

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PUBLIC WORKS

DATE: JUNE 29, 2015

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| COMMITTEE MEMBERS PRESENT: | OTHERS PRESENT: |
| SUPERVISORS MERLINO | JEFFERY TENNYSON, SUPERINTENDENT OF PUBLIC WORKS |
| CONOVER | JUSTIN GONYO, GENERAL SUPERINTENDENT, SARATOGA & NORTH CREEK RAILWAY |
| WOOD | KEVIN GERAGHTY, CHAIRMAN OF THE BOARD |
| TAYLOR | PAUL DUSEK, COUNTY ADMINISTRATOR |
| VANSELOW | AMANDA ALLEN, CLERK OF THE BOARD |
| COMMITTEE MEMBERS ABSENT: | FRANK THOMAS, BUDGET OFFICER |
| SUPERVISORS FRASIER | BETSY HENKEL, FISCAL MANAGER, DEPARTMENT OF PUBLIC WORKS |
| DICKINSON | ED ZIBRO, FOUNDER OF THE WARRENSBURG BIKE RALLY |
| SIMPSON | DAVID STRAINER, TOWN OF QUEENSBURY RESIDENT |
| SOKOL | DON LEHMAN, <i>THE POST STAR</i> |
| | THOM RANDALL, <i>ADIRONDACK JOURNAL</i> |
| | SAMANTHA HOGAN, SECRETARY TO THE CLERK OF THE BOARD |

Mr. Merlino called the meeting of the Public Works Committee to order at 10:00 a.m.

Motion was made by Mr. Conover, seconded by Ms. Wood and carried unanimously to approve the minutes of the prior Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Jeffery Tennyson, Superintendent of Public Works, who distributed copies of the Parks, Recreation & Railroad and DPW Agendas to the Committee members; *copies of both Agendas are on file with the meeting minutes.*

Commencing the review of the Parks, Recreation & Railroad Agenda, Mr. Tennyson apprised the SNCR (*Saratoga & North Creek Railway*) update would be provided by Justin Gonyo, SNCR General Manager.

Mr. Gonyo advised SNCR had recently moved the concession caboos previously located at the Riverside Station in the Town of Ripparius to the Thurman Station. He said they would be working on some cosmetic adjustments to the caboos this week which included painting the outside and moving all of the equipment back inside. He mentioned as long as they were able to maintain the schedule for the NYS DOH (New York State Department of Health) inspection, the caboos would be opening on Friday, July 3rd.

In regards to the work completed at the Hadley-Luzerne Station, Mr. Gonyo apprised they had completed some grounds work that consisted of planting some apple trees, erecting a fence line, mowing the grounds, moving most of the furniture into the Station, except for a few pieces that were being refinished, and installing the foundations for the lamp posts which were being constructed.

Mr. Gonyo advised everything was on track for their summer schedule, and he noted the train to Saratoga would feature two dome cars this year, as opposed to only one that had been offered in previous years. He said they would be receiving 2 new locomotives in the next week or so, which were equipped with 800 kilowatt on-board generators to provide power to the trains. He commented this was certainly an upgrade in power for them. He stated they would utilize their regular power until the new generators were in service, which he anticipated would be by the end of July.

Mr. Gonyo stated the North End Local service would feature an increase in seating, as they would be commencing with 2 coach cars, each with seating for 60 passengers. He said they had enough coach cars on hand to add an additional 130 seats to either the to Saratoga or the North End Local trains, as required.

In reference to their marketing efforts, Mr. Gonyo apprised SNCR would be displayed in numerous locations, as they were currently working on a large marketing campaign. He said a portion of this

would advertise an event similar to one that took place last year, which was their Polar Express Christmas in July event. He added they also had a staff member located in the satellite office of the Warren County Tourism Department at the Adirondack Outlet Mall in Lake George, New York; he thanked everyone involved who made this possible.

Pertaining to freight operations, Mr. Gonyo reported 1,000 tons of stone had been moved from the Tahawus Mines and 10 additional cars were being loaded right now that would be shipped to Tauton, Massachusetts to fulfill the remainder of the contract with the Massachusetts Department of Transportation.

Continuing the Agenda review, Mr. Tennyson advised the following three requests all related to the snowmobile trails in Warren County:

- 1) Request for authorization of a snowmobile licensing agreement between Warren County and Lyme Adirondack Timberlands I, LLC for the term commencing December 1, 2015 and terminating November 30, 2016, for a lump sum amount of \$3,120;
- 2) Request for authorization of a snowmobile licensing agreement between Warren County and Lyme Adirondack Timberlands II, LLC for the term commencing September 1, 2015 and terminating August 31, 2016, for a lump sum amount of \$50 to be paid by the South Warren Snowmobile Club; and
- 3) Request to extend the existing contract with South Warren Snowmobile Club, Inc. and the City of Glens Falls for the term commencing July 1, 2015 and terminating June 30, 2016.

Motion was made Ms. Wood, seconded by Mr. Taylor and carried unanimously to approve the requests as presented and the necessary resolutions were authorized for the July 17th Board Meeting. *Copies of the resolution request forms are on file with the minutes.*

Moving along, Mr. Tennyson apprised page 10 of the Agenda consisted of a letter from the Northern Trust Company regarding The Global Village Charitable Trust that was established by Daniel Lewis. He said Mr. Lewis lived across the road from Up Yonda Environmental Educational Farm and was a consistent supporter. He requested authorization to accept the donation of \$1,800 from The Global Village Charitable Trust on behalf of Up Yonda Environmental Education Center.

Mr. Conover asked whether a thank you letter would be sent to Mr. Lewis for his donation and Mr. Tennyson replied affirmatively. He said whenever donations were received a letter of gratitude was sent from the Chairman of the Board on behalf of the County.

Motion was made by Mr. Conover, seconded by Ms. Wood and carried unanimously accept the donation as outlined above and authorize the Chairman of the Board to send a letter of gratitude and appreciation on behalf of Warren County and the necessary resolution was authorized for the July 17th Board Meeting. *A copy of the resolution request form is on file with the minutes. Note: Subsequent to the meeting it was determined that a resolution was not necessary; however a referral to the Finance Committee was required to amend the County Budget and reflect the acceptance of these donated funds*

This concluded the Parks, Recreation & Railroad portion of the Committee meeting and the DPW portion of the meeting began at 10:09 a.m.

Commencing the DPW Agenda review, Mr. Tennyson requested authorization for Maja Tiokinska-Scroggins, Senior Account Clerk, to enroll in the following job related courses:

- Course Title: Math of Finance
- Course Title: Office Productivity
- Course Title: Accounting for Not-For-Profit Governmental Organizations
- Course Title: Accounting Micro Applications II
- Institution: SUNY Adirondack

Cost: \$2,250.20

Mr. Tennyson acknowledged that Ms. Tiokinska-Scroggins had already enrolled in and completed the courses; therefore, he said, he was requesting the Committee to provide ratifying authorization for her enrollment and reimbursement for 50% of the cost.

Motion was made by Mr. Vanselow, seconded by Ms. Wood and carried unanimously to approve the requests as presented and refer same to the Personnel Committee. *A copy of the Request to Enroll in Job-Related Courses by Employee form is on file with the minutes.*

Next, Mr. Tennyson requested authorization for himself to attend the NYSCHSA (New York State County Highway Superintendents Association) Summer Conference at the Byblos Niagra Resort & Spa, Grand Island, NY from August 23-25, 2015 utilizing a County vehicle.

Motion was made by Mr. Vanselow, seconded by Ms. Wood and carried unanimously to approve the requests as presented. *A copy of the Authorization to Attend Meeting or Convention form is on file with the minutes.*

Moving along, Mr. Tennyson requested a transfer of funds between various road projects totaling \$17,200. He explained any remaining funds left in completed road projects would be transferred to other road projects where the scope of work had expanded and the costs were increased.

Motion was made by Mr. Taylor, seconded by Mr. Vanselow and carried unanimously to approve the request as presented and forward same to the Finance Committee. *A copy of the Request for Transfer of Funds is on file with the minutes.*

Proceeding with the Agenda review, Mr. Tennyson advised he was awaiting approval from Paul Dusek, County Administrator, and the Budget Officer on filling three vacant positions in the Highway Department. He said he did not foresee any issue with them being approved since it was construction season, which justified the need for them.

Mr. Dusek pointed out that Committee approval was required in order to fill the position. He explained that if he and the Budget Officer signed off on the position and Committee approval had not been given they would have to wait another month before the positions could be filled. Ms. Wood suggested that the Committee authorize filling the following vacant positions contingent upon approval of the County Administrator and Budget Officer:

- 1) MEO Light #16, Grade 5, Base Salary of \$27,345, due to resignation;
- 2) MEO Medium #4, Grade 7, Base Salary of \$30,204, due to retirement; and
- 3) MEO Medium #22, Grade 7, Base Salary of \$30,204, due to resignation.

Motion was made by Ms. Wood, seconded by Mr. Conover and carried unanimously to approve the requests as presented contingent upon approval of the County Administrator and Budget Officer and forward same to the Personnel Committee. *Copies of the Notice of Intent to Fill Vacant Positions forms are on file with the minutes. Note: Subsequent to the meeting all signatures were obtained as required.*

Mr. Tennyson informed that they utilized a paving crew and a bridge crew each summer. He said the bridge crew had completed the initial cleaning and sealing of the concrete bridges and would be moving on to repair work soon. He reported as of right now, due to staffing shortages, he had to suspend the work on bridges and reallocate the employees to assist the paving crew. He added they were experiencing difficulty recruiting for these positions, which he felt in part was due to the improving regional economy. He mentioned they were having difficulty recruiting and had to re-post the vacant entry level position of MEO Light due to a lack of applicants. He commented they were struggling to recruit young people with CDL (Commercial Drivers License) designations into the

Department. He requested that anyone aware of young CDL operators seeking full-time employment refer them to him. He advised they had lost one of their employees to a town highway department due to a substantial pay increase. He stated they were struggling with retaining their CDL operators due to other opportunities locally that paid more. He apprised they had good training programs in place for one-person plowing and equipment, but noted he needed as many referrals as possible for anyone interested in the vacant positions.

Mr. Dusek interjected that when Mr. Tennyson referenced “young” CDL operators he meant inexperienced, as the County was interested in recruiting individuals of any age and experience for the vacancies within the DPW. Mr. Tennyson thanked Mr. Dusek for clarifying this, as the DPW had, in the past been able to recruit experienced CDL operators due to the downturn in the economy; however, he said, over the past year as the economy improved it had become more difficult to recruit seasoned CDL operators. He continued, because of this they were seeking to recruit operators with any level of experience, which included entry level. He apprised this was what he had meant earlier when referring to them as “young”. Mr. Dusek commented that they would encourage applicants with any amount of experience to apply. Mr. Tennyson added that all new hires would be provided with as much training as was deemed necessary.

In regards to the Referrals/Pending Items portion of the Agenda, Mr. Tennyson apprised that the Palisades Road Bridge Project Grant for amended scope of work had been a pending item for some time. He restated his sentiments from the June 1st meeting of the Public Works Committee that he was still awaiting documentation from the Federal Government for this project, which he had no control over, and he emphasized the delay had nothing to do with the DPW Office. He indicated as soon as he received the necessary documentation he would like to move the request forward to the Board through an out-of-Committee request process so the grant could be executed.

Privilege of the floor was extended to Ed Zibro, Founder of the Warrensburg Bike Rally, who thanked Chairman Geraghty; Mr. Tennyson; Kevin Hajos, Deputy Superintendent of the DPW; and Tim Benway, Deputy Director of Parks, Recreation and Railroad Department, for their assistance in preparing the Fairgrounds for the event. He advised he believed the event was the largest it had ever been, as there were more vendors and attendees than in previous years. He stated the event featured music and helicopter rides. He stated the goal was to grow the event even more next year, as they had some new ideas for marketing. He said if any of the Supervisors would like their towns to be listed on the website for the event they could contact him to do so. Mr. Tennyson noted there was a multi-year contract in place with Mr. Zibro for the use of the Fairgrounds for the event. He said he anticipated next year's event would be scheduled for the first week in June.

Moving along to the Information for Discussion/Review portion of the Agenda, Mr. Tennyson advised it was necessary to discuss food vendor requests to operate on County right-of-way property. He said they had received a request from Patrick Eldridge, representing Dog & Pup Hot Dog Cart, to operate on a County-owned parking area located near Exit 24 of Interstate 87 on the corner of Schroon River Road and County Route 11. He said this parking area was used by commuters on occasion as they made their way across the mountain into the Town of Bolton. He informed there were agreements in place with businesses to operate within adjacent County right-of-ways such as the agreement with Coopers Cave Ale Company to extend their patio space; however, he noted, this differed because their businesses property was adjacent to the County right-of-way. He explained Mr. Eldridge's request related to a transient vendor (Dog & Pup Hot Dog Cart) operating on a County right-of-way. He said the County Attorney indicated to him that an agreement could be made, but it would be a new type of agreement, as nothing of this nature had been done in the past. He commented he believed there were other County right-of-ways that could accommodate vendors; therefore, he anticipated other requests would be forthcoming if the Committee were to approve this request.

Mr. Eldridge advised he was currently operating his hot dog cart in the Oscar's Smokehouse parking

lot in the Town of Warrensburg on the weekends. He said he felt the County right-of-way located near Exit 24 was the ideal location for his business. He mentioned he had all of the necessary insurances and permits in place from the State in order to operate. Mr. Tennyson added that Mr. Eldridge had a permit in place to operate within the Town of Warrensburg, which was where the County right-of-way was located. He said he had not spoken to the Town as to whether they had any input on the matter regarding the location.

Chairman Geraghty apprised that Mr. Eldridge had worked with the Town on different locations. He said he was sure it was permissible, as he was aware of other areas with similar arrangements such as the Rest Area off Interstate 87 in Lake Placid. Mr. Merlino informed the Town of Lake Luzerne had one hot dog vendor who had operated there for many years with no issues. He mentioned requiring permits ensured that the Town had control so they did not become inundated with food cart vendors.

Mr. Conover stated he did not feel it was a good idea for the County to promote this within County right-of-ways or on County property since the rules and regulations regarding transient vendors varied amongst each town and zoning issues were involved, as well. As an alternative, he said if the municipalities where the food carts would be located had no objection, they could submit the application to the County themselves as opposed to individual peddlers doing so. He commented he felt this method would prevent the burden of having to determine whether the proper permits and approvals were in place with the local municipality from falling upon the County. Mr. Taylor concurred with Mr. Conover, as he felt this would allow the towns to control who they allowed to set up food carts. Ms. Wood suggested approving this particular application because Chairman Geraghty indicated the Town of Warrensburg had no objections to the application and all other future applications be administered through the individual towns. Mr. Dusek apprised that Mr. Tennyson could implement a policy that required any future applications to be approved by the towns before being presented to the Committee for approval.

David Strainer, Town of Queensbury resident, questioned whether there was any liability to the County in regards to the specific location of the food cart on the County property. Mr. Merlino stated that the Town of Lake Luzerne required that vendors have all the necessary permits and insurances in place to ensure there was no liability on the part of the Town.

Mr. Tennyson stated he felt they should handle this application similar to the way other vendor agreements with the County were addressed ,which included indemnifying the County on their insurance and a fee that was due every year for locating on the County right-of-way. He pointed out Coopers Cave paid an annual fee to the County of \$175 for that privilege, which amounted to a minimal revenue for the Parks, Recreation & Railroad Department. He informed he would like the towns' approvals in place, as well as for his Department to review the site and determine whether it was an appropriate use because there were certainly areas of right-of-way that were too close to the road. He pointed out in some cases there may be a sufficient amount of space to place a cart but it may not be a good placement based upon the highway safety needs. He informed the intent would be for one cart in most of the locations, as they would not want a carnival-like set up; he surmised the applications would be entertained on a first come first serve basis managed by the DPW.

Mr. Tennyson asked whether they should consider charging a nominal annual fee; he pointed out there was currently no fee structure in place for this type of application, as they have been handled on a case by case basis thus far. As an example, he reiterated that Coopers Cave paid \$175 for the use permit, he noted they had a permanent structure in place on the County right-of-way that they would remove if needed. He said in Mr. Eldridge's case, he would be bringing the cart to the location when he was operating and not leave anything on site.

Mr. Conover advised he felt some thought should be given to a fee structure. He said he was not sure he agreed it should be nominal, but noted it may be possible to work this into the town fee for the

concession, as well. He mentioned it was necessary to consider that there were fixed based operators in the food business, as well. He said this could become a very complicated matter and he felt the County should be careful as to how they opened up the County right-of-way property to more transient food concessions. He pointed out after approval was received from the towns, it would need to be determined whether decisions would be made on a first come first serve basis, or if some form of a bidding process for premium locations was preferred.

Mr. Merlino queried whether the Town of Warrensburg charged a fee for vendors permits and if so how much the fee was and Chairman Geraghty replied they charged a \$25 fee. Mr. Merlino suggested authorizing charging a nominal fee of \$25 in order for Mr. Eldridge to be able to operate during July and August and revisit the matter later. Mr. Tennyson asked whether this would be an agreement requiring the Chairman's signature or would it be taken care of through the DPW permitting process. Mr. Merlino commented his opinion was that Mr. Tennyson should be charged with determining the specific location of the food cart on the County property that could not be changed to ensure it would not cause any safety issues. Mr. Tennyson apprised the DPW handled a number of these types of permits where special conditions were required; therefore, he stated, they would require Mr. Eldridge to have his own trash receptacle and to remove the trash when he left the site at night so that an additional maintenance burden would not be created on the property. He indicated he felt he could work with the County Attorney to have an agreement in place so that Mr. Eldridge could sell his hot dogs from his cart on the County right-of-way.

Mr. Conover pointed out that there were many different types of vendors such as produce vendors, seafood vendors that sold their merchandise out of refrigerated vehicles, etc. He said he did not have a particular objection to this specific application, especially since Mr. Eldridge had the support of the Town of Warrensburg; however, he noted, he believed more thought was required for a broader policy, as he had major concerns. Mr. Merlino clarified that they would be issuing a one-time permit to Mr. Eldridge to set up the Dog & Pup Hot Dog Cart at the location specified for a fee of \$25 as a trial run.

Motion was made by Ms. Wood, seconded by Mr. Vanselow and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the July 17th Board Meeting.

Proceeding with the Agenda review, Mr. Tennyson apprised the DPW had commenced using Gov Deals as an auction service through the NJPA (National Joint Powers Alliance) in coordination with the County's Purchasing Department. He explained this was a National Contract that the County had the authority to participate in. He mentioned they had utilized this service to sell some of the older model public health vehicles, which had little to no value.

Ms. Wood exited the meeting at 10:33 a.m.

Concluding the Agenda review, Mr. Tennyson stated a copy of the DPW Fuel Usage Report was included in the agenda. He commented they, as well as the other 39 Agencies that utilized the County fuel system, had been reaping the benefits of relatively low fuel costs. Mr. Brock queried whether Mr. Tennyson could provide an estimate as to the amount of savings thus far from what had been budgeted. Mr. Tennyson advised that because fuel costs varied due to a number of different factors such as the turmoil in the Middle East, etc. they were only able to provide a report that reviewed the usage and cost over a five year period of time. He commented they had been benefitting from the relatively low fuel costs. Mr. Brock clarified he wanted to know how much the Department had been saving on fuel costs this year and Mr. Tennyson replied the fuel cost analysis report included what had been spent so far this year, what the historical usage had been by gallon for the rest of the year going forward, and the current price. He said from this they projected whether they were under or over budget going forward. He mentioned page 9 of the Agenda contained the report, which displayed significant savings for the year, assuming the fuel rate and usage remained the same for the rest of the year. He pointed out several things could change between now and the end of the year to impact this

projection.

In regards to salt usage, Mr. Tennyson said they utilized the same type of report for the cost pertaining to salt usage. He noted as of right now they were over budget for salt and would have to allocate funding from the fuel budget to make up for the deficit unless things changed later this year. He stated they implemented these reports to ensure they were aware of their usage and the effect on the budget to prevent them from running into issues during the late fall when unanticipated emergencies occurred that pushed them over budget. He apprised Betsy Henkel, Fiscal Manager, was charged with compiling these reports for him. He reiterated they were in good standing in regards to their fuel usage for this point in the year.

Mr. Conover mentioned there had been a number of articles written about the newer types of salt that were available for use such as Clearlane Enhanced Deicer, which was an alternative to rock salt. He said Clearlane Enhanced Deicer was more environmentally friendly and required less application. He stated since the County and the municipalities had already ordered their salt for the next year he felt it was pertinent that they use this time to determine whether they wanted to move to the new product and if so when, as there may be some equipment modifications required. He continued, it may be necessary to offer some sort of incentive to towns in order to encourage them to switch to the new product. He added, it was also necessary to determine what the formula would be to establish the reimbursement rates to the towns if they were to make the changeover to the Clearlane Enhanced Deicer prior to when the salt orders were placed for the following year. He advised he felt this matter should be included on next months Agenda, as it was necessary to discuss this matter further.

In response to a question asked by Mr. Conover, Mr. Dusek informed that the reimbursement rate for the towns was based upon a multi-year average. Mr. Dusek advised the formula would have to be revised that year to include the additional cost. He said because it was a new expense it could not be averaged out over a five year period. He apprised he would meet with Mr. Tennyson to discuss the matter further and compose something to present to the Committee at a future date. He concurred with Mr. Conover that it would take time to get something in place. He added this fit nicely into the Shared Services concept that was being discussed, as well. He stated if they were going to do something like this in 2016 it was necessary for them to calculate some figures so the matter could be discussed further.

Mr. Conover noted that the more quantity purchased the lower the purchase price would be. He informed the County could move partially forward with the Clearlane Enhanced Deicer, as there were salt storage facilities that could be dedicated to this that other parts of the County did not have in order to be able to make the move to this type of salt.

Mr. Merlino commented that this would be a costly changeover, especially for the smaller towns such as his. He said he had one building to house salt so he would either have to use the newer product or continue to use rock salt. He added all of the Town's equipment would have to be converted to be compatible with the newer product if this was the route they were to take. He informed they would have to determine whether they were going to continue to use rock salt or change to the new product which would be costly, as there was no way for them to utilize both forms of salt.

Mr. Conover advised all of these factors needed to be considered. He apprised the Town of Bolton had secured a grant to build an additional building to house the new product as part of a Pilot Program, which he noted, did not exist in all situations. He emphasized it was necessary to consider the costs that would be accrued by the towns for storage and equipment conversion since they were the ones who would be taking care of the County Roads located in their municipality. He reiterated he felt it was necessary that the discussions began now on the matter so a determination could be made before the next salt orders were placed, as he believed salt orders had already been placed for next year.

Mr. Tennyson advised his understanding was that the salt orders for next year had already been placed. He added there were other technologies available, as well to consider. He stated one of the issues to consider was that the current agreements in place did not dictate what type of product to use, as it had always been assumed the towns would make this determination. He informed the County paid the towns what the County's cost would be to maintain the County roads within their municipality. He pointed out in some cases the costs decreased when a more expensive but more effective product was used. He mentioned the Lake George-Lake Champlain Regional Planning Board was working on obtaining grants to improve the towns equipment. He continued, one of the challenges for towns that did not have equipment that measured their application rate was they were not applying the material at a proper and consistent rate, which was wasteful and ineffective. He added they had discussed hiring a professional with practical experience in snow and ice operations to assist the towns with establishing policies that would set their normal application rates. He apprised they would also review the steer and velocity control where it was possible to monitor the exact pounds per lane mile that were being applied. He said these controls were an additional expense but no matter what was applied to the roads those controls were a critical part, as some of the towns relied on an operator to make the determination.

Mr. Tennyson advised they were reviewing some of the equipment necessary for the pre-wetting system, as it was not too costly to equip new plow trucks with it to test it. He anticipated they would be trying one of the pre-wetting systems on a plow truck assigned to the Lake George Basin and some of the more sensitive areas. He said the data compiled from this test run could be used to calculate if there would be a savings as predicted by the vendors, as well as whether the sodium content in the lake was reduced.

Mr. Conover commented that he was in favor of this approach, as he felt it would be an excellent pilot program for the more sensitive areas. He said it could be possible for the County to make an arrangement with the Town of Bolton wherein the County could pick up the material there. He stated the pilot program would assist them with determining what they could do and how quickly it could be implemented.

Mr. Tennyson advised the improvements were under way in regards to the policy and application control. He stated the discussion regarding experimenting with materials could continue. He informed he was hopeful a process could be implemented this year.

As there was no further business to come before the Committee on motion made by Mr. Taylor and seconded by Mr. Vanselow, Mr. Merlino adjourned the meeting at 10:48 a.m.

Respectfully submitted,
Samantha Hogan, Secretary to the Clerk of the Board
As typed by Sarah McLenithan, Deputy Clerk of the Board