to work the valves, there has to be a backflow preventer, etc. In addition, you would have to know whether Keith's is taking the water to a frac site or not, you have to date stamp where they are taking it and why they are taking it there, information has to be added to the report at the end of the year, etc. The Board agreed that this would be Mr. Cadwallader's decision.

XVII. ADJOURNMENT

THERE BEING NO FURTHER BUSINESS, ON MOTION OF MR. KINLEY, SECONDED BY MR. YETSKO, THE BOARD ADJOURNED THE MEETING AT 8:55 P.M. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, AND MR. YETSKO.

XVIII. NEXT MEETING

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

Respectfully submitted,

A handwritten signature in cursive script that reads "Sharon Squillario".

Sharon Squillario
Recording Secretary