

STROUDSBURG BOROUGH COUNCIL
MEETING MINUTES
JUNE 15, 2021

A meeting of the Stroudsburg Borough Council convened at 7:00 P.M. in the Council Chambers of the Stroudsburg Borough Municipal Building with the following members present: Vice-President of Council Matt Abell, Council President Pro-Tem Erica McCabe, , Councilman Jim Evanisko, Councilwoman Victoria DeVries and Councilman Boyd Weiss. Councilman James Smith was absent. Council President Anthony Lanfrank, Jr. advised of his absence prior to the meeting. Also present were: Mayor Tarah Probst, Borough Manager Lawrence Kopp, Borough Solicitor Joseph McDonald Jr., Assistant Codes Officer Jennifer Walker, and Street Superintendent Brian Ace Jr.

The Pledge of Allegiance was recited.

Public Hearing and Consideration to Adopt An Ordinance of the Stroudsburg Borough Council Amending Attachment 5: 1 Entitled “C-O Commercial Overlay District Map” in Chapter 27 “Zoning” of the Stroudsburg Borough Code.

A motion was made by Mr. Weiss, seconded by Ms. McCabe to open the hearing to the public for the aforementioned Ordinance. The motion was carried. (5-yes; 0-no; 0-abstain)

Joseph Shay asked if the Ordinance will expand the existing Commercial Overlay (C-O) District. Mr. Abell summarized the intent of the Ordinance which is to create a buffer between the overlay district and the abutting residential districts while providing more opportunities and areas in the commercial enterprise areas. Bill Watkins, who owns 46 North 6th Street asked about the exclusion of 536 Sarah Street from the C-O District. He has two buildings on the same property. Mr. Abell explained that a line would simplify the intent of the ordinance.

Solicitor McDonald advised that adequate notice of the public hearing was provided by publishing a legal ad notice in the Pocono Record in the issues of May 31 and June 6, 2021.

A motion was made by Mr. Weiss, seconded by Ms. McCabe to close the public hearing. The motion was carried. (5-yes; 0-no; 0-abstain)

The aforementioned Ordinance was adopted on a motion made by Ms. McCabe, seconded by Mr. Weiss. The motion was carried. (5-yes; 0-no; 0-abstain)

Public Hearing and Consideration to Adopt An Ordinance Amending Chapter 26 of the Stroudsburg Borough Code, Part 3, Known as the “Borough of Stroudsburg Mandatory Water Connection Ordinance” Codified at Stroudsburg Borough Code §26-301-304.

A motion was made by Ms. McCabe, seconded by Mr. Weiss to open the hearing to the public for the aforementioned Ordinance. The motion was carried. (5-yes; 0-no; 0-abstain)

Joseph Shay asked for clarification of the Ordinance. Mr. Abell explained that Stiff Oil had to mitigate their property and asked the Borough to amend the Sewer Ordinance to allow the mitigation efforts to continue if the Borough ever decides to lift the mandatory requirement for the connection to the water system. It relieves the property owner of a mitigated property from continuing to monitor their property. The benefit to the Borough is that the ordinance amendment will remove the stigma associated with an environmental covenant, which would ultimately affect the sales price of the property and the willingness of an individual to develop the property. Solicitor McDonald confirmed that he spoke with the DEP to confirm the procedure and the proposed verbiage of the ordinance.

The public hearing was closed on a motion made by Mr. Weiss, seconded by Ms. McCabe. The motion was carried. (5-yes; 0-no; 0-abstain)

Solicitor McDonald advised that adequate notice of the public hearing was provided by publishing a legal ad notice in the Pocono Record in the issue of June 1, 2021.

The aforementioned Ordinance was adopted on a motion made by Ms. McCabe, seconded by Mr. Weiss. The motion was carried. (5-yes; 0-no; 0-abstain)

Public Hearing and Consideration to Approve a Request of Marita's, LLC. for an Intermunicipal Liquor License Transfer of Pennsylvania Liquor License No. R 16812 presently owned by Pocono Restaurant, Inc. from Pocono Township, Pennsylvania. The proposed transfer of the Retail License will be to the first floor of 735 Main Street, Stroudsburg, PA.

William Watkins, Esq, who represents the applicant, Ian Schreier, was present as was Mr. Schreier. Mr. Watkins advised that Mr. Schreier's business, Maritas LLC., will be moving from its present location to 735 Main Street.

Mr. Schreier was sworn in by Court Reporter Donna Kenderdine. He stated that his restaurant is open seven days a week from 11:00 A.M. to 12:00 A.M. 60% of his sales are food; 40% of sales are liquor. He is proposing outdoor dining in front of the building where the parking lot is located. There may be a guitar player, but that would cease prior to 9:00 P.M. The seating capacity will be approximately 20 bar stools and 65 seats in the dining room. There is a five-year commercial lease agreement dated May 17, 2021 between C & E Associates and Maritas, LLC.

A motion was made by Mr. Weiss, seconded by Mr. Evanisko to close the public hearing. The motion was carried. (5-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to adopt "A Resolution Approving the Request of Maritas, LLC. to Transfer Liquor License #R 16812. The motion was carried. (5-yes; 0-no; 0-abstain)

Approval of Council Meeting Minutes for the Regular Meeting, May 18, 2021

A motion was made by Mr. Weiss, seconded by Ms. McCabe to approve the minutes of the regular meeting of May 18, 2021 as circulated. The motion was carried. (5-yes; 0-no; 0-abstain)

Monthly Administrative Reports

The following administrative reports for May, 2021 were approved on a motion made by Ms. McCabe, seconded by Ms. DeVries: Permits Issued Report, Parking Enforcement Report, Right to Know Report, and the SARP Report. The motion was carried. (5-yes; 0-no; 0-abstain)

Unaudited May, 2021 Treasurer's Report

A motion was made by Mr. Weiss, seconded by Mr. Evanisko to approve the May, 2021 Bank Account Balance Report and the Budget to Actual Report. The motion was carried. (5-yes; 0-no; 0-abstain)

Consideration to approve the Preliminary/Final Land Development Plan for Shanti House as prepared by Cornerstone Consulting Engineers and Architectural, Inc.

A motion was made by Ms. McCabe, seconded by Mr. Weiss to direct staff to reach out to the applicant to ascertain their timeline. The applicant extended an extension to June 30, 2021. A special meeting could be scheduled to consider the application if necessary. The motion was carried. (5-yes; 0-no; 0-abstain)

Consideration to Adopt a Budget Transfer Resolution

A motion was made by Mr. Weiss, seconded by Ms. McCabe to approve a budget transfer resolution. \$2,617.37 will be transferred from the General Fund, Accounting Services (01-402-312) to the General Fund, Office Equipment/Furniture (01-401-213) for the purchase of three (3) fireproof filing cabinets. The motion was carried. (5-yes; 0-no; 0-abstain)

Consideration to approve a Professional Services Agreement with Traffic Planning and Design to conduct a Transportation Impact Study and develop a Revised Concept Plan for the Five-Point Intersection not to exceed \$16,000.

A motion was made by Ms. McCabe, seconded by Mr. Evanisko to approve the aforementioned agreement. Mayor Probst advised that the Streets Committee is recommending the proposal in order to explore safer traffic patterns for trucks. Joseph Shay advised that a traffic study was done of that intersection years ago. Mr. Abell answered that that traffic study preceded his 14-year service on Council. A preliminary study was done by Traffic Planning and Design (TPD) and submitted to PennDOT. The response from PennDOT contained a number of conditions. This proposal will allow TPD to address each condition and resubmit the plan to PennDOT. A discussion ensued about former truck routes on 2nd Street and Sarah Street. The motion was carried. (5-yes; 0-no; 0-abstain)

Consideration to approve permit-free Yard Sale Days from Saturday, July 3 to Monday, July 5, 2021.

A motion was made by Mr. Weiss, seconded by Ms. DeVries to approve permit-free Yard Sale Days from Saturday, July 3 to Monday, July 5, 2021. The motion was carried. (5-yes; 0-no; 0-abstain)

Consider the application of Joseph Shay for the replacement of roofing at 600 Sarah Street, as recommended for approval by the HARB.

The aforementioned recommendation was approved on a motion made by Mr. Weiss, seconded by Ms. DeVries. The motion was carried. (5-yes; 0-no; 0-abstain)

Consider the application of Jonathan Mark for the replacement of roofing at 702 Thomas Street, as recommended for approval by the HARB.

The aforementioned recommendation was approved on a motion made by Mr. Weiss, seconded by Ms. McCabe. The motion was carried. (5-yes; 0-no; 0-abstain)

Consider the application of Barth Rubin for the replacement of rear stairs and railings and for work to the front porch at 608-610 Sarah Street, as recommended for approval by the HARB.

The aforementioned recommendation was approved on a motion made by Mr. Weiss, seconded by Ms. McCabe. The motion was carried. (5-yes; 0-no; 0-abstain)

Consider the application of Marika Protsouk for the replacement of fencing at 705-707 Scott Street, as recommended for approval by the HARB.

The aforementioned recommendation was approved on a motion made by Ms. McCabe, seconded by Mr. Weiss. The motion was carried. (5-yes; 0-no; 0-abstain)

Consider the application of Louis Rodite for the replacement of roofing at 745-747 Ann Street, as recommended for approval by the HARB.

The aforementioned recommendation was approved on a motion made by Mr. Weiss, seconded by Ms. McCabe. The motion was carried. (5-yes; 0-no; 0-abstain)

Consider the application of Joan Figliozzi for the replacement of roofing at 712 Thomas Street, as recommended for approval by the HARB.

The aforementioned recommendation was approved on a motion made by Ms. McCabe, seconded by Mr. Evanisko. The motion was carried. (5-yes; 0-no; 0-abstain)

Consider the application of J. Robert Causton for the replacement of roofing at 618 Sarah Street, as recommended for approval by the HARB.

The aforementioned recommendation was approved on a motion made by Mr. Weiss, seconded by Ms. DeVries. The motion was carried. (5-yes; 0-no; 0-abstain)

Consider the application of J. Robert Causton for the replacement of roofing at 624 Sarah Street, as recommended for approval by the HARB.

The aforementioned recommendation was approved on a motion made by Mr. Weiss, seconded by Ms. DeVries. The motion was carried. (5-yes; 0-no; 0-abstain)

Consider the application of Denise Cebular for the replacement of screens with sliding glass doors at 501 Scott Street, as recommended for approval by the HARB.

The aforementioned recommendation was approved on a motion made by Ms. McCabe, seconded by Mr. Weiss. The motion was carried. (5-yes; 0-no; 0-abstain)

Consider the application of Stacey Bardonnex for the replacement of the front door, garage door, rear first story roof, and alterations to the garage at 218 North Eighth, as recommended for approval by the HARB.

The aforementioned recommendation was approved on a motion made by Ms. McCabe, seconded by Mr. Evanisko. The motion was carried. (5-yes; 0-no; 0-abstain)

Committee Reports

Codes Committee – Mr. Abell reported that the Codes Committee met on May 26 and discussed the following:

- A final proposed garbage collection ordinance was prepared by the Borough Solicitor and will be presented to Council. The effective date will be January 1, 2023 in order to allow landlords to incorporate the procedures in their lease agreements.
- A proposed ordinance to amend the Sign Ordinance has been sent to the Monroe County Planning Commission and the Stroudsburg Borough Planning Commission. A hearing will be scheduled for the July 6 meeting.
- The Committee is looking at a rental property and real estate transfer inspection ordinance.
- A Knox Box Ordinance and the security implications of same are being considered.
- There is a need to engage an independent contractor to do snow removal, grass cutting, and weed abatement for properties that are not compliant with the property maintenance code and the violation notices that are issued by the Codes Department. The Committee will be considering a proposal for going out to bid and the means by which the Borough would be reimbursed by the property owner for that expense.
- A review of the ordinance revealed that a Code Enforcement Appeals Board should be created; that has never been set up before. The Committee is looking at the requirements for membership.
- Mr. Abel and Mr. Kimes are working on an amendment to the Zoning Ordinance that would allow the assessment of a double house to be split. As there are no entry level affordable homes in the Borough, this might allow a means for people to own their own homes.
- The special exception process is under review.
- The Code Office is monitoring 14 properties that are in disrepair.

Budget Committee – Ms. McCabe reported that there has not been a Budget Committee meeting.

Parking Committee – Ms. McCabe reported that there has not been a Parking Committee meeting.

Recycling Committee – Mr. Weiss reported that there has not been a Recycling Committee meeting.

Sewer Committee– Mr. Kopp reported that BCRA is concerned about the Borough’s inflow and infiltration affecting the treatment plant. The heavy rain last August caused an unprecedented amount of I and I. BCRA has asked the Borough to address this issue. Five flow meters have been installed and will be moved around the Borough to determine the areas of concern; smoke testing will also be done.

Streets Committee–Ms. Probst advised that the Street Committee is still looking at the turn back of Main Street from PennDOT. A sidewalk ordinance is also being considered.

Personnel Committee – Ms. McCabe reported that there has not been a Personnel Committee meeting.

Public Relations/Media Committee – Ms. Probst advised that the Committee met prior to the Council meeting. Concerts in the Park begin on June 17 and will continue on Thursdays for ten weeks. A drum circle was held last Thursday in Courthouse Square. Another one will be held on the Thursday following the last concert. A rainbow crosswalk was done for Pride Month.

Redevelopment Committee - Mr. Abell reported that the Committee, Mr. Kopp, and Solicitor McDonald had a productive virtual meeting with the Monroe County Land Bank Committee. The Redevelopment Committee discussed HARB procedures and encouraged the Land Bank to meet informally with HARB or submit an application to remove the chimney and the porch and exploring options that would cover up the flaking paint on the siding of 714 Scott Street. Solicitor McDonald was directed by Council to begin condemnation proceeds on the property for health and public safety reasons.

The Committee is meeting tomorrow, June 16, and will discuss a program that the County has for the demolition of deteriorated structures to determine if there are any candidates. \$40,000.00 is available per residential structure and \$100,000.00 per commercial structure. A letter of interest would need to be sent to the County and the Borough would need to be willing to take title of the property.

The Phase 1 Plan for the southern extension to the Levee Loop was received from the consultant, and the Committee will be exploring ways to finance the project. The extension will provide bicyclists and pedestrians with a safer route to South Stroudsburg.

Nate Staruch, a member of the Committee, has temporarily stepped down from his position. He is leaving Monroe County for other employment and will return to the Committee once he settles in to his new position. Mr. Staruch was working on the feasibility of a future parking garage.

The Committee is also working on an Open Space Impact Fee Ordinance which would assess a fee based on number of units to developers of commercial and residential properties who can not provide recreational or green space.

I-80 Expansion Task Force Committee – Mayor Probst reported that she, Ms. McCabe and Kris Battle met with the Pocono Mountains Visitor Bureau last week and will be meeting with Mr. Cafferty from the Governor’s Cabinet to discuss the proposed project.

Stroud Region Open Space and Recreation Commission – Ms. McCabe reported that the Commission will meet again on June 22 at the Day Street Park in East Stroudsburg.

Mayor’s Report

Mayor Probst asked for an updated schedule of paving projects. Mr. Ace needs to do core sampling on some of the streets. She noted that the decorative streetlights look nice with the flags, the flowers and the veteran’s banners. A streetlight is still needed on lower Thomas Street; Mr. Ace stated that PP&L has been notified.

Council Member Reports

No reports.

Solicitor’s Report

Solicitor McDonald noted the need for a brief executive session to discuss the status of existing litigation for Adams Outdoor Advertising and potential litigation for an enforcement matter. Formal action is not anticipated.

Council President Anthony Lanfrank submitted his resignation from the Borough Council as he has moved out of the Borough. The Borough Council has a thirty-day period from its acceptance of the resignation to appoint an individual to fill his unexpired term through December 31, 2021. Solicitor McDonald expressed appreciation for Mr. Lanfrank’s service as a Council member and as the President of Council. He handled the constraints of the last year beautifully. No action was taken on the resignation; however, no action by Council after 45 days constitutes acceptance. Mr. Abell will chair meetings for the time being. The vacancy will be posted on the Borough’s website www.stroudsburgoro.com and the Borough Facebook page.

A contempt hearing is scheduled for June 29 regarding 124 Lee Avenue. There has been an inadequate response from the property owner to the violation notices issued by the Codes Office.

Code Enforcement Officer’s Report – Ms. Walker had nothing to report.

Street Superintendent’s Report – Mr. Ace reported that SROSRC has been having difficulty hiring lifeguards, but a tentative opening of the pool is scheduled the weekend of June 26. The pool is ready. The swim team has been meeting at the pool.

Manager's Report

Classes/Training

PSAB Annual Conference (Virtual)	June 7 th & 8 th
PLGIT Webinar – Financial Market Update	June 17 th

Meetings

Weekly Borough Staff Meeting	June 4 th
DEP/MS4 Inspection	June
Chris Gibbons/Concord Public Financial	June 9 th
Rick Bachman/Teamsters Union/Contract Negotiations	June 17 th
MS4 Public Meeting	June 29 th
HSPS Task Force	June 30 th

Small Municipal Separate Storm Sewer System (MS4) Inspection

Inspection of our Small Municipal Separate Storm Sewer System with DEP went extremely well. I put into place programs that involve Public Outreach & Education; Illicit Discharge Detection & Elimination; & Pollution Prevention. Next steps are a public meeting on Tuesday, June 19th @ 6:00 pm to discuss the program and solicit public input (Council doesn't have to attend); and beginning to inspect all outfalls into the three creeks that we have within the Borough (Brodhead, Little Pocono and McMichael). All outfalls will need to be inspected twice by December 31, 2023. The inspectors from DEP said we were ahead of the other municipalities in Monroe County in implementing our program.

Infrastructure/Streets/Capital Projects

Fetherman Street Paving Project. RKR Hess spoke with Brian Winot at NSC and forwarded the Notice of Intent to Award. When we receive the appropriate documents, RKR Hess will forward a recommendation to award the project.

North 8th Street Paving Project. Base map completed for the project. RKR Hess reviewing the schedule to see if we can get this project out to bid and constructed this year. In the budget for 2021, using Liquid Fuels & Streets Funds.

Sidewalk Replacement Project/Multimodal Grant. Working on extension of grant period with DCED/CFA (Currently expires June 2022). Plan is to have this project next spring into summer. Concern is with price for construction (concrete particularly); the hope is prices will stabilize over the winter so we can bid over the summer. Will add ramp at corner at 6th and Monroe (SW Corner) as part of the project that Monroe County requested the Borough improve.

Ann Street Sewer Replacement. LSA grant not approved. Pending Council approval, will use American Rescue Fund funding. This is an approved use for the funds and approval is not required from the state or federal governments for this use.

Sewer Collection System Inflow and Infiltration

Sent letter to BCRA in regard to our plan to address I&I concerns. Response was due June 16th. Flow Metering will be used, first along Ann Street, to determine locations and severity of I&I. This information will be used to determine where repairs and/or replacement of lines is needed. Flow Meters were recalibrated and emplaced at five locations with assistance/training from the meter manufacturer.

Financial

Completed Financial Study. Working to put together presentation and recommendations for Council. I will schedule a meeting with the Finance Committee in the next month and later this summer will present to full Council.

Meeting with Concord Financial

As part of the financial study, I meet with Chris Gibbons from Concord Financial for additional data on Debt, Debt Management and Borrowing Capacity. This information will be included with the Financial Study.

COVID/CDBG Funding for Hand Wash Stations

It looks like PPE is authorized for funding in this grant program. I will confirm the costs with the Fire Department and work with the county to update our grant funding application. Some work on our end, but definitely doable!

McMichael Creek Flood Protection Project/Levee Repair/DEP Grant

Project is being managed by the Army Corps of Engineers and work is scheduled to be done during summer of 2021. Have not heard back from the Army Corps as to dates. Grant Agreement is complete for DEP to provide 100% of the share of the Borough's cost of the project. We will be responsible for the upfront match costs and then will be reimbursed, up to \$80,000, by DEP.

Summer Newsletter

Beginning work on Summer Newsletter. Jim Evanisko is offering input, advice and help, which are appreciated. Will have out to residents by early July at the latest.

Levee Conduit Inspection

In 2021, all conduits on our Levees must be inspected by camera. Since we have our own camera truck, we are able to do this work "in house" and save costs. We received the Army Corps of Engineers Inspection Guidelines and will be doing the work this summer. Waiting for more guidance from the Corps of Engineers/DEP.

Recycling Center

I am working with Brian Bond (my counterpart in East Stroudsburg) to set up a Recycling Committee Meeting this week. Brian wants to discuss providing shredding services once a month and County Waste collecting recyclables in Stroudsburg Borough.

And I think we have some additional revenue producing opportunities that we need to explore. Total income from the Recycling Center has been up and down every year, and is dependent on the prices being for recyclables, which is highly variable. This would be a way of increasing, and hopefully, equalizing, the income from year to year. And I have some ideas to change our procedures that would increase our productivity.

Bicycle Racks

Three racks remain to be installed: 745 Main, 401 Main & 33 North 7th Streets. Heard from North 7th Street, and they approved. Waiting to hear back from the remaining two property owners. One property owner (1172 Main Street) declined to have the rack on their property.

2021 CDBG Funding

By July 31st, we need to provide to the County Redevelopment Authority what project we will be undertaking with those funds. Brian and I will discuss and make recommendations to the Streets Committee to be approved by Council. Application submission date is October 28th, 2021.

Sewer Lien

The Pocono Plaza Inn has a past due sewer balance of \$56,471.40 (as of 4/23/21). We were contacted by an attorney working to refinance the property, which would include the payment of the back sewer. FYI, BCRA has developed a payment plan for water bills (over \$79,000); Joe recommended we try to get full payment, which makes sense. We sent a letter to the owner on May 13th, which was signed for on May 14th. We can submit a lien for the remainder of the balance (\$38,472.09; we already have a lien on the remainder of the balance) on June 14th.

Keystone Mutual Insurance Trust (KMIT) Report to Management

We received KMIT's Report to Management regarding our insurance. We are looking very good; our overall score is 91.3%, higher than the average of 79.9% and well above the minimum score of 65%. Report is attached.

Five Points Intersection North 5th Street

Ben Guthrie/Traffic Planning & Design presented a proposal to work with PennDOT and do a study to implement two-way traffic on North 5th Street at the Five Points Intersection.

Borough Personnel

Began weekly staff meetings on Friday mornings at 9:00 am. Date will allow to set priorities for coming week, prep Agenda and information for Council Meetings and share information. Reviewed job descriptions and working on updates, standardizing format. Counselling of subordinate employees, job description review, finished last week.

2021 Grant Deadlines

LSA (July 1st to September 30th Open)
Small Water & Sewer (Still not Open)
DCED/CFA Multimodal (April 2nd to July 31st)
PennDOT Multimodal (No dates yet posted for 2021)
ESSA/Swimming Pool Liner (September; must be through SROSRC Volunteer Group)

Upcoming Focus

MS4 Outfall Inspections & Public Meeting	Presentation, Borough Finances
Financial Procedures	Paving/Infrastructure Projects 2021
I&I Study	Continue to Meet Community
Leaders	
Day to Day Activities	Summer Borough Newsletter
American Rescue Plan Act Funds	

Mr. Kopp also reported that he received calls of concern about the height of the pride flags.

Approval of Bills on Warrants 210615

A motion was made by Ms. McCabe, seconded by Mr. Weiss to approve the bills on warrants 210615. The motion was carried. (5-yes; 0-no; 0-abstain)

Public Input on Non-Agenda Items

Kurt Ehrenfeuchter, a resident of Scott Street expressed concern about the change in use to short-term rental/sober living at 805, 807, and 809 Scott Street. Solicitor McDonald responded that the Codes Office is aware of the situation and issued a Notice of Violation to the property owner. As of this meeting, there was no appeal from the property owner; however, a response was sent from the owner's counsel. Mr. Ehrenfeuchter or any other individual may request that the Codes Office advise them of any hearings that may be scheduled before the Zoning Hearing Board should there be an appeal by the property owner.

Mr. Ehrenfeuchter also expressed concern about motorists who do not stop at stop signs. SARP has been advised of the problem. Mayor Probst asked Mr. Ace to move the speed radar awareness sign to lower Scott Street.

Rudy Gush expressed concern about noisy cars and fireworks. Mayor Probst advised that SARP will be discussing the noisy cars with Stroudsburg Borough, Stroud Township and East Stroudsburg Borough and a consultant. Captain Gasper was on Zoom Captain Gasper was on Zoom and will pass on the concerns to the Police Chief. The Chief is working on report of the patrols in the area. Many municipalities are having the same problems.

Executive Session

A motion was made by Ms. McCabe, seconded by Ms. DeVries to go in to executive session at 8:27 P.M. for the purpose of discussing pending litigation and potential litigation. The motion was carried. (5-yes; 0-no; 0-abstain)

The executive session was concluded at 9:35 P.M. on a motion made by Ms. McCabe, seconded by Ms. DeVries. The motion was carried. (5-yes; 0-no; 0-abstain)

A motion was made by Ms. McCabe, seconded by Ms. DeVries to adjourn the meeting at 9:36 P.M. The motion was carried. (5-yes; 0-no; 0-abstain)

