

**MINUTES
NORTH LEBANON TOWNSHIP
BOARD OF SUPERVISORS
JULY 16, 2018**

The regularly scheduled meeting of the North Lebanon Township Board of Supervisors was held at 7:00 PM at the Municipal Building located at 725 Kimmerlings Road, Lebanon, PA with the following people present:

Richard E. Miller	Chairman
Edward A. Brensinger	Vice – Chairman
A. Bruce Sattazahn	Treasurer
Cheri Grumbine	Township Manager
Harold L. Easter	Chief of Police
Fred Wolf	Henry & Beaver LLP
Dan Cannistraci	Steckbeck Engineering

Also, in attendance were many other individuals. The meeting was called to order and the pledge to the flag was done.

An announcement was made about the Public Hearings @ 7:15pm on Ordinance 6-2018, Dam Inundation Area; Ordinance 8-2018, Godshalls' Zoning Amendment Application; and Ordinance 9-2018, Revision to Storm Sewer Regulations (Enforcement).

**REVIEW OF STORMWATER APPEAL FORMS & CREDIT APPLICATIONS –
Dan Cannistraci**

The following Stormwater Appeals and Credit Applications have been reviewed and recommendations have been prepared for the Board's consideration:

1. 325 Ruth Drive, Strack Realty - recommend approval of 50% Credit after verification of recording for the O&M agreement.

MOTION was made and seconded to approve 50% Credit, after verification of recording of the O&M agreement, for 325 Ruth Dr. Motion unanimously carried.

2. 2080 Brook Drive, East Lebanon Storage– recommend approval of 25% Credit after verification of recording for the O&M agreement.

MOTION was made and seconded to approve 25% Credit, after verification of recording of the O&M agreement, for 2080 Brook Dr. Motion unanimously carried.

3. 869 Kimmerlings Road, Michael/Sharon Koehler – recommend approval of the Homestead Exemption status and ask for additional information be provided for the Credit application regarding corrections on types of basins and drainage be included on the O&M agreement.

MOTION was made and seconded to table 869 Kimmerlings Rd, as administratively incomplete, until all information is received. Motion unanimously carried.

4. 2300 Weavertown Road, Kenneth /Regina Martin – recommend approval for 18.8% Credit as the O&M agreement is already recorded for an infiltration basin.

MOTION was made and seconded to approve 18.8% Credit, as O&M Agreement is already recorded, for 2300 Weavertown Rd. Motion unanimously carried.

5. 2701 E Cumberland Street, Brightbill Body Works – recommend Appeal be denied and a Credit application be submitted.

Board Action - The Appeal Application for 2701 E Cumberland St was tabled and it is suggested a Credit Application be submitted.

6. 715 Narrows Drive, Larry/Cindy Gettler – recommend denial of appeal application for an auxiliary lot.

MOTION was made and seconded to deny the appeal for 715 Narrows Drive as it does not meet appropriate criteria. Motion unanimously carried.

7. 1560 Joel Drive, Snow Goose, LLP – recommend Appeal be tabled as insufficient information was provided.

Board Action - table the Appeal Application for 1560 Joel Drive until sufficient information is provided.

8. 206 Prescott Drive, Pumpkin Ridge – recommend to table Appeal Application due to insufficient information being provided and ask that appropriate information for a corrected calculation be submitted.

Board Action – table the Appeal Application for 206 Prescott Dr until appropriate calculation information is received.

9. 908 Mount Zion Road, Jamie/James Cikovic – recommend the applicant needs to confirm that the engineers’ drainage map is accurate, which would reflect only a 33.3% Credit. The O&M agreement has been provided and must be recorded prior to receiving approval for the 33.3% credit.

MOTION was made and seconded to approve a 33.3% Credit, after verification of recording of the O&M agreement, for 908 Mount Zion Rd. Motion unanimously carried.

Suv Brensinger asked how will we know what kinds of maintenance will be required for a wet pond or farm pond? Dan replied a pond is on the list approved by DEP, but he is not sure how to answer the question of maintenance.

RECOGNITION – Boy Scout – Jack Allwein

Chm Miller explained the Board is recognizing Jack Allwein who is in attendance this evening as part of earning one of his badges. He is a member of Troop 415 and will be pursuing his Eagle Scout rank. Jack was greeted by all the Supervisors and welcomed.

PUBLIC HEARINGS – 7:15 PM – Sol Fred Wolf

Ordinance 6-2018 – Dam Breach Inundation Area for Lions Lake

Sol Wolf explained all the requirements for the Ordinance, advertising, posting of property, and mailing letters of notification to surrounding property owners. A copy of the Ordinance was posted in the office of the Township as well as on the Twp website for anyone to view. Sol Wolf asked Dan Cannistraci, SESI, to discuss the history of the studies Steckbeck has completed for the Lions Lake area over recent years. Dan said the Ordinance is designed to be restrictive about any development pertaining to “habitable structures” downstream from the Dam. Any structures that are currently in existence will be grandfathered as non-conforming. Dan reviewed several sections of the Ordinance including several definitions. He mentioned a structure that had been purchased by the Twp from a home owner. DEP has had the opportunity to see the Inundation area and has indicated their approval.

Ordinance 6-2018 (con't)

A large print of the Inundation Area was presented for viewing. Sol Wolf then asked for comments/questions from the public on Ordinance 6-2018.

Atty George Christianson stated he was in attendance to represent Don Collins, a business man located directly across the street from Lions Lake and the Dam breast. As Mr. Collins' property is zoned as Commercial and he has been operating since 2003, they are objecting to the idea of being prohibited from expanding the business at this location because of the proposed Inundation Area. The Ordinance prohibits housing. That is understandable. But to prevent a business from expanding the current operation, that is the objection to this Ordinance.

Suv Brensinger confirmed that Collins' business is already located in the established floodplain area and the Inundation Area mirrors the floodplain area. Wouldn't Collins be deemed as non-conforming and permitted to continue the business? Discussion followed regarding being deemed as a non-conforming use but not being permitted to expand the business in any way.

Sol Wolf explained the Supervisors were hoping to meet the mandates of DEP and EPA by adopting this area as an inundation area. If the Board decides to not move forward, DEP and EPA could mandate changes to the spillway and the dam, much like what was done years ago when the lake was completely drained. A mandate such as that would impact all Twp residents. It may be possible to check with DEP to see what is acceptable as far as limited structures in the Inundation area is could be.

Suv Sattazahn questioned if the verbiage of the Ordinance could be revised so there are not so many restrictions for businesses already located in the area to expand in the future. DEP could review the proposed Ordinance and decide if it is acceptable.

Dan Cannistraci stated DEP was asked to review the current proposed Ordinance and had declined to do so. Suv Brensinger commented DEP is mandating the Twp do this and then they declined to review the Ordinance for content?

Josh Weaber, Chrisland Engineering, stated he is representing IONA Investment Group who owns property across the street from the Lake also. He explained he is familiar with the study information that was used to draft the Ordinance. The data is slightly outdated, and he would like to request updated studies be completed to provide more detailed or accurate contour information for this Inundation area. He has concerns that with this current Ordinance his client would not be able to develop his property to its potential.

Suv Miller questioned what the property in question is used for.

Jeff Horst, owner of 101 Old Ebenezer Road, replied it is being farmed currently. However, he would like to have the option to develop the property to its full potential. The possibility of storage units has been considered. Should storage units be constructed there would need to be fencing to control access to the property. These are all issues with the way the current Ordinance is written.

Sol Wolf asked if the data would be updated, as far as the contour lines, would the Ordinance then be acceptable to him? Weaber said if the data is updated, it is his opinion the proposed fence areas that had been discussed would not be within the Inundation area.

Dan told the Board he cannot disagree with anything that Josh Weaber has said. However, he warned the Supervisors about the timeframe they are up against. There is no way this Ordinance can be rewritten, approved by DEP, advertising completed and be ready for the August meeting.

Dan Kreider spoke on behalf of his father Harold Kreider, who owns property within this area being discussed. He is concerned about restrictions being placed on the construction of farming buildings. Suv Brensinger told Kreider the Ordinance does specify certain farming additions that will be permitted, such as fencing. Earlier in the discussions it was mentioned the Twp had purchased a property because of identifying this area. Kreider asked if the Twp is planning on offering compensation to the other property owners being impacted by this Ordinance.

Sol Wolf mentioned the possibility of collecting additional information for the Ordinance that would protect both the Twp and the property owners.

Bob Hoffman – Ebenezer Rd - questioned how the Horst property could have all types of excavating and pipework being completed and neither the Twp or LCPD know nothing about what was being done there. Josh Weaber replied an earth moving permit had been obtained from the Conservation District. A Land Dev Plan is not needed for earth moving.

Mgr Grumbine mentioned there is a meeting scheduled within the next week, with the Horsts, to discuss future planning for the property and stormwater needs and requirements. The Townships' position is that a stormwater plan was required for the stormwater pipe and structures that had been installed.

The Supervisors discussed what option they wanted to follow. All agreed to table Ordinance 6- 2018 until additional information could be obtained for the Ordinance that would protect both the Twp and the property owners.

Ordinance 8-2018 – Godshalls Zoning Amendment Application- WS Mount Zion Rd

Sol Wolf explained this Ordinance is pertaining to land recently purchased by Godshalls. The request is for 12 acres of land, adjoining the current Godshalls' property. The request is to rezone the 12 acres from AG to IND. The remaining lands would be farmed. The property was posted, letters were mailed to the surrounding neighbors, advertising was completed, and the Ordinance was available for review in the Twp office, as well as on the Twp website.

Jerry Landuyt, from Godshalls, explained the plan for these 12 acres is to use it for the employee parking lot. Jerry talked about the bologna plant as it now operates and some of the areas of the existing plant.

Jim Cikovic – 908 Mount Zion Rd - questioned where the entrance will be for the parking area. His concern is the visibility due to the traffic on Mount Zion Road, which can be heavy at certain times. Suv Brensinger told Cikovic Mount Zion Road is a PADOT roadway and it will be their responsibility to review for placement of the entrance to the proposed parking lot.

Sol Wolf opened the floor to any other questions or comments. There were no other questions or comments.

MOTION was made and seconded to adopt Ordinance 8-2018 pertaining to Godshalls Zoning Amendment application for WS Mount Zion Road. Motion unanimously carried.

Ordinance 9-2018 – Stormwater Regulations (revisions)

Sol Wolf mentioned the requirements of advertising and the availability of the Ordinance for public review, prior to this evening, being met. Ordinance 9-2018 outlines some revisions to the existing stormwater regulations, specifically citing the placement of grass/grass clippings and debris in the storm sewers as well as enforcement of the Ordinance will be through the NLT Police Department.

Section 1102. 2.C is the portion of the Ordinance that discusses grass/grass clippings being placed in or upon certain areas as listed. Enforcement will be handled by the Police Department, as the Code Enforcement is conducted through our Police Department. Sol Wolf explained this revision to the current Ordinance will enable the Code Enforcement Officer to pursue citing anyone who violates the outlined regulations.

Sol Wolf opened the floor for discussion and/or comments. No comments were offered.

MOTION was made and seconded to adopt Ordinance 9-2018 revising the storm water regulations and enforcement. Motion unanimously carried.

The Public Hearings concluded at 8:03 PM.**REVIEW OF STORMWATER APPEAL FORMS & CREDIT APPLICATIONS (con't)**

10. 2565 Long Lane, Dale/Janelle Brubaker – recommend approval of 41.6% credit with 1 ERU reduction, O&M agreement needs to be processed and recorded. A recorded copy, along with receipt, should be submitted to the Twp.

MOTION was made and seconded to approve a 41.6% credit and a reduction of 1 ERU, after verification of recording of the O&M agreement, for 2565 Long Ln. Motion unanimously carried.

11. 1691 Grace Avenue, LV Youth for Christ – recommend 50% Credit after the O&M agreement is adjusted to reflect the unusual circumstances for this property involving another property owner.

MOTION was made and seconded to approve a 50% Credit, after the O&M agreement is revised, recorded and submitted to the Twp to reflect the unusual circumstances of another property owner being involved with the O&M agreement, for the property at 1691 Grace Ave Motion unanimously carried.

12. 350 E Kercher Avenue, St Jacob's Kimmerlings Church – recommend Appeal application be denied as property does not qualify under the Stormwater Ordinance.

MOTION was made and seconded to deny the Appeal application for 350 E Kercher Ave. Motion unanimously carried.

13. 1422 Sholly Avenue, Kim Johnson – recommend approval for Appeal of auxiliary lot and combine the 2 properties to be assessed as 1 ERU.

MOTION was made and seconded to approve the Appeal for auxiliary lot and 1422 Sholly Ave, combining properties be assessed as 1 ERU. Motion unanimously carried.

14. 130 Old Ebenezer Road, NL Twp – recommend approval for Appeal to be adjusted from 1 to zero ERUs, as property is now vacant and in grass only.

MOTION was made and seconded to adjust assessment to zero ERUs for 130 Old Ebenezer Rd. Motion unanimously carried.

15. 629 N 11th Ave, Chad Stauffer – recommend Credit application be denied due to the amount of drainage not meeting the required criteria.

MOTION was made and seconded to deny the Credit application for 629 N 11th Ave. Motion unanimously carried.

16. 1631 Grace Ave, James Cikovic – recommend a 16.1 % Credit and verification from applicant on drainage map.

MOTION was made and seconded to approve a 16.1 % Credit, after verification of recording of the O&M agreement for 1631 Grace Ave. Motion unanimously carried.

17. NS Jay St, NL Twp – recommend approval of 26.7% Credit after an O&M agreement be finalized and recorded.

MOTION was made and seconded to finalize and record an O&M agreement to receive a 26.7% Credit for NS Jay St. Motion unanimously carried.

18. 2080 Water St, NL Twp – recommend 50% Credit approval after an O&M agreement be finalized and recorded.

MOTION was made and seconded to approve 50% Credit, after verification of recording of the O&M agreement, for 2080 Water St. Motion unanimously carried.

19. 3645 Paradise Ln, Michael/Melissa Lopes – recommend approval for 12.4% Credit after an O&M agreement is recorded and copy provided to Twp.

MOTION was made and seconded to approve 12.4% Credit after an O&M agreement is recorded and provided to the Twp. Motion unanimously carried.

Dan Cannistraci explained that the remainder of the submissions have not been reviewed as of this time. Once they are reviewed the Board will receive a recommendation for each application like what was done tonight. Chm Miller invited Dan to meet with anyone, here tonight, who might have questions for him.

COMMENTS FROM THE PUBLIC

B.) Melissa Kessler – Ebenezer Elementary School; Race for Education

Ms. Kessler told the Board she is here to request road closure of Colonial Circle on 10/12/18 with rainedate of 10/19/18. She reminded the Board this has been an annual event and runs smoothly with no problems. The road would be closed from 9am until 3pm, with the assistance of Fire Police for traffic control. Chm Miller asked Chf Easter if he has been contacted with this request. Chf Easter replied no, he has not. However, there have been no problems with the request. The road closure had been done a few years in a row and runs smoothly. Ms. Kessler said they were looking for approval from the Supervisors for road closure of Colonial Circle prior to contacting the Police Chief.

MOTION was made and seconded to approve the road closure of Colonial Circle on 10/12/18, rainedate of 10/19/18, from 9am to 3pm, with assistance from the Fire Police, for the Race for Education conducted by Ebenezer Elementary School. Motion unanimously carried.

C.) Lee Spencer – Ebenezer Fire Co

Chf Spencer questioned the “I Am Responding” listed in the 2018 Budget. It seems this issue has stalled due to Dave Lauver not given time to work on the basics.

Lee Spencer – Ebenezer Fire Co (con't)

Spencer said the Fire Companies cannot proceed until the new monitors for their Fire Stations are completed. He is asking the Board to encourage forward movement with this issue as it is important to the Fire Companies to keep this moving forward. Chm Miller said he would talk to Chf Easter about the progress on this issue.

Chf Spencer told the Supervisors he was curious to know why Dave Lauver was not given the Letter of Recognition prepared and presented to the Board during last month's meeting for Lauver. He had spoken to Dave thinking he had gotten the award by now, as it had been addressed to him in June. He was surprised to learn Lauver had not received it. Spencer said he would like to know if there was a reason why? Suv Brensinger said he feels he needs to take the blame for this as he is sure the Recognition Letter is still lying on his desk somewhere. He simply did not forward the recognition to Dave. He told Spencer he will certainly see to it that Dave receives, if not the actual Certificate, a copy of the Certificate. He apologized for the delay.

D.) Bob Hoffman – Brake Retarder Signage

Hoffman told the Board several years ago Paul Rittle had requested signage to prevent the trucks on Route 72 from using retarder brakes. He mentioned Ed Brensinger had said he ordered the signs and then nothing else happened. Hoffman said he would like to see this project finished as it is getting ridiculous with these trucks. Some discussion took place as to whether PADOT had approved the signage placement.

The Board received confirmation from Mgr Grumbine, after pulling letters from the file, that the signage had been approved by PADOT and installing the signs may be completed at anytime. Suv Brensinger said the signs will be installed covering the area between Long Lane and Water Street, as per PADOT's direction.

APPROVAL OF MINUTES

The minutes from the June 18th meeting minutes are ready for action.

MOTION was made and seconded to approve the June 18th meeting minutes. Motion unanimously carried.

APPROVAL OF PAYROLL, FUND BALANCES and PAYMENT OF INVOICES

MOTION was made and seconded to approve payroll, fund balances and invoices for payment subject to audit. Motion was unanimously carried.

FIRE CHIEF'S REPORT – Allen Firestine – Rural Security Fire Co**A.) Monthly Report – June 2018**

Chf Firestine reported there were 53 responses in the month of June, a total of 9 trainings and 155 man-hours for trainings, and a total of 445.71 combined man-hrs for responses and trainings sessions.

B.) National Night Out – Rural Security Fire Co

Chf Firestine reported Rural Security Fire Co will be hosting National Night Out on 8/07/2018 starting at 6pm to 8:30pm. Public is welcome to attend and there will be a variety of activities. They are hoping for a "dunk tank" this year. Chf Firestine appealed to Chf Easter for one of his Officers to volunteer for the tank.

CHIEF OF POLICE REPORT – Chief Harold Easter**A.) Calls for Service – June 2018**

Chf Easter reported on the summary of activities for the month of June. A total of 632 Citizen/Police contacts was completed along with 8,723 miles on the cruisers.

B.) June Code Enforcement

The summary from the Code Enforcement cases for the month of June has been provided to the Board. Chm Miller questioned Chf Easter how he feels the code enforcement cases are going. Chf Easter said he sees that the issues are getting resolved. John Brenner seems to be able to get resolution, which is important.

C.) Reazer’s Junkyard License – 2018/2019

The application for Reazer’s Junkyard was received, an inspection has been completed and Chf Easter reported he would ask the Supervisors to act on approving the license for the year 2018/2019 for Reazer’s Junkyard.

MOTION was made and seconded to approve renewal of the 2018/2019 license for Reazer’s Junkyard. Motion unanimously carried.

TOWNSHIP MANAGERS REPORT –Cheri Grumbine, Twp Manager**A.) Stormwater Consortium Update; Next meeting July 17**

The next Consortium Meeting is scheduled for July 17th. Suv Brensinger had attended the June meeting and mentioned some of the discussions held.

B.) Price Rite Sign Upgrade

Price Rite has changed their current logo and is requesting approval for new signage at their location in the Lebanon Valley Mall. The square footage of the new signs is a little less than the current signs. The Board is being asked to approve as they had approved the original signage for Price Rite. Suv Brensinger questioned if nothing is changing but the logo, is there a reason Price Rite needed the Board’s approval. Mgr Grumbine replied that is up to the Board’s discretion. If the Board would like to give LCPD the authority to make decisions on issues such as this, when the signs are within the regulations, a notification can be sent to LCPD to do so.

MOTION was made and seconded to approve the new signage for Price Rite located at the Lebanon Valley Mall. Also, authority is granted to LCPD to handle signage applications that are not exceeding the square footage of existing signs when being replaced. Motion unanimously carried.

C.) GLRA Advisory Committee Appointment

The GLRA is preparing for the next 10-year period and is establishing an Advisory Committee to review and evaluate any revisions prior to submission to DEP. Bonnie serves as the GLRA representative and is willing to serve on the Advisory Committee as well. The Board is asked to appoint Bonnie to serve on the Advisory Committee.

MOTION was made and seconded to appoint Bonnie Grumbine to the Advisory Committee for the GLRA, on behalf of North Lebanon Township. Motion unanimously carried.

D.) Authorization to Sell Items on Municibid

The Municipal Authority has approved the selling of the old sewer truck on Municibid. The Twp has some additional items to be listed as well. The Board is being asked to approve the following Twp items to be sold so the advertisement can be completed. (1) Ventrac mower (expired engine) (2) misc tires which no longer fit current vehicles (3) misc aluminum brackets no longer used. Suv Brensinger told his fellow Board members the Authority is listing the former sewer truck. It is a good opportunity for the Twp to sell off unused equipment that is sitting and not necessary to keep. It also sets up good housekeeping for our storage areas.

MOTION was made and seconded to approve advertising the listed items on Municibid, along with the Authority truck, to sell. Motion unanimously carried.

E.) Pertinent Matters

1. Stormwater Management Fee Bills - The stormwater management fee invoices were mailed Monday, June 11 and were due July 11. A 10% penalty had been assessed on July 12th and the second notices were mailed today.

2. Twp General Liability Insurance – Mgr Grumbine explained in the effort to shop for the best price, agents were requested to provide proposals for insurance coverage. This year a sizable difference in pricing was presented. The Twp will now be using Bowman Insurance Agency beginning July 10, 2018 through July 10, 2019. Sol Wolf had reviewed the proposal with Bonnie before Mgr Grumbine signed the agreement. The Supervisors commended Mgr Grumbine for keeping an eye on any area that provides savings for Twp.

MOTION was made and seconded to ratify the Bowman Insurance agreement, signed by Mgr Grumbine, for General Liability Insurance beginning July 10, 2018 through July 10, 2019. Motion unanimously carried.

SOLICITOR’S REPORT; Atty Fred Wolf -- Henry & Beaver**A.) Res 12-2018 – Stormwater Billing and Payment Policy**

Sol Wolf told the Board that the first Stormwater Billing had been completed. During the process a few situations were noted. Resolution 12-2018 outlines a specific Stormwater Billing and Payment Policy to be followed for the Stormwater fee collections. Specific dates, overdue payment penalties and liens are all addressed within the policy. Also described is the policy used to determine “on time” payments. The Board is being asked to adopt Resolution 12-2018 setting payment policy for the Stormwater Billing.

MOTION was made and seconded to adopt Resolution 12-2018 adopting the Stormwater Billing and Payment Policy. Motion unanimously carried.

B.) IPMC 2018 – Ord to Adopt Newest Policy

Sol Wolf reported the last time the Twp had adopted the International Property Maintenance Code was in 2006. Since then there have been some modifications that should be included and updates as of 2018 that should be adopted by the Board. Mgr Grumbine, John Brenner (Code Enforcement) and Sol Wolf will be meeting to discuss revisions to the IPMC.

COMMENTS FROM BOARD MEMBERS**A.) Proposals from Landscape Contractor for Football Field Revitalization**

Suv Brensinger reported to the Board members he is trying to get some estimates together for accomplishing the work in-house. Then he would like to compare with an estimate received from a professional landscaping company. He is sure the difference will be significant. Suv Brensinger told the Board if they prefer a professional to complete the work, he understands. He would like to talk to the Football Assoc as they had indicated they would be willing to assist with some of the costs to rehab the field area. It is getting close to Football season, so a determination will need to be made on this subject soon. After some discussion Supervisors Miller and Sattazahn agreed with Suv Brensinger's suggestion to gather information on completing the project in-house.

B.) Lions Lake Tree Dedication

An agreement for tree #28 located at the Community Park was received in the Twp office for the Board's approval.

MOTION was made and seconded to approve the tree agreement for tree #28 at Community Park. Motion unanimously carried.

C.) Suv Sattazahn – Tree Watering

Suv Sattazahn said he would like to thank the Highway department for taking time to water the new trees at Lenni Lenape Park, as well as the Community Park, during the extremely hot weather. He suggested that perhaps another watering this week would be in order according to the weather forecast. Suv Brensinger said he would pass along the appreciation to the guys.

D.) Suv Brensinger – Stormwater Billing

Suv Brensinger said he wanted to add thanks to the Office staff, including Mgr Cheri Grumbine and Admin Asst Lori Books, for handling the stormwater billing, phone calls and visitors to the office. The Board did not necessarily agree with what was being handed down to them by the Federal and State level for completion, but it is done and now the first billing cycle has been completed. There were a lot of questions and comments that he felt were handled respectfully and with patience by the staff and he is appreciative of the fact that the residents were treated with respect even when some of them got unruly. Supervisors Miller and Sattazahn agreed with Suv Brensinger's remarks.

With no further business to discuss, meeting adjourned.

Respectfully Submitted,

Theresa L. George
Recording Secretary