

MINUTES

LEGISLATIVE MEETING – MAY 15, 2013

The May 15, 2013 Legislative Meeting of the Lower Swatara Township Board of Commissioners was called to order at 7:00 P.M. by President Frank Linn, Sr.

Roll call was taken with the following officials in attendance:

- Frank Linn, Sr., President
- William L. Leonard, Jr., Vice President
- Thomas L. Mehaffie III, Commissioner
- Jon G. Wilt, Commissioner
- Brenda K. Wick, Planning and Zoning Director
- Peter R. Henninger, Solicitor
- Jean R. Arroyo, Recording Secretary

Excused:

- Michael J. Davies, Secretary

Residents and visitors in attendance: PLEASE SEE ATTACHED SIGN-IN SHEET

President Linn welcomed the visitors to the meeting and opened the floor for public comment.

PUBLIC COMMENTS:

Bill Hockenberry, 871 Evergreen Drive, stated that he was here before the Board last month to express some concerns. He thanked the Board and staff for pursuing action on these issues. He referenced the memo from the Township highlighting the plan of action, including the forwarding of a letter to the property owner at 850 Evergreen Drive requesting that the pool be removed. Mr. Hockenberry stated that as for fixing his yard, Messick Construction had scheduled the work for May 8. Due to weather conditions, it was postponed until tomorrow and Friday. When the contractor was out there looking at the site, one of the options discussed was sealing up that drain/grate. Mr. Hockenberry stated that if this happens, the water will have nowhere to go. Ms. Wick stated that she does not feel this is an option, since it is an inlet on a

recorded plan. Solicitor Henninger agreed that this cannot be done without an amended plan. President Linn suggested that Messick Construction be so advised. Mr. Hockenberry stated his concern is that the contractor plans to be on-site tomorrow at 7:30 A.M. Ms. Wick replied that she will try to be there. Mr. Hockenberry added that as of a few days ago, Messick Construction still did not have a firm handle on how it is going to address the problem. He questioned the contractor's responsibility if a quick fix is made and the problem reoccurs. President Linn responded that there are Township standards that must be met.

Michelle Keeney, 310 Dauphin Street, stated that she would like to address the Board after hearing the report about progress of the work at the bottom of Route 230.

PENN WASTE PRESENTATION:

Ed Ward, Municipal Contract Manager for Penn Waste Disposal, stated that he is here this evening to address two items. The first is a request for an increase in the quarterly rate for residential recycling/waste collection as a result of a CPI increase from the Harrisburg Incinerator. Penn Waste is requesting an increase of \$0.25 per quarter per residential home. The new rate per quarter would be \$52.91. Mr. Ward explained that this is a pass through cost coming from the Harrisburg Incinerator. A motion was made by Vice President Leonard, seconded by Commissioner Wilt, to approve a request from Penn Waste Disposal for an increase of \$0.25 per quarter per residential home for residential recycling/waste collection services as a result of a CPI increase from the Harrisburg Incinerator. The motion was unanimously approved.

The second request is a proposal for new, larger recycling bins. Mr. Ward explained that the Township presently uses a 20 gallon container. Since Penn Waste accepts so many items for recycling, these containers oftentimes get completely filled, and then residents tend to place any extra recycling in the trash. The larger container is being proposed in an attempt to prevent this. The Township does benefit from increased recycling tonnage. For example, annual recycling performance grants are based on this tonnage. Also, increases from the Harrisburg Incinerator could potentially be less if trash tonnage is lowered as a result of increased recycling. When future trash/recycling contracts comes up for bid, haulers do look at pounds per week of trash, yard waste, and recycling. If trash rates are high, the potential is there for a higher bid. If recycling is high, it could cushion this.

Mr. Ward showed the Board two options: a 32-gallon bin, and a 64-gallon mobile cart. He explained that since using these 32-gallon bins, neighboring municipalities have seen increases in their recycling tonnage. Currently, Lower Swatara Township averages about 8 ½ pounds per week of recyclables per home. When going to the 32-gallon size, municipalities are seeing an increase of 2 – 3 pounds per week. The larger 64-gallon containers are being used in a test pilot program in Fairview Township. It is still too early to project a success rate. What is being tracked so far though does not seem to show an increase over the 32-gallon size.

Mr. Ward added that these new bins will be fully funded by Penn Waste. It would purchase, deliver, and provide public education for the new bins. The Township would only need to provide a location for the shipments to be stored during the delivery process. Residents could retain the current currently used 20-gallon container as an overflow bin or for their yard waste.

President Linn stated that his concern with the 64-gallon cart is that residents will throw everything in it, including trash. He added that it will probably not be convenient for use by senior citizens, who have very little recyclables. In response to a question from Commissioner Wilt, Mr. Ward agreed that most residents probably do not put out the 64-gallon cart every week since tonnage seems to spike every other week.

Commissioner Mehaffie asked if Penn Waste is proposing to offer either the 32-gallon bin or the 64-gallon cart. Mr. Ward explained that it will be one or the other for the entire Township. The Board must select only one size container for use by all residents. In response to a question from Vice President Leonard, Mr. Ward estimated that after ordering, the bins will be put in place within 60 days. Delivery will move fast, and extra bins will be left at the Township Building for new residents.

The Board members agreed that the 32-gallon bin would be the best option. Mr. Ward stated that he will work with Ms. Arroyo to provide advance notice to residents that new containers will be coming. Revised guidelines for recycling will also be provided. He noted that lids will not be provided, as experience shows that lids tend to disappear. The Board and several audience members expressed concern about this, as many residents do like the lids since they keep recyclables from blowing out of the bin. Mr. Ward explained that in its contract with Swatara Township, Penn Waste purchased about 500 lids which were made available at the Swatara Township office for anyone requesting one. Mr. Ward explained that Penn Waste will

deliver the bins without a lid, but will provide lids to the Township for anyone wanting one. President Linn thanked Mr. Ward for his attendance this evening.

ROUTE 230 UPDATE:

Vice President Leonard stated that representatives of Campus Heights Associates and Lawrence Street Partners were asked to provide an update on the progress of work at Route 230. Matt Genesio, Campus Height Associates, reported that there was a meeting with PennDOT on April 30 to present the latest revised plan. PennDOT accepted the design of the plan in principle. What was brought to their attention at the meeting was that there is work that needs to be done on some stormwater pipes in the Borough of Middletown. Therefore, Middletown Borough also had to approve the plan. A meeting was held with the Borough yesterday (May 14, 2013), and the Borough did indicate it was okay with the plan. Middletown Borough will now have to submit a HOP to PennDOT for that work. Mr. Genesio noted that this is the third HOP submitted to PennDOT for this project. When it is approved and issued to the Borough, which should take between 2 – 4 weeks, all the materials (boxes, inlets, etc.) can be ordered. It will take approximately 5 – 6 weeks for the materials to come in, and this is after the 2 – 4 weeks for PennDOT approval. As of now, a 7 – 10 week construction period is anticipated. Mr. Genesio stated he personally feels this is a very conservative estimate. The range to complete the project is from August 31 at the best scenario to October 15 at a worst case scenario.

President Linn expressed his disappointment with the developers dragging their feet so long, and stated that he will hold them to that date and also put a hold on their other projects until the work is complete. They can blame PennDOT or the Township, but they had an obligation when they built those projects to complete the work. Mr. Genesio disagreed with this statement. He noted that they have completed their project on their private property on schedule and also delivered the portion of Lawrence Street they had to deliver. The third part of the project, the Main Street construction, involves PennDOT. Mr. Genesio stated that PennDOT's review process, requirements, and constant changing of plans are the reasons the project is dragging on to this point. Mr. Genesio added that he finds it unfair that President Linn is dangling the other project in front of him, when these plans are completely separate.

Commissioner Wilt commented that he does not agree with President Linn's remarks, since there are some things which are just out of a developer's control.

Commissioner Mehaffie inquired as to the status with the utility companies.

Mr. Genesio explained that both UGI and the Borough Authority are aware of what needs to be done. Now, everyone is just waiting for an approved set of construction plans, which is the third HOP.

Vice President Leonard stated that it appears there are no other unknown issues to hold the project up, and asked if this understanding is correct. Mr. Genesio agreed that he is unaware of any other issues. Vice President Leonard asked about the possibility of another meeting with PennDOT to move along the HOP as quickly as possible. Ms. Wick stated that the Township can request another meeting. She added that the application for the HOP gets uploaded through PennDOT's electronic system and can be viewed there. Vice President Leonard also noted that he had heard at the PennDOT meeting that the Wood Street crossing and the Lawrence Street crossing can be done independently of one another. Mr. Genesio explained that from a practical standpoint at this point in the process, he believes it would be best to do it all at once because of the end point. Vice President Leonard stated that previously, the Board had been told by Mr. Genesio that Lawrence Street would be completed by June. This is not happening. He suggested a task list schedule be provided in order to watch the progress. Mr. Genesio stated that once the Borough of Middletown gets the HOP from PennDOT, he can provide a fairly concrete construction schedule.

Michelle Keeney, 310 Dauphin Street, disagreed with Mr. Genesio's statement that the projects are not related. She stated they are all related, because Lawrence Street will be the access to the entire complex. Ms. Keeney noted that this area is not safe due to visibility issues, flooding, etc. If the population is going to be increased by a few hundred people, there needs to be safe roads to get up there. She referenced the worst case scenario of an October completion date, and expressed concerns about floods, hurricanes, etc. Ms. Keeney remarked that this work needs to be completed before anything else goes up there.

Ron Keeney, 310 Dauphin Street, stated that all he has heard about is concern for the students, and asked that the Board also think about those residents who have lived here for years. After three years, this project should be done. Why were these issues not ironed out with

PennDOT years ago? Mr. Keeney suggested the Township use the developer's bond and fix the road itself.

APPROVAL OF MINUTES:

A motion was made by Vice President Leonard, seconded by Commissioner Mehaffie, to approve the Minutes of the April 17, 2013 Legislative Meeting. The motion was unanimously approved.

A motion was made by Commissioner Mehaffie, seconded by Commissioner Wilt, to approve the Minutes of the May 1, 2013 Workshop Meeting. The motion was unanimously approved.

APPROVAL OF BILLS:

A motion was made by Vice President Leonard, seconded by Commissioner Wilt, to approve the payment of bills as presented on Warrant No. 2013-4. The motion was unanimously approved.

APPROVAL OF TREASURER'S REPORT:

A motion was made by Vice President, seconded by Commissioner Mehaffie, to approve the Treasurer's Report for April 2013. The motion was unanimously approved.

ENGINEER'S REPORT: None

SOLICITOR'S REPORT:

Solicitor Henninger reported that he has been working with Ms. Wick on various projects and agreements. He also updated the Board on the flood hazard mitigation process, which is moving along nicely. The Jednota Flats area buy-outs are complete. Three of the eight remaining Frey Trust properties are done, and the fourth will be wrapped up tomorrow. Three more should be done next week. The last one is a little more complex due to the mortgage amount, and may take a few weeks to resolve. Solicitor Henninger noted that he has heard nothing but positive comments from those involved. They are appreciative for all the hard work Alan Knoche has put into the process, and for the Board's willingness to participate in this buy-out program.

COMMITTEE REPORTS:

Police Committee – Vice President Leonard -- In the absence of Commissioner Davies, Budget & Finance Chairman, Vice President Leonard presented the monthly finance report. Cash receipts for the month of April totaled \$1,549,095.06, with the major sources of revenues from Real Estate Taxes (current and delinquent), Act 511 taxes including the final pay out from Lancaster Area Tax Collection Bureau, and other miscellaneous receipts. Cash expenditures totaled \$723,938.49 and were comprised of the two transfers to the payroll account, the transfers to the various miscellaneous funds (such as the street light, hydrant fund, capital improvement fund and the fire department), and all invoices due and payable. Investments totaled \$521,762.88 with an average annual yield of 0.5%. Vice President Leonard then provided an update on the Police Department candidate selection process. Last evening, the Board interviewed the top candidates and made the recommendation to hire the following individual as police officers: Jordan Thomas, Jonathan Miller, Joseph Smith, Justin Dinger, and Patrick Ribec. He asked that the Board formally vote on each candidate.

A motion was made by Vice President Leonard, seconded by Commissioner Wilt, to approve the hiring of Jordan Thomas, effective June 1, 2013, as a probationary police officer. The motion was unanimously approved.

A motion was made by Vice President Leonard, seconded by Commissioner Wilt, to approve the hiring of Jonathan Miller, effective June 1, 2013, as a probationary police officer. The motion was unanimously approved.

A motion was made by Vice President Leonard, seconded by Commissioner Wilt, to approve the hiring of Joseph Smith, effective June 1, 2013, as a probationary police officer. The motion was unanimously approved.

A motion was made by Vice President Leonard, seconded by Commissioner Wilt, to approve the hiring of Justin Dinger, effective June 1, 2013, as a probationary police officer. The motion was unanimously approved.

A motion was made by Vice President Leonard, seconded by Commissioner Wilt, to approve the hiring of Patrick Ribec, effective June 1, 2013, as a probationary police officer. The motion was unanimously approved.

Chief Brandt thanked the Board for allowing the Police Department to bring its compliment of officers back to sixteen. He stated that this will better serve the Township. He

expressed his appreciation for this approval, and stated that he is sure the citizens will appreciate it too. President Linn asked Chief Brand to convey the Board's appreciation to Detective Appleby and the rest of the staff for all their work in this hiring process. All candidates were excellent, and it was a tough decision. Commissioner Wilt agreed that all the individuals interviewed were very fine candidates. While the decision was a tough one, he expressed his confidence that the Board made excellent selections.

Public Safety – Commissioner Wilt – reported that as mentioned above, the Police Department has been busy with the hiring process which was just completed tonight with the hiring of five new officers.

Public Works – Commissioner Mehaffie – reported that routine summer maintenance work continues, and noted that there will be a GIS meeting tomorrow with HRG and the Municipal Authority. Solicitor Henninger added that inclusion of the stormwater in this GIS will be discussed at Monday's Municipal Authority meeting.

Community and Economic Development – President Linn – reported that he is pleased to see plans for FedEx on tonight's agenda. He noted that FedEx has always been a very good neighbor to the Township, and is also very cooperative in having its trucks use the interchange.

UNFINISHED BUSINESS:

A motion was made by Commissioner Wilt, seconded by Vice President Leonard, to table the Final Subdivision Plan for Bryn Gweled East (26 lots), located along Lumber Street, immediately south of PA 283, prepared by Dauphin Engineering Co. and submitted by BW Partnership. The plan was recommended for approval by the Planning Commission on May 24, 2007. 90-day time extensions were granted by the Board on July 18, 2007, November 21, 2007, February 20, 2008, May 21, 2008, August 20, 2008, November 19, 2008, February 18, 2009, May 20, 2009, August 19, 2009, November 18, 2009, February 17, 2010, May 19, 2010, July 21, 2010, November 17, 2010, February 16, 2011, May 18, 2011, August 17, 2011, October 19, 2011, and January 18, 2012. A one-year time extension was granted by the Board on April 4, 2012, and an additional 90-day extension was granted by the Board on March 20, 2013. The plan is due to expire on July 16, 2013. The motion was unanimously approved.

A motion was made by Commissioner Mehaffie, seconded by Commissioner Wilt, to table the Final Land Development Plan of Residential Retirement Community, Phase 1, located

along Fulling Mill Road at the intersection of Nissley Drive, prepared by Navarro & Wright, Inc. and submitted by Fulling Road LLC. The plan was recommended for approval by the Planning Commission on November 15, 2007 with stipulations. The plan was due to expire on February 20, 2008. 90-day time extensions were granted by the Board on February 20, 2008, May 21, 2008, August 20, 2008, November 19, 2008, February 18, 2009, May 20, 2009, August 19, 2009, November 18, 2009, February 17, 2010, May 19, 2010, August 18, 2010, November 17, 2010, February 16, 2011, May 18, 2011, August 17, 2011, October 19, 2011, January 18, 2012, April 18, 2012, July 18, 2012, October 17, 2012, January 16, 2013 and April 17, 2013. The plan is due to expire on July 17, 2013. The motion was unanimously approved.

A motion was made by Commissioner Wilt, seconded by Commissioner Mehaffie, to grant a 90-day time extension, as submitted by the developer, on the Final Subdivision Plan of Old Reliance Farms, Section 18-B (9 lots) prepared by Dauphin Engineering, Inc. and submitted by Old Reliance Partnership. The plan was recommended for approval by the Planning Commission on May 27, 2010. A 90-day time extension was granted by the Board on April 21, 2010. A one-year time extension was granted on July 21, 2010. Additional 90-day time extensions were granted on July 20, 2011, October 19, 2011, January 18, 2012, May 16, 2012, August 15, 2012, October 17, 2012, and February 1, 2013. The plan is due to expire on May 20, 2013. With acceptance of this 90-day time extension request, the new expiration date of the plan will be August 18, 2013. The motion was unanimously approved.

A motion was made by Commissioner Mehaffie, seconded by Commissioner Wilt, to table the Revised Land Development Plan for KGH Properties – Campus Heights Village Wood Street Access, prepared by Forino, Inc. and submitted by Campus Heights Associates I, LP. The initial Plan submittal was due to expire on December 26, 2012. A 90-day extension was approved by the Township on December 19, 2012. An additional 90-day time extension was approved by the Township on March 20, 2013. The plan is due to expire on June 24, 2013. This plan remains tabled by the Planning Commission. The motion was unanimously approved.

NEW BUSINESS:

Vice President Leonard stated that the first item under New Business is the Subdivision and Final Land Development for FedEx Ground Harrisburg East, submitted by Scannell Properties, and prepared by H. Edward Black and Associates, Ltd. The plan was recommended

for approval by the Planning Commission on April 25, 2013. There are also six waiver requests associated with the plan which should be addressed prior to formal action on the plan. A motion was made by Commissioner Mehaffie, seconded by Commissioner Wilt, to grant a request for an “Alteration of Requirements” for a waiver of the following requirements of the Code of Ordinances, Chapter 22, Subdivision and Land Development: (1) §22-404. – The applicant has requested that the Board of Commissioners waive the requirements of preliminary plat requirements. The plan is on an existing street and no new streets are involved, so it qualifies as a Minor Plan. The Planning Commission made a recommendation to approve the waiver request on March 28, 2013; (2) §22-502.8. – The applicant has requested that the Board of Commissioners waive the requirement to comply with the Township’s minimum allowable sight distances. The applicant has stated that the sight distances are consistent with PennDOT’s allowable sight distances. The Planning Commission made a recommendation to approve the waiver request on March 28, 2013; (3) §22-606. – The applicant has requested that the Board of Commissioners waive the requirement to install curbing along Fulling Mill Road. The Planning Commission made a recommendation to approve the waiver request on March 28, 2013; (4) §22-607. – The applicant has requested that the Board of Commissioners waive the requirement to install sidewalks along Fulling Mill Road. The Planning Commission made a recommendation to approve the waiver request on March 28, 2013; (5) §26-118. – The applicant has requested that the Board of Commissioners waive the requirement to provide Volume Control within the Stormwater Management Facilities. The Planning Commission made a recommendation to approve the waiver request on March 28, 2013; (6) §22-509.4 – The applicant has requested that the Board of Commissioners waive the requirement to elevate the portion of Fulling Mill Road where improvements are being made so it is no more than one foot below the regulatory flood elevation. The road will remain at its existing elevation. The Planning Commission made a recommendation to approve the waiver request on March 28, 2013. The motion to grant the six waiver requests was unanimously approved.

With the waiver requests granted, a motion was made by Commissioner Mehaffie, seconded by Commissioner Wilt, to conditionally approve the Subdivision and Final Land Development Plan for FedEx Ground Harrisburg East, based on receipt of the outstanding permits from DEP, the O & M Agreement, and the security agreement. The motion was unanimously approved.

Solicitor Henninger stated that there is another item on the agenda pertinent to the FedEx Plan, which is a Letter of Agreement for improvements to be incorporated into the existing North Union Street/Fulling Mill Road Traffic Signal Permit Plan. He noted that he had reviewed this document with Ms. Wick. Ms. Wick explained that the Planning Commission had asked FedEx to make some changes to the existing signal at Fulling Mill Road and North Union Street. These changes include adding emergency preemption, and also realigning the lanes that are westbound out of its site so there is a designated left turn lane and a shared straight/right lane. This is believed to provide a better traffic pattern through the signal. Scannell Properties, owner of the facility, is doing this voluntarily because of the concerns of the Planning Commission. The changes to the signal are not required by PennDOT. Ryan Gallmeyer of Scannell Properties stated that it agrees the changes are appropriate and will improve traffic through the facility. A motion was made by Commissioner Mehaffie, seconded by Vice President Leonard, to approve the FedEx letter of agreement from Scannell Properties for improvements to be incorporated into the existing North Union Street/Fulling Mill Road Traffic Signal Permit Plan. The motion was unanimously approved.

A motion was made by Commissioner Mehaffie, seconded by Commissioner Wilt, to table and acknowledge a 90-day time extension on the Final Land Development Plan for Middletown Home Access Driveway/Parking Revisions, prepared by Schlouch, Inc. and submitted by the Middletown Home. The initial Plan submitted is due to expire on May 29, 2013. A 90-day time extension, upon acknowledgement by the Board of Commissioners, will extend the date to August 27, 2013. The plan remains tabled by the Planning Commission. The motion was unanimously approved.

The Board discussed approval of an Agreement for Civil Engineering Services for the Greenfield Park Well as submitted by K & W Engineers & Consultants. Commissioner Wilt asked why there is such a discrepancy in the final costs between the agreements submitted by the two firms, K & W and HRG. He asked what guarantees the Board has that K & W will come through with that price. Solicitor Henninger clarified that the agenda item is for approval of the engineering services only. K & W provided a range from \$27,240 - \$38,740. HRG provided a set price of \$35,770. The construction cost, which is total project cost, is based on whatever is bid out. Ms. Wick agreed that there is no guarantee on the construction costs provided. These figures are complete estimates at this time. The proposal is only for engineering costs.

Commissioner Wilt stated that since these two construction costs deviate so much, he feels there is a need for one or two more engineering firms to get involved in order to narrow it down. Ms. Wick clarified that after the engineering work is complete, the Township will have information to know the construction costs. The selected engineer will design a project, put it out for public bid, and then contractors will provide costs. This is when the Township will receive guaranteed construction costs. Solicitor Henninger agreed that regardless of which firm the Township chooses as its engineer to design and prepare the bid package, neither can guarantee the construction costs.

Commissioner Mehaffie stated that going just on engineering costs, K & W may not necessarily be the cheapest, since its range is from \$27,240 to \$38,740. HRG has provided a fixed cost of \$35,770. One firm has provided a range, and one firm has provided a fixed price. The Recreation Board did recommend acceptance of the K & W proposal. Commissioner Mehaffie asked Ms. Wick if she could explain the big difference in estimated construction costs quoted by the two firms. Ms. Wick responded it is hard to say, since they were both provided the exact same materials. One firm may have done more research on depth of the wells in that area. The depth of the well is a big unknown. Again, the construction costs are based on estimates at this point. The actual engineering costs quoted by both firms are very close. Solicitor Henninger added that since this is a professional service, the Township is not required to accept the low bid.

Vice President Leonard asked if the Township had used the services of K & W before. Ms. Wick responded that she does not believe it has, although the firm has done other work in the Township, including the new Sheetz plan. Vice President Leonard noted that obviously, HRG has done work with the Township. Commissioner Mehaffie added that the Recreation Board also had trouble with the huge difference in construction costs. He stated, however, that the only thing the Board can really look at now is the engineering costs. Vice President Leonard agreed. He stated that he is not trying to set a precedent, but knows the Township has had positive experience with HRG. Based on that fact, he is leaning toward them. Commissioner Mehaffie added that looking at the high range of K & W's quote, he would also select HRG. A motion was made by Vice President Leonard, seconded by Commissioner Wilt, to approve an Agreement for Civil Engineering Services for the Greenfield Park Well as submitted by HRG in the amount of \$35,770. The motion was unanimously approved.

A motion was made by Commissioner Wilt, seconded by Commissioner Mehaffie, to approve Resolution No. 2013-R-6. This resolution appoints the President of the Board of Commissioners at the Chief Administrator (CAO) of the Township's Pension Plans. Instead of naming a specific person, it was felt it would be best to name a position title as the CAO. Commissioner Wilt agreed that this make sense. The motion was unanimously approved.

FINAL COMMENTS:

President Linn stated that he would be remiss in not acknowledging two distinguished gentlemen in the audience tonight: Edward Black, Vice President of the State Association; and Bob Spandler of Swatara Township who is a past President of the State Association. He asked if either gentleman had any comments. Mr. Black stated the Township staff is always a pleasure to work with.

Vice President Leonard provided the Board members with a spreadsheet of the weekly status update from the staff, and requested an executive session immediately upon conclusion of this evening's meeting in order to discuss personnel topics. President Linn reported that at the Board's May 1 executive session, it had discussed and extended the time frame for Vice President Leonard to act as liaison between the Board and staff by another 60 days.

ADJOURN AND CONVENE INTO EXECUTIVE SESSION:

Hearing no other business, a motion was made by Commissioner Mehaffie, seconded by Commissioner Wilt, to adjourn the meeting and convene into executive session. The motion was unanimously approved, and the meeting adjourned at 8:09 P.M.

ATTEST:

Jean R. Arroyo
Recording Secretary