

TOWNSHIP OF LOWER MAKEFIELD  
PARK & RECREATION BOARD  
SPECIAL MEETING  
MINUTES – MARCH 15, 2022

A special meeting of the Park & Recreation Board of the Township of Lower Makefield was held in the Municipal Building on March 15, 2022. Mr. Krauss called the meeting to order at 7:30 p.m.

Those present:

Park & Recreation Board:                    Douglas Krauss, Chair  
   Michael Brody, Vice Chair  
   Kim Rock, Secretary  
   Mike Blundi, Member  
   Rob LaBar, Member  
   David Malinowski, Member  
   Dennis Wysocki, Member

Others:    Monica Tierney, Park & Recreation Director  
   James McCartney, Supervisor Liaison

PRESENTATION OF PLAY FOR ALL PARKS AND RECREATION PLAN

Ms. Toole thanked everyone for their attention on this throughout the process and providing information that was vital to producing this draft Plan. She stated the Park & Rec Board has now been provided the entire draft. She stated tonight she would like to help the Park & Recreation Board members get through the document so that they are able to make comments. She stated Ms. Tierney has provided the Board the schedule moving forward to make revisions, review by the Board of Supervisors, public review, and eventually adoption of the Plan.

Ms. Toole stated the one-hundred-page document starts with a Summary. She stated there is also an Introduction that explains what the process was. The second chapter is a description of the Park & Recreation system which includes a functional analysis of everything that the Township does in Park & Recreation including the facilities, the bike path system, recreation, programming, organization, management, maintenance, and financing. She stated this second chapter is background information of Park & Recreation. She stated the third chapter is the Community Needs Assessment which was rooted in a robust public outreach process that included a public opinion survey which had nearly 2,000 responses, focus groups, interviews, public meetings, work sessions, a survey of the Lower Makefield Seniors, and a League survey to get facts and

figures about the Leagues. She stated that is all summarized in the Community Needs Assessment, and that is the basis of the Plan. Ms. Toole stated the next section is Goals and Recommendations, and the last chapter is the Plan Implementation, which is the Strategic Plan for moving forward in the short-term through ten years to get through what the Township wants to do. Ms. Toole stated she did the Township's Plan in 1995 and has seen the remarkable success that the Township has achieved over those decades.

Ms. Toole stated what was heard from the public in the Needs Assessment is that there is a need for more ballfields, a need to conserve open space, a need to achieve a balance between conservation and active recreation, and a need to balance the facilities so that there is something for everyone, which is how they got to the theme for the Plan which is Play For All. She stated they need to have the groups come together and recognize that the community at large benefits by public parks and recreation which is essential to the quality of life. She stated the parks need to reflect that balance, and they are not all for conservation or all for ballfields; and they need to be designed as true community parks that have a mix of ballfields, active recreation facilities, pathways, pavilions, restrooms, parking, game courts, and great playgrounds all in one place as that is what they heard from the public.

Ms. Toole stated there is a great system to work with, and moving forward the Township needs to tweak that system to meet the important needs that were identified. Ms. Toole stated those needs specifically were for more ballfields with solutions that can range from adding more fields, alternative surfaces such as turf, and lights. Ms. Toole stated the Township needs to fix Macclesfield as it is overused and overdeveloped and has insufficient parking. She stated they are recommending that the Township retain a team of outside experts in traffic engineering, sports turf management, and landscape architecture to figure out what the solution is to those problems that we knew from day one existed. Ms. Toole stated some of those solutions tie into a few other things.

Ms. Toole stated there is a need for more open space, and there is a short window of time left until the Township runs out of open space and is developed. She stated there are about 1,100 acres of land remaining that is vulnerable. She stated there is the potential to create additional space to accommodate more ballfields in a community setting that is balanced with other active recreation, activities, facilities, and conservation of natural resources.

Ms. Toole stated Snipes has been underway for about eighteen years, and there is strong support for moving ahead with developing Snipes. She stated she is recommending updating the Master Plan with the theme of Play For All so that Snipes is developed with respect to the natural resources that are there and to accommodate a Community Park that is a blend of ballfields and facilities for general active recreation. She stated that would mean walking paths, pavilions, a play area, parking, restrooms, beautiful landscaping, and other facilities that may emerge. She stated they are advocating in their recommendation that Snipes have a balanced design. She stated once that Plan is updated it would go through the public process where the community reviews the updated Master Plan based upon the Play For All Plan that has been done. She stated the public would provide input, and they could then revise the Master Plan and go back to the public with the revisions based on public comment, and then move forward with developing the construction documents, moving ahead with Bidding, and actually carrying out the improvements on that site.

Ms. Toole stated the next area of improvement is to continue the bike paths as bike paths emerged as a high priority, and is the facility that is used the most by the public at large. She stated the Township has twenty-five miles of bike paths on the ground which is among the highest in Municipalities in the Delaware Valley. She stated the challenge is that there are numerous gaps where it is going to be a challenge to secure that linkage. Ms. Toole stated the Township has been very successful in getting Grants for extending the trail network; and with the Federal funding that is underway right now, transportation is a big part of the infrastructure funding so there is Grant money available. She stated getting shovel-ready on trails will enable the Township to tap that money.

Ms. Toole stated the Township's operational and management system is excellent, and they are recommending that continue. She stated most Park and Recreation Plans have extensive recommendations in management and programming, but there are limited recommendations in this Plan in those areas because the Township functions at such a high level. She stated the staff is completely professional, and the Park & Recreation Department recovers 75% of the cost of its operations; and the National average is only 22%.

Ms. Toole stated there are six independent funds for Parks and four of them are Enterprise Funds which means they are dedicated to cost recovery to provide that public service. She stated the Pool and Golf Course are great examples of that, and the Golf Course has a positive cash flow.

Ms. Toole stated the programming is excellent, and the Township got great reviews in all of the public outreach on the high-quality programming. However the Township is at a limit now because of the number of staff people who are already doing more than is normally done on programming. Ms. Toole stated adding staff is a challenge because the Township has very limited administrative space. She stated they are housed in the Community Center, and the Community Center is undersized for the demands and needs of the community. She stated the Township needs to look into that although that is not an immediate priority. She stated it should be taken into consideration when looking into more open space if the open space has buildings on it where the Township could get a partnership with a community-based organization. Ms. Toole stated there are already wait lists, and there is a need for staff and space to house that staff as well.

Ms. Toole stated the support of Park & Recreation is excellent, and it is \$65 per capita investment annually in operating the Park & Recreation system. She stated in Pennsylvania the average Municipal investment is about \$38 to \$40, and Nationally the average is \$88. Ms. Toole stated the Township dedicates about 12% of its Budget for Park & Recreation and allocates 2.43 mills as a line item which shows the strength of the support in the investment in Park & Recreation.

Ms. Toole stated the last Chapter includes all of the recommendations with a series of tables for the five goals. She stated one of those five goals is to protect green space and provide a plan for its stewardship. She stated taking care of natural resources is a new program area for the Township. She stated typically the limited maintenance staff devotes its time to mowing, trash and litter removal, and supporting ballfields. Ms. Toole stated Play For All is the second goal, and that is to continue to improve parks, recreation, and nature-based facilities which is the balanced approach that they are discussing to blend active, passive, and interest for all ages. Ms. Toole stated the third goal is connecting the Township with safe places to walk and bicycle. The fourth goal is to engage residents in active healthy living through recreation programming, services, and facilities.

Ms. Toole stated the last goal is about excellence in Operations and Financing.

Ms. Toole stated one of the most difficult areas the Township has is maintenance. She stated there is a Maintenance Plan, but when they did benchmarking on that, the Township has over 500 acres of typical park land, and there are only five maintenance staff which is a ratio of one worker for 100 acres; and the benchmark is about one staff person to 18 to twenty acres. Ms. Toole stated she is on the National Recreation and Park Association Board of Regents for Maintenance, and she is fully aware of everything that the Township maintenance staff accomplishes with the limited number of staff people. She stated seasonal workers are hired in the summer which does help. She stated when you have people who are doing really good work, there is a tendency for a Township to think that they can do more; however, she feels that the Township maintenance staff is at its limit. Ms. Toole stated there is some relief in that since Five Mile Woods is a very large tract that has limited maintenance responsibilities so that mitigates the circumstances. Ms. Toole stated she knows that the Township Board of Supervisors and the Township Manager have been extremely supportive of staffing and have added a maintenance person, an Aquatic Manager, and an Administrative Assistant.

Ms. Toole stated the challenges and recommendations in the Plan are primarily facility and open space oriented. Ms. Toole stated the recommendations are to protect open space as much as possible. She stated if the Township could get a tract of eighty to one hundred acres that would help solve the ballfield problems and the Play For All needs in the community. She stated the next recommendation is to move ahead with Snipes. She stated another recommendation is to upgrade the existing park and recreation facilities which includes moving ahead with the Pool improvements especially the restrooms at the Pool. She stated it also includes lighting Caiola ballfields and extending Memorial Park. She stated the Township also needs to advance the bicycle system. She stated the Township currently has three projects underway at this time which is a lot; and while they recommend continuing with those, they are also recommending that the Township continue to work on designs to get projects shovel ready so that the Township can tap the funding that is available now at the Federal and State level. Ms. Toole stated another recommendation is with regard to maintenance to keep the parks clean and safe. She stated another recommendation is to expand recreation opportunities in accordance with staff capacity.

Ms. Toole stated the Township should also continue to support partnering with other organizations. She stated partnerships are key since the Township cannot do all of this alone. She stated there are already great partnerships and some new ones have emerged, and that is where some programming advances can be done. She stated there was a great work session with Dr. Smith from the Pennsbury School District, and they did some follow-up work consulting with neighboring Municipalities. She stated they have found that the most-needy group in terms of recreation opportunities are tweens and teens who get out of School and are home between 3 p.m. and 6 p.m. mostly by themselves. She stated the opportunities now are heavily driven to sports; but once kids get into High School because of the size of the system, there are very limited opportunities for them to make a team. She stated besides sports there is music, art, drama, dance, STEM program, and bicycle clubs that kids could participate in but the Township is at capacity and so are other Municipalities. Ms. Toole stated the one main Programming recommendation they have is to have a collaboration with neighboring Municipalities and the School District to see how there can be joint programming for kids after School and during School holidays including the summer. Ms. Toole stated they are recommending that Grant funding be pursued for this. She stated there is a \$10,000 Grant that is easy to get. She stated it is a rolling Grant with no deadline. She stated the match is \$1,000 that could be divided among the participating Municipalities and the School District, and it gives a year to decide if you want to work together on community recreation programming and how that would be done. She stated at the end of the year, if they decide not to proceed, the Township would not have lost much, and would have probably gained a lot of insight. She stated if it is decided to work together, there is another Grant that provides four years of funding; and at the end of the four years you would get half of what you need to fund another position for four years. Ms. Toole stated during those four years, that person would be working to create a sustainable way to keep that operation of programming going. She stated they sensed a great need for this when they were doing their outreach that serving the tweens and teens would be “the next frontier” in recreation programming, and there are a number of good partners which would help.

Mr. Krauss stated the Board just received the majority of the document yesterday, and did not receive the Section with the Recommendations until today. Ms. Toole stated she wanted to have the meeting this evening to explain the process and how the document is organized. She suggested that the Board go right to the last two chapters and read the Community Needs Assessment and Vision first. She stated that would give the goals and priorities, and she would then suggest reading the Plan Implementation.

Ms. Toole stated the preceding chapters lay out the case including the public outreach findings, the demographics for the community, and how this Plan fits in with all the other planning.

Ms. Tierney stated she sent an e-mail to the Park & Recreation Board which included a timeline. She stated this is a draft, and they are asking the Board to go through the whole document over the next few weeks, and send in their questions and comments. She stated she and Ms. Toole will review those and make changes. She stated they will then bring it back to the Park & Rec Board at their next meeting with answers to any questions. Ms. Tierney stated at the next meeting hopefully the Park & Rec Board will be in a position to make a decision as to how to proceed with the document.

Mr. Wysocki stated Ms. Toole discussed where Lower Makefield resided in terms of per capita outlay for parks and recreation at \$65 per capita. He stated Ms. Toole had discussed how the Township did a very good job of recovering a lot of the outlay in the area of 75%, and he asked if the \$65 per capita is before the Township recovers the money or after we have recovered the 75%. Ms. Toole stated the Township invests \$65 in parks and recreation, and then the Park & Recreation Department generates Revenues through fees and charges for programs; and that recovers 75% of the costs. Ms. Toole added that the Pool recovers all of its costs, and the Golf Course has a positive Cash Flow so the Township is investing a basic amount to keep operations going, and then the Park & Recreation Department generates that amount of Revenue. Mr. Wysocki stated it seems that it is “after because that is an outlay that is not recovered, but it would have been more had we not recovered any money.” Ms. Tierney asked if Mr. Wysocki is saying that after cost recovery, the Township still pays an additional \$65 per resident; and Ms. Toole stated the Township is paying \$65 on unrecovered funds.

Mr. Krauss asked if they are including the Golf Course or is that separate, and Ms. Toole stated it is separate as is the Pool. Mr. Krauss stated they are not factored into that \$65 amount at all, and Ms. Toole stated they are not.

Mr. LaBar stated the \$10,000 Grant Ms. Toole discussed was with neighboring Municipalities, and he asked if that would be \$10,000 for each Municipality. Ms. Toole stated it is a \$10,000 Grant for one \$11,000 project; and DCNR pays \$10,000, and the partners share in the \$1,000 match. She stated it has been a \$10,000 Grant for about fifteen years, and she knows that they are in the process of trying to increase that. She stated regardless of the Grant, the Township would be able to pull off this project with a Peer Grant and decide if and how they would want to collaborate on recreation programming.

Mr. Krauss asked Ms. Toole to elaborate on the eighty to one hundred-acre site, and he asked if she looked at the map to see what sites would qualify. Ms. Toole stated they calculated what it would take to meet the Township needs for fields, but they did not identify properties although there is 1,100 open acres. She stated the recommendation is that the Township discuss that and decide on the merits of the recommendation, the capacity of the Township, and consider entering into partnerships with particular landowners. She stated there is a list of things that the Township could do to get open space recognizing that acquisition of open space in Lower Makefield would be very expensive.

Mr. Bill Gaboda, 1230 Ash Lane, thanked Ms. Toole and Ms. Tierney for their hard work, and he asked when this draft Plan will be available for him to study. Mr. Krauss stated the Board just received it, and they have until the end of the month to review it; and at that point they will make any changes needed, and it will then be sent back out. Ms. Tierney stated she would like the Board of Supervisors to see it before it goes back out. She stated as soon as there is a good, edited document, it will be available to the public. She added that it will go before the public before a decision is made by the Board of Supervisors.

Ms. Beth Cauley, James Court, asked why this is Item #16 on the Board of Supervisors Agenda for tomorrow night's meeting if there is no draft to show. Ms. Tierney stated this is not on the Agenda for the Board of Supervisors meeting. Ms. Cauley stated it is listed as Snipes Tract. Ms. Tierney stated the Board of Supervisors is having a discussion about Sewer proceeds, and there are some concepts that they are going to discuss at that meeting.

Mr. Brody asked if the vision for the Snipes component of the Plan is a complete re-structuring, re-evaluation, and re-drawing of what that project would look like. He asked if the project that was approved three to five years ago would not be the approved Plan that Ms. Toole is suggesting. Ms. Toole stated what she said was they should take the Plan that has already had several revisions, and re-evaluate that Plan in light of the Play For All recommendation to insure that the site is a true community park with a mix of ball fields, game courts, pavilions, pathways, playgrounds, restrooms, support facilities for parking, water fountains, and seating to make sure that it is all of that and is balanced between active and passive; and that the site be evaluated for planning on the site around appropriate natural resources that need conservation.



Ms. Toole stated Snipes is a thirty-eight acres site; and since it is over twenty-five acres, it is suitable for a Community Park. She stated they recognize the work that has been done to date on it, but the work stopped on the Master Plan for the site about four years ago; and it is time for an update. She stated they would not be starting from “ground zero.”

Ms. Tierney stated when we go through that process, there should be at least two opportunities for the community to review and comment on the Plan so it will be a community-driven process.

Mr. Krauss stated that Plan was built primarily around athletic fields. Mr. Brody stated it was athletic fields, a walkway, and a potential skate park; and he does not feel that is a Community Park. Mr. Krauss stated changes would be made based on the new assessment, and he agrees it will look different; but it would not be starting from the beginning, and there will be community input.

Ms. Toole stated she is a very strong advocate for public engagement, and there were well over 2,500 citizens who were able to give their input; and they would recommend that continue especially on the Snipes Tract.

Mr. Krauss asked the Park & Recreation Board members to take the necessary time to read all of the materials and provide their input to Ms. Tierney and Ms. Toole so that the finished product is exceptional. Ms. Tierney stated March 28 would be the deadline for comments, but they can accept input earlier. Ms. Tierney thanked the Board and the public for being involved in this process.

Mr. McCartney asked about the Grant available for a joint venture between the Township and the School District, and he asked the framework for starting to explore that option. Ms. Toole stated Dr. Smith was very excited about potential partnerships in several areas including programming. Ms. Toole stated he sees the need for this as the new Superintendent as fewer than 30% of the students are participating in after-School programs. Ms. Toole stated she does not have the Lower Makefield percentage as the 30% is for the School District as a whole. Ms. Toole stated Ms. Tierney has already done outreach to Municipalities, and the next step would be to call a meeting, which could be a Zoom meeting, with the potential willing partners to see if they want to pursue this Grant and explore multi-Municipal programming. Ms. Toole stated only one other partner is needed, but they have projected that there could be four or five partners in this. She stated the next step would be to contact DCNR to have a discussion about moving forward with this. A Grant Application would be

completed; and because it is a rolling deadline, it could be submitted at any time. Ms. Toole stated because summer is a busy time for the Township Park & Recreation Department, they may want to do this now so that they can start in the fall. She stated it takes only about one month to get Grant approval on a peer project. She stated they would then hire a facilitator to help with managing the project and coming up with decisions about moving forward.

Mr. McCartney asked if Ms. Toole had indicated that it would have to be Lower Makefield, Yardley Borough and/or Falls Township, and the Pennsbury School District. Ms. Toole stated if it was just Lower Makefield and “one other one” it would work. Ms. Toole stated multi-Municipal just means two. She stated it could also be just the Township and the School District although she has never seen that arrangement. Ms. Toole stated they have gotten good feedback from the Borough and the other Townships in the School District to at least talk about this.

Mr. McCartney stated he feels that the important part about including the School District is because they have a potential asset where this could take place, and he noted the Middle School Complex which is set up with egress on two major roads, there is already adequate parking, and there is plenty of field space. He stated if there is a Grant available that allows the Township to partner with the School District to provide additional space for organized or recreational sports, he feels that is something we should be looking at. Mr. McCartney asked if we should invite Dr. Smith to come to a Park & Rec meeting to have this discussion. Ms. Toole stated if the Township feels this is a good idea, they could just set up a Zoom meeting with a representative from each Township’s Park & Rec Department or whoever they want to send and Dr. Smith so that they can discuss moving forward.

Mr. Krauss asked about the parameters for the Grant. Ms. Toole stated the purpose would be to explore the potential to collaborate on recreation programming; and in this case, it would be aimed at Middle School and High School and whatever activities that would come out of that. She stated they would do planning with the kids to find out what they would like to pursue. Ms. Toole stated the purpose of the Grant is to decide if they want to have a partnership, what they will partner on, and what the rules are for how they will work together. She stated if it is decided that they do want to do that and want to share a staff person, they could then pursue the second Grant that she referred to. She stated if you have four partners, and there is a Grant to fund half the salary over four years, that half would be divided by four so that no one Municipality would have to provide 100% of that; and you would be sharing costs and benefits.

Mr. McCartney stated the second part of the Grant is covering the Administrative part and not infrastructure, and Ms. Toole agreed. She stated it is not for facilities, and it is a Program Grant. She stated if the Township wanted to do a facilities-sharing one, there is another kind of Grant which is a DCNR Planning Grant. She stated she has worked on those before where Municipalities decide if they want to go together to buy a property. She stated this has happened several times in Monroe County and Municipalities decided to jointly buy and improve and maintain a recreation facility. Ms. Toole stated they have not included that as a recommendation. Mr. McCartney stated that would be land acquisition, and not use of existing facilities; and Ms. Toole agreed.

Ms. Toole asked Mr. McCartney if he has something specific in mind, and Mr. McCartney stated he had noted the Middle School complex which he feels is an under-utilized and mismanaged asset that we share with the School District that has capabilities of possibly serving some of these needs.

Ms. Toole stated one of their recommendations is to do an assessment of all of the parks, and they could include the School District properties and facilities to see how they could be upgraded to meet needs. She stated what they had focused on were the most obvious needs, and they did not do a full facility assessment as part of this project to keep in line with what the Township's Budget was for this project. Ms. Toole stated in other projects like this that have more funding, there would have been an assessment of all the facilities. She stated the Township could decide to invest in having a facilities assessment of all of the sites, and it would be interesting to include the Middle School Complex which would fall in line with Dr. Smith's expression of pursuing partnerships.

Ms. Toole stated they did discuss an indoor swimming pool and gymnasium given that there is always a shortage of gyms. She stated the School District's pool is in need of repair, and the Township's Community Center is undersized for what is needed so the School District and the Township both have needs for more space and different facilities. Ms. Toole stated in the assessment they found that the Swim Team that is at the Township Pool in the summer has a need during the School year, and the pool situation is dire; and the residents are going to other places in Bucks County, Montgomery County, and New Jersey. She stated when they heard that the School District was planning to upgrade their pool within three years, they felt it may be a possible to collaborate on more indoor recreation space. Ms. Toole stated she has worked elsewhere where Municipalities and School Districts have joined forces to improve,

develop, and maintain indoor spaces; and they are used by the School from 7 to 3, and then from 3 to 10 and on the weekends, they are under the purview of the Park & Recreation system. She stated Northampton Township operates this way with Council Rock in some of the Schools so there is precedence for this, and she feels this is an exciting possibility.

Mr. Krauss stated he feels it would be interesting to understand if there are opportunities for land development with the neighboring Municipalities especially given some shared resources for field availability as there might be opportunities where the needs are common among the Municipalities. He stated he understands that was not in the recommendations, but he feels that is something that should be looked at. Ms. Toole stated they have a general recommendation to do an assessment of facilities which was beyond what they were able to do in this project. She stated the Plan would support the Township doing that.

Mr. Peter Solor, 28 Edgewood Road, stated he understands that the comment about coordinating with the other Townships and the School District was with regard to the 70% of kids who are not currently engaged in after-School activities; and he feels that is “very different than where a lot of the comments have been coming from the last few minutes.” He asked what sort of programs would typically happen, and he asked what has been discussed so far or are they just stating that once the Grant starts and the process goes forward would they see what opportunities would be developed for programs for after School.

Ms. Toole asked Mr. Solor if he is asking what programs would be provided. Mr. Solor stated they are talking to Dr. Smith and the other Municipalities, and it sounds like the goal is to engage a larger number of kids who are not currently engaged in organized activities which is very different from “saying can the Leagues use the fields.” He asked if there has been discussions, or has it been very preliminary that people are interested in coming up with something but nothing is on the table yet. Ms. Toole stated this is new, and this was one of the great outcomes of this Plan. She stated this was a finding that they came up with based on public outreach especially in collaborating with the School District on what were the community recreation needs. Ms. Toole stated they would recommend if possible, getting the percentage breakdown of the level of participation of the students from Lower Makefield. She stated from her anecdotal discussions in the community she does not feel it is too far off from the percentage for the whole District. She stated one of the findings was that while they need to support sports, there are other pursuits that tweens and

teens do not have. She stated they know from National research that kids start dropping out of sports at the age of twelve. She stated the alternatives are music, art, drama, dance, the STEM programs, volunteerism, and nature and environmental kinds of programs. Ms. Toole stated she always recommends that programming be done with kids and not for them, especially in the age group of the tweens and teens. Ms. Toole stated they looked at the effects of COVID, including the screen time, lack of physical activity, and the levels of fitness; and it is important to look at this.

Ms. Tierney stated she believes that Dr. Smith had sent out a survey to the students and parents in the School District asking the type of activities that they would like to engage in so he is pursuing this on his own, but they have not seen those results. Ms. Tierney stated they had many requests from parents of eleven to thirteen-year-olds about having a Summer Camp program for that age. She stated they have expanded the Camp this year to have a teen and tween specific program because of that need. She stated we really do not have offerings for that age group, and she feels this will be a great program.

Mr. Brody stated he heard that the Guzikowski Farm in Falls Township may be Deed restricted/owned by Falls Township, and it would be interesting to know if they have a Master Plan for that as that would be a large open space and could be considered for park space. Ms. Tierney stated she will be talking to the Falls Director to see what their open space situation is, and she can ask him about that.

There being no further business, Mr. Wysocki moved, Mr. LaBar seconded and it was unanimously carried to adjourn the meeting at 8:35 p.m.

Respectfully Submitted,

Kim Rock, Secretary

