

Borough Council Regular Meeting June 11, 2019

The regular meeting of Windber Borough Council was called to order by Windber Borough Council President, Mike Bryan at 7:15 p.m.

Pledge of Allegiance.

The following Council Members were present: Mike Bryan, Dr. Doug Ledney, Joe Pallo, and James Spinos. Mr. Holden was present through telecommunication along with Jim Furmanchik, Borough Manager. Attorney, Joseph Green was present. Pete LaMonaca, Ron Mash and Mayor Thomas were absent.

Approval Minutes A motion was made by Mr. Spinos and seconded by Mr. Pallo to approve the Minutes of May 14, 2019. Two absent, Mr. LaMonaca and Mr. Mash. Motion carried.

Recognition Visitors Scott Watson, of Watson Insurance Company said they represent an insurance company named BrickStreet Insurance. BrickStreet is an A plus company that writes Workers Compensation plans for municipalities.

Scott Watson Mr. Watson said Wesco Insurance is who the borough currently has. If you look at the BrickStreet proposal you will be able to compare the two costs. The difference is that your current carrier includes the fire department on your current policy and BrickStreet does not. You would get a separate policy through SWIF for the fire department. Separating them would give you a savings of approximately \$15,000.

Mr. Watson said your MOD in the past was bad and in the last two years it has gotten better. Your MOD is based on three years of losses. If you decided if you want to do this, you would have a \$15,000 savings.

Mr. Bryan asked how long the quote is good for? Mr. Watson said 30 days. Mr. Furmanchik asked Mr. Watson if he foresees changes from year to year or do you think once you are onboard with BrickStreet that it will be consistent? Mr. Watson said it is consistent, but it is like any other carrier if you have loss after loss after loss it changes. If you have your average number of losses the company stays with you.

Mrs. Gates said when splitting the claims into two would an incident with the fire department under SWIF affect the others under BrickStreet? Mr. Watson said no, they would be totally separate. Mr. Spinos asked what is the lowest our MOD could go? Mr. Watson said he has seen them in the sixes, and it doesn't get much lower than that. Right now, you are at an 8.4.

Mr. Pallo asked if the quote was for the same coverage? Mr. Watson said yes. Mrs. Gates said right now our comp runs from October to October. Would we then go from July to July? Mr. Watson said yes. Mrs. Gates asked if we would get two different auditors when we get audited? Mr. Watson said yes.

Mrs. Gates said she has been taking care of the Workers Compensation for 20 years and she feels very comfortable in dividing the policy into two to save money.

A motion was made by Mr. Bryan and seconded by Mr. Pallo to approve the proposal from Scott Watson and Watson Insurance Company to cancel the Borough's current workers compensation insurance carrier Wesco Insurance Company and replace them with SWIF for the fire department and BrickStreet for the borough at a cost savings of approximately \$15,000. Roll call vote: Mr. Bryan, yes; Mr. Pallo, yes; Mr. Holden, yes; Dr. Ledney, yes; Mr. LaMonaca, absent; Mr. Mash, absent; and Mr. Spinos, yes. Motion carried.

Mr. Watson said he will contact Mrs. Gates this week to take care of the paperwork. Council thanked Mr. Watson.

**Allen
Higbee**

Mr. Higbee asked if 18th Street is road? He said there is a manhole at the back of the property that sticks out high and they filled it with slag so that people that come by do not hit it with their vehicles like Shaffer Oil.

Mr. Higbee said he is also building a deck and he needs to know if it is a dead road because that dictates his easement to the road? The Verizon telephone posts sit right on the curb and he is behind that. Is behind that road okay or is it not a good road. The map says it is state route 160. Mr. Higbee said he was told by Anson he would need a letter from council.

Mr. Furmanchik said Anson spoke to him about this earlier tonight. Mr. Spinos said he is building off the side facing the gas pumps. Mr. Spinos said Route 160 is Graham Avenue not the alley. Mr. Furmanchik said if that would have been a state road you could not infringe on a state right of way. It would be a 60 foot right of way which would mean 30 feet from center on both sides. Mr. Higbee said his building is 12 feet from the road. He said he is trying to understand because there are Verizon telephone posts that sit 18 inches off his curb, and he is still behind the telephone posts. He has 18 feet from curb to curb.

Mr. Spinos asked if this would go before the Zoning Hearing Appeals Board first? Mr. Furmanchik said first thing we need to know is if that is a borough road. If it is borough road then it must be compliant with the borough setbacks and if Mr. Higbee is not happy with those setbacks than he would have to go before the Zoning Appeals Board.

Attorney Green asked if the borough maintains that road and plows it. Mr. Furmanchik said yes. Attorney Green said then it is a borough road. Mr. Higbee said if you make a right where the old gas station used to be it dead ends right at the tracks. Mr. Higbee said if that is a road than take care of it and let's pave it. Mr. Spinos said it is an alley. Mr. Higbee said there are other alleys running through Windber that have been paved. Mr. Furmanchik said the alleys that have been paved in Windber Borough are those that have been restored because of sanitary sewer projects.

Attorney Green said if the borough is maintaining it and it is known as 18th Street then he feels very comfortable it is a borough road/alley. Mr. Furmanchik said then it would have to adhere to the borough setbacks and codes. Mr. Spinos said in the past we had Joe Ferrer wanting us to turn the alley over to him and we refused to do that because it would block a second entrance to Thomas Feed Mill. Those are borough roads.

Mr. Bryan asked what Mr. Higbee's next steps would be then. Would it be to go before the Zoning Appeals Board? Mr. Furmanchik said there again he is sure Anson has informed Mr. Higbee about the situation with the deck and residential versus commercial and the floating

deck and so on and so forth. Mr. Higbee said if Mr. Furmanchik is referring to permits to feel free to say that. Mr. Furmanchik said he was not referring to permits but Anson had told him that he gave you an explanation regarding a floating deck, a regular deck and a commercial application and residential application. Mr. Higbee said yes.

Mr. Furmanchik said Anson had shut Mr. Higbee down today for lack of a building permit, correct? Mr. Higbee said they left the property after talking to Courtney at PA Municipal Code Alliance and then when they were cleaning up Anson told them they were shut down, so one in the same, yes. Mr. Furmanchik said truth be told you cannot do anything else until you have the proper permitting? Mr. Higbee said yes.

Attorney Green said you would have to apply for the building permit, and either be denied or approved. If approved, you continue with your building. Mr. Furmanchik said the permit that would be required for the deck would be dependent on whether the setbacks for the deck were compliant. Mr. Higbee said okay.

Mr. Higbee said when he gets his application denied or approved then he will ask Anson if he is in the red and if he tells him he will have to go before the Zoning Hearing Board for further confirmation then he will take the time to do that before he goes back to work. Right now, if he has to cut the deck and move it back, they can because there is nothing on top of it.

Mr. Higbee asked if there was a way to get the manhole/catch basin shaved off. Mr. Furmanchik asked him if he wanted to lower it. Mr. Higbee said yes, he wants to pave it and put two ADA parking spots in back there and if he tries to put a van that has a lower system for step down it will rip it right off. Mr. Furmanchik said there is about 8 or 9 inches of a riser sticking out there. He said let's get the public works foreman to look at it. Mr. Higbee said Dave did look at it and he said it would cost a \$1,000 to fix it. Mr. Higbee said that is not his problem. I'm a property owner, the property is my problem. That is the boroughs to figure out.

Mrs. Gates told Mr. Furmanchik he should probably speak to Dave about it first. Mr. Furmanchik agreed and said he would talk that over with Dave tomorrow.

Mr. Higbee said if he would buy the gas station next door, he was told that there is an engineer that would cap those pumps. Mr. Furmanchik said we would have pulled those pumps but because they are the type of pumps that they are in order to pull them and plate them you must take a soil sample. If the soil sample comes back positive whoever pulls those pumps is responsible for remediation.

Mr. Higbee asked if the pumps were the caps right now? Mr. Furmanchik said no, those pumps are still in existence underneath those plywood huts. Mr. Spinosa said what Mr. Higbee is referring to is part of the dispensers. At the top are the dispensers the pumps are submerged into the ground. The dispenser tops can not be removed without a soil sample because you have wells underneath your dispensers and that is where possible contamination can be.

Mr. Furmanchik said that property is owned by the county. Mr. Higbee said the county said if he wants it, he can more or less have it. Mr. Furmanchik said keep in mind that if the property comes back hot it can be an expensive project to clean. Mr. Higbee asked if he does not take the pumps, can he concrete over top of it and seal the whole thing and build a garage

for the tenants? Mr. Spinos said if he is not mistaken you can not build anything on that. Mr. Furmanchik said you cannot put a structure on top of that unless those tanks were pulled. It would be the same situation as if you wanted to build over a natural gas distribution line. There is the possibility of explosion there. Mr. Higbee thanked council for their time.

**Todd
Koehler**

Mr. Koehler said he just wanted to know what kind of response council got on the tenant/landlord ordinances.

Attorney Green said so far, we have 21 no responses. 36 certified letters were mailed out. 242 people were added to the per capita tax rolls. People we did not know that live in Windber. We have approximately 40 units unaccounted for. We know the people who owned them, and letters have gone out and locals received them Saturday June 8th. We have had overwhelming support.

Mr. Bryan said we want to know who is here from a safety standpoint. There is no hidden agenda and we could not be anymore transparent. He said he knows Mr. Koehler does not agree but there is not. Mr. Bryan said he has lived here for 21 plus years. He said he did not go to school here and he does not have a relative here but that he is sitting here trying to help 4,000 plus people. Across the state, we are not doing anything unique, we are not case number one. To be clear that is not the case. Now we have found people who are not on the per capita rolls and 40 people yet that we cannot run down. If you ask why? We do not know if they have a dead address or did, they walk away? We are doing our best to get 100% in the corral. We have rolled back the fee we had put out there and we respectfully listened to everyone and deferred it.

Mr. Bryan said he wants Mr. Koehler to come back and he likes his involvement, but he just wants to address the assertion he is making by him personally. Mr. Koehler said if he took it that way, he is sorry. He just has a problem with registering anything because nothing good in his life ever came from registering something and history proves it time and time again.

Mr. Bryan asked Mr. Koehler if there has been any type of harassment or push towards him or any of his properties. Mr. Koehler said years ago this subject came up and it was confronted, and council backed back down and then it came back up. Mr. Koehler said he has always spoken his peace. Mr. Bryan said they appreciated him coming here. Mr. Koehler said he does not live here but in Paint Township but would have loved to sit on this council, but I can't. He said he has a lot of pride in this town.

Mr. Bryans said he hopes Mr. Koehler can see us trying to do that and that is what we are trying to do here. He said just like Mr. Higbee, he wants to see him succeed and he wants to attend his new business. He said we want to work with him. Mr. Bryan said we have been famed by other municipalities as a role model. Mr. Koehler agreed. Mr. Bryan said we do not want to push and be a heavy but when you sit here, we want to provide safety of our residents and encourage business.

Mr. Furmanchik said he has known Mr. Koehler a long time and he takes care of his properties but in echoing Mr. Bryan's sentiments there is not hidden agenda. It is all about recouping taxes dollars, safety for our citizens, aiding the police department and making this community a community that everyone who resides here can be proud of. Also, it keeps

property values high. If everyone keeps their property tightened up, it keeps all property values high.

Mr. Furmanchik said this is a topic with the Pennsylvania State Association of Borough's right now also, and we have been told we are doing this the right way.

Mr. Furmanchik said he is glad Mr. Koehler attends the meetings and he always tells people that if you want to know what is going on come to the meetings. Mr. Furmanchik encouraged Mr. Koehler to come to the meetings and participate.

Mr. Koehler thanked Mr. Furmanchik. He said if anything good comes out of this it may be to keep some bad guys out of town but that is hard for him to say.

Correspondence

1. Codes Enforcement Officer Report and Certifications
2. Summary Results of Spring Cleanup
3. Chan Soon-Shiong Medical Center Fundraiser Invitation
4. PA Municipal Code Alliance Report
5. Windber Area Authority Minutes of April 10, 2019

**Approval
Fallen Run** A motion was made by Mr. Spinos and seconded by Mr. Bryan to approve the request from the For the Fallen Committee to close Graham Avenue on August 3, 2019 to allow safe parking for the bikes. Closure of Graham Avenue from Jefferson Avenue to 16th Street between the hours of 3:30 p.m. and 12 p.m. Following our approval, they will submit paperwork to PennDOT. Two absent, Mr. LaMonaca and Mr. Mash. Motion carried.

**Approval
Payroll** A motion was made by Mr. Spinos and seconded by Dr. Ledney to approve payroll for May 24, 2019. Two absent, Mr. LaMonaca and Mr. Mash. Motion carried.

**Approval
Bills** A motion was made by Mr. Spinos and seconded by Dr. Ledney to approve bills for May 2019. Two absent, Mr. LaMonaca and Mr. Mash. Motion carried.

**Approval
Landscaping
Invoice** A motion was made by Mr. Spinos and seconded by Mr. Bryan to pay DiLoreto Landscaping in the amount of \$365 from the Capital Improvement Fund to re-do the bricks at the bottom of the steps in front of the Windber Municipal Building. Roll call vote: Mr. Spinos, yes; Mr. Bryan, yes; Mr. Holden, yes; Mr. LaMonaca, absent; Dr. Ledney, yes; Mr. Mash, absent; Mr. Pallo, yes. Motion carried.

**Approval
Paving** A motion was made by Mr. Spinos and seconded by Mr. Pallo to ratify approval of paving bid from Quaker Sales in the amount of \$88,364.50. Roll call vote: Mr. Spinos, yes; Mr. Pallo, yes; Mr. Holden, yes; Mr. LaMonaca, absent; Dr. Ledney, yes; Mr. Mash, absent; and Mr. Pallo, yes. Motion carried.

**Cash Bal./
Treasurer
Rpt.** There were no questions at this time.

Council Liaison Reports

Bryan/Fire Mr. Bryan said May 23rd there was a meeting with himself, Bob Haddad, Bob Statler, John Jordan, Joel Landis, Gerald Walker, and Pam Tokar-Ickes. Two administrative associates were also present, and Mr. Terlingo was absent. We had a meeting with respect to the 911 system and hopefully look into improvements that could be made regarding specific items brought to their attention. Items such as call cards and just trying to align and make the job post event a more reasonable and actionable process to finish after a call.

Mr. Bryan said they showed some situations where there were inconsistencies and they just wanted to harmonize that. It was a very productive meeting. They are also working to rectify those things. They did see something they are going to review in respect to their systems. They may be looking to do upgrades and software updates. These things were being brought to their attention and this is not only happening in Windber.

**Ledney/
School** Dr. Ledney said school graduation was held on June 3, 2019. It was very nice. We are gearing up for the summer and preparing for school in the fall.

**Mayor's
Report** I attended the Somerset County Borough's Association meeting, on Thursday, May 16th. at the Coal Miner's Cafe in Jennerstown. Several issues were discussed, including PennDOT's lack of road repairs in or county. Rep. Carl Metzgar Walker was in attendance and is going to investigate.

On Sunday, May 19th, I participated in a fundraiser at the Windber Hotel as a behind the door celebrity for Team Tyler. The money is used for research for neurofibromatosis, a disease that Tyler Plunkard a 10-year-old Windber resident suffers from. Currently there is no treatment or cure. The event was a success with over \$4,000.00 raised in the event. A big thank you to all who participated.

I, along with Councilmen Ledney, Lamonica, and Holden participated in a ceremony honoring Clyde Gindlesperger at the Windber VFW, on Sat. May 18. Mr. Gindlesperger was presented with the Legion of Honor medal by a representative of the French government for his service in World War II. This medal is the highest honor that France can bestow on an individual.

I participated in the Windber Memorial Day parade, and ceremony at Veteran's Park. The turnout was excellent.

On June 3rd, I attended the 2nd meeting at Windber Medical Center, along with Councilman Ledney for the follow up on the Community Need's Assessment. Dr. Ledney said it is very much like strategic planning for the future and what our community needs are with health care. They are also looking at the education point of getting the word out educating the people as to what is needed. We looked at chronic diseases as well as acute of that nature. A survey went out and should be on their website by the end of the month.

The WalkWorks kickoff happened on Thursday, June 6th. We were forced to use the rain date due to the bad weather forecasted on the 5th. The event was a huge success, and a special thank you to all who participated or had any role in the event. Special thanks to Robin Gates who coordinated the sponsors along with many other things that needed done.

Mr. Bryan said he saw it in the newspaper and on television and called Robin personally, she was on camera and did a great job. He said he walked the mile tonight and thought it was great if you want to do your true mile.

Manager's Report

1403 & 1407 Midway Avenue - I am working with the Somerset County Redevelopment Authority concerning a performance bond and a surface stability issue that is the demolition contractor's responsibility.

Event Power Cables - Previously the cables, that the Borough rents, were housed in the basement of the Windber Hotel and overseen by Scott Penrod. Since Scott *is* no longer affiliated with the Borough, I have made arrangements to keep the cables in the shed at the community building and Matt Grohal will take care of all actions involved with cable rentals.

2019 Street Paving- With the deletion of 21st Street from our list, we will come in under budget for this year. Ratification from the approved phone vote, to move forward in this fashion, will take place at the June meeting.

Hemlock Pavilion - The repairs to the roof supports have been completed.

Storage Shed at The Borough Garage -After speaking with the manufacturer, the new shed will be placed on a gravel base. Public Works will prepare the site and we expect it to be in place at the beginning of July.

Old Borough Building and Eureka Store Property- Both properties were slated for Judicial Sale on May 21st_ The former Borough Building was sold, and a technicality has moved the Eureka property to go on the block during the month of November.

Police Motor Vehicle Accident -As you are aware, there was a minor incident where one of our patrol cars struck a privately-owned vehicle from behind. As of this writing there has been no contact seeking restitution to the vehicle that was rear-ended.

Railroad Crossing Near Graham Ave. & 17th Street - You might have noticed that this area needs repair. I facilitated a meeting with the Public Utility Commission, PennDOT and the property owner (Chuck Erikson). Since Dave was on vacation, the day of the meeting, I asked Anson to represent the Borough. Mr. Erickson was reminded that he was responsible for repairs and agreed to do so, in a timely fashion.

Flood Mitigation Grant - EADS has finalized the grant application. There should be a determination by the fall of this year. Again, if we are awarded the grant, we will be responsible for 15% (\$75,000).

Zoning Hearing Board - Due to relocating, Alex Lapinsky has resigned from the board. A copy of his letter of resignation is in your packet. I have approached Vincent Paczek, our representative from EADS, to fill that void. I am confident that Vinny would be a good fit.

WalkWorks - Formal dedication for this project, took place on June 6th. The Walk Works program is part of an initiative driven by the University of Pittsburgh's Graduate School of

Public Health. I originally made application through the Southern Alleghenies Planning and Development Commission. It is a notoriety that is not shared by any other municipality, in our area. Upon application approval, Mayor Thomas volunteered to work with the recreation director and Chan Soon Shiong Medical Center to bring this project to fruition. Kudos to Mike and to Robin for stepping up to help with final arrangements. I feel this was another great teaming effort.

CDBG Project - In continuing working with the Somerset County Redevelopment Authority for our Community Development Block Grant Funding, we have chosen 412 5th Street for low income home rehabilitation. A total of \$65,000 will be spent on this project. This property has been on our radar for property maintenance issues and completion of the project proves to be a valuable addition to the neighborhood. If you know anyone one of low-income status, that is seeking possible home rehab, they can make application through the Redevelopment Authority.

Mr. Furmanchik said in regard to our CDBG Projects and our demos on Midway, since we closed on 1407 Midway in 2018, we were still responsible for the taxes for 2018. He said he contacted the Windber Area School District School Board and the Somerset County Tax Assessment Office and they both sent letters waiving the 2018 tax for Windber Borough. The only thing left is for Windber Borough to waive the taxes for 2018 by a formal motion.

A motion was made by Mr. Spinos and seconded by Mr. Bryan to approve to waive the taxes for 1407 Midway for the Year 2018 in the amount of \$420.15. Roll call vote: Mr. Spinos, yes; Mr. Bryan, yes; Mr. Holden, yes; Mr. LaMonaca, absent; Dr. Ledney, yes; Mr. Mash, absent; and Mr. Pallo, yes. Motion carried.

Car Wash – Graham Avenue. Mr. Furmanchik said the car wash on Graham Avenue is about to close. Once it is closed, we will find out who purchased it and let them know they are responsible for mowing the grass.

Pickleball – Mr. Furmanchik said in order to have the pickle ball courts at the Delaney Fields they need to be refurbished. The only two companies that handle those types of situations are M & M Paving and Laurel Asphalt.

Mr. Furmanchik said there are two quotes in front of council. He said if council wishes to move in that direction. He asked both contractors if they could have the project completed by July 1st. They both assured him they could do that.

Mr. Furmanchik said the monies for the refurbishment of the courts could come from the Recreation Account. The account currently has \$12,236. If you remember the money in that account came from the sale of the little league fields and the original agreement was to use the money to support recreation at the recreation park.

Mr. Furmanchik spoke with Mr. Brumbaugh at Berwind and he touched base with some of his people and they would absolutely give it their blessing and they like the idea of supporting physical activity for senior citizens and creating a social atmosphere as well.

Mr. Spinos said Laurel Asphalts bid is higher than M & M. If you look it over Laurel Asphalt longevity of the material, he is using will last an extra five years or longer than M & M.

We did receive a donation to cover the cost of the nets. When the group approached council, they wanted two courts. Laurel Asphalts third option was for four courts. Mr. Spinos feels we should stay with two courts since we have money for nets and with what Laurel Asphalt is offering as far as longevity of the material for the courts he would like to make the motion to go with Laurel Asphalt and option no., 1 and 2 in the amount of \$10,820.

Mr. Bryan said we have \$12,000 in the Recreation Fund Account. Mrs. Gates said this would pretty much deplete the account. Mr. Ledney acknowledged that also. Mr. Spinos said a lot of the older residents approached us for the pickle ball court.

Mr. Bryan said we have repaired roofs and replaced glass along with paving the entire roadway. Mr. Spinos said we've done things at the park, but we should also do activities for the other residents in town. Mr. Pallo said being that the money came from playing baseball basically, putting a roof on is great but that is not a replacement activity. Mr. Spinos said it was supposed to be used for recreation.

Mr. Pallo asked what the difference was between the two? Mr. Spinos said the material Laurel Asphalt uses is called Riteway and it is what is used on these courts. Mr. Bryan said Laurel Asphalt has detailed all the courts they have done, and it is impressive. It is going to last. Mr. Spinos said it is no different than what the school district did with putting the underlay under the carpet at the stadium. It was a big push to do it right the first time.

Mr. Furmanchik said for those thinking about the tennis courts, you can still play tennis. There are courts at the park and the school. He said you have 11,000 sq. feet. Pickle ball courts are 440 sq. feet times two is 880 sq. feet. You are going to concentrate on the pickleball dimensions and on the outlined area. You will have cracked sealing and it will look nice. The majority of the activity is the pickleball court. There is a huge savings there.

Motion was seconded by Mr. Bryan to accept option 1 and 2 from Laurel Asphalt in the amount of \$10,820 to be paid from the Recreation Fund Account. Roll call vote: Mr. Spinos, yes; Mr. Bryan, yes; Mr. Holden, absent; Mr. LaMonaca, yes; Dr. Ledney, yes; Mr. Mash, absent; and Mr. Pallo, yes. Motion carried.

Solicitor's Report Maffeo's - Attorney Green said he received the Maffeo's brief on the 24th and he mailed his brief today which is nine days earlier in the hopes the Commonwealth Court may act quicker.

Approval A motion was made by Mr. Spinos and seconded by Mr. Pallo to approve the request from **St. Anthony's** Fr. Roderick Soha, T.O.R. of St. Anthony's of Padua Catholic Parish permitting them to close **Request** 22nd Street adjacent to the church, on Wednesday, July 10, 2019 for the annual Parish Festival. Two Absent, Mr. LaMonaca and Mr. Mash. Motion carried.

Resignation A motion was made by Mr. Spinos and seconded by Mr. Pallo to accept the resignation of **Lapinsky** Alex Lapinsky from the Zoning Hearing Board effective June 3, 2019. Two absent, Mr. LaMonaca and Mr. Mash. Motion carried.

**Paczek
Zoning
Hearing
Board**

A motion was made by Mr. Spinos and seconded by Dr. Ledney to appoint Vinnie Paczek to the Windber Borough Zoning Hearing Board effective June 11, 2019. Term ending, December 31, 2020. Roll call vote: Mr. Spinos, yes; Dr. Ledney, yes; Mr. Bryan, yes; Mr. Holden, yes; Mr. LaMonaca, absent; Mr. Mash, absent, and Mr. Pallo, yes. Motion carried.

**Next
Meeting**

Next meeting for council will be July 9, 2019 at 7 p.m.

Adjourn

Meeting adjourned at 9:00 p.m. by Council President, Mike Bryan.

Respectfully Submitted By:

Robin S. Gates
Administrative Assistant