

A meeting of the Board of Directors of the Municipal Authority of the Borough of Portage was held on Thursday, February 7, 2019, 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, Joe Beyer, The EADS Group; Ron Portash, Mainline Newspapers; Brian Cadwallader, Employee.

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, as well as Brian Cadwallader. Mr. Brian Cadwallader commented that he would like to address the Board later in the meeting.

III. CORRESPONDENCE

Mr. Mark Castel shared the following correspondence that was received:

- PMAA Board member training – March 14, Cranberry.
- PMAA – call for papers/session topics for PMAA annual conference.
- PA Rural Water – seeking applicants for two positions on the Board of Directors.

Mr. Mark Castel stated that if any Board member is interested in attending the training, has any items for discussion at the PMAA annual conference, or is interested in the vacant positions on the PA Rural Water Board, Mr. Cadwallader will have all of the necessary information.

Mr. Cadwallader noted that he did receive information today relative to the PA Rural Waters Annual Conference to be held March 26-29, 2019 at the Penn Stater. Any Board member interested should contact Mr. Cadwallader.

IV. APPROVAL OF MINUTES

Mr. Cadwallader asked that a change be made to the minutes of the last meeting; i.e., Page 6, the word "acid" should be changed to "iron."

ON MOTION OF MR. KINLEY, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY AGREED TO DISPENSE WITH THE READING OF THE JANUARY 2019 MINUTES BEING THAT THEY WERE DISTRIBUTED IN WRITTEN FORM AND UNANIMOUSLY ACCEPTED THE MINUTES AS PRESENTED, WITH THE ABOVE CHANGE NOTED. 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

Allegheny Supply	\$ 69.83
Borough of Portage	334.58
Brent Kinley	45.00
Brian Cadwallader	300.00
Cambria Mailing Services Inc.	76.56
Charles Gouse	300.00
Christene Ringler	200.00
Cintas	65.51
CMPA	1,000.00
Cole-Parmer	271.08
Commonwealth of PA – DEP	10,000.00
Craig Castel	45.00
Cummins Bridgeway, LLC	1,111.50
DJ Moore	300.00
EADs Group	195.00
Foster F Wineland, Inc.	90.28
FWF Insurance Agency, Inc.	2,695.00
Hach	1,836.10
Hite Company	82.56
John Gartland	45.00
John M Bilchak	300.00
Joy Powers	200.00
L/B Water Service, Inc.	259.40
Mark Castel	45.00
Mark Kennedy	300.00
Mary L Elchin	260.00
Mountain Research, LLC	156.00
Peoples Natural Gas Company	418.62
Pipelines, Inc.	171.77
PMRS	14,474.00
Portage Auto Parts	31.67
Portage Post Office	165.00
Portage Service Center	221.00
Ray Oil and Gas Co	3,363.76
RDM – Johnstown LLC	204.00
Ronald J Cadwallader Jr	320.00
Sharon Squillario	50.00
Stager's Store	113.56
Todd Feathers	300.00
Tri State Instruments	934.40
Tribune Democrat	807.50
Visa – 1 st Summit	279.99
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	\$42,438.67

<u>Paid Bills</u>	
Kelsey McKinley	\$ 100.00
PA One Call System, Inc.	49.59
Swift Reach Networks Inc.	1,225.00
Aflac	158.49
Comcast	314.36
Highmark Blue Shield	8,787.59
Penelec	1,399.99
Verizon	470.37
Commonwealth of PA	500.00
Commonwealth of PA	500.00
PA Rural Water Association	475.00
Pro Disposal, Inc.	161.00
Quaker Sales Corporation	341.31
REA Energy Cooperative Inc.	1,112.99
Sheetz Fleet Service	407.00
WB Mason	261.19
Verizon Wireless	165.10
	\$16,428.98

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. KINLEY, THE BOARD UNANIMOUSLY AGREED TO ACCEPT AND PAY INVOICES IN THE AMOUNT OF \$85,431.56 (REGULAR BILLS, \$42,438.67; PAID BILLS, \$16,428.98; PennVEST, \$3,896.36 AND \$5,508.55; USDA, \$16,051.00; 1ST SUMMIT, \$1,108.00). 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. CRAIG CASTEL, THE BOARD UNANIMOUSLY AGREED TO DISPENSE WITH THE READING OF THE JANUARY 2019 TREASURER'S REPORT AS IT WAS PREVIOUSLY DISTRIBUTED IN WRITTEN FORM AND UNANIMOUSLY ACCEPTED THE REPORT WITH A BALANCE OF: BEGINNING CASH, \$1,656,258.14; CASH IN, \$236,236.54; CASH OUT, (\$244,417.53); ADJUSTMENT, \$233.76; ENDING CASH, \$1,648,310.91. 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 copies of the SOPs were distributed prior to the meeting. He questioned if there were any changes any Board member would like to make. Mr. Craig Castel commented that the SOPs were very detailed. Mr. Cadwallader stated that there will be more SOPs to be presented in the future when they are finalized.

Mr. Mark Castel questioned when Mr. Cadwallader is scheduled to take his test, to which Mr. Cadwallader replied that it is scheduled for June 5. Mr. Mark Castel questioned if Mr.

Cadwallader had to purchase any books in order to study for the exam, to which Mr. Cadwallader replied that PA Rural Water has a website that provides some practice tests that can be used; and the Authority has CDs with information for the math part of the exam. Mr. Mark Castel questioned if this information was shared with the new employees as well, to which Mr. Cadwallader replied affirmatively.

Mr. Cadwallader noted that included in the Board packets for the meeting was information relative to the data loggers from Brian Rabish of the Conservation District. The Board had delayed action in the past for the purchase of the data loggers due to the cost. However, Mr. Cadwallader indicated that we can have both data loggers repaired for a total cost of \$300 (replacement of batteries). The expense would be split between Accounts #451 and #452 (one for each plant).

ON MOTION OF MR. YETSKO, SECONDED BY MR. CRAIG CASTEL, THE BOARD UNANIMOUSLY APPROVED THE REPAIRS TO THE DATA LOGGERS AT A TOTAL COST OF \$300 (TO BE CHARGED TO ACCOUNTS #451 AND #452). BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, AND MR. YETSKO.

Mr. Cadwallader reported that there were a few leaks that were repaired since the last meeting; i.e., on Sonman Avenue, on Maken Street and on Gillespie Avenue. Most recently, there were two additional leaks repaired on Sonman Avenue. Mr. Cadwallader added that there was a leak in Martindale where a line was froze under the road. To address this, the resident was tied into the new line in Martindale.

Mr. Cadwallader stated that we did turn the water back on for those residents that were on the freeze-up list. The Authority has also been receiving several dirty water complaints; and Mr. Cadwallader has explained to the customers that we are attempting to see what is going on. He noted also that DEP has been notified of the concerns. Mr. Mark Castel questioned if we will have to super chlorinate because of the dirty water, to which Mr. Cadwallader replied that it is not a contamination; it is the fines that are breaking off inside the pipe that are causing the dirty water. Mr. Cadwallader noted that it is very confusing because not all customers in a certain area are having the same concerns with dirty water.

Mr. Cadwallader presented the following request for adjustment:

- 728 East Wesley Avenue: two toilets leaking; shut off and repaired (total consumption, 17,300 gallons). Billed: \$182.30; less average bill of \$44.80; subtotal, \$137.50; 50%, \$68.75; adjusted bill, \$113.55.

ON MOTION OF MR. CRAIG CASTEL, SECONDED BY MR. KINLEY, THE BOARD UNANIMOUSLY APPROVED 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 there is a customer on Penn Avenue who has been complaining of air in his lines; and each time he turns the water on, his lines bounce. The customer has tried several pressure regulators that have not helped; and he is requesting that the Board consider replacing the 400 feet of cast iron line on Penn Avenue (only piece of line that was not replaced in that area). Mr. Mark Castel questioned why the customer would have air in the lines, to which Mr. Brian Cadwallader commented that it may be the pressure reducer valve that is shaking the pipes and not necessarily air in the lines. He has experienced this in his own residence and put a different pressure reducer valve in and it addressed the problem.

Mr. Mark Castel questioned what it would take to place a different pressure reducer valve, to which Mr. Cadwallader replied that the customer has placed a new Honeywell pressure reducer valve. Mr. Yetsko questioned if this addressed the concern, to which Mr. Cadwallader replied that the customer said it did not.

Mr. Mark Castel questioned the length of the line to be replaced, to which Mr. Cadwallader replied that it would be 400 feet of 2" line. Mr. Craig Castel questioned if we have the pipe available, to which Mr. Cadwallader replied that we do not have the pipe but we do have most of the other materials that would be needed. Mr. Cadwallader informed the Board that the total cost of the project would be approximately \$5,000 for all of the materials and would be done in-house. Mr. Yetsko questioned if this would address only the customer that has the concern, to which Mr. Cadwallader replied that there are four other residents that would be affected. Mr. Kinley questioned if the other residents are experiencing any problems, to which Mr. Cadwallader replied that the other residents have not brought anything to his attention to date; however, we have had leaks on this line because of the age of the pipe. Mr. Brian Cadwallader noted that every time you fix a leak on this line it is troublesome because the line is all bolted together. If the line breaks on a valve, you have to shut down and cut it out; and if you shut down the water, you have to go through DEP, do the testing when you shut the water back on, etc.

Mr. Cadwallader noted that this project was intended for the budget but we did not put any construction projects into the budget. Mr. Craig Castel pointed out that we did have monies set aside in the budget for projects that might arise. Mr. Cadwallader noted that this is a project that would need addressed when the weather permits. Mr. Mark Castel requested that Mr. Cadwallader inform the resident that the Board was made aware of the concern and that it will be corrected. Attorney Barbin questioned if the Board wanted to make a motion to authorize the project to be done when weather and employee time permits, to which Mr. Mark Castel replied that the matter should be tabled and then brought up for discussion again when the weather breaks. Mr. Mark Castel pointed out that, being that we did set aside the monies in the budget for projects that may arise, we may have something that may need addressed sooner than this project. Mr. Kinley agreed and requested that Mr. Cadwallader apprise the customer that the Board did discuss the matter and that it will be addressed.

Mr. Cadwallader reminded the Board that he had discussed last year that EPA has chosen the Authority to do unregulated sampling. There will be no cost to the Authority; we merely have to take the samples and report them. Mr. Cadwallader commented that we have everything set up on the CDX to do the reporting and the kits should be received this month. The reporting will need to be done in March, June, September and December. We will run the samples and EPA will pick them up. Mr. Mark Castel questioned what we will be testing for, to which Mr. Cadwallader replied that it will be UCM4 sampling, untreated intake water at Martindale and Benscreek, post-treatment finished at Martindale and Benscreek and out of the distribution system, etc. Mr. Cadwallader stated that basically what EPA is looking for is unregulated metals that may be in the water and these are things you would not normally test for. He commented that he was told by the lab in Johnstown that they did the same thing a few years ago; and now EPA is looking at rural areas as well.

Mr. Yetsko questioned if we have received the requests for reappointment from Mr. Barton, Mrs. Squillario and Attorney Barbin, to which Mr. Cadwallader replied affirmatively.

Mr. Yetsko questioned Mr. Cadwallader if any of the employees have been violating the policy of using Authority equipment for private use, to which Mr. Cadwallader replied that he is not aware of anything. Mr. Yetsko commented that he would like to have this discussed at a future meeting. He stated that it was agreed that if this was happening, the employee would have a written warning for the first offense and may be terminated if it happened a second time.

Mr. Yetsko questioned the charge of over \$5000 each time payroll is done to QuickBooks Payroll Services, which amounts to \$10,000 each month for QuickBooks in order to do payroll. He noted that this charge appears each month on the invoices; and this amounts to a large amount annually if this is the case. Mr. Cadwallader noted that the QuickBooks program is owned by the Authority. He does know that each year we do pay a certain amount for the updates for QuickBooks; however, he would confirm the charge for Mr. Yetsko. Mr. Yetsko questioned Mr. Cadwallader if he has all of the receipts for the charges on the VISA, to which Mr. Cadwallader replied affirmatively stating that, when the card is used, it is signed out and all receipts are returned. Mr. Yetsko stated that the card was to be used only when absolutely necessary because of concerns in the past.

IX. ENGINEER'S REPORT

A copy of the Engineer's Report was distributed to the Board prior to the meeting.

Mr. Beyer informed the Board that he has not received any further information relative to the Emergency Action Plan. Mr. Beyer noted that both he and Mr. Cadwallader have been trying to contact Mr. Castleberry and have not been able to reach him.

Mr. Beyer informed the Board that he recently attended a presentation by Bob Winters of Homeland Security at the Greater Johnstown Water Authority. Mr. Winters travels to various areas to do free assessments of water systems and makes recommendations to improve security of the water system. Mr. Beyer stated that he would get in contact with Mr. Winters if the Board would be interested. Mr. Craig Castel and Mr. Kinley noted that this would be to the benefit of the Authority to be proactive if Mr. Beyer could arrange it. The Board requested that Mr. Beyer contact Mr. Winters to meet with the Authority.

As it relates to the Mountain Avenue project, Mr. Beyer informed the Board that he provided to the Authority the bid report; and he and Mr. Cadwallader discussed it. Mr. Beyer noted that, if we use the material alternate limestone for the pipe bedding, it appears that we could complete the entire project from Main Street to the tank. He suggested to the Board that we award three of the alternates for now, just in case the contingencies come in higher because of such things as storm pipes underneath. We could then do change orders if the need arises. Mr. Beyer explained that if you award it, you are then stuck and you are not able to exceed the \$500,000 and he would not want to run over. Mr. Beyer stated that, if the Board is comfortable with this recommendation, a motion by the Board would be needed.

ON MOTION OF MR. KINLEY, SECONDED BY MR. YETSKO, THE BOARD UNANIMOUSLY AGREED TO AWARD THE BID FOR THE MOUNTAIN AVENUE PROJECT TO DJ WISOR & SONS FOR THE BASE BID AND THE THREE ALTERNATES WITH THE MATERIAL ALTERNATE OF LIMESTONE FOR THE BEDDING AT A TOTAL OF \$437,052. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, AND MR. YETSKO.

Mr. Beyer noted that he will complete the notice of award and agreement for review by Attorney Barbin and signature by the Authority after review by Attorney Barbin. Mr. Beyer will then mail the information to the contractor. As it relates to the easements for the project, Mr. Beyer questioned if the School District is taking care of these, to which Attorney Barbin replied that Attorney McGlynn has the revised easement and Attorney Barbin expects to have them back within the week. Attorney Barbin does not expect any concerns with the easements.

X. SOLICITOR'S REPORT

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

Attorney Barbin stated that he included in his report information relative to the easements for the Mountain Avenue project as discussed under the Engineer's Report. He explained that the deed had not been changed since the 1960's; and there was a flaw that has been corrected. Mr. Yetsko commented that he was not aware that the State School Board Authority even existed, to which Attorney Barbin replied that it did exist but was abolished in the early 1980's. Attorney Barbin commented that most of the land was in the name of the Portage Area School District but the front lots that bordered the Borough were State land. He noted that this has all been fixed and all of the land is in the name of the School District.

XI. FORESTER'S REPORT

No report.

XII. UNFINISHED BUSINESS

- Retention Letters

Discussed under Superintendent's report. All retention letters have been received.

- Board Stipend

Mr. Yetsko commented that one issue to be resolved is in regard to his Board stipend. He stated that he was issued a check for his Board stipend last month, which he voided and sent back. As Attorney Barbin was not present at the last meeting, Mr. Yetsko informed Attorney Barbin that the Board agreed at the last meeting that their Board stipend be reduced from \$50 to \$45 per meeting, with the understanding that the extra \$5 per Board member, along with Mr. Yetsko's entire stipend, would be placed into an educational fund for the employees. Attorney Barbin noted that Mrs. Ringler did contact him regarding this matter. Attorney Barbin explained that, if the monies go into a general fund for employees generally, this is allowable; however, if it is designated for a specific employee, then it would be taxable to that specific employee. Mr. Yetsko questioned if this would be the same for the employee Christmas bonus, to which Attorney Barbin replied that he did talk with the accountant relative to the Christmas bonus. If it is designated to the employees as a group for the betterment, then it is considered a gift to the employees and is not taxable to the employees. Mr. Yetsko suggested that Mr. Cadwallader or Mrs. Ringler should track this in order to audit the amount of money going into the education fund each year. Attorney Barbin indicated that this could be kept as an agenda item for each meeting to include the balance of the fund. He pointed out that these monies would basically be going into the Authority's budget and it would be up to the Board how to spend the monies.

XIII. NEW BUSINESS

- Liquid Fuels Tax Refund Claim

Mr. Mark Castel informed the Board that the liquid fuels tax refund claim was received in the amount of \$2,088. Mr. Cadwallader noted that this will be deposited into the general account.

- Consumer Deposits to Return

Mr. Cadwallader explained that the consumer deposit returns are for customers that have moved out of town and no longer require water usage. We ensure that everything is paid to date relative to sewer and water; and whatever monies are left are returned to the consumer and the account is closed. If we are unable to get in contact with the consumers, the monies are turned over to the State Treasurer and they attempt to get in contact with the consumer as well.

XIV. GOOD OF THE ORDER

- State Ethics

No discussion held.

- Request for Adjustment

Discussed earlier in the meeting.

- Data Loggers

Discussed earlier in the meeting.

- Purchase of Truck

Mr. Brian Cadwallader apprised the Board that he was present at the meeting to discuss with the Board the possibility of purchasing another truck as the current truck is too small for what is needed. He noted that the State has an auction twice a year and municipalities have the ability to bid to purchase equipment such as trucks. Mr. Brian Cadwallader explained that he would like to see the Board consider the purchase of a tandem truck. A 10-ton truck would be nice; however, if it is not four-wheel drive, it is not sufficient in the winter months. With a tandem truck, it is more efficient in the winter; and when you have down time, it can be used to haul our own stone or cold patch rather than having to have it brought in. Mr. Brian Cadwallader explained that he can haul more with the loader than he can with the current truck. He pointed out that, with one of the recent leaks that happened in the frigid temperatures, they had to make four trips for a load, which took over 20 minutes per load. If we had a tandem truck, this could have been done in one load.

Mr. Brian Cadwallader pointed out to the Board that, during the auction, we could potentially purchase a tandem truck for \$5,000 - \$10,000. In addition, when you purchase a piece of equipment from the State, they provide you with a report with what maintenance was done with it, what it currently needs, the entire life history, etc. Mr. Beyer questioned if the employees would require a CDL to drive the tandem, to which Mr. Brian Cadwallader replied affirmatively stating that currently he and Mr. Moore have their CDL license so the other employees would have to obtain that as well. Mr. Kinley noted that the Board had already discussed the purchase of a larger truck in order to be able to haul the trailer, the backhoe, etc. Mr. Craig Castel questioned the weight limit for CDL, to which Mr. Cadwallader replied that it is 26,000 pounds; at 26,001, you have to have a CDL.

Mr. Mark Castel questioned if we would look for a tandem or a 10-ton with four-wheel drive, to which Mr. Brian Cadwallader replied that we do not know what the State has available until you go to the auction. Mr. Yetsko questioned if the auction is held in Harrisburg, to which Mr. Brian Cadwallader replied that the auction moves to different locations each time it is held. Attorney

Barbin questioned when the next auction is scheduled for, to which Mr. Cadwallader replied that he believes the next auction is going to be held in March. Mr. Mark Castel questioned if it would be difficult to get into places with the tandem, to which Mr. Cadwallader replied negatively. Mr. Brian Cadwallader commented that the tandem would be a little bit more difficult to load because it is higher but that should not be a concern.

Mr. Mark Castel commented that Mr. Brian Cadwallader should check out the options available when the auction is held. Mr. Brian Cadwallader explained that, when you go to the auction, you have to have permission to purchase the equipment. Mr. Kinley questioned what the Board members would be comfortable with as it relates to a purchase price. Mr. Craig Castel noted that this purchase was not budgeted; therefore, would we consider getting rid of the dump truck if a tandem is purchased. Mr. Mark Castel noted that the insurance and tags for the tandem would be more, so the Board would need to consider this also. Mr. Kinley pointed out that the purchase of a new or used tandem would be much more than that of a purchase at the auction, even with the tags, and it would be a substantial savings. Attorney Barbin emphasized that the Authority employees are your biggest tools and you must consider what the employees need to accomplish their work. Mr. Kinley agreed stating that if you can make one trip instead of three or four trips when you have to haul something, it is worth it. Attorney Barbin agreed indicating that you would have to consider how many times per year this is done; and if you pay the purchase off in two or three years, then it is a good purchase. Mr. Brian Cadwallader pointed out as well that it costs the Authority approximately \$150 per load to have something hauled in; and if we can do this ourselves, this would be a savings. Mr. Beyer questioned when the next auction would be after March, to which Mr. Brian Cadwallader replied that he did not know. Mr. Craig Castel questioned if there is any other vehicle that we have that we do not need, to which Mr. Cadwallader replied that the Ranger is needed as it is a smaller truck and is needed by the summer employees. Mr. Mark Castel commented that there would be greater expenses related to the larger piece of equipment, to which Mr. Brian Cadwallader replied that the larger truck would not be run unless it is needed. In addition, hauling with the tandem would save the Authority some expenses as well.

Discussion ensued relative to other options available on the purchase of the tandem; i.e., need by the Sewer Authority and the possibility of a split of the purchase. Mr. Cadwallader noted that basically anything that the Sewer Authority does, as well as the Borough or Township, we help them out. Mr. Craig Castel recommended that Mr. Cadwallader review the budget and have Mr. Beyer talk with the Sewer Authority. Mr. Kinley questioned if there is any way to check the website to see what is available prior to the auction, to which Mr. Cadwallader replied that he would do that. Attorney Barbin commented that he would believe they have a list of equipment available that could be reviewed prior to the auction. Mr. Yetsko indicated that we need to find out what is available and the cost before any approval is given. Mr. Kinley agreed indicating that we need to find out what is available, the cost, whether the Authority has the monies available, and whether the Sewer Authority would be agreeable to sharing in the cost of the truck. Attorney Barbin commented that Mr. Ron Cadwallader and Mr. Brian Cadwallader would investigate what is available as well as the cost and inform the Board of the results. If the auction is to occur prior to the next Board meeting, Mr. Cadwallader will contact the Board members.

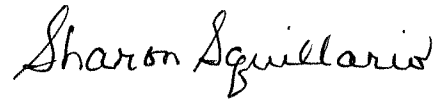
XV. ADJOURNMENT

THERE BEING NO FURTHER BUSINESS, ON MOTION OF MR. KINLEY, SECONDED BY MR. YETSKO, THE BOARD ADJOURNED THE MEETING AT 8:06 P.M. BOARD MEMBERS VOTING AFFIRMATIVELY INCLUDED MR. CRAIG CASTEL, MR. MARK CASTEL, MR. KINLEY, AND MR. YETSKO.

XVI. NEXT MEETING

The next meeting will be held on Thursday, March 7, 2019 at 7:00 p.m.

Respectfully submitted,

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

Sharon Squillario
Recording Secretary